

At the regular meeting of the Accomack County Board of Supervisors, held on the 15th day of October 2025, in the Board Chambers of the County Administration Building, 23296 Courthouse Avenue, Accomac, Virginia at 5:00 p.m.

The Board of Supervisors minutes are a general account of the October 15, 2025 meeting. For full details of discussions, meeting audio can be located on the County of Accomack's website at <https://www.co.accomack.va.us/how-do-i/listen-to-meeting-audio>.

1. Opening of Meeting

MEMBERS PRESENT AND ABSENT

Board of Supervisors Present:

H. Jackie Phillips, Chair
C. Reneta Major, Vice-Chair
Robert D. Crockett
Roger L. DeGeorges
Donald Hart
Vanessa Kay Johnson
Jeffrey A. Parks, Sr.
William J. "Billy" Tarr
Calvin L. Washington, Sr.

Board of Supervisors Absent:

None

Others Present:

Mr. Michael T. Mason, County Administrator
Ms. Jan Proctor, County Attorney
Mrs. Tina Mears, Executive Assistant

There being a quorum, Chairman Phillips called the meeting to order at 5:00 p.m.

1.1 Invocation

Supervisor Crockett gave the invocation.

1.2 Pledge of Allegiance

The pledge of allegiance was made.

1.3 Consider Allowing Remote Participation of Board Member(s) (if warranted)

No remote participation was warranted

1.4 Adoption of Agenda

A motion to approve the agenda was made by Supervisor Hart and seconded by Vice-Chair Major. The motion was approved unanimously.

2. Public Comment

2.1 Public Comment Rules

Ms. Jan Proctor read the Public Comment Rules

Two people signed up to speak:

1. Mr. David Koogler, Spring, TX spoke as owner of Accomack Manor
2. Mr. Seth Jonczak, Parksley, VA spoke regarding ACDPS Union/Pay Study

3. Consideration of Minutes

3.1 Approval of September 17, 2025 Regular Meeting Minutes

A motion to approve the September 17, 2025 Regular Meeting minutes was made by Supervisor Hart and seconded by Vice-Chair Major. The motion was approved unanimously.

4. Recognitions

There were no recognitions

5. Consent Agenda

5.1 Approval of Consent Agenda

A motion to approve the consent agenda with item 5.6 being removed was made by Vice-Chair Major and seconded by Supervisor Parks, the Accomack County Board of Supervisors voted unanimously to approve the following items from the Consent Agenda as presented:

5.2 Receive Planning Commission Recommendations and Consider scheduling a Public Hearing REZ-000141-2025, a rezoning of part of the Darby Farm from Ag to Industrial with proffers: John Custis on behalf of Debra Bryan & Virginia Spaceport Authority (Virginia Space)

5.3 Receive Planning Commission Recommendations and Consider scheduling a Public Hearing on REZ-000142-2025, a rezoning of the Former Seafood Plant from Ag to Industrial with proffers: John Custis on behalf of Debra Bryan & Virginia Spaceport Authority (Virginia Space)

5.4 Consider acceptance of a parcel land, Tax Map 101-5-A, from the Economic Development Authority of Accomack County including improvements thereon with the intention of conveying this parcel to the Hampton Roads Sanitation District (HRSD) pursuant to the sewer transfer and service agreement between the County and HRSD

5.5 Consider acceptance of a parcel land, Tax Map 101-5-A16, from Blue Barn Properties, LLC including improvements thereon with the intention of conveying this parcel to the Hampton Roads Sanitation District (HRSD) pursuant to the sewer transfer and service agreement between the County and HRSD

5.6 Consider acceptance of a parcel land, designated as "pump station lot" on that certain plat entitled "Subdivision of Shopping Center Tract", Chesapeake Square Associates, LLC including improvements thereon with the intention of conveying this parcel to the Hampton Roads Sanitation District (HRSD) pursuant to the sewer transfer and service agreement between the County and

5.7 Consider Resolution of Appreciation - 757 Queens

6. Items Removed from the Consent Agenda

Consider changes to County Personnel Policies 701, 202, 421, and 419 as recommended by the Personnel Committee

Key Points: The Personnel Committee of the Board of Supervisors met on Thursday, October 2, 2025 and reviewed changes to a total of four (4) current personnel policies as recommended by the County Attorney and Chief Human Resource Officer. The changes are either for compliance related reasons or for consistency/equitable practices for County staff as a whole.

- Policy # 701 Grievance Procedure
 - If adopted as recommended, Policy 701, Grievance Procedure will then be certified by the County Attorney and County Administrator and filed with the Circuit Court as required by Virginia Code.
- Policy # 202 Probationary Period
 - The proposed changes to Policy 202 for Probationary Period, brings consistency to the length of the probationary period which is six months.
- Policy # 421 YMCA Dues
 - Policy 421 for payroll deduction for YMCA is no longer valid since employees can go directly to the Y, receive prorated dues based on income and make payment plan arrangements directly, which was an available option not in 2007 when this policy was last revised. No employees are currently enrolled in this payroll deduction option.
- Policy # 419 Other Payroll Deduction Programs
 - Policy 419 lists both benefits that have been approved by the Board and deductions that have not been approved by the board and are not available to all County employees. The vendors providing the benefits are approved to conduct business with the County and those approvals/agreements are updated when vendor names change. The remaining listed deduction, International Association of Firefighters, is for dues for an organization that is not affiliated with the County and its continued inclusion as a payroll deduction implies that a collective bargaining agreement is in place when it is not. Currently there are 21 employees who participate in the service contributing \$15 from each paycheck (\$360 annually). If this policy is approved for deletion, the committee was agreeable to providing 12 weeks notice to impacted employees allowing them ample time to make arrangements to pay the organization directly.
 - Supervisor Crockett spoke first as he is the Chairman of the Personnel Committee. Policy #701 is a housekeeping change to comply with state code; Policy #202 is to level up all employees to the 6 month probationary period (DPS was at 12 months); Policy #421 does not apply since employees can get a better rate individually at the YMCA; Policy #419 change was recommended by legal because it gives a false impression that the County endorses unions which it does not. It is being done as a cautionary measure.
 - Supervisor Hart disagrees because it has been in place for many, many years and the School Board allows union dues as a payroll deduction. Ms. Proctor responded that the school board is not listed in our employee handbook and additionally, collective bargaining has recently become an option for the county, with approval.

A further discussion ensued.

A motion was made by Supervisor Crockett and seconded by Supervisor Tarr to approve the proposed revisions to Policy #701, "Grievance Procedure", and Policy #201 "Probationary Period" and on the proposed deletion of Policy #421, "YMCA Dues" and Policy #419 "Other Payroll Deduction Programs". Ayes were Major, Phillips, DeGeorges, Parks, Johnson and Washington. Nays were Hart and Major. The motion passed.

Supervisor Hart made a motion, seconded by Supervisor Crockett to have the Personnel Committee, County Administrator and Director of DPS review a presentation submitted during public comments regarding staffing. The motion passed unanimously.

7. Report of Public Officials

No report this month

8. Old Business

8.1 Continuance of Discussion on Proposed Boundary Line Adjustment/Consider accepting Town of Onancock's BLA Withdrawal Letter

County Administrator Mike Mason gave a brief overview of the order of events regarding the BLA initiated by town of Onancock and ultimate withdrawal of the BLA request:

- At the August 20, 2025, Board of Supervisors meeting, the Board voted to send a requested boundary line adjustment (BLA), initiated by the Town of Onancock, to public hearing. The requested BLA seeks to expand the Onancock's incorporated area to include 84.45 acres of largely undeveloped land located along Liberty and Hill Streets and lying adjacent to the Town's current boundary.
- On September 17, 2025 the Board of Supervisors held a public hearing on the requested BLA, began discussions on it and ultimately voted to continue discussions at the Board's October 15, 2025 regular public meeting.
- On September 22, 2025, the Onancock Town Council held a public hearing on the BLA taking no action on it and agreeing to continue its discussion as well.
- On September 26, 2025, a meeting was held regarding the BLA with the County Administrator, Town Manager and legal counsel for both parties in attendance.
- On October 9, 2025, the County Administrator received an email request from Town Manager indicating the Town was withdrawing its BLA request from consideration.
- Assuming the Board of Supervisors is receptive to the Town's withdrawal request, the County Administrator recommends the Board accept it by formal vote which will conclude this matter.
- Should the Town seek to resubmit this BLA request in the future, the entire process prescribed by the Code of Virginia, including public advertisements, hearings, letters to impacted property owners, etc., will need to be reinitiated.

