

**Commissioners:** Jeffrey Adler, Katherine Grier, Cynthia Holdren, John Labadie, Jim McGowan, Greg Temple, Paul Weitzel  
**Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

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**Planning Comm agenda 2 June 25.**

1. Call to order.
2. Attendance.
3. Approval of 5 May minutes
4. Introduction of new member Greg Temple
5. New business.
6. List of action steps in the current comprehensive plan and discussion of progress
7. Discussion, list of questions relating to rezoning application by Atlantic Group & Assocs. Inc.
8. Distribution of demographic data for the Town of Onancock and discussion of the questions/issues that it raises
9. Public Comment
10. Old business.
11. Discussion of assignments for the comprehensive plan – progress so far, timelines for the work
12. Town manager report
13. Public comment
14. Commissioner comment
15. Move to closed session to discuss real estate matters as allowed by §2.2-3711 (3)
16. Adjourn

**Town of Onancock**  
**Planning Commission Meeting**  
**Monday, May 5, 2025**  
**6:00 PM**

- 1) **Call to Order** – Chairperson Grier called the meeting to order at 6:00 PM.
- 2) **Attendance** - Commissioners Jeff Adler, Cindy Holdren, John Labadie, Jim McGowan, Paul Weitzel and Chairperson Grier were present. Town Manager Matt Spuck was also present. A quorum was established.
- 3) **Approval of 8 April minutes** – Commissioner Adler moved to approve the meeting minutes. Commissioner Labadie seconded the motion. The motion passed with a 6-0 vote.
- 4) **Old Business**
  - a. **By-laws revisions (red line and “accepted” version attached)** – Councilmember Holdren moved to accept the by-laws with the suggested amendments from the evening. Commissioner Labadie seconded the motion. The motion passed with a 6-0 vote.
  - b. **FOIA training** – Chairperson Grier is the only member to still need FOIA training. Her plan is to complete the training in May.
  - c. **Timeline for Comprehensive Plan: draft calendar** – Town Council is going to choose between two applicants for the seventh and final commissioner position. Chairperson Grier suggested the final applicant have an interest in water as it applies to infrastructure, recreation, and an environmental stewardship. Chairperson Grier would like one to two people to take the lead on a few specific topics that will require research. The first topic is Zoning. The second topic is Economic Development. Chairperson Grier will develop a timeline for research and a timeline for writing and completion of the comprehensive plan to be discussed at the regular June meeting.
  - d. **Process for sharing early information on proposed developments, zoning requests, etc. (deferred from March meeting)**- Chairperson Grier asked Town Manager Spuck to forward applications to the Planning Commission as soon as they are processed in the office before the formal meeting.
  - e. **Public Comment** – no public comments.
- 5) **New Business**
  - a. **Discussion of maps in the existing plan the current zoning map** -Town Manager Spuck explained the zoning key and the difference between in each designation. Commissioner McGowan suggested using the historically conventional colors for the zoning map.
  - b. **Defining an “official map” (legislation)** -
  - c. **Data fields for maps – what other information should be represented and how?**
  - d. **Rezoning application** – Chris Carbaugh with The Atlantic Group and Associates spoke to the Planning Commission on behalf of Odachowski Group who recently purchased the property located on north side of Market Street and west of Fairgrounds Road. The property is currently zoned B-2, and the owner is proposing a zoning change to R-2.

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- e. **Special Use Permit (SUP)** - The Farmer's Market applied for a SUP for permanent location for the summer market at the Queen Street Parking lot. Commissioner McGowan moved to participate in the joint public hearing of the town council on Monday, May 19, 2025, at 7:00 PM for consideration of the Farmer's Market SUP application. Commissioner Holdren seconded the motion. The motion passed with a 6-0 vote. Town Manager Spuck will advertise the public hearing.
  - f. **Public comment**
    - Dana Simson is hoping the Planning Commission can create a guideline of what Onancock wants instead of people telling you what they want to do in Onancock.
- 6) **Assignments of responsibility for plan topics**
- 7) **Town manager report** – no report.
- 8) **General public comment** – no comments.
- 9) **Commissioner comment** – Commissioner McGowan thanked the public for attending.
- 10) **Adjourn** – Commissioner McGowan moved to adjourn the meeting. Commissioner Adler seconded the motion. The motion passed with 6-0 vote. The meeting adjourned at 8:14 PM.

