

***Town Council: Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald  
Mayor: Fletcher Fosque | Town Manager: Matt Spuck***

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**Town of Onancock**

**Town Council Meeting**

**June 27, 2022, at 7:00 p.m.**

**Agenda**

1. Call to order and roll call
2. Pledge of Allegiance
3. Public Business:
  - a. Motion to approve meeting minutes – May 23, 2022, Town Council meeting
  - b. Joint Public Hearing – Article VII: Business Waterfront (B-W)
  - c. Joint Public Hearing – Article V: Business Downtown (B-1)
  - d. Public Hearing – Homestay at 1 Hillcrest Dr.
  - e. Public Hearing – Homestay at 78 Market St.
4. Public Comment
5. Committee Reports
  - a. Personnel (Joy Marino)
  - b. Planning Commission (Fletcher Fosque)
  - c. Waterfront (Fletcher Fosque)
6. Mayor's Report
7. Town Manager's Report
8. Adjourn

**Town of Onancock  
Town Council Meeting  
Monday, May 23, 2022  
7:00 PM**

**1) Call to order and Roll Call:**

Vice Mayor Oswald called the meeting to order at 7:00 PM and roll was called. Mayor Fletcher Fosque (via Zoom) and Councilmembers Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock were present. A quorum was established. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

Public Hearing was called to order at 7:02 PM.

Public Hearing was closed at 7:03 PM.

**2) The Pledge of Allegiance was recited.**

**3) Public Business:**

**a) Consideration and Approval of April 25, 2022, Meeting Minutes:**

Councilmember Nock moved to approve the minutes with corrections. Councilmember Gillespie seconded the motion. The motion was passed with 6-0 vote.

**b) Consideration of Homestay at 60 Kerr St. – Councilmember Marino moved to approve the application. Councilmember Gillespie seconded the motion. The motion passed with 6-0 vote.**

**c) 2023 Budget and Capital Improvement Plan – Councilmember Marino moved to approve the proposed 2023 budget included in the meeting packet. Councilmember Burger seconded the motion. Discussion followed.**

- Councilmember Marino requested clarity regarding the purchase of vehicles for the Public Works Department. She wanted to understand why each department employee has a vehicle as opposed to sharing of vehicles. Town Manger Spuck explained the employees may not always be working on the same project throughout town.
- Councilmember Holdren expressed concerns with using reserve money to help offset tax revenue.
- Councilmember Marino stated the reserve money is there to help property owners.

Councilmember Marino, moved to amend the motion to reduce the Real Estate tax rate to \$.27/\$100 using reserve funds to offset revenue. Councilmember Gillespie seconded the motion. The amended motion failed with Councilmembers Gillespie, Marino, and Oswald voting yes and Councilmembers Burger, Nock and Holdren voting no. Mayor Fosque broke the tie with a no vote.

**Town of Onancock  
Town Council Meeting  
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7:00 PM**

The original motion passed with Councilmembers Holdren, Burger, and Holdren voting yes. Councilmembers Gillespie, Marino, and Oswald voting no. Mayor Fosque broke the tie with a yes vote.

**4) Council Discussion**

a) Format for monthly financial reports – Councilmember Holdren requested a different format for financials. She submitted a few options to Town Manager Spuck.

b) ARPA projects – Town Manager Spuck presented a timeline of approved projects. Priority consideration was determined by length of project, availability of services and/or material as well as outdoor elements that could potentially impact job progression. Discussion followed:

- Councilmember Oswald asked if Town Hall would have an HVAC system on the second floor. Town Manager Spuck confirmed the upgrades include HVAC system.
- Councilmember Nock asked if the public restrooms would remain open during construction of the Town Hall building. Town Manager Spuck explained the goal is for the renovations at 38 Market St. to be completed before the start of Town Hall renovations. 38 Market St renovations includes new public restrooms. If the projects run concurrently, a public restroom will be available at one of the locations.
- Councilmember Holdren stated she feels there is conflict of interest with Mayor Fosque and Town Manager Spuck potentially applying for the Business Façade grant as each owns a commercial building in the B1 district. Town Manager Spuck plans to form a committee to establish guidelines for the grant applicants. The committee will also disclose any conflicts. Mayor Fosque suggested using the guidelines from Main Street.

c) HRSD pumpstation – Councilmember Marino requested to add the sale of Hartman Ave pumpstation to the agenda. HRSD is purchasing the pump station at the Hartman Ave location from ESCADV but unfortunately the title has a lien. Town Manager Spuck suggested the purchase of land from the Town of Onancock to help with this time sensitive project. The consensus vote to proceed from Town Council was 6-0.

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5) Public Comments – no public comments to record.

**6) Committee Reports**

a) Personnel Committee – Councilmember Marino has the original handbook. Several items were forwarded to Town attorney for suggestions.

b) Planning Commission – Mayor Fosque reported the Planning Commission reviewed the B1 and BW ordinance. Suggested changes are being reviewed by the Town attorney. The suggested changes to B1 would allow for a long-term lease apartment and Homestay will be allowed with a special use permit.

c) Waterfront – Mayor Fosque reported the procurement of golf carts has been difficult.

7) **Mayor's Report** – Since Mayor Fosque was attending via Zoom, he plans to report on Main Street conference at the June 2022 meeting.

**8) Town Manager's Report** – Town Manager Spuck reported the following:

a) Councilmember Burger asked for update on the Chaney sidewalk and easement situation. Town Manager Spuck is looking for funding with a Federal Grant revenue as opposed to a shared revenue grants for the sidewalks at King St. The goal is of installing sidewalks is to help with safety and stormwater management.

b) Jackson Street will be paved mid-June and completed by July 4<sup>th</sup>.

9) Adjourn – Councilmember Nock moved to adjourn the meeting. Councilmember Holdren seconded. Meeting adjourned at 8:30 PM

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Mayor, Fletcher Fosque

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Town Clerk, Debbie Caton

## ARTICLE VII. BUSINESS-WATERFRONT DISTRICT (B-W)

### Sec. 38-205. Statement of intent.

Certain types of commercial activities either require waterfront ~~location, or location or~~ are enhanced by such location. The purpose of this district is to provide a multi-use district allowing compatible and complementary water-dependent businesses. Certain limitations may be imposed to protect residential desirability of adjacent neighborhoods and enhance the town's tidal water resources. As a general rule, uses which do not require waterfront locations are not permitted in the B-W District.

(Code 1989, § 24-45; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

### Sec. 38-206. Principal permitted uses and structures.

The following uses and structures shall be permitted by right in the Business-Waterfront District (B-W) subject to the provisions herein:

- (1) Marinas and yacht clubs, and servicing facilities for the same, including boat storage, fueling and repair of watercraft.
- ~~(2) Marine sales and services.~~
- (3) Retail shops and outlets in seafood; marine related equipment ~~sales~~ and repairs.
- (4) Facilities for the landing, storage and shipment of seafood and shellfish. Specifically, those activities conducted by local waterman.
- (5) Boat ramps, dock, piers and related facilities ~~available to local or transient boaters.~~
- (6) Waterborne commerce, including docks and areas for the receipt, temporary storage, trans-shipment and freighting of waterborne commerce.
- (7) Recreational activities primarily conducted on a waterfront provided that such uses shall be contiguous to a waterfront.
- ~~(8) Bulk storage and freighting of petroleum.~~
- (9) Signs, as permitted in article XI of this chapter.
- (10) Public utilities. Poles, lines, transformers, pipes, meters and similar facilities; water and sewer distribution lines.
- ~~(11) Public parking~~
- ~~(12) Restaurants as defined in §16-340~~

(Code 1989, § 24-46; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

### Sec. 38-207. Special exceptions.

~~The following uses shall be permitted~~Any other use in the Business-Waterfront District (B-W), subject to all the other requirements of this chapter, only upon the obtaining of a special use permit from the town council.

- (1) ~~Residential use Boat buildings.~~
- ~~((2) —Hotels, Inns, or Bed & Breakfast Inns with less than 10 rooms Motels, hotels, inns and bed and breakfast type inns.~~
- ~~(3) —Professional and business offices Office buildings.~~
- ~~(4) —Homestay, as defined in 38-77 (with no limit on distance between Homestay properties and no limit on number of Homestay properties owned)~~  
Restaurants and soda fountains; restaurants in motels, hotels and inns.
- ~~(5) —Retail establishments for products with no age restriction Gift stores and specialty shops; retail business; gift stores, specialty shops and retail businesses in motels, hotels and inns.~~
- ~~(6) —Residential apartments above stores and offices. This shall exclude condominiums, as defined in the Code of Virginia, title 55, ch. 4.2, to § 55.1-1900.~~
- ~~(7) —Libraries and Museums Libraries and museums.~~
- (8) Such other temporary or permanent use of land, buildings, or structures as may be permitted by Town Council of the Town of Onancock as a Special Use, in accordance with Article XV of this Code.

(Code 1989, § 24-47; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

### **Sec. 38-208. Setback regulations.**

Structures shall be located five feet or more from any street right-of-way.