A motion was made to accept the Town of Onancock's request to withdraw the Boundary Line Adjustment from consideration was made by Chairman Phillips seconded by Supervisor Crockett. The motion was approved unanimously.

From: Wharf <wharf@onancock.com>
Date: October 9, 2025 at 12:35:26 PM EDT
Subject: [External Sender] Onancock communication (This is Matt, I am staffing the Wharf today)
To: Michael Mason <mmason@co.accmack.va.us>

Town of Onancock
15 North Street
Onancock, Virginia 23417
(757) 787-3363

October 9, 2025
Mr. Mike Mason
County Administrator
Accomack County
23296 Courthouse Avenue
Accomac, Virginia 23301

Re: Boundary Line Adjustment Between the Town of Onancock and Accomack County

Dear Mr. Mason,

As you know, the Town of Onancock and Accomack County previously worked collaboratively toward a proposed boundary line adjustment. Both localities held the required public hearings following extensive coordination and general agreement on the concept. In reliance on that agreement and the County's initial support, the Town invested in legal and surveying resources necessary to move the process forward in good faith.

After the County's public hearing, however, we understand that the Accomack County Board of Supervisors indicated they are no longer supportive of the boundary adjustment. We were advised that the Board's decision followed public comment opposing the proposal. Specifically, nine parcel owners expressed opposition, while the owner of five parcels submitted written support. The primary concern expressed by those in opposition appeared to be the additional tax liability associated with becoming Town residents.

We also understand that the Board's discussion included references to the Town's interest in ensuring responsible, lower-density development in the affected area. While we appreciate the County's housing priorities, the Town respectfully disagrees that reversing support for the boundary adjustment is a sound long-term strategic decision. Given existing water and sewer capacity limitations, a high-density residential project in this area is unlikely to be feasible. As such, the County's objective for additional housing may not be advanced by this change in position.

Nevertheless, given the shift in the County's support, the Town of Onancock hereby formally withdraws its request for the boundary line adjustment at this time. We appreciate the County's partnership throughout this process and remain open to future discussions regarding

cooperative planning, service delivery, and growth management when circumstances are more favorable.

Sincerely,

Matt Spuck
Town Manager
Town of Onancock

ONANCOCK
1680 Wharf
Service Account
e: wharf@onancock.com | w: www.onancock.com

8.2 Receive update on recent developments impacting the Board's directive to pursue a Route 175 SMARTSCALE Application in 2026

Planning Staff attended a meeting on September 23 at VDOT's local residency office at their invitation to receive a presentation on potential projects for the 2026 SMARTSCALE Round 7. Also in attendance were representatives from Northampton County, the Town of Chincoteague, the Accomack-Northampton Planning District Commission, and the Eastern Shore of Virginia Rails to Trail. The purpose of the meeting entailed multiple facets:

- To collaborate with localities to determine locations for potential applications for SMART Scale Round 7.
- To explain the SMART Scale Application Criteria to localities.
- To discuss lessons learned from previous SMART Scale rounds in order to help localities create successful applications.

They presented the attached slide deck, which ranks the most problematic intersections and roads on the Eastern Shore of Virginia, and no section of Route 175 made their list.

The District Staff identified a project cost range "sweet spot" of \$10 to \$15 million- projects in this range tend to be most favored in terms of cost to benefit. By comparison, our application in 2024 SMARTSCALE Round 6 was estimated at \$103 million for a length of approximately 3 miles. See additional information from the Board of Supervisors' June 18 regular meeting agenda.

The District Staff also mentioned that any Route 175 causeway improvements would be far too expensive with minimal impact and would not score high. That part of Route 175 is not designated on the 2023 VTrans mid-term priorities.

Rankings

The below table indicates the projects in ranked order. Note that the attached slide deck presents the intersections from north to south.

Also note that **#9 below has been funded** with non-SMARTSCALE funds (\$4,133,881.00 per VTRANS as of 10/8/2025).

Rank	District Priority Score	Location	Intersection	Notes
1	3.67	Exmore	Rt 13/ Broadwater Rd.	1 severe injury crash , 8 visible injuries, 11 property damage only
2	3.67	Parksley	Rt 13/176 (Fisher's Corner)	2 crash, 1 injury
3	3.57	Accomac	Rt 13/ Mary N. Smith Rd.	1 fatal crash , 3 visible injury

				crashes, 4 property only
4	3.51	Cape Charles	Rt 13/ 184 (Stone Rd.)	1 fatal crash, 2 severe injuries , 6 visible injury crashes, 8 property damage only
5	3.4	Nelsonia	Rt 13/187	3 crashes, 3 injuries, 1 serious
6	3.36	Melfa	Rt 13/ Main St.	Total Crash 28, 1 fatality
7	3.2	Accomac	Rt 13/ Accomac Rd.	1 fatal crash, 4 severe injuries , 4 visible injury crashes, 6 property only
8	3.15	Painter	Rt 13/ Main St.	1 severe injury crash , 3 visible injuries, 1 non-visible injury, 6 property only
9	2.57	Tasley	Rt 13/ Daugherty Rd.	Total Crash 28, 2 fatal crashes, 5 serious Injuries, Seriously Injured 10 , All Injury Crash 22, Injured People 40
10	2.57	Tasley	Greenbush & Edgar Thomas Rds.	1 severe injury crash , 4 visible injuries, 2 property only
11	2.57	Onley	Route 13/ Bank St.	Total Crash 23, 1 fatal crash, 4 serious injury crashes , Seriously Injured 9

Source: 9/23/2025 Slide Deck by Virginia Department of Transportation- Hampton Roads District

Revised Route 175 Project Scope

Kimley Horn offered a revised scope, which would address 3 intersections between Coardtwn and Fleming Roads at an *initial ballpark estimate of around \$30 million* prior to any studies performed. This entails a new study of the area, and the premise would shift from the economic development impact to addressing congestion and safety. Kimley-Horn indicated a cost of \$45,000 for a new traffic study, sketch, and cost for the segment between Coardtwn and Fleming.

Recommendation

Staff recommends pivoting from applying for another Route 175 project to one of the above referenced projects.

A discussion ensued.

- No section of Rte 175 made the list of the most problematic roads on the ES.
- District VDOT Staff stated that any Rte 175 causeway improvements would be far too expensive with minimal impact and would not score high.
- Parks- the congestion will increase with development in the area, intersection of 175 and Wallops Flight Facility; he wants to ask VDOT “What is the dollar figure they put on lives?” It is maddening to think they see this as a project too complex. You don’t NOT do something because it is hard, you do something because it’s the right thing to do.
- The Board made it a priority and it has been ignored.
- Letter speaks louder than an application does.
- Tarr stated he has traveled this road for 70 years, it is a very dangerous highway. A lot of tax dollars come from the gem -Chincoteague. Include in letter, the economic benefit the island gives the County and the state too, including tourist dollars and Wallops Research Park dollars. During rocket launches, the traffic is backed up from Royal Farms to Maddox Blvd.