## 2021 Onancock Comprehensive Plan Goals by Section

### Natural Resources Goals and Actions

- **Goal:**
  - Improve and maintain surface water and ground water quality
    - **Actions:**
      - Communicate and enforce the Chesapeake Bay Preservation Overlay District
      - Complete RAFT scoring and develop a resilience plan
      - Develop a landscaping and tree canopy plan
      - Communicate the benefit of reducing impervious surfaces to reduce stormwater runoff
      - Develop a multi-year plan to plant vegetative shoreline buffers to improve water quality and prevent erosion
- **Goal:**
  - Reduce the threat of flood damage to properties in town
- **Actions:**
  - Communicate the benefits of flood insurance
  - Complete and implement the County Hazard Mitigation Plan
  - Ensure town-owned properties are adequately protected and insured against flood damage
  - Develop an ongoing plan to clean and maintain stormwater drains and ditches
  - Secure non-tax funding sources to mitigate the impact of sea level rise
  - Install backflow prevention devices in all drains that back up from the Creek
- Install a generator for the Town Hall (police department) for power during an emergency
- **Goal:**
  - Better Town management of stormwater
    - Develop an ongoing plan to clean and maintain stormwater drains and ditches
- **Goal:**
  - Reduce light pollution to increase the visibility of the night sky, reduce the effects of electric lighting, and improve the well-being of both people and wildlife
    - **Actions:**
      - Develop and adopt a Dark Sky policy
      - Develop a comprehensive lighting plan for each distinct neighborhood within Onancock

- Begin to replace light fixtures Downtown and at the Wharf with ornamental fixtures that meet Dark Sky policy requirements
- **Goal:**
  - Highlight the environmental experiences in and around Onancock
    - **Actions:**
      - Create a sunset viewing boardwalk-type park at the water's edge in the parking lot at the bulkhead
      - Create nature trails in town that encourage exposure to our natural beauty
      - Create bike trails to connect Onancock to the Route 13 corridor (and eventual Rails-to-Trails bike path)

### Existing Land Use and Zoning – Goals and Actions

- **Goal:**
  - Promote and preserve the existing character of residential neighborhoods
    - **Actions:**
      - Enforce town zoning ordinances on a complaint basis
      - Create a zoning map that shows vacant or undeveloped properties to ensure zoning alignment with the strategic vision and plan
      - Create pocket-parks throughout the community to encourage walking, bike riding, gardening, and small gatherings
      - Add flower boxes and planters throughout the Downtown and Marina, maintained by the Town
- **Goal:**
  - Improve the visual quality of the Downtown commercial area
    - **Actions:**
      - Work with Onancock Main Street to develop street scaping, wayfinding, and façade plans for the Downtown district
      - Create collaborative promotions, marketing, and advertising initiatives to attract visitors
      - Secure non-taxpayer funding to develop a formal plan for Downtown and community improvement
    - Support Onancock Main Street to achieve and further its mission and strategic plan
- **Goal:**
  - Enhance the Downtown Onancock business district
    - **Actions:**
      - Offer incentives to attract new businesses and retain existing businesses

- Remove the gross receipts portion of the Business License
- Create collaborative promotions, marketing, and advertising initiatives to attract visitors
- Secure non-taxpayer funding to attract and retain businesses to the Downtown district
- Develop pricing for water that reduces the price of water for businesses that require heavy water usage for core business operations, while continuing to encourage conservation whenever possible
- Encourage businesses to remain open for hours that are conducive to visitors and working customers
- Arrange for one major event each season to attract Shore residents and visitors to Onancock
  - Begin preparation for a substantial 7/4/2026 celebration that involves fireworks and a tall ship in the Creek