(Code 1989, § 24-48; Ord. of 6-5-1962; Ord. of 3-24-1997; Ord. of 7-14-1997)

### **Sec. 38-209. Height regulations.**

Buildings may be erected up to 35 feet or 2 ½ stories high, except that:

- (1) Accessory buildings shall be limited to 1 ½ stories high.
- (2) Public utility structures, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, residential television antennas and residential radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

(Code 1989, § 24-49; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

### **Sec. 38-210. Limitations to Protect Residential Community and Other Supplemental regulations.**

- (a) No activity which involves the use or handling of any noxious materials (any materials which are injurious to health upon casual human exposure without protective clothing or other protective equipment), no materials which have an offensive odor (as determined by a 2/3 majority of property owners within 1,000 feet of the operation), no waste and waste-related material, including materials for recycling and no radioactive materials shall be permitted in this district.
- (b) For permitted uses requiring an inventory of materials for onsite construction or repair, such materials shall be stored under cover.

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- (c) Non-retail operations may not operate before 7AM after 5PM, Monday through Friday, weekends, or Federal holidays.
  - (d) Because truck traffic negatively affects the residential character of the Town, transporting materials on or off the property shall be limited to no more than 30 cubic yards per day
  - (e) Noise levels for any operation, including equipment or safety systems may not exceed 50 decibels, which shall be randomly monitored by Town personnel, or by complaint, with Town provided equipment and measured from the property edge.
  - (f) Loading, unloading, handling, or transporting any material that may cause dust or residue of any kind that may be affected by wind shall be mitigated by fully enclosing the material handling process, watering the material as it is handled to mitigate dust but not cause run off into the Creek, and screen the property edge with natural barriers.

(Code 1989, § 24-50; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

### **Sec. 38-211. Penalties.**

- (a) Penalty for violating any regulation within this section is equivalent to a Class 4 Misdemeanor and subject to the maximum fine of \$250, or that maximum established by the Commonwealth of Virginia. Each violation will be treated as a separate violation and subject to the maximum fine per incident.

**Secs. 38-21~~1~~—38-228. Reserved.**

## ARTICLE V. BUSINESS, DOWNTOWN, DISTRICT (B-1)

### Sec. 38-148. Statement of intent.

This district is intended to provide ~~carefully planned business and community use with residential space above retail space in the Downtown area, for the conduct of limited business which provide convenience, goods and services to town residents and those people living in close proximity to the town.~~

(Code 1989, § 24-31; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

### Sec. 38-149. Principal permitted uses and structures.

The following uses shall be permitted by right:

- (1) ~~Residences on floors above the ground floor~~ Accessory buildings.
- (2) Professional and business offices.
- (3) Banks and lending institutions.
- (4) Theaters
- (5) Restaurants, as defined in 16-340, or catering establishments that close before 11pm.
- (6) Signs as permitted under article XI of this chapter.
- (7) ~~Retail~~ Personal service ~~retail~~ stores, such as, but not limited to, barbershops, beauty parlors, spa services, and shoe repair shops.
- (8) ~~Stores for~~ Retail sales, such as, but not limited to, dry goods, pharmaceuticals, gifts, general merchandise, food and food products of any kind, including production of bakery goods for retail sale in the same establishment, hardware, office supplies and similar retail establishments for products with no age restrictions.
- (9) Public utilities. Poles distribution lines, distribution transformers, pipes, meters and other facilities necessary for the provision and maintenance of public utilities, including water and sewage facilities. Transmission lines, transmission towers and electrical substations are not deemed necessary facilities under this section.
- (10) Virginia ABC Stores.
- (11) Libraries, museums, education facilities.
- (12) Exercise gyms or studios.
- (13) Homestay, as defined in 38-77 (with no limit on distance between Homestay properties and no limit on number of Homestay properties owned)
- (14) Hotels with up to 10 rooms
- (15) Churches and other places of worship
- (16) Town owned Welcome Centers and or public bathroom
- (17) Public Parking



~~(18) Public outdoor spaces including community gardens~~

~~(19) Art galleries, artist or artisan studios, or craft production~~

(Code 1989, § 24-32; Ord. eff. 6-5-1962; Ord. of 3-24-1997, Amd. of 7-14-1997)

### Sec. 38-150. Special exceptions.

~~The following uses shall be permitted.~~ The following uses shall be permitted in the Business, Downtown, District (B-1), subject to ~~all of~~ the other requirements of this chapter, only upon obtaining a special use permit, as defined in Article XV of this chapter, from the Town Council:

- ~~(1) Clubs and lodges with broad membership.~~ Clubs and lodges.
- ~~(2) Churches, cigar, hookah, or vaping sales or lounges.~~
- ~~(3) Retail establishments that sell any product with age limitations.~~ Apartments on floors above the ground floor with occupants to use off-street parking.
- ~~(4) Any business open after 11pm.~~ Public billiard parlors, poolrooms, dance studios and similar forms of public amusement.
- ~~(5) The use of semi-trailers, trailers, or any movable or temporary structure used as accessory structures.~~ Hotels.
- ~~(6) Hotels with more than 10 rooms.~~ Nightclubs, meaning an establishment that provides live amplified music, karaoke, disc jockeys (DJs), and/or dancing between the hours of 9:00 p.m. and 6:00 a.m.; provided, however, that any special exception issued for this use shall be valid for 365 days only, unless further renewed by the town council for successive terms of 365 days, each.
- ~~(7) Public or Farmer's Markets.~~ Open-air produce and arts and crafts markets.
- ~~(8) Such other temporary or permanent use of land, buildings, or structures as may be permitted by Town Council of the Town of Onancock as a Special Use.~~ In accordance with Article XV of this Code.

(Code 1989, § 24-33; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Amd. of 7-27-1998; Amd. of 2-24-2003; Mo. of 2-22-2010; Ord. No. O-06-2012, § 24-33, 10-22-2012)

The following uses are strictly forbidden in the Business Downtown District. No permit is possible.

- (1) Fuel sales, gas station, or fuel storage and distribution
- (2) Processing of any produce, seafood, or poultry
- (3) Vehicle repair
- (4) Any business that uses noxious materials (any materials which are injurious to health upon casual human exposure without protective clothing or other protective equipment).

### Sec. 38-151. Area regulations.

There are no area regulations for the Business, Downtown, District (B-1).

### Sec. 38-152. Setback regulations.

There are no setback regulations for the Business, Downtown, District (B-1).

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**Sec. 38-153. Frontage and yard regulations.**

There are no frontage and yard regulations for the Business, Downtown, District (B-1).

**Sec. 38-154. Height regulations.**

- (a) Buildings may be erected to a height not to exceed 2 ½ stories or 35 feet.
- (b) Public utility structures, church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flag poles, television antennas and radio aerials are exempt. Parapet walls may be to four feet above the height of the building on which the walls rest.
- (c) No accessory building may be more than 1 ½ stories or 20 feet in height.

(Code 1989, § 24-37; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

**Sec. 38-155. Parking in B-1.**

- (a) There is no parking on public streets allowed between 11pm and 5am the following morning.
- (b) Parking by permit only in Town owned parking lots after 11:00pm.
- (c) Parking penalties are issued by the Onancock Police Department and processed by the Town Offices. Fines are determined by the Virginia Uniform Fine Schedule. Special allowances may be made by the Town Manager or Chief of Police.

**Commented [MS1]:** The goal is to make sure parking is available for business customers during business hours, and that B-1 Residents have parking overnight. We will issue parking permits to B-1 Residents that allows for parking in Town-owned parking lots every night. Any vehicle without a permit will be ticketed, as will on-street parking after 11pm.

**Penalties.**

Penalty for violating any regulation within this section is equivalent to a Class 4 Misdemeanor and subject to the maximum fine of \$250, or that maximum established by the Commonwealth of Virginia. Each violation will be treated as a separate violation and subject to the maximum fine per incident.

**Secs. 38-~~155~~156—38-176. Reserved.**

**STAFF REPORT**

**1 Hillcrest Drive, Onancock, VA 23417**

**To:** Town Council  
**Case Number:** SUP 06:22:01  
**Tax Map:** 85A4-1-4

**Date:** June 27, 2022

**From:** Matt Spuck

**General Information**

<i>Applicant</i>	Linda Rienarth
<i>Owner of Record</i>	Linda Rienarth
<i>Requested Action</i>	Special Use Permit for Homestay at 1 Hillcrest Drive
<i>Location</i>	1 Hillcrest Drive, Onancock, VA 23417
<i>Existing Land Use</i>	The parcel is currently zoned R-1B, Residential 1B.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1B

**Analysis**

The applicant is requesting a permit to use a three-bedroom, two-bathroom home as a Homestay. The application meets all criterion of §38-77 of the Onancock Town Code. The closest operating Homestay is located at 12 Joynes Street, which is well outside the required spacing buffer required between Homestay properties. The owners do not own any other Homestay properties in Onancock. There is sufficient off-street parking. Adjacent Property Notifications were hand delivered to each abutting property as required by §38-497.

**Conclusion**

It is staff's opinion that the application is consistent with intent found within the Town Code section 38-77 and recommends that Town Council approve this application as submitted.

**Suggested Motion**

Mr. Mayor, I move to approve SUP 06:22:01 with the following requirements:

- Up to six guests may occupy the Homestay at any one time.
- All guests must park in the off-street spaces provided.
- The owner agrees with the terms of §38-77 as adopted by Town Council on February 28, 2022.
- The owner agrees to file Transient Occupancy Tax reports quarterly, as required by §16-72 through §16-81, even if there is no revenue to report.
- The owner agrees to provide the Town with any online travel agent used to list the property for rent as a Homestay.

**Town Council:** Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald  
**Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

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June 20, 2022

Adjacent Property Owner Notification – hand delivered

**Re: 1 Hillcrest Drive Onancock VA 23417**

Linda Rienarth properly submitted a Special Use Permit application to request that 1 Hillcrest Drive be permitted to operate a Homestay. A Homestay is defined as a short-term rental property in which guests may rent space for no more than three weeks. These properties are commonly rented through online travel agencies such as AirBnB or VRBO.