Supervisor Tarr made a motion, seconded by Supervisor Crockett to send a letter to Richmond, to the VA Secretary of Transportation and copies to our Senators demanding improvements to be done on Route 175 especially the Causeway to Chincoteague. The motion was approved unanimously.

A motion was made by Supervisor Washington and seconded by Supervisor Crockett to apply for a SMARTSCALE project listing the Intersection of Rte. 13 and Mary N. Smith Road. The motion was approved unanimously.

8.3 Receive Update on County/EDA Child Day Center Grant Program and Next Steps

Mike Mason, County Administrator gave the Board an update on the recently concluded Child Day Center grant program. The Accomack County Board of Supervisors appropriated \$225,000 in the FY26 County budget to necessitate a second round of childcare incentive grants aimed at improving childcare availability in the northern part of the County. Shortly after these funds became available, the County's Economic Development Authority agreed to be the conduit for administering and issuing the contemplated grant program.

In the spring of this year, the County hosted a childcare roundtable meeting at the Chincoteague Bay Field Station with local providers, businesses, government agencies, legislators and other concerned parties in attendance. The information gleaned from this meeting was used to craft the criteria for the child day center grant program which the County officially announced on August 1st. The schedule posted on the County's website regarding this grant program is below.

- August 1, 2025: Grant application made available on County Website
- September 15, 2025: Deadline to Apply/Application review period begins, scoring period begins.
- October 15, 2025: Award Selection and Agreement Negotiation

Applicants were required to complete and submit an application along with two letters from the community supporting the applicant’s ability to provide high quality childcare. Each

application package was scored on a weighted points-based system according to the following criteria:

1. Program description and age groups to be served (0-25 pts)
2. Experience in operating a child day center and obtaining a day care facility license. (0-25 pts)
3. Qualifications of applicant to provide childcare services. (0-25 pts)
4. Location of proposed child day care center (0-25 pts)

The maximum score that could be assigned to an application was 100 points with a minimum of 70 points needed to be eligible for grant funding. Applicants ranking highest in competitive order shall be recommended subject to the amount of grant.

The County received five applications. Unfortunately, none of the applications scored high enough to achieve the minimum of 70 points to be eligible for a grant. The main deficiencies noted were:

- The location of the proposed facility. Some applications focused on starting child day centers away from the target area which is northern Accomack County in close proximity to Route 175.
- Lack of experience in operating a childcare center and obtaining a facility license. Some applications were submitted by essentially start-up organizations.

At this time, staff plans to reassess its approach to solving childcare deficiencies in northern Accomack. The County has held preliminary discussions with Minus 9 to 5, which is a collective impact initiative of the M. Foscue Brock Institute for Community and Global Health, focusing on supporting children from conception to age five. Minus 9 to 5 is housed in the Department of Pediatrics, Macon & Joan Brock Virginia Health Sciences at Old Dominion University.

Staff plans to continue discussions with Minus 9 to 5 and report back to the Board on other alternatives to strengthening childcare options in the County including the possibility of reopening the County's child day center grant program at a later date.

- Vice-Chair Major asked if any applicants scored in the 60's and the answer was yes.

8.4 Update on Virginia Housing Innovation Grant Project

Mr. Lee Pamid, Deputy Administrator for Community and Economic Development presented the Board with an update regarding the VA Housing Innovation Grant Program. Two Innovation Cottages have been set on their foundations at the intersection of Willis Street and Jones Avenue in Parksley. These one-story modular units are pre-fabricated in Winchester, Virginia, and have the following innovative features:

- First factory built home to have InsulStud installed as part of the structure's framing
- Energy efficient lighting and appliances
- Heat pump mechanical systems including heat pump water heaters
- Factory installed solar shingles

On August 21, 2024, the Planning Staff recommended to the Board of Supervisors acceptance of a \$500,000 Virginia Housing Innovation Construction Grant. The Planning Staff partnered

with Brice Leconte, founder of iUnit and designer of the houses, to submit the grant application, which was one of five winning applications.



9. Appointments

9.1 Appointments

Supervisor Tarr made a motion to appoint Mr. Richard Alloway II to the Economic Development Authority of Accomack County to fill the unexpired term of the late Jack Tarr. The appointment begins immediately and ends on 02/18/2027. The appointment was seconded by Supervisor Hart. The motion was approved unanimously.

The following appointments were deferred until the November 19, 2025 meeting:
Accomack County Parks & Recreation Advisory Commission – ED 4
Accomack County Board of Social Services – At-large

9.2 Attendance Report

Attendance reports were included in the Board's agenda packet.

10. Public Hearing (6:00 p.m.)

10.1 Public Hearing Rules

No one signed up to speak, the rules were not read.

10.2 Public Hearing on Ordinance to Amend E911 Joint Resolution

The attached draft ordinance amending the Joint Resolution creating the Eastern Shore 9-1-1 Commission was reviewed by the 911 Commission with the Commission ultimately voting to send it to Accomack County and Northampton County for further comment and/or action. After reviewing the draft, both Accomack County and Northampton County Boards of Supervisors scheduled public hearings on the proposed revisions. Northampton's public hearing is scheduled for October 14th. Northampton's approval is necessary for the amendments to be binding.

The catalyst for the amendment was the following provision included in Accomack County's adopted FY26 budget resolution that made a portion of the funding appropriated to the Commission for employee salary increases contingent on revisions to the joint resolution:

BE IT FURTHER RESOLVED that additional local funding for the 911 Commission is allocated in the FY26 County budget that will enable the Commission to grant compensation increases to its employees equivalent to those provided Accomack County Sheriff dispatch personnel (9% total compensation increase). This funding, however, is contingent upon the following actions:

- *Northampton County providing local matching funds for this action at the customary match rate of 33% and*
- *Approval of amendment to the joint resolution creating the 911 Commission by both counties containing the following language or language substantially equivalent thereto:*
 - *Dispatchers and administrative employees of the 9-1-1 Commission shall not receive compensation, including cost-of-living increases, merit increases and bonuses, or benefits, including fringe benefits, in excess of the compensation and benefits that Northampton County provides to its employees having comparable duties and responsibilities.*

The principal goal of this amendment is to create parity between the compensation provided dispatch staff of the Commission and that provided to employees of the Northampton County Sheriff having similar duties and responsibilities. No employee's current compensation level will be reduced if this ordinance is approved. In addition to addressing compensation parity, the proposed amendment memorializes the financial and non-financial contributions that each county and the Town of Chincoteague provide to the Commission.

The Chairman opened and then closed the Public Hearing at 6:07 p.m

A motion was made by Supervisor Crockett and seconded by Supervisor Hart to approve the Ordinance to Amend ES911 Joint Resolution. The motion passed unanimously.

Short Version 6.25.2025

ORDINANCE TO AMEND THE JOINT RESOLUTION CREATING AN AGREEMENT BETWEEN ACCOMACK COUNTY, VIRGINIA, AND NORTHAMPTON COUNTY, VIRGINIA, TO JOINTLY PROMOTE EMERGENCY SERVICES WITH THE COUNTIES OF ACCOMACK AND NORTHAMPTON AND THE ESTABLISHMENT OF THE EASTERN SHORE OF VIRGINIA 9-1-1 COMMISSION; FOR PURPOSES OF SPECIFYING THE RESPONSIBILITIES OF EACH PARTICIPATING LOCALITY; CLARIFYING THE TERMS AND CONDITIONS UNDER WHICH THE 9-1-1 COMMISSION OPERATES; AND ADDRESSING EMPLOYEE COMPENSATION.