## Transportation Goals and Actions

- **Goal:**
  - Provide for safe and efficient pedestrian and vehicular movement while protecting the character of Onancock
    - **Action:**
      - Install speed controls where allowable on streets approaching and leaving Downtown
      - Better speed enforcement in areas with resident complaints
      - ~~Arrange with VDOT to bring curb cut ramps to ADA standards (completed summer 2021)~~
      - Arrange for consistent road repair of Onancock-maintained streets
      - Work with VDOT to develop a schedule for repairs for all VDOT secondary roads
      - Develop an Infrastructure plan to repair/replace Jackson Street, Warren Street, Justis/Jefferson, and King Street to meet VDOT secondary system standards
        - Secure significant project funding for road repair and walking paths
  - Develop a comprehensive transportation plan
    - **Action:**
      - Inventory transportation facilities
      - Assessment future transportation needs

- Prioritize a list of proposed improvements, including streets, sidewalks, crosswalks, parking, and bicycle facilities.

## Economic Goals and Actions

(none named)

## Housing Goals and Actions

- **Goal:**
  - Provide safe, adequate housing for present and current residents
    - **Action:**
      - Encourage and promote the development of affordable middle-class long-term rentals
      - Fill or remove abandoned houses
      - More mosquito spraying and weed control in drainage ditches
      - Change zoning on Market Street to promote mixed-use retail/residential
      - Develop an aging-in-place system in town that provides adequate services to seniors to remain Onancock residents
      - Develop a community initiative to support homeowners unable to maintain their homes
      - Promote the building and installation of bat and bird houses to eradicate the mosquito population

## Historic Resources Goals and Actions

- **Goal:**
  - Protect and promote the historic character of Onancock
    - **Action:**
      - Make information available to residents regarding tax credits and other benefits of rehabilitating historic properties
      - Add a central point of information that teaches the history of the town and area

## Community Facilities Goals and Actions

- **Goal:**
  - Continue to provide police and fire protection services
    - **Action:**
      - Develop a plan to work toward robust police coverage
      - Develop a community policing and auxiliary program

- Renovate Town Hall to manage building access and promote safety to employees, officers, and visitors
  - Renovate public bathrooms to ADA and high aesthetic standards
- **Goal:**
  - Promote the utility of Onancock Creek for boat traffic
    - **Action:**
      - Coordinate with the County to pursue dredging and maintenance of the Creek and channel
      - Develop a long-range plan to ensure permanent commercial activity in the Creek to maintain channel quality and depth
- **Goal:**
  - Maintain and improve recreational facilities
    - **Action:**
      - Market and advertise the Samuel Outlaw Blacksmith Shop
      - Support recreation and cultural programs of local non-profit organizations
      - Promote the Wharf for recreational use. Endorse and support a bicycle path from town to Route 13
      - Dog Park
- **Goal:**
  - Stimulate intellectual growth and public education
    - **Action:**
      - Promote increased awareness of Eastern Shore history
      - Use public facilities to support public and community educational programs
- **Goal:**
  - Provide high-speed fiber optic internet service
    - **Action:**
      - Work with the County and the Broadband authority to improve and expand service
- **Goal:**
  - Increase diversity at community events
    - **Action:**
      - Partner with OBCA to create and hold unique and high-quality community events
- **Goal:**
  - Improve tourism
    - **Action:**
      - Strengthen partnership with Onancock Main Street, ESVA Chamber of Commerce, Tourism Commission, and County Economic Development
- **Goal:**
  - Improve communication between the Town and residents and businesses
    - **Action:**

- Develop a newsletter from the Town to residents and businesses
- Develop dual-direction text communication between the Town and residents
- Enhance online transaction capabilities with the Town

## Water/Wastewater Goals and Actions

- **Goal:**
  - Transfer ownership of the wastewater plant and the entire collection system to Hampton Roads Sanitation District
    - **Action:**
      - Complete full title transfer of all wastewater assets and collection system
- **Goal:**
  - Protect the groundwater and surface water resources from pollution
    - **Action:**
      - Develop an emergency response plan for a clean water emergency
      - Secure water grants annually to enhance clean water care
      - Provide professional development for new water technicians to move toward the license
      - Develop a long-term capital plan for water lines and the tower
      - Budget for post-HRSD water rates that result in reduced or stable use, depending on volume