As a neighbor, we notify you of the application and invite you to speak at the June 27, 2022, Public Hearing at the normally scheduled Town Council meeting that takes place at 7:00pm in the Town Hall located at 15 North Street. This is a live meeting, and no public comment will be entertained from remote attendees. You may submit your comments to me via mail or email, if that is more convenient for you. We encourage you to share your thoughts with Town Council to better inform their decision.

The application and the Staff Report are attached for your review and convenience.

I will likely recommend that Town Council approve the application as it meets the criterion required in the Town Ordinance §38-77. Town Council makes their decision based on compliance with current ordinance and considers the opinion of neighbors. Your voice is important.

If you have any questions, please feel free to contact me directly.

Many thanks,



Matt Spuck  
Town Manager  
Matt.Spuck@Onancock.com



**PUBLIC HEARING**

**TOWN COUNCIL**

**TOWN OF ONANCOCK, VA**

**June 27, 2022, 7:00PM**

**15 North Street, Onancock, VA 23417**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, June 27, 22 at 7:00 p.m. in the Council Chambers at Onancock Town Hall at 15 North Street. The purpose of this hearing is to solicit public comment regarding the homestay application submitted by the current owners of 1 Hillcrest Drive in Onancock. Copies of the application and staff report are available in the Town Hall during normal business.

Questions or comments may be directed to Matt Spuck, Town Manager, at 757-787-3363, or via email at [Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com).

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Advertise on the following date: June 17, 2022

Authorized by: Matt Spuck, Town Manager, Town of Onancock

Bill to: Town of Onancock, VA  
15 North Street, Onancock, VA 23417

# TOWN OF ONANCOCK

15 NORTH STREET  
ONANCOCK, VIRGINIA 23417

RECEIVED

MAY 24 2022

TOWN OF ONANCOCK

## SPECIAL USE PERMIT APPLICATION

Applicant's Name: Diachary Rieneerth / Linda Rieneerth

Address: 1 Hillcrest Dr Onancock VA 23417

Telephone: 757-777-6375 Date: 5/9/22

Location & Legal Description of Property Proposed\*: Corner of  
Hillcrest Dr. & Hillcrest Dr. 1 story home  
1 Hillcrest Dr.  
3 BR / 2 Full Bath

No. of total guests (for homestay applicants only): 6 ✓

No. of proposed parking spaces (for homestay applicants only): 3-4

Parcel Number: 085A40100000400

Zoning Classification: Residential 1A

Name and telephone number for local emergency contact: Dawn Weston, 2 Hillcrest Dr. 757-894-4954

Description of Proposed Use: To create a family friendly retreat  
for people to stay & explore the area.

NO OTHER PROPERTIES!

Air BnB

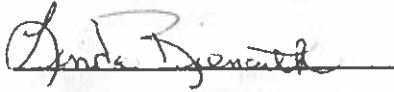
RECEIVED  
MAY 24 2022  
BY: [Signature]  
150

# TOWN OF ONANCOCK

15 NORTH STREET  
ONANCOCK, VIRGINIA 23417

I certify that the information listed above is true and accurate to the best of my knowledge,  
and I will comply with all provisions of the Code for the Town of Onancock.

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Signature of Applicant

*Linda R. Bennett*

5/9/22

Date

*5/9/22*

**\*For requests to operate homestays, the applicant must attach a site plan that provides location of the home, setbacks from all property lines and the street, no. of proposed parking spaces, and traffic flow patterns entering and leaving the property. The zoning administrator will conduct a site visit of the property as part of the review of the application.**

# Accomack County, Virginia

**Tax Map #:**

85A4-1-4


**Parcel ID:**

085A40100000400

The assessment information is obtained from the total value of these tax map numbers...

85A4-1-4

**Summary**

<p><b>Owner's Name</b> RIENERTH,LINDA M <i>No Data</i></p> <p><b>Mailing Address</b> 1033 BALDWIN AVE NORFOLK, VA 23507-1223</p> <p><b>Base Zoning</b> Note: Part or all of this area falls within the limits of an Incorporated Town. Please check with applicable Town for zoning classification within town limits.</p> <p><b>Overlay Zoning</b></p> <p><b>Tax District</b> 14</p>	
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Sale Information		Assessment Information		
Transfer Date:	1/1/1900 12:00:00 AM		New 2022 Assessment	Prior Assessment
Sales Price:	\$0	Land Value	\$31,500	\$31,500
Grantor:	No Data	Improvement	\$162,600	\$122,600
Deed Reference:	2001 4082	Total Value	\$194,100	\$154,100
Additional Ref:	Book 2001	The assessment information is obtained from the total value of these tax map numbers... 85A4-1-4		
Additional Ref:	Page 4082			

**Land**

Property Class:	100-Incorporated Town	Electricity:	No Data
Legal Description:	HILL ST DEV PART LOT 4	Gas:	No Data
Land Description:	HOMESITE - PAVED ROAD	Sewer:	No Data
Street Type:	Paved	Water:	No Data

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Accomack County expressly disclaims any liability for loss or damage arising from the use of said information by any third party.



**Building**

<b>Building Type:</b>	DWELLING	<b>Total Rooms:</b>	4
<b>Description:</b>	Single family	<b>Number of Bedrooms:</b>	2
<b>Stories:</b>	1	<b>Number of Baths:</b>	1
<b>Year Built:</b>	1970	<b>Number of Half Baths:</b>	1
<b>Finished Sq Ft:</b>	1488	<b>Heat Type:</b>	Electric baseboard
		<b>Air Conditioning:</b>	N

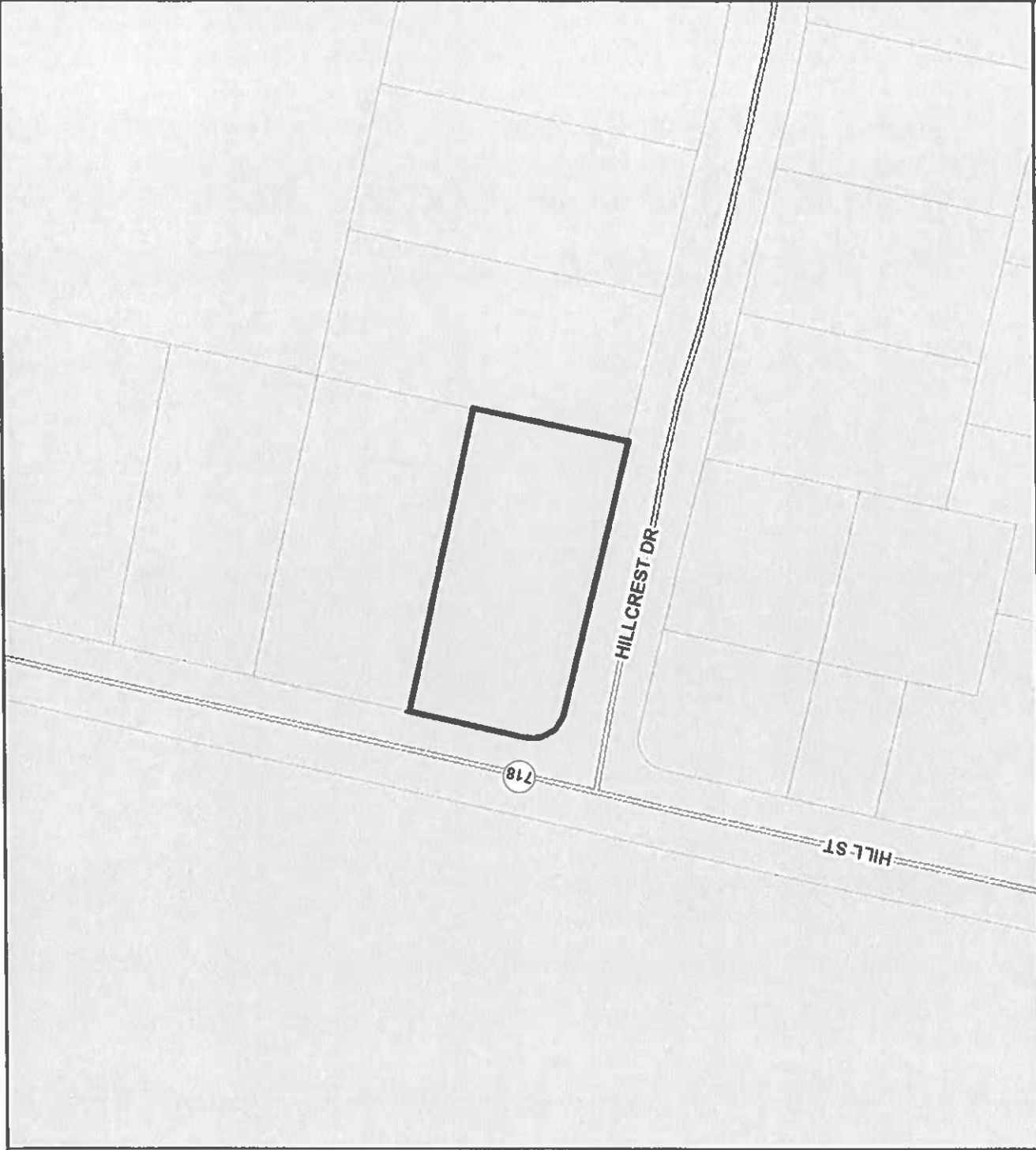
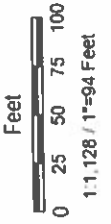
<b>Construction</b>		<b>Additional Data</b>	
<b>Foundation Type:</b>	Full Crawl	<b>Attic:</b>	None
<b>Construction Type:</b>	Wood frame	<b>Finished Attic Sq Ft:</b>	No Data
<b>Exterior:</b>	Brick	<b>Basement Sq Ft:</b>	No Data
<b>Condition:</b>	normal for age	<b>Finished Basement Sq Ft:</b>	No Data
<b>Roof Type:</b>	Gable	<b>Attached Garage Sq Ft:</b>	406
<b>Roof Material:</b>	Comp sh to 235#	<b>Detached Garage Sq Ft:</b>	No Data
		<b>Deck Sq Ft:</b>	No Data