WHEREAS, in July of 1990, Accomack County and Northampton County each approved the Joint Resolution Creating an Agreement between the County of Accomack, Virginia and the County of Northampton, Virginia, to Jointly Promote Emergency Services within the Counties of Accomack and Northampton and the Establishment of the Eastern Shore of Virginia 9-1-1 Commission (1990 Joint Resolution); and

WHEREAS, the 1990 Joint Resolution became effective retroactively on July 1, 1990; and

WHEREAS, the 1990 Joint Resolution was adopted pursuant to Virginia Code Section 15.1-21, now Section 15.2-1300, which authorizes localities to jointly exercise their powers by agreement; and

WHEREAS, the Eastern Shore of Virginia 9-1-1 Commission (9-1-1 Commission) was created and functions as a separate entity from Accomack County and Northampton County; and

WHEREAS, the 9-1-1 Commission is funded jointly by Accomack County and Northampton using a portion of the Communications Sales and Use Tax received by the Counties; and

WHEREAS, currently, Accomack County contributes 36.7% of its Communications Sales and Use Tax to the 9-1-1 Commission, and Northampton County contributes 32.79% of its Communications Sales and Use Tax to the 9-1-1 Commission; and

WHEREAS any additional agreed-upon funding necessary to finance the operations of the 9-1-1 Commission is divided with Accomack County assuming responsibility for 67% and Northampton County assuming responsibility for 33% of such funding; and

WHEREAS, Northampton County serves as the fiscal agent providing cash management, accounting services, budget support, grant management, audit support, invoice processing, payroll and benefit processing, human resource services and use of its financial systems to the 9-1-1 Commission; and

WHEREAS, Northampton provides Information Technology (IT) services to the 9-1-1 Commission; and

WHEREAS, Accomack County provides and maintains the 9-1-1 Commission's headquarters located at 23201 Front Street, Accomack, Virginia 23301; and

WHEREAS, in December of 2013, the 9-1-1 Commission entered into a Memorandum of Agreement with the Town of Chincoteague, a municipal corporation located in Accomack County, to provide the Town with 9-1-1 services, including receipt of emergency calls and the dispatch of Fire/EMS services; and

WHEREAS, pursuant to the 2013 Memorandum of Agreement, the Town of Chincoteague currently contributes 33% of its Communications Sales and Use Tax to the 9-1-1 Commission in exchange for the 9-1-1 services; and

WHEREAS, the purpose of this Ordinance is to revise the 1990 Joint Resolution to clarify the responsibilities of the Counties and to address the compensation of employees of the 9-1-1 Commission.

NOW, THEREFORE, BE IT ORDAINED by the Accomack County Board of Supervisors and the Northampton County Board of Supervisors that the Joint Resolution Creating an Agreement between the County of Accomack, Virginia and the County of Northampton, Virginia, to Jointly Promote Emergency Services within the Counties of Accomack and Northampton and the Establishment of the Eastern Shore of Virginia 9-1-1 Commission be, and is hereby, amended as follows:

1. The 9-1-1 Commission will continue to exist as a separate legal entity from Accomack County and Northampton County and may conduct its own affairs as a public body, subject to the terms and conditions herein and the laws of the Commonwealth of Virginia.

2. The 9-1-1 Commission will continue to exist for the purpose of managing, operating, maintaining, replacing and improving the 9-1-1 system for the benefit of the public health, safety and welfare.

3. The affairs and activities of the 9-1-1 Commission shall be financed each year by the following contributions from Accomack County, Northampton County and the Town of Chincoteague, subject to the terms of its Memorandum of Agreement with the 9-1-1 Commission, as follows:

- Accomack County shall contribute 36.71% of the Communications Sales and Use Tax it receives from the Commonwealth of Virginia under Virginia Code § 58.1-662.
- Northampton County shall contribute 32.79% of the Communications Sales and Use Tax it receives from the Commonwealth of Virginia under Virginia Code § 58.1-662.
- The Town of Chincoteague shall contribute 33% of the Communications Sales and Use Tax it receives from the Commonwealth of Virginia under Virginia Code § 58.1-662.
- Accomack County and Northampton County shall contribute additional funding necessary to finance the 9-1-1 Commission's operations on a 67% Accomack/33% Northampton split, provided that the need for such funding is properly documented to the satisfaction of

Accomack County and Northampton County, and further provided that such funds are included in the approved budgets of the 9-1-1 Commission, Northampton County and Accomack County.

All payments of taxes received by the Counties and the Town of Chincoteague from the Commonwealth of Virginia shall be remitted to the 9-1-1 Commission within 45 days of receipt. All additional funding shall be remitted to the 9-1-1 Commission within 45 days of appropriation by the governing body of the Counties.

4. Non-financial contribution of Accomack County and Northampton County shall be as follows:

- Accomack County shall continue to provide and maintain a facility within which the 9-1-1 Commission will operate, said facility currently being located at 23201 Front Street, Accomack, Virginia 23301.
- Northampton County shall continue to provide all IT services for the 9-1-1 Commission.
- Northampton County shall continue to serve as the 9-1-1 Commission's Fiscal Agent providing cash management, accounting services, budget support, grant management, audit support, invoice processing, payroll and benefit processing, human resource services and use of its financial system.

5. Effective on and after July 1, 2025, compensation and fringe benefits provided to employees of the 9-1-1 Commission shall be commensurate with those provided by Northampton County to its employees having comparable duties and responsibilities. Compensation increases including salary adjustments, cost of living increases, merit increases, county-funded bonuses, and standard county-administered fringe benefits provided to employees of the 9-1-1 Commission shall be commensurate with those provided by Northampton County to its employees having comparable duties and responsibilities and shall not be more than that provided by Northampton County to its employees. Classification of positions shall be consistent with position descriptions of the 9-1-1 Commission's classified employees as of July 1, 2025. No employee's current salary shall be reduced as a result of this provision. Initiatives, programs, and policies providing

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VOTES:

Ayes: 9

Nays: 0

Absent/Not Voting: 0

This Ordinance shall become effective immediately.

Dated: 10/15/2025


H. Jaycie Phillips, Chair
Board of Supervisors
Accomack County, VA

I hereby certify that the foregoing is a true and correct copy of the Ordinance approved October 15, 2025, at a meeting of the Accomack County Board of Supervisors, Accomack County, Virginia.

A COPY TESTE:


Michael T. Mason, County Administrator
Secretary to the Board

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compensation or special benefits to employees of the 9-1-1 Commission that existed on June 30, 2025, and that are enumerated in Appendix A attached hereto, shall continue to exist. The 9-1-1 Commission may modify such initiatives, programs, and policies subject to available funding and subject to a specific finding of the 9-1-1 Commission that such modifications are consistent with the overall intent of this Section 5, i.e., to provide employees of the 9-1-1 Commission with compensation and fringe benefits commensurate with those provided by Northampton County to its employees having comparable duties and responsibilities.

6. Notwithstanding the provision in Section 5 of this Ordinance, the 9-1-1 Commission may award bonuses or incentives that may from time to time be provided by the Commonwealth of Virginia and/or the Virginia 9-1-1 Services Board for recruitment, retention, or incentivization of 9-1-1 services in accordance with the Virginia 9-1-1 Services Plan. Such awards shall not increase the base pay of employees. The parties acknowledge that eligibility for the grant of funding for these purposes is often limited to primary public safety answering points (PSAP's) or 9-1-1 Centers.

7. This Ordinance shall be deemed to be effective on _____, 2025. All provisions of the 1990 Joint Resolution not contrary to this Ordinance shall remain in full force and effect. Nothing herein shall operate to amend, revise, nullify or terminate any actions taken by the 9-1-1 Commission prior to the effective date of this Ordinance, including without limitation, any agreements, memoranda of understanding, financial obligations or commitments, employee compensation or benefits, or any other undertaking assumed by the 9-1-1 Commission.