# Accomack County, Virginia

## Legend

Parcels

Map Printed from AccoMap  
<https://parcelviewer.geodecisions.com/Accomack>



**Title: Parcels**

**Date: 6/1/2022**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.*

**STAFF REPORT**

**78 Market St, Onancock, VA 23417**

**To:** Town Council  
**Case Number:** SUP 06:22:02  
**Tax Map:** 85A2-A-113

**Date:** June 27, 2022

**From:** Matt Spuck

**General Information**

<i>Applicant</i>	Thomas DeLisle
<i>Owner of Record</i>	Thomas DeLisle
<i>Requested Action</i>	Special Use Permit for Homestay at 78 Market St
<i>Location</i>	78 Market Street, Onancock, VA 23417
<i>Existing Land Use</i>	The parcel is currently zoned R-1A, Residential 1A.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1A

**Analysis**

The applicant is requesting a permit to use a two-bedroom, one-bathroom home as a Homestay. The application meets all criterion of §38-77 of the Onancock Town Code. The closest operating Homestay is located at 12 Joynes Street, which is well outside the required spacing buffer required between Homestay properties. The owners do not own any other Homestay properties in Onancock. There is sufficient off-street parking. Adjacent Property Notifications were hand delivered to each abutting property as required by §38-497.

**Conclusion**

It is staff's opinion that the application is consistent with intent found within the Town Code section 38-77 and recommends that Town Council approve this application as submitted.

**Suggested Motion**

Mr. Mayor, I move to approve SUP 06:22:02 with the following requirements:

- Up to four guests may occupy the Homestay at any one time.
- All guests must park in the off-street spaces provided.
- The owner agrees with the terms of §38-77 as adopted by Town Council on February 28, 2022.
- The owner agrees to file Transient Occupancy Tax reports quarterly, as required by §16-72 through §16-81, even if there is no revenue to report.
- The owner agrees to provide the Town with any online travel agent used to list the property for rent as a Homestay.

*Town Council: Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald*  
*Mayor: Fletcher Fosque | Town Manager: Matt Spuck*

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June 20, 2022

Adjacent Property Owner Notification – hand delivered

**Re: 78 Market Street Onancock VA 23417**

Thomas DeLisle properly submitted a Special Use Permit application to request that 78 Market Street be permitted to operate a Homestay. A Homestay is defined as a short-term rental property in which guests may rent space for no more than three weeks. These properties are commonly rented through online travel agencies such as AirBnB or VRBO.

As a neighbor, we notify you of the application and invite you to speak at the June 27, 2022, Public Hearing at the normally scheduled Town Council meeting that takes place at 7:00pm in the Town Hall located at 15 North Street. This is a live meeting, and no public comment will be entertained from remote attendees. You may submit your comments to me via mail or email, if that is more convenient for you. We encourage you to share your thoughts with Town Council to better inform their decision.

The application and the Staff Report are attached for your review and convenience.

I will likely recommend that Town Council approve the application as it meets the criterion required in the Town Ordinance §38-77. Town Council makes their decision based on compliance with current ordinance and considers the opinion of neighbors. Your voice is important.

If you have any questions, please feel free to contact me directly.

Many thanks,



Matt Spuck  
Town Manager  
Matt.Spuck@Onancock.com



**PUBLIC HEARING**

**TOWN COUNCIL**

**TOWN OF ONANCOCK, VA**

**June 27, 2022, 7:00PM**

**15 North Street, Onancock, VA 23417**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, June 27, 22 at 7:00 p.m. in the Council Chambers at Onancock Town Hall at 15 North Street. The purpose of this hearing is to solicit public comment regarding the homestay application submitted by the current owners of 78 Market Street in Onancock. Copies of the application and staff report are available in the Town Hall during normal business.

Questions or comments may be directed to Matt Spuck, Town Manager, at 757-787-3363, or via email at [Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com).

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Advertise on the following date: June 17, 2022

Authorized by: Matt Spuck, Town Manager, Town of Onancock

Bill to: Town of Onancock, VA  
15 North Street, Onancock, VA 23417

# TOWN OF ONANCOCK

15 NORTH STREET  
ONANCOCK, VIRGINIA 23417

RECEIVED  
MAY 12 2022  
TOWN OF ONANCOCK

## SPECIAL USE PERMIT APPLICATION

Applicant's Name: Thomas DeLisle

Address: 28375 YEO NECK RD Melba, VA 23410

Telephone: 757 710 4759 Date: 5/10/22

Location & Legal Description of Property Proposed\* : 78 MARKET STREET  
ONANCOCK, VA 23417

2 BR / 1 BATH

No. of total guests (for homestay applicants only): 4 guests or family w/ children

No. of proposed parking spaces (for homestay applicants only): 2

Parcel Number: 085A2A000011300

Zoning Classification: Residential

Name and telephone number for local emergency contact: Mona Cossitt  
757 787 3207

Description of Proposed Use: OPERATION OF AIR B&B OR VRBO  
and TRAVELING NURSES and doctors. Property  
will be MANAGED by Tom DeLisle and/or  
MONA COSSITT both within 8 miles of property.  
PARKING will be on concrete apron or in  
attached garage.

own no other AirBnB

Air BnB

PAID  
MAY 12 2022  
BY: [Signature] #1068  
\$150.-

# TOWN OF ONANCOCK

15 NORTH STREET  
ONANCOCK, VIRGINIA 23417

I certify that the information listed above is true and accurate to the best of my knowledge, and I will comply with all provisions of the Code for the Town of Onancock.

Thomas G. P. M.

Signature of Applicant

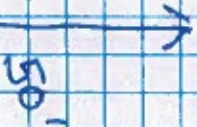
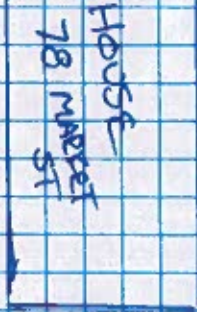
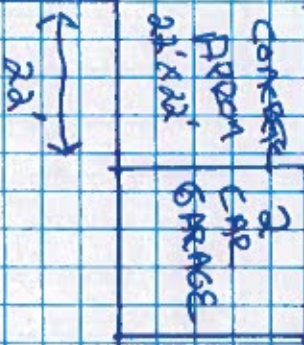
5/12/2022

Date

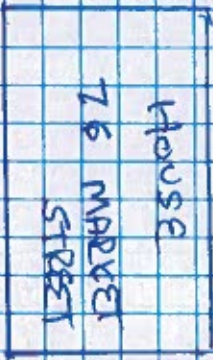
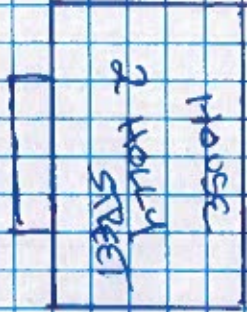
**\*For requests to operate homestays, the applicant must attach a site plan that provides location of the home, setbacks from all property lines and the street, no. of proposed parking spaces, and traffic flow patterns entering and leaving the property. The zoning administrator will conduct a site visit of the property as part of the review of the application.**



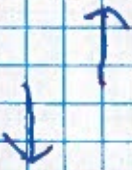
LEBBETS YMOH



45'



MARKET STREET





# Accomack County, Virginia

**Tax Map #:**  
85A2-A-113

**Parcel ID:**  
085A2A000011300

The assessment information is obtained from the total value of these tax map numbers...  
85A2-A-113

## Summary

**Owner's Name**  
DAVIS,JODY

*No Data*

**Mailing Address**  
78 MARKET ST  
ONANCOCK, VA 23417-4224

**Base Zoning**

Note: Part or all of this area falls within the limits of an Incorporated Town. Please check with applicable Town for zoning classification within town limits.

**Overlay Zoning**

**Tax District**  
14



## Sale Information

<b>Transfer Date:</b>	10/21/2011 12:00:00 AM
<b>Sales Price:</b>	\$0
<b>Grantor:</b>	DAVIS,ANITA E
<b>Deed Reference:</b>	2011 00263
<b>Additional Ref:</b>	Book 0610
<b>Additional Ref:</b>	Page 00562

## Assessment Information

	New 2022 Assessment	Prior Assessment
<b>Land Value</b>	\$31,500	\$31,500
<b>Improvement</b>	\$141,500	\$106,000
<b>Total Value</b>	\$173,000	\$137,500

The assessment information is obtained from the total value of these tax map numbers...  
85A2-A-113

## Land

<b>Property Class:</b>	100-Incorporated Town	<b>Electricity:</b>	No Data
<b>Legal Description:</b>	RES	<b>Gas:</b>	No Data
<b>Land Description:</b>	HOMESITE - PAVED ROAD	<b>Sewer:</b>	Y
<b>Street Type:</b>	Paved	<b>Water:</b>	Y

## Building

<b>Building Type:</b>	DWELLING	<b>Total Rooms:</b>	5
<b>Description:</b>	Single family	<b>Number of Bedrooms:</b>	1
<b>Stories:</b>	1	<b>Number of Baths:</b>	1
<b>Year Built:</b>	1965	<b>Number of Half Baths:</b>	No Data
<b>Finished Sq Ft:</b>	1395	<b>Heat Type:</b>	Heat pump
		<b>Air Conditioning:</b>	P

Construction		Additional Data	
<b>Foundation Type:</b>	3/4 Crawl	<b>Attic:</b>	None
<b>Construction Type:</b>	Wood frame	<b>Finished Attic Sq Ft:</b>	No Data
<b>Exterior:</b>	Brick	<b>Basement Sq Ft:</b>	No Data
<b>Condition:</b>	normal for age	<b>Finished Basement Sq Ft:</b>	No Data
<b>Roof Type:</b>	Gable	<b>Attached Garage Sq Ft:</b>	575
<b>Roof Material:</b>	Comp sh to 235#	<b>Detached Garage Sq Ft:</b>	No Data
		<b>Deck Sq Ft:</b>	No Data

# Accomack County, Virginia

## Legend

Parcels

Map Printed from AccoMap

<https://parcelviewer.geodecisions.com/Accomack>

Feet



**Title: Parcels**

**Date: 6/17/2022**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.*

*Town Council: Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald*  
*Mayor: Fletcher Fosque | Town Manager: Matt Spuck*

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Town Manager Report – June 27, 2022

Planning Commission

- PC has reviewed and made changes to B-1 and B-W. The Parking in B-1 is a major change, but it is necessary to ensure business customers have a place to park, as well as the new Downtown residents.
- We are researching Spot Blight ordinances.
- B-2 may require an immediate review of Planning Commission as there is a Special Use Permit filed for residential in B-2, which is not allowed. The applicant will likely make a case for Council to review the B-2 District to change it for this use.

Street Repairs

- Jackson Street is in scheduled for new sidewalks, curbs, and street paving. The residents have spoken to Branscome about the location of curb cuts, etc.
- We have had a complaint about the handicapped parking spot in the parking lot behind Town Hall. I am getting a quote to seal and stripe the parking lot behind Town Hall to better mark and provide spots for all our visitors. I am waiting for a second quote. I have one but no one else is calling back.
- Holly Street at the east end near Jefferson is scheduled for grading work from VDOT for early-to-mid Summer 2022. I have asked VDOT to look at the same issue on Johnson Street between Justis and Hill.
- I am researching the tools needed to clear storm drains on tow-owned streets.

HRSD

- HRSD is finalizing the deal to buy the land at the end of Hartman. They will not need any town land.
- We are still billing for sewer until we close on the transfer of the pump stations and collection system. After we close, we will likely continue to bill for HRSD for a monthly fee until the billing for water, sewer, and trash is done by HRSD on our behalf.

DPW

- The Clearing and cleaning of the Parker Street is coming along nicely, which is directed by Land Use Action item in the Council-adopted Comprehensive Plan for a small pocket park. There is a lot more work to do, but only costs are supplies and our labor.
- The park renovations at the Kayak Landing are nearly complete. The permanent water source, electric power, and BBQ are all installed.

Water Department

- We have about a dozen projects underway, but all supplies are on back order. The lead time for new water meters and water line is roughly 12-15 weeks.

Police

- We have completed the evaluation of the camera systems, so at this point we are working to have the vendor design the system so we can get a project scope and cost for Council consideration.
- The fifth officer has been hired and has a start date of July 25 (he is moving here and has time with his current employer he needs to complete). His name is Philip Barringer and his wage requirements fit in within the Council-approved budget for 2023.

Administration

- We are preparing for fiscal year-end and audit and developing reporting and fee statements for web and hard copy access are underway and will be ready once the 2023 budget is approved.
- There are several ordinances that need to be updated based on utility rates and procedures, and business license rates and requirements. Updating these for PC and Council consideration is underway.

Town of Onancock  
TOWN OF ONANCOCK - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MAY 31, 2022				TOTAL YEAR						
	ACTUAL	BUDGET	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018
WHARF											
REVENUE	178,578	142,542	157,311	36,037	115%	21,268	155,500	198,463	147,284	160,133	187,259
EXPENDITURES	196,673	169,303	155,095	27,370	106%	41,578	184,694	177,399	181,893	152,258	151,676
NET	(18,094)	(26,761)	2,216	8,667		(20,310)	(29,194)	21,064	(34,609)	7,875	35,583
POLICE											
REVENUE	72,916	37,583	48,546	35,333	178%	24,371	41,000	55,141	53,951	58,186	63,006
EXPENDITURES	360,859	392,654	285,253	(31,796)	84%	75,605	428,350	325,748	396,698	330,822	370,476
NET	(287,943)	(355,071)	(236,708)	67,128		(51,235)	(387,350)	(270,607)	(342,747)	(272,636)	(307,470)
WATER											
REVENUE	407,861	403,940	381,836	3,921	92%	26,025	441,401	417,526	351,056	341,730	316,444
EXPENDITURES (NO DEPR.)	216,226	296,065	212,242	(79,839)	67%	3,983	322,980	219,006	235,892	280,828	269,212
BOND PRINCIPAL	149,109	149,109	54,195	0	0%	94,914	118,421	118,053	115,164	60,902	47,232
NET	42,526	(41,234)	115,399	83,760		(72,873)	0	80,467			
SEWER											
REVENUE	998,664	877,763	938,449	120,900	104%	60,214	957,560	1,007,908	932,377	923,019	881,340
EXPENDITURES (NO DEPR.)	382,689	595,420	507,186	(212,731)	59%	(124,497)	649,549	561,877	633,747	509,768	471,262
BOND PRINCIPAL	119,696	231,008	253,508	0	0%	(133,813)	308,011	307,201	298,630	413,251	410,078
NET	496,279	51,335	177,756	444,944		318,524	0	138,830			
ADMIN											
REVENUE	1,251,931	1,107,645	1,209,697	144,286	104%	42,234	1,208,340	1,296,397	1,140,692	1,215,297	1,191,767
EXPENDITURES	382,732	388,857	413,135	(6,125)	90%	(30,403)	424,208	467,554	457,583	485,738	487,036
NET	869,199	718,788	796,561	150,411		72,637	784,132	828,844	683,109	729,559	704,731
BUILDINGS & STREETS											
EXPENDITURES	427,561	255,701	203,626	171,860	153%	223,935	278,947	230,392	213,858	194,589	186,202
PARKS & LANDSCAPING											
EXPENDITURES	60,982	81,254	18,837	(20,272)	69%	42,145	88,641	19,642	18,403	13,001	18,106
GOVERNMENT											
REVENUE	1,503,426	1,287,770	1,415,553	215,656	107%	87,873	1,404,840	1,550,001	1,341,927	1,433,616	1,442,032
EXPENDITURES	1,428,807	1,287,770	1,075,947	141,037	102%	352,860	1,404,840	1,220,734	1,268,435	1,176,408	1,213,496
NET	74,619	0	339,606	74,619		(264,987)	0	329,267	73,492	257,208	228,536
UTILITY											
REVENUE	1,406,525	1,281,704	1,320,286	124,821	101%	86,239	1,398,961	1,425,434	1,283,433	1,264,749	1,197,784
EXPENDITURES (NO DEPR.)	598,914	891,485	719,428	(292,570)	62%	(120,513)	972,529	780,883	869,639	790,596	740,474
BOND PRINCIPAL	268,805	380,118	307,703	(111,313)	63%	(38,898)	426,432	425,254	413,794	474,153	457,310
NET	538,805	10,101	293,155	528,704		245,651	0	219,298			
TOWN OF ONANCOCK											
REVENUE	2,909,950	2,569,474	2,735,839	340,477	104%	174,112	2,803,801	2,975,435	2,625,360	2,698,365	2,639,816
EXPENDITURES	2,296,526	2,559,373	2,103,078	(262,846)	82%	193,448	2,803,801	2,426,870	2,138,074	1,967,004	1,953,370
NET	613,424	10,101	632,761	603,323		(19,337)	0	548,565	487,286	731,361	685,846