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APPENDIX A

RECRUITMENT AND RETENTION INITIATIVES, PROGRAMS, & POLICIES

The following Initiatives, programs, and policies providing compensation or special benefits to staff of the 9-1-1 Commission existed prior to June 30, 2025, and are continued subsequent to the adoption of Employee Compensation provisions of the Joint Resolution of Accomack and Northampton Counties Establishing the Eastern Shore of Virginia 9-1-1 Commission effective July 1, 2025:

- A. 9-1-1 Commission Career Development Program - provides a 3% salary increase when the following career development achievements or goals are met and provides limited funds for employees to complete classes for career development:
- B. 9-1-1 Commission Secondary On-Call Program - provides a \$10 stipend for each shift signed up for on-call and if called in for an on-call shift, an additional \$2 for each hour the employee works.
- C. 9-1-1 Commission Supervisory On-Call Program - provides a \$15 stipend for each day a Supervisor is on-call for the 9-1-1 Commission.
- D. 9-1-1 Commission trainers may receive additional compensation (\$2 for each hour) when they are conducting actual on-the-job dispatch floor training with new hires (recognizing the additional time/effort and need for additional documentation (using the 9-1-1 Center's QA/QI program)).
- E. 9-1-1 Commission staff shall have access and may use the Childcare Room as approved by the employee's supervisor and following applicable Commission policies.
- F. The 9-1-1 Commission may follow different holidays than those observed by Northampton County provided the number of holidays observed are not more than those observed in Northampton County.
- G. The 9-1-1 Commission will follow Accomack County's emergency closing policy for inclement weather since the 9-1-1 Center is in Accomack County, with an overwhelming majority of 9-1-1 Commission staff being residents of Accomack County. Each hour Accomack County offices are closed provides an additional hour of leave for non-exempt 9-1-1 Commission full-time staff.
- H. The 9-1-1 Commission may provide a one-time compensation award (bonus) to an individual 9-1-1 Commission employee for a special achievement or for exceptional service subject to recommendation by the Commission's Chair and approval by the 9-1-1 Commission.
- I. The 9-1-1 Commission hires new employees for the role of 9-1-1 Communications Officer at the compensation grade/level commensurate with existing 9-1-1 Communications Officers; new employees begin training immediately upon hire and assume duties commensurate with existing 9-1-1 Communications Officers.

7

10.3 Public Hearing on Amendments to Chapter 78 Subdivisions Regarding the Definition of Subdivisions

The current definition of subdivision is defined as splitting one lot into three lots. This leaves certain plats without staff's review, which has been problematic in the past, with lots being recorded in the courthouse that do not meet the subdivision ordinance. The primary reasons for these amendments are:

1. To redefine subdivision to include any subdivision-related action, including splitting one lot into two lots, but also lot consolidations, family subdivisions, and boundary adjustments. Currently, a subdivision is defined as splitting one lot into three lots.
2. -To clarify other language as annotated in red in the draft language.

The Planning Commission voted 7-0 on a motion by Commissioner Rodgers, seconded by Commissioner Connor, to recommend approval of the proposed amendments to Chapter 78, titled Subdivisions, sections 78-3, 78-6, and 78-8.1, as presented during the public hearing to the Accomack County Board of Supervisors.

A discussion ensued.

Chairman Phillips asked Mr. Pambid if there is any additional burden on taxpayers?

The answer was no, this is to close a loophole in the clerk's office.

Supervisor Parks commented that he appreciates the intent but does not agree with the language. As the revision is written, it is as if any person subdividing a lot will be considered a developer. It may be OK now but down the road, if other people are reviewing applications, it may be interpreted differently and could make it a burden for a family member to subdivide a property for family. Ms. Proctor responded and said that there is a different ordinance for family subdivision when the criteria is met. Supervisor Crockett asked if the language could be cleaned up so it's not left up to interpretation? The answer was yes, developer could be changed to subdivider when two lots are being divided..

The Chairman opened and then closed the public hearing at 6:25 p.m.

A motion was made by Supervisor Parks and seconded by Supervisor Crockett with the prescribed modification of the word 'developer' to 'subdivider', excluding two-lot subdividers from the definition of "developer" to approve amendments to Chapter 78 and Chapter 106 Zoning regarding the definition of subdivisions. The motion passed unanimously.

**Draft 5/29/2024
Revisions 10/8/2024
Revisions 10/16/2024
Changed Chairman 3/26/2025
PC Recommended Approval 8/13/2025
Changes Approved by Board of Supervisors 10/15/2025**

AN ORDINANCE AMENDING CHAPTER 78 OF THE ACCOMACK COUNTY CODE, ENTITLED "SUBDIVISIONS," BY AMENDING SECTIONS 78-3, 78-5, 78-6, 78-7 AND 78-8.1 THEREOF, TO INCLUDE CHANGES TO THE DEFINITION OF "SUBDIVISION" AND TO MODIFY REGULATIONS GOVERNING SUBDIVISION APPROVALS, RESUBDIVISIONS, LOT LINE VACATIONS, LOT LINE ALTERATIONS AND BOUNDARY LINE ADJUSTMENTS

WHEREAS on February 21, 2024, the Accomack County Board of Supervisors ("Board of Supervisors") adopted a resolution initiating certain amendments to Chapter 78 of the of the Accomack County Code to amend the definition of "subdivision" and modify regulations relating to subdivision approval, lot line vacations, and boundary line adjustments; and

WHEREAS, on August 13, 2025, the Accomack County Planning Commission ("Planning Commission") held a duly advertised public hearing to consider the proposed amendments to Chapter 78 of the Accomack County Code; and

WHEREAS, on October 15, 2025, the Board of Supervisors held a duly advertised public hearing to consider the proposed amendments and found that public necessity, convenience, and general welfare require the amendment of Sections 78-3, 78-5, 78-6, 78-7 and 78-8.1 of the Accomack County Code, to amend the definition of "subdivision" and to provide additional regulations governing subdivision approval, including compliance with the CAPA Overlay District and the Flood Hazard Overlay District; resubdivisions; vacation of lot lines; and adjustment of boundary lines.

WHEREAS, following the public hearing on October 15, 2025, the Board of Supervisors approved the amendments set forth herein with a revision to the definition of

"developer" in Section 78-3, and correlating revisions in Section 78-5, 78-6, 78-7 to exclude from said definition subdividers of two lots.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors for the County of Accomack, Virginia that Chapter 78 of the Accomack County Code be amended and reordained to amend Sections 78-3, 78-5, 78-6, 78-7 and 78-8.1, as follows:

CHAPTER 78. SUBDIVISIONS.

Sec. 78-3. - Definitions.

Certain words and terms used in this chapter shall be interpreted or defined as follows: Words used in the present tense include the future, words in the singular number include the plural and the plural the singular, unless the natural construction of the word indicates otherwise; the word "lot" includes the word "parcel"; the word "shall" is mandatory and not discretionary; the word "approve" shall be considered to be followed by the words "or disapprove"; any reference to this chapter includes all ordinances amending or supplementing this chapter; all distances and areas refer to measurements in a horizontal plane.

Agent means the representative of the board of supervisors who has been appointed to serve as the agent of the board in approving the subdivision plats, or the agent's officially appointed designee.

Applicant means the owner, subdivider or developer seeking to subdivide land.

Boundary adjustment means the vacation, alteration or relocation of lawfully established lot lines but shall exclude conveyances so as to combine existing lots by deed or other instrument as authorized by Virginia Code § 15.2-2275.

Building means any structure having a roof supported by columns or walls, for the housing or enclosure of persons, animals or chattels.

Day, business means any day, Monday through Friday, except local or state government holidays.

Developer means an owner of real property under or proposed for development being subdivided, whether or not represented by an agent and .

"Development" means a tract of land developed or to be developed as a unit under single ownership or unified control which is to be used for any business or industrial purpose or is to contain three or more residential dwelling units. The term "development" shall not be construed to include any tract of land which will be principally devoted to agricultural production.

Easement means a grant by a property owner of the use of land for a specific purpose.

Engineer means an engineer licensed by the Commonwealth.