Town of Onancock  
Wharf - Financial Performance

	ACTUAL	BUDGET 11	FISCAL 2022 - YEAR TO DATE - MAY 31, 2022				TOTAL YEAR							
			LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018			
Revenue														
BOAT DOCKAGE FEES-MO	1,186	0	0	1,186	0%	1,186	0	125	0	125	0	250		
BOAT DOCKAGE FEES-TR	54,065	45,833	58,060	8,232	108%	(3,995)	34,848	75,107	50,999	34,848	50,999	54,317		
PARKING FEE	442	0	995	442	0%	(554)	0	995	1,230	1,562	1,230	970		
PARKING FEE - ANNUAL	7	0	420	7	0%	(413)	0	420	1,445	1,410	1,445	2,050		
WHARF GASOLINE SALES	108,312	90,750	88,274	17,562	109%	20,038	103,478	108,700	100,040	103,478	100,040	123,087		
WHARF-OTHER	6,871	1,375	1,433	5,496	458%	5,438	1,168	2,513	1,619	2,113	1,619	1,168		
WHARF ELECTRIC	7,697	4,583	8,129	3,113	154%	(432)	3,748	10,604	4,800	3,748	4,800	5,417		
<b>Total Revenue</b>	<b>178,578</b>	<b>142,542</b>	<b>157,311</b>	<b>36,037</b>	<b>115%</b>	<b>21,268</b>	<b>147,284</b>	<b>198,463</b>	<b>160,133</b>	<b>147,284</b>	<b>160,133</b>	<b>187,259</b>		
Expenditures														
WAGES, TAXES & BENIES	60,363	66,242	56,795	(5,879)	84%	3,568	59,804	71,429	53,825	59,804	53,825	38,484		
SQUARE CC FEES	4,658	3,438	3,221	1,220	124%	1,437	1,776	4,365	2,592	1,776	2,592	764		
ELECTRIC SERVICES	4,052	4,813	4,590	(760)	77%	(537)	4,705	4,993	5,673	4,705	5,673	5,594		
TELEPHONE	568	1,385	569	(817)	38%	(2)	460	629	529	460	529	448		
PROPERTY INSURANCE	319	292	646	27	100%	(327)	0	661	0	0	0	0		
AUTO INSURANCE	412	0	0	412	0%	412	0	0	0	0	0	0		
WORKER'S COMP INSURA	2,670	0	0	2,670	0%	2,670	0	0	0	0	0	0		
OFFICE SUPPLIES	160	0	0	160	0%	160	0	0	0	0	0	0		
WHARF JANITORIAL SUP	351	1,008	646	(657)	32%	(295)	689	661	877	689	877	1,150		
REPAIR & MAINTENANCE	7,772	6,417	7,445	1,356	111%	328	2,702	6,451	7,972	2,702	7,972	2,964		
COST OF GAS/DIESEL S	85,073	71,500	64,142	13,573	109%	20,932	78,967	74,263	74,815	78,967	74,815	93,817		
COST OF MERCHANDISE	0	0	4,150	0	0%	(4,150)	0	0	0	0	0	524		
MISC.	269	917	3,154	(648)	27%	(2,885)	10,783	2,865	3,121	10,783	3,121	5,373		
ADVERTISING & DUES	22,856	8,250	5,087	14,606	254%	17,768	22,007	5,582	2,854	22,007	2,854	2,558		
RENT	7,150	5,042	4,650	2,108	130%	2,500	0	5,500	0	0	0	0		
<b>Total Expenditures</b>	<b>196,673</b>	<b>169,303</b>	<b>155,095</b>	<b>27,370</b>	<b>106%</b>	<b>41,578</b>	<b>181,893</b>	<b>177,399</b>	<b>152,258</b>	<b>181,893</b>	<b>152,258</b>	<b>151,676</b>		
Excess of Revenue over Expendit	(18,094)	(26,761)	2,216	8,667		(20,310)	(34,609)	21,064	7,875	(34,609)	7,875	35,583		
Margin on Fuel	23,239	19,250	24,133	3,989	111%	(894)	24,511	34,437	25,325	24,511	25,325	29,270		

Town of Onancock  
Police - Financial Performance

	ACTUAL	FISCAL 2022 - YEAR TO DATE - MAY 31, 2022					TOTAL YEAR					
		BUDGET 11	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018	
Revenue												
TRAFFIC FINES	5,961	4,583	7,322	1,377	119%	(1,361)	5,000	8,290	9,168	13,960	16,218	
POLICE 559 FUND	29,655	33,000	41,224	(3,345)	82%	(11,569)	36,000	46,850	44,783	38,052	46,788	
POLICE HIGHWAY SAFETY	4,300	0	0	4,300	0%	4,300	0	0	0	0	0	
POLICE DOJ OT GRANT	33,000	0	0	33,000	0%	33,000	0	0	0	6,174	0	
<b>Total Revenue</b>	<b>72,916</b>	<b>37,583</b>	<b>48,546</b>	<b>35,333</b>	<b>178%</b>	<b>24,371</b>	<b>41,000</b>	<b>55,141</b>	<b>53,951</b>	<b>58,186</b>	<b>63,006</b>	
Expenditures												
WAGES, TAXES & BENEFITS	299,836	309,946	257,033	(10,110)	89%	42,804	338,123	288,005	322,805	289,462	303,593	
COURT COSTS	178	458	0	(280)	36%	178	500	0	0	0	0	
TRAINING	1,553	8,250	2,527	(6,697)	17%	(974)	9,000	4,384	663	3,231	4,007	
NEW OFFICER TRAINING	8,327	16,858	0	(8,531)	45%	8,327	18,390	0	0	0	0	
VEHICLE REPAIR	1,701	5,500	2,590	(3,799)	28%	(889)	6,000	2,650	4,871	4,213	4,330	
COMPUTER MAINTENANCE	3,781	2,292	255	1,490	151%	3,526	2,500	2,691	3,270	4,208	2,365	
TELEPHONE SERVICES	3,004	3,003	3,031	1	92%	(28)	3,276	3,394	2,507	4,030	2,366	
LINE OF DUTY ACT	3,655	3,438	2,742	218	97%	913	3,750	2,742	3,655	3,692	2,412	
VEHICLE INSURANCE	2,801	3,236	0	(435)	79%	2,801	3,530	0	0	0	0	
WORKERS COMP	8,823	7,767	0	1,056	104%	8,823	8,473	0	0	0	0	
TRAVEL	35	458	35	(423)	7%	0	500	35	305	258	762	
OFFICE SUPPLIES	2,087	1,650	3,613	437	116%	(1,526)	1,800	3,741	5,811	1,634	968	
VEHICLE FUEL	8,024	7,700	7,175	324	96%	849	8,400	7,018	8,343	8,533	7,517	
UNIFORMS	1,254	2,750	1,922	(1,496)	42%	(668)	3,000	2,046	2,377	4,198	4,958	
ANIMAL POPULATION CO	954	917	587	37	95%	366	1,000	587	0	0	0	
POLICE SUPPLIES	7,031	6,417	3,605	615	100%	3,427	7,000	8,317	5,992	7,363	6,723	
GRANTS	1,259	0	137	1,259	0%	1,123	0	137	0	0	0	
NEW POLICE VEHICLE	6,554	12,016	0	(5,462)	50%	6,554	13,108	0	36,099	0	30,475	
<b>Total Expenditures</b>	<b>360,859</b>	<b>392,654</b>	<b>285,253</b>	<b>(31,796)</b>	<b>84%</b>	<b>75,605</b>	<b>428,350</b>	<b>325,748</b>	<b>396,698</b>	<b>330,822</b>	<b>370,476</b>	
Excess of Revenue over Expenditu	(287,943)	(355,071)	(236,708)	67,128		(51,235)	(387,350)	(270,607)	(342,747)	(272,636)	(307,470)	



Town of Onancock  
Water - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MAY 31, 2022										TOTAL YEAR		
	ACTUAL	BUDGET	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018		
Revenue	388,403	398,992	362,576	(10,589)	89%	25,827	435,264	394,911	332,050	323,761	295,745		
WATER CHARGES	4,500	750	1,500	3,750	300%	3,000	1,500	3,000	0	1,500	0		
WATER INSTALLATION F	14,958	4,198	17,760	10,759	323%	(2,802)	4,637	19,615	19,006	16,469	20,699		
WATER & SEWER PENALT	407,861	403,940	381,836	3,921	92%	26,025	441,401	417,526	351,056	341,730	316,444		
Total Revenue	99,952	110,481	99,035	(10,529)	83%	917	120,525	116,120	141,475	105,676	105,859		
Expenditures	79	1,352	0	(1,273)	5%	79	1,475	0	28	0	0		
WAGES, TAXES & BENIES	1,018	2,200	3,025	(1,182)	42%	(2,006)	2,400	3,045	0	1,183	1,888		
TRAINING & TRAVEL	10,960	22,917	16,613	(11,957)	44%	(5,653)	25,000	17,552	11,077	25,166	9,028		
VEHICLE REPAIR	412	916	0	(504)	41%	412	999	0	0	0	0		
REPAIR & MAINTENANCE	50	0	0	50	0%	50	0	0	0	0	0		
AUTO INSURANCE	0	0	507	0	0%	(507)	0	507	0	840	533		
WATER LEAD COPPER TE	0	458	0	(458)	0%	0	500	0	0	0	324		
PRINTING UTILITY BIL	0	0	0	0	0%	0	0	0	0	0	0		
ADVERTISING	13,727	14,667	13,630	(940)	86%	97	16,000	13,779	13,865	13,251	11,541		
ELECTRIC SERVICES	1,123	46	629	1,077	2247%	494	50	755	527	760	512		
POSTAGE	0	935	2,438	(935)	0%	(2,438)	1,020	1,829	2,843	2,263	2,080		
TELEPHONE	5,086	2,741	0	2,345	170%	5,086	2,990	0	0	0	0		
PROPERTY INSURANCE	19,420	59,711	9,700	(40,291)	30%	9,720	65,139	0	0	0	0		
CAPITAL EXPENDITURES	0	1,201	527	(1,201)	0%	(527)	1,310	527	0	0	0		
DUES & MEMBERSHIPS	2,169	2,017	2,165	152	99%	4	2,200	2,165	2,133	2,133	4,854		
HEALTH DEPARTMENT FE	1,323	458	0	865	265%	1,323	500	0	0	0	0		
OFFICE SUPPLIES	15,075	4,583	32	10,492	302%	15,043	5,000	32	124	4,634	1,192		
REPAIR & MAINTENANCE	1,582	1,192	1,852	390	122%	(271)	1,300	1,863	2,068	1,843	1,513		
VEHICLE FUEL	1,775	316	48	1,459	515%	1,728	345	48	98	177	85		
UNIFORMS	1,211	1,100	998	111	101%	213	1,200	998	1,095	1,446	969		
LAB SUPPLIES	8,935	25,667	21,038	(16,732)	32%	(12,103)	28,000	21,099	21,196	23,656	23,331		
PURIFICATION SUPPLIE	0	0	0	0	0%	0	0	0	0	0	0		
EMERGENCY REPAIRS	0	4,583	0	(4,583)	0%	0	5,000	0	0	0	0		
OUTSIDE CONSULTANTS	2,650	1,714	66	936	142%	2,584	1,870	80	0	0	0		
SMALL TOOLS & EQUIPM	0	1,910	0	(1,910)	0%	0	2,084	0	0	0	0		
PROPERTY INSURANCE	28,430	34,748	38,259	(6,318)	75%	(9,829)	37,907	36,945	37,707	0	0		
INTEREST - BOND - USDA 1070	1,249	152	1,680	1,096	752%	(432)	166	1,662	1,656	0	0		
INTEREST - BOND - USDA 47	0	0	0	0	0%	0	0	0	0	0	0		
INTEREST - BOND - VRA 3114	0	0	0	0	0%	0	0	0	0	0	0		
INTEREST EXPENSE	0	0	0	0	0%	0	0	0	0	97,700	99,503		
TRANSFER TO WATER CO	0	0	0	0	0%	0	0	0	0	0	0		
Total Expenditures	216,226	296,065	212,242	(79,839)	67%	3,983	322,980	219,006	235,892	280,828	269,212		
Excess of Revenue over Expenditu	191,635	107,875	169,594	83,760		22,041	118,421	198,520	115,164	60,902	47,232		

Bond Principal:	Principal	Bal. at 6/30/22
Bond: \$1,070,000	19,947	858,980
Bond: \$47,000	876	37,726
Bond: \$3,114,000	97,598	1,588,073
Revenue over Expenditures		2,484,779

Town of Onancock  
Sewer - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MAY 31, 2022										TOTAL YEAR			
	ACTUAL	BUDGET 11	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018			
Revenue	992,829	876,663	927,564	116,165	104%	65,265	956,360	996,193	915,409	903,625	870,183			
SEWER CHARGES	0	1,100	7,500	(1,100)	0%	(7,500)	1,200	8,700	2,400	1,200	0			
SEWER INSTALLATION F	0	0	0	0	0%	0	0	0	0	0	0			
SEPTAGE REVENUE	0	0	0	0	0%	0	0	0	0	0	0			
SEPTAGE RECEIVING GR	3,195	0	1,271	3,195	0%	1,923	0	541	11,908	15,934	7,597			
INTEREST INCOME	2,640	0	2,114	2,640	0%	526	0	2,474	2,660	2,260	3,560			
MISCELLANEOUS REVENU	998,664	877,763	938,449	120,900	104%	60,214	957,560	1,007,908	932,377	923,019	881,340			
Total Revenue	132,559	238,233	227,228	(105,674)	51%	(94,669)	259,890	267,216	325,011	244,800	241,029			
Expenditures	0	917	0	(917)	0%	0	1,000	0	0	0	0			
WAGES, TAXES & BENIES	2,285	1,833	3,287	451	114%	(1,003)	2,000	5,381	2,813	2,000	1,006			
TRAINING	251	0	0	251	0%	251	0	0	0	0	0			
VEHICLE REPAIR	115,042	87,951	82,170	27,091	120%	32,872	95,947	75,412	65,432	100,405	86,751			
AUTO INSURANCE	189	31,075	23,635	(30,886)	1%	(23,446)	33,900	19,545	31,573	14,750	22,683			
COLL.REPAIR/MAINTENA	1,381	917	0	464	138%	1,381	1,000	0	348	348	4,040			
OUTSIDE CONTRACT-TES	0	229	250	(229)	0%	(250)	250	250	0	0	758			
REPAIR & MAINTENANCE	35	92	662	(57)	35%	(627)	100	784	0	0	222			
PRINTING UTILITY BILL	45,632	82,500	70,499	(36,868)	51%	(24,868)	90,000	71,544	73,537	87,374	74,772			
ADVERTISING	500	917	629	(417)	50%	(129)	1,000	755	527	748	500			
ELECTRIC SERVICES	10,063	9,625	9,752	438	96%	311	10,500	9,541	9,027	8,702	7,813			
POSTAGE, SHIPPING	3,617	3,850	4,443	(233)	86%	(826)	4,200	4,530	4,473	4,299	1,598			
TELEPHONE	312	1,375	537	(1,063)	21%	(225)	1,500	426	1,043	2,259	158			
DUES & MEMBERSHIPS	1,240	2,750	2,787	(1,510)	41%	(1,547)	3,000	2,803	3,336	2,609	2,414			
OFFICE SUPPLIES	50	275	48	(225)	17%	3	300	48	98	177	85			
VEHICLE FUEL	321	5,958	891	(5,637)	5%	(570)	6,500	891	1,390	6,501	1,298			
UNIFORMS	0	0	0	0	0%	0	0	0	0	3,005	0			
LAB SUPPLIES	21,699	23,833	25,134	(2,135)	83%	(3,436)	26,000	25,134	28,300	31,791	26,135			
WASTEWATER DISINFECT	0	183	0	(183)	0%	0	200	0	0	0	0			
WASTEWATER CHEMICALS	23,577	51,966	13,205	(28,389)	42%	10,372	56,690	17,021	30,500	0	0			
SAFETY EQUIPMENT	0	0	0	0	0%	0	500	0	0	0	0			
HRSD TRANSITION COST	0	458	0	(458)	0%	0	0	0	0	0	0			
DEPRECIATION EXPENSE	13,855	50,483	42,028	(36,627)	25%	(28,172)	55,072	54,925	56,339	509,768	471,262			
MACHINERY & EQUIPMEN	382,689	595,420	507,186	(212,731)	59%	(124,497)	649,549	561,877	633,747	509,768	471,262			
INTEREST - BOND - SE	615,975	282,343	431,264	333,631		184,711	308,011	446,031	298,630	413,251	410,078			
Total Expenditures	108,060	194,615	22,500	333,631		184,711	259,486	446,031	298,630	413,251	410,078			
Excess of Revenue over Expenditu	11,636	36,394	194,615	333,631		184,711	48,525	446,031	298,630	413,251	410,078			
Bond Principal:							Principal	Bal. at 6/30/22						
Bond: \$900,000			22,500											
Bond: \$5,033,000			194,615											
Bond: \$2,398,000			36,394											
Revenue over Expenditures	496,279	51,335	177,756	333,631		184,711	48,525	446,031	298,630	413,251	410,078			

Principal Bal. at 6/30/22  
259,486  
48,525



Town of Onancock  
ADMIN - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MAY 31, 2022				Over/(Under) Last Year	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018
	ACTUAL	BUDGET	LAST YEAR	% of Total Budget						
OFFICE EQUIPMENT	7,762	7,150	0	100%	7,762	7,800	0	0	0	0
PRINTING-AUTO DECALS	0	0	0	0%	0	0	0	1,738	705	264
ADVERTISING	9,603	14,813	2,242	59%	7,360	16,160	2,951	2,178	2,574	1,411
POSTAGE	1,289	3,667	2,375	32%	(1,086)	4,000	2,627	2,483	3,268	2,890
TELEPHONE	2,904	1,507	1,520	177%	1,383	1,644	1,680	1,574	1,882	2,029
PROPERTY INSURANCE	2,809	3,217	0	80%	2,809	3,509	0	0	0	0
VEHICLE INSURANCE	412	2,775	0	14%	412	3,027	0	0	0	0
GENERAL LIABILITY IN	3,662	2,935	0	114%	3,662	3,202	0	0	0	0
WORKERS COMP	330	4,494	0	7%	330	4,903	0	0	0	0
TRAVEL	45	1,650	0	2%	45	1,800	0	1,808	2,146	1,662
DUES & MEMBERSHIP	1,565	1,407	253	102%	1,312	1,535	1,072	897	1,161	863
OFFICE SUPPLIES	6,871	3,667	9,303	172%	(2,431)	4,000	8,519	5,593	7,920	13,245
HISTORIC ONANCOCK SC	76	0	7,500	0%	(7,424)	0	7,500	0	0	0
HOS - PROPERTY INSUR	6,503	6,431	0	93%	6,503	7,016	0	0	0	0
CULTURAL ENRICHMENT	2,000	2,750	0	67%	2,000	3,000	0	0	0	0
MISCELLANEOUS	574	2,292	2,907	23%	(2,333)	2,500	3,261	3,787	13,461	13,478
WEBSITE & PRINTING	318	7,333	0	4%	318	8,000	0	0	0	0
EMPLOYEE WELFARE	266	1,375	624	18%	(357)	1,500	686	1,714	3,291	2,018
CONTINGENCY	898	9,167	1,450	9%	(552)	10,000	1,450	7,031	30,844	20,833
BANK BUILDING LOAN	24,461	24,549	26,781	91%	(2,320)	26,781	26,781	26,026	22,899	21,992
COURT FEES	0	0	406	0%	(406)	0	406	84	0	141
TOWN CODE CODIFICATI	0	0	6,824	0%	(6,824)	0	6,824	0	1,990	0
VACORP	0	0	862	0%	(862)	0	951	951	886	694
PROPERTY INSURANCE	0	0	26,930	0%	(26,930)	0	35,557	25,363	32,918	36,863
VEHICLE INSURANCE	0	0	3,065	0%	(3,065)	0	3,991	6,339	6,499	7,682
PUBLIC OFFICIALS LAI	0	0	4,856	0%	(4,856)	0	6,074	5,999	5,357	0
GENERAL LIABILITY IN	0	0	729	0%	(729)	0	979	11,114	2,326	951
WORKMEN'S COMPENSATI	0	0	11,002	0%	(11,002)	0	11,002	14,763	14,061	16,944
CONTRIBUTION TO FIRE	25,000	22,917	25,000	100%	0	25,000	25,000	25,000	22,500	22,500
FIRE PROGRAMS FUNDIN	15,000	9,167	15,000	150%	5,833	10,000	15,000	10,000	10,000	10,000
MOSQUITO CONTRACT	0	0	1,105	0%	(1,105)	0	1,105	12,030	1,800	3,294
REPAIR & MAINTENANCE	0	0	0	0%	0	0	26	0	0	0
MOSQUITO CHEMICALS	0	0	3,845	0%	(3,845)	0	3,845	0	0	3,746
WEED CONTROL CONTRAC	0	0	4,150	0%	(4,150)	0	4,150	4,150	4,150	4,150
CDBG CONSULTANTS	0	0	409	0%	(409)	0	409	0	0	0
RURAL DEV LOAN	0	0	0	0%	0	0	0	4,088	6,701	6,497
INTEREST EXP-GO BOND	0	0	0	0%	0	0	0	2,938	3,882	4,790
INTEREST EXP-CAR LO	0	0	0	0%	0	0	0	64	330	539
Total Expenditures	382,732	388,857	413,135	90%	(30,403)	424,208	467,554	457,583	485,738	487,036
Excess of Revenue over Expenditu	869,199	718,788	796,561		150,411	784,132	828,844	683,109	729,559	704,731