Engineered plans shall mean construction plans certified by a licensed engineer for public infrastructure or public facilities for a subdivision or development.

Health official means the district health director or sanitarian for the county.

Jurisdiction means the area or territory subject to the legislative control of the board of supervisors.

Large lot subdivision means any subdivision of land in three or more parts of at least five acres in the agricultural zoned areas and three acres in the residential zoned areas each that creates either a public street or a private street.

Lot means a numbered and a lawfully platted and recorded portion of a subdivision parcel of land intended for transfer of ownership, lease, rental or for building development to be separately owned, leased, transferred, developed or otherwise treated as a unit.

Lot, corner means a lot abutting upon two or more streets at their intersection; the shorter side fronting upon a street shall be considered the front of the lot, and the longest side fronting upon a street shall be considered the side of the lot.

Lot, flag means a lot that does not meet the required frontage at the setback line, due to being configured with a narrow panhandle or pipestem providing access to the bulk of the lot, which is located behind the bulk of other lots or parcels.

Lot, width of means the mean horizontal distance between the side lot lines.

Plat means and includes the terms: map, plan, plot, replat, or replot; a map or plan of a tract or parcel of land which is to be, or which has been, subdivided. When used as a verb "plat" is synonymous with "subdivide."

Private street means a street owned by one or more persons, restricted in use, and not maintained by the Virginia Department of Transportation, and not intended by the subdivider for acceptance into the secondary system of state highways.

Property means any tract, lot, parcel or several tracts, lots, or parcels collected together for the purpose of subdividing.

Public street means a street maintained by the Virginia Department of Transportation or one intended by the subdivider for acceptance into the secondary system of state highways and approved by the resident engineer as meeting the Virginia Department of Transportation's current subdivision street requirements.

Resident engineer means the resident engineer employed by the Virginia Department of Transportation.

Resubdivision means the further division, ~~alteration, or~~ relocation, ~~or vacation~~ of lot lines of any lot within a subdivision previously made and approved or recorded according to law; or, the alteration of any streets or the establishment of any new streets within any subdivision previously made and approved or recorded according to law, but does not include conveyances so as to combine existing lots by deed or other instrument. All resubdivisions shall require recordation of a plat signed by all landowners and approved by the county. The landowners shall be responsible for providing water and sewer facilities, streets, and adequate drainage to serve all lots shown on the resubdivision plat. Such improvements shall meet the requirements of section 78-6 of this chapter. The resubdivision plat shall also comply with Chesapeake/Atlantic Preservation Overlay District regulations set out in chapter 106 of this code and the stormwater management regulations set out in chapter 38 of this code.

Street means the principal means of access to abutting properties.

Street, public use of means the unrestricted use of a specified area or right-of-way for ingress and egress to two or more abutting properties.

Street width means the total width of the strip of land dedicated or reserved for travel, including roadway, curbs, gutters, sidewalks and planting strips.

Subdivider means an individual, corporation or registered partnership, owning any tract, lot or parcel of land to be subdivided, or a group of two or more persons owning any tract, lot or parcel of land to be subdivided, who have given their power of attorney to one of their group or to another individual to act on their behalf in planning, negotiating for, in representing or executing the legal requirements of the subdivision.

Subdivision means the division of any tract, lot or parcel of land into ~~three~~ two or more parts, or any division of a tract, lot or parcel of land in which a new street is created, regardless of whether the individual parts are sold, leased or rented. The term includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or the land subdivided. Nothing in this definition shall preclude different owners of adjacent parcels from entering into a valid and enforceable boundary line agreement with one another so long as (i) such agreement is only used to resolve a bona fide property line dispute; (ii) the boundary line agreement does not move any boundary by more than 250 feet from the center of the current platted line or alter either parcel's resultant acreage by more than five percent (5%) of the smaller parcel size, (iii) the boundary line agreement does not create an additional lot, alter the County's boundaries, result in greater street frontage, or interfere with any recorded easement; (iv) the boundary line agreement conforms with the Accomack County Code and all Virginia Health Department

regulations; and (v) notice and opportunity for review is given to the County's zoning administrator or designee.

Unless otherwise stated below, the following divisions of land shall not be considered subdivisions, provided the division complies with ~~this chapter 78 and~~ applicable provisions of chapter 106 and does not create or extend either a public street or private street or, if such a street is created, the street is subject to the same deed and plat restrictions as set out in subsection 78-6(c)(1) or subsection 78-9(g)(6) unless it is intended for and constructed to standards for addition to the secondary system of state highways. An easement or right-of-way not over 20 feet in width shall not be considered a public or private street for purposes of defining these exemptions.

(1) Division ordered by a court of competent jurisdiction; provided that any such division of land subject to a partition suit by virtue of order or decree by said court shall take precedence over the requirements of this chapter and the minimum lot area, width and frontage requirements in chapter 106, so long as the lot or parcel resulting from such order or decree does not vary from minimum lot area, width or frontage requirements by more than 20 percent (20%). A copy of the final court order or decree shall be provided to the zoning administrator or designee;

(2) Divisions made solely for bona fide agricultural or timber purposes; ~~A recorded plat approved by the county shall be required for divisions of land for bona fide agricultural or timber purposes.~~

(3) Division by ~~deed of gift or will~~;

(4) Boundary survey plats that do not (i) alter property lines except by a valid and enforceable property line agreement as described above; (ii) establish or alter public streets, public easements or other public areas, or (iii) create additional parcels of land.

(5) Division of a lot or parcel for the purpose of sale or gift to a member of the immediate family of the property owner, provided the lot satisfies the minimum lot size requirements of this chapter, including section 78-12, and of the applicable regulations of chapter 106, ~~including section 106-55(c). A recorded plat approved by the county shall be required for family subdivisions.~~

~~(6) Division of a lot or parcel for the purpose of installing a utility facility or utility improvement, including pump stations and utility boxes, but specifically excluding telecommunication towers, appurtenances and devices.~~

None of the exemptions ~~to the definition of "subdivision" set out in subsections (1) through (5) of this section above~~ shall be used for the purpose of circumventing this chapter.

The word "subdivision" and any derivative thereof shall have reference to the term "subdivider" as defined in this section.

Surveyor means a surveyor licensed by the commonwealth.

Sec. 78-5. - Procedure for making and recording plats.

(a) *Platting required.* Any owner ~~or~~ developer, or subdivider of any tract of land situated within the county who subdivides such tract of land shall cause a plat of such subdivision, with reference to known or permanent monuments, to be made and recorded in the office of the clerk of the appropriate court within six months after final approval or the approval shall be withdrawn and the plat marked void and returned to the agent. No such plat of subdivision shall be recorded unless and until it shall have been submitted, approved, and certified by the agent in accordance with the regulations set forth in this chapter. No lot shall be sold, leased or rented in any such subdivision before the plat of the whole subdivision shall have been recorded. Preliminary plats may be drawn so as to constitute two or more groups of lots (sections or phases) which may then be recorded as final approved plats in two or more sequential phases, not more than six months apart. Such phases must be clearly marked on the plat, showing which lots are in each phase and the sequence in which the phases will be recorded. The planning commission may approve extensions of the six-month time limit for recording of final plats as part of a phased development.

(b) *No exemptions.* No person shall subdivide any tract of land that is located within the county except in conformity with the provisions of this chapter.

(c) *Necessary changes.* No changes, erasures, or revision shall be made on any preliminary or final plat, nor on accompanying data sheets after approval of the agent has been endorsed in writing on the plat or sheets, unless authorization for such changes has been granted in writing by the agent.

(d) *Fees.* All fees for administration of this chapter shall be adopted and regulated by the board of supervisors. The fees may, from time to time, be amended, supplemented, changed or repealed by the board of supervisors.

Sec. 78-6. Improvements.

(a) *Subdivider's/Developer's responsibility.* All physical improvements in a subdivision shall be installed by the subdivider at his cost, except that the subdivider shall not be required to install individual septic tanks and individual wells where private water and sewer systems are intended for each lot. In cases where specifications for improvements have been established either by the Virginia Department of Health for central water and central sewer systems, or by the Virginia Department of Transportation or this chapter for streets and drainage facilities, such specifications shall be followed in the design and construction of these improvements with the following being the only exception: In subdivisions where private streets are permitted, streets and drainage facilities shall not be required to conform to Virginia Department of Transportation specifications.

(b) *Virginia Department of Health.* All plans for water and sewerage facilities in a subdivision must be approved by the Virginia Department of Health, the Virginia Department of Environmental Quality and/or the State Water Control Board, as applicable before the final subdivision plat can be approved.

(1) *Central water facilities.*

- a. Where central water is available from a municipality or a public authority, or is intended to be furnished by the subdivider, the service shall be extended to all lots within a subdivision.
 - b. The installation of adequate fire hydrants in a subdivision at locations approved by the agent may be required, provided necessary central water is available. The agent shall consult with the proper authority before approving such location.
- (2) *Central sewerage facilities.* Where central sewerage facilities are available from a municipality or public authority, or are intended to be furnished by the subdivider, the service shall be extended to all lots within a subdivision, and septic tanks will not be permitted.
- (3) *Individual water and/or sewer.*
- a. Nothing in this regulation shall prevent the installation of privately owned individual water and/or sewer facilities in areas where central water and/or sewerage facilities are not available, provided, however, that installations meet the requirements of the State Water Control Board, the Virginia Health Department and any other state or local regulation having authority over such installation.
 - b. After approval of the preliminary subdivision plat, but prior to approval of the final plat, each lot for which an individual sewage system is proposed must further be evaluated by the local health department for suitability of the type of sewage disposal proposed for that lot and a letter of certification must be obtained from the Virginia Department of Health.
 - c. For any subdivision of greater than ten lots, which does not have central water facilities, one or more dry hydrants must be provided at locations approved by the agent. The agent may consult with the appropriate authority before approving such locations.
- (4) *Lot sizes.* Lot sizes shall conform to the area requirements specified in the applicable district regulations of chapter 106 of this code.
- (5) *Exceptions to lot size rules.* Greater lot areas may be required where individual septic tanks and/or individual wells are used if the health official determines that there are factors of drainage, soil condition, population density or other conditions to cause potential health problems. The agent shall require that soil evaluation and any tests necessary be conducted under the health director's supervision to determine the adequacy of the proposed systems. Such test information shall be submitted with the preliminary plat when greater lot areas are required.
- (6) *Compliance with zoning regulations.* In addition to all the requirements of this chapter, the developer or subdivider shall comply with all the requirements of chapter 106 of this code.
- (7) *Compliance with CAPA Overlay District regulations.* Article XVI of chapter 106 of this code is incorporated herein by reference and shall apply to all property divided or subdivided under this chapter.
- (8) *Compliance with Flood Hazard Overlay District regulations.* Article XV of chapter 106 of this code shall apply to all property divided or subdivided under this chapter.

- (9) *Cluster lots.* Cluster lots permitted in the agricultural district under section 106-55 of this code shall comply with the requirements of this chapter, except that no subdivision application is required for one cluster lot, with a minimum area of 30,000 square feet and a maximum area of three acres, divided from a parent parcel. The division of one such cluster lot shall be shown on a recorded plat approved by the county.
- (10) *Reservation of open space for mobile home park or travel trailer park.* The developer or subdivider of a mobile home park or travel trailer park shall reserve ten feet of open space abutting all the adjoining property owners before establishing lots within the park. Mobile home parks shall comply with the requirements of this chapter and section 106-231 of this code.
- (11) *Travel trailer parks to comply with state requirements.* The developer or subdivider of a travel trailer park in which lots are sold or rented shall comply with all the requirements of the Virginia Health Department and Bureau of Tourism and submit written approval to the agent.
- (12) *Regional stormwater facilities.* All property subdivided under this chapter shall comply with the erosion and stormwater management program set out in this code. Any subdivision that is adjacent to an existing regional stormwater management facility, or adjacent to a proposed regional stormwater management facility, that is shown on the county's comprehensive plan shall provide utility easements on the plat, which shall be designed and configured so as to allow drainage connections to such facility.
- (c) *Virginia Department of Transportation (VDOT) compliance.* Public streets meeting VDOT standards for acceptance into the state's secondary highway system are required for all subdivisions except in large lot subdivisions and in the Village Development District if approved by the board of supervisors. All plans for streets and drainage facilities in subdivisions where public streets are required or intended shall be in accordance with the requirements of the Virginia Department of Transportation's secondary highway specifications and subdivision street requirements. Such plans shall be approved by VDOT before the final subdivision plat can be approved. Plans for streets that are not intended for addition as part of the secondary system of state highways shall be submitted to VDOT for review and approval of connections to the highway systems under that agency's jurisdiction and for the issuance of appropriate VDOT permits.
- (1) *Private streets.* Streets not constructed to meet VDOT standards are allowed only in large lot subdivisions (refer to section 78-3. — Definitions: Large lot subdivision). The maximum number of lots to be served by a private street, in large lot subdivisions, is nine. Private streets are also allowed in the village development zoned areas as approved by the board of supervisors. Any and all streets that are not constructed to meet the standards necessary for inclusion in the system of state highways shall be privately maintained and will not be eligible for acceptance into the system of state highways unless improved to current VDOT standards with funds other than those appropriated by the general assembly and allocated by the commonwealth transportation board.

For all subdivisions in which private streets are allowed permitted (whether or not they are constructed to meet VDOT standards), the subdivision plat and all approved deeds of subdivision, or similar instruments, must contain the following statement:

"The streets in this subdivision do not meet the standards necessary for inclusion in the system of state highways and will not be maintained by the Virginia Department of Transportation or the county and are not eligible for rural addition funds or any other funds appropriated by the General Assembly and allocated by the Commonwealth Transportation Board."

Grantors of any subdivision lots to which such statement applies must include the foregoing statement on each deed of conveyance thereof.

- a. *Width requirements.* Private streets shall be at least 20 feet in width as measured from the edges of the street. The minimum width of the street right of way shall be no less than 30 feet. Private streets shall be cleared and kept clear of vegetation for a minimum width of 20 feet. All branches and vegetation over the private street shall be maintained and trimmed to a height of 14 feet above the private street and 20 feet in width.
 - b. *Design standards. Materials.* Private streets shall be constructed with a minimum of crushed concrete or crusher run at a depth of four inches.
 - c. *Intersections.* Private streets shall intersect at right angles with public streets.
 - d. *Turnarounds.*
 1. Private streets less than 750 feet in length that do not connect to another street capable as serving as a turnaround shall provide for vehicular turnarounds and shall have a foot hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac or other turnaround as recommended by the county department of public safety.
 2. Private streets longer than 750 feet must connect to another street capable as serving as a turnaround and must be reviewed and approved by the county department of public safety.
 - e. *Private streets—conformance with other regulations.* Private streets are required to conform to and secure all necessary permits from applicable county, state, and federal agencies.
- (2) *Adjacent subdivisions.* Where a developer or subdivider seeks to plat a subdivision adjacent to an existing subdivision and any private street in the existing subdivision is intended for use in providing access to any street in the planned subdivision, then the planned subdivision, for purposes of determining whether private streets will be permitted, shall be deemed to contain a number of lots totaling the sum of those in the existing subdivision and those in the planned subdivision. The foregoing requirements shall also apply when a developer or subdivider seeks to plat a subdivision adjacent to a proposed subdivision which is under review.

Sec. 78-7. - Insuring performance on improvements; security.

(a) *Generally.* Before the agent will give final approval to any subdivision plat, the developer or subdivider shall be required to insure his performance in accordance with specifications and construction schedules established on certain planned improvements. Performance security in an amount determined by the agent to be sufficient to pay the total cost of the improvements being secured.

shall be required in all subdivisions for public streets and accompanying drainage construction and for central water and/or sewer, including survey monuments as required in this chapter. In determining the costs for various improvements the agent may consult an engineer, who shall prepare written construction cost estimates for the agent, or the agent may require that bona fide cost estimates for improvements be furnished by the developer or subdivider. The developer or subdivider may elect to secure all improvements requiring security with one performance security mechanism, or he may elect to utilize two mechanisms simultaneously: one mechanism securing improvements requiring Virginia Health Department approval and one mechanism securing improvements requiring Virginia Department of Transportation approval

(b) *Performance agreements and guarantees.* An agreement supported by a form of security guarantee is required on all projects. This agreement and security guarantee shall obligate the developer or subdivider to construct legally required improvements on approved site plans or subdivision plats in a timely manner and in accordance with applicable standards.

All such security guarantees must be provided by the developer or subdivider in a form acceptable to the county attorney. The security is designed to guarantee the county a fund for completion of required improvements in the event the developer or subdivider fails to discharge the obligations of the performance agreement. The shared obligation of all security guarantees is the payment of the designated funds on demand. The agent shall approve and may amend from time to time, after conferring with the county attorney, standard forms which may be used for any performance agreement and security guarantee.

The developer or subdivider shall furnish the board of supervisors one or more of the following as acceptable performance security guarantees for improvements requiring security, which are the only forms of guarantee acceptable to the county:

- (1) Cash to be held in escrow and deposited in the county treasury, which shall bear no interest;
- (2) Corporate surety bond made payable to the board of supervisors;
- (3) A contract for construction, with the contractor's bond;
- (4) A bank or savings and loan association's letter of credit.

(c) *Discontinuing performance security.*

(1) When the developer or subdivider has completed, in compliance with the standards of this chapter, all of the improvements secured by either performance security mechanism, the agent shall cancel the performance security guarantee securing completion of the improvements. Where the security was a bond, the agent shall release the developer from the bond. Where the security was cash, deposited with the agent at the time of the recording, the agent shall return it to the developer, their devisees, or assigns.

(2) Before the agent may cancel any performance security guarantee, the agent shall receive written notice from the appropriate official that the secured improvements have been completed according to specifications. The health official shall confirm the completion of all secured improvements requiring Virginia Department of Health approval. The resident engineer shall confirm the completion of all secured improvements requiring Virginia Department of Transportation approval.

(d) *Bond extensions.*

(1) When a developer or subdivider enters into an agreement with the county, the necessary physical improvements shall be completed in the period of time specified in the agreement (the performance date). If the noted improvements are not completed within this time period, and an extension has not been obtained, or a replacement agreement and bond has not been submitted and approved with a new expiration date, the agreement is deemed in default. The agent shall follow the procedures set forth in subsection (g) below.

(2) Prior to the expiration of the performance date, the developer or subdivider may submit a written request to the agent for an extension of the expiration date. The agent will act to approve, approve with conditions, or deny the request. If the extension is approved, the developer or subdivider shall sign an addendum to the performance agreement reflecting the extension.

(3) In the event the developer or subdivider does not request and gain approval of an extension, and the project is not completed by the expiration date, the matter shall be reviewed by the agent for appropriate action, including the possibility of referral to the board of supervisors for its action.

(e) Bond reductions.

(1) Once at least 30 percent of the improvements covered by the performance agreement and security guarantee are completed, any form of guarantee subject to this policy may be partially released periodically (i.e. reduced) to an amount not less than the actual cost of completion, plus permitted allowances.

(2) Reduction requests shall not be approved if the performance agreement is in default.

(3) Developer or subdivider, seeking partial release of any bond or other form of guarantee shall submit to the agent a written security reduction request, current price list identifying status of completion and items to be completed, and a copy of any proffers or special use permit conditions.

(4) The agent shall approve, approve with modification, or disapprove all reduction requests submitted within 30 days of receipt. If a request is disapproved, the developer or subdivider shall be notified in writing of the specific reasons for the disapproval.

(f) Bond and performance agreement. A final bond release shall be authorized by the agent, provided the following criteria have been met:

(1) Acceptance of all public facilities by the appropriate state or local government agency, or public authority.

(2) Acceptance of as-built plans.

(3) Payment by the developer or subdivider of all required fees.

(g) Default and evaluation procedures. If the developer or subdivider fails to complete the required site improvements in the period of time specified in the agreement or any approved extension, the developer or subdivider is in default. In such instances, the agent shall forward a recommendation to the board of supervisors that the project be formally declared in default, together with a recommendation for a course of action in response to default. Such recommendations may include, without limitation, using funds obtained from the security guarantee of the defaulted performance agreement to complete required public improvements, vacation of all or a portion of the subdivision, subject to the defaulted performance agreement, requiring successors in interest to the original

developer or subdivider to provide a substitute performance agreement, and/or requiring lot owners to post a right of entry bond prior to the issuance of building permits.

Sec. 78-8.1 Boundary adjustments.

Except in the case of merger of lots by deed in accordance with Virginia Code § 15.2-2275; partition orders; and valid and enforceable property line agreements satisfying the criteria set out in the definition of subdivision in section 78-3 above, the boundary line of a lot or parcel of land may only be altered, vacated, or relocated by recordation of a resubdivision plat approved by the County. Any such boundary adjustment shall be subject to the following conditions:


- 1) No additional lots or parcels are created as a result of the boundary adjustment, other than the validation of lots or parcels (i) lawfully created prior to this subdivision ordinance or applicable amendment thereto, (ii) created by a plat or instrument recorded prior to May 1, 1973, or (iii) lawfully created pursuant to an exemption from the definition of "subdivision" set out in Section 78-3 of this chapter.
- 2) All applicable requirements of the Accomack County Code are met, including but not limited to, lot frontage and lot area requirements set out in this chapter and Chapter 106 of this Code.
- 3) No public streets, alleys, easements for public passage or other public areas are created, relocated or extinguished by the boundary adjustment.
- 4) No public easements or utility rights-of-way are relocated, altered or extinguished without the express written consent of all persons holding any interest therein, including approval by the board of supervisors for those easements and utility rights-of-way benefitting the County.
- 5) No private streets, alleys, rights of way, or easements are relocated, altered or extinguished unless by deed or other legal instrument by and between all persons holding any interest therein.
- 6) All persons owning property shown on the resubdivision plat, other than the Commonwealth and incorporated towns in the County shall be required to sign such plat.

A subdivision plat meeting the requirements of this chapter shall be required where the boundary adjustment affects a lot or parcel that was not lawfully created or recorded prior to May 1, 1973.

This ordinance shall be effective immediately upon adoption.

VOTE:
AYES: 9
NAYS: 0
ABSENT: 0

Accomack County Board of Supervisors

By: 

H. Jackie Phillips, Chairman

Dated: 10/28/2025

I hereby certify that the foregoing is a true and correct copy of the Ordinance approved October 15, 2025, at a meeting of the Accomack County Board of Supervisors, Accomack County, Virginia.

A COPY TESTE:



Michael T. Mason, County Administrator/Secretary
to the Board

10.4 Public Hearing on Amendments to Chapter 78 and Chapter 106 of the Accomack County Code Regarding Periods of Validity for Certain Approvals

The primary reason for this amendment is to definitively specify how long approvals are valid. There is no language in the ordinance currently specifying this. Establishing a period of validity will definitively enable the staff to notify applicants of expiration dates and to rescind approvals if necessary if too much time has elapsed.

The main revision is to allow site development plans to be valid for five (5) years. One primary question from previous discussions and