Town of Onancock  
PARKS AND LANDSCAPING - Financial Performance

	ACTUAL	FISCAL 2022 - YEAR TO DATE - MAY 31, 2022					TOTAL YEAR				
		BUDGET 11	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018
PARKS & LAND WAGES	13,160	42,296	0	(29,136)	29%	13,160	46,141	0	0	0	0
CUTTING GRASS CONTRA	7,400	7,563	6,555	(163)	90%	845	8,250	6,555	6,210	5,765	3,195
ELECTRIC SERVICES	12,020	1,650	1,654	10,370	668%	10,366	1,800	1,493	1,560	1,165	861
PROPERTY INSURANCE	0	0	0	0	0%	0	0	0	0	0	0
AUTO INSURANCE	1,401	0	0	1,401	0%	1,401	0	0	0	0	0
WORKER'S COMP INSURA	1,481	0	0	1,481	0%	1,481	0	0	0	0	0
REPAIR & MAINTENANCE	8,485	2,933	2,427	5,551	265%	6,058	3,200	2,576	179	319	137
SMALL TOOLS & EQUIPM	4,968	917	926	4,052	497%	4,043	1,000	926	33	74	0
PARKS-PLANTINGS & LA	5,241	6,875	1,250	(1,634)	70%	3,991	7,500	1,250	831	1,601	0
TREE BOARD AND BEAUT	0	3,667	2,143	(3,667)	0%	(2,143)	4,000	2,960	0	0	0
HOLIDAY DECORATIONS	1,920	3,942	2,633	(2,022)	45%	(713)	4,300	2,633	6,590	1,077	11,913
CULTURAL ENRICHMENT	0	0	1,250	0	0%	(1,250)	0	1,250	3,000	3,000	2,000
MOSQUITO CONTROL	4,908	6,600	0	(1,692)	68%	4,908	7,200	0	0	0	0
WEED CONTROL	0	4,813	0	(4,813)	0%	0	5,250	0	0	0	0
<b>Total Expenditures</b>	<b>60,982</b>	<b>81,254</b>	<b>18,837</b>	<b>(20,272)</b>	<b>69%</b>	<b>42,145</b>	<b>88,641</b>	<b>19,642</b>	<b>18,403</b>	<b>13,001</b>	<b>18,106</b>

**ARPA**

	Not to Exceed Budget	Spent to Date	Received to Date	Remaining to Spend	Status Description
SLFRF-1010	\$ 50,000	\$ -	\$ -	\$ 50,000.00	Wait for design of TH for placement
SLFRF-1020	\$ 100,000	\$ -	\$ -	\$ 100,000.00	Drawing being scanned
SLFRF-1030	\$ 295,000	\$ -	\$ -	\$ 295,000.00	Architect selected for AS-Is Drawings
SLFRF-1040	\$ 25,000	\$ 231	\$ -	\$ 24,769.00	ANEC
SLFRF-1050	\$ 35,000	\$ -	\$ -	\$ 35,000.00	Town removing unsafe equipment
SLFRF-1060	\$ 8,000	\$ 8,000	\$ -	\$ -	Complete
SLFRF-1070	\$ 165,000	\$ 148,565	\$ -	\$ 16,435.00	Complete
SLFRF-1080	\$ 8,000	\$ 8,000	\$ -	\$ -	Tank and Pad installed (chemical pump part of Water Budget)
SLFRF-1090	\$ 10,000	\$ -	\$ -	\$ 10,000.00	System design with Vendors
SLFRF-1100	\$ 5,000	\$ 431	\$ -	\$ 4,569.00	Underway
SLFRF-1110	\$ 20,000	\$ -	\$ -	\$ 20,000.00	Idle
SLFRF-1120	\$ 90,000	\$ -	\$ -	\$ 90,000.00	Committee Being formed
SLFRF-1130	\$ 40,000	\$ -	\$ -	\$ 40,000.00	Idle
SLFRF-1140	\$ 3,500	\$ -	\$ -	\$ 3,500.00	Spoke to LL, they are in favor
SLFRF-1150	\$ 7,500	\$ -	\$ -	\$ 7,500.00	Idle
SLFRF-1160	\$ 65,000	\$ -	\$ -	\$ 65,000.00	Wait for GIS
SLFRF-1170	\$ 10,000	\$ -	\$ -	\$ 10,000.00	Idle
SLFRF-1180	\$ 90,000	\$ 7,839	\$ -	\$ 82,161.00	Permit application and engineering complete
SLFRF-1190	\$ 35,000	\$ -	\$ -	\$ 35,000.00	Idle
SLFRF-1200	\$ 8,500	\$ -	\$ -	\$ 8,500.00	Idle
SLFRF-1210	\$ 20,000	\$ -	\$ -	\$ 20,000.00	LL in favor of concept, needs to see design
SLFRF-1220	\$ 100,000	\$ 50,000	\$ -	\$ 50,000.00	First check of 2 (next in Jan)
SLFRF-1230	\$ 65,932	\$ -	\$ -	\$ 65,932.00	Idle
	\$ 1,256,432.00	\$ 223,066.00	\$ 628,216.00	\$ 1,033,366.00	

(next tranche  
after 6/30/22)

Town of Onancock  
Cash & Reserve Report  
As of May 31, 2022

<b>General Ledger</b>		
Cash on Hand	\$ 473,113	
Idle Cash Fund	\$ 852,939	
General Fund Reserve	\$ 411,952	
Grant or Special Project Fund	\$ 254,099	
ARPA Fund	\$ 406,134	
Utility Reserve	\$ 756,928	
Capital Asset Fund	\$ 85,472	
<b>Total Cash and Reserves</b>	<b>\$ 3,240,637</b>	<b>\$ 3,240,637</b>

\$ 3,240,637

**Net Cash & Reserves on Hand**

**Reserves (Using FINANCIAL POLICIES)**

<b>General Fund Reserve</b> (30% Budgeted Revenue)			
2021 Budgeted Revenue	\$ 1,404,840		
Less: Water Revenue	\$ -		
Less: Sewer Revenue	\$ -		
	\$ 1,404,840		
		30%	\$ 421,452

<b>Capital Asset Reserve</b> (25% of 5-Year Capital Expenditure Plan) **5-Year CAPEX			
	\$ 582,000		
		25%	\$ 145,500

<b>ARPA Funds</b>			
Amount Received	\$ 628,216		
Amount Spent	\$ 223,066		
ARPA Funds Remaining			\$ 405,150

<b>Utility Reserve (WATER ONLY - NO SEWER)</b> (A) 120-Days of Budgeted Operating Expenditures			
2022 Budgeted Expenditures	\$ 441,401		
Divided by 365 times 120			\$ 145,118

<b>(B) 3R's (Repair, Replace, Rehab) - 30% of Accumulated Depreciation</b> ***Accumulated Depreciation at 6/30/21			
	\$ 2,137,095		
		30%	\$ 641,129

<b>(C) Unbudgeted Street Repairs</b>			
	\$ 15,000		
			\$ 801,247

\$ 250,000

\$ 1,601,897

\$ 1,638,740

\$ (106,149)

\$ (191,333)

\$ 1,341,257

**Special Revenue Fund Reserve**

**RESERVES REQUIRED PER POLICY**

Current Cash on Hand less Required Reserves

Estimated Remaining FY Revenue

Estimated Remaining FY Expenditures

Estimated Unappropriated Reserves at June 30, 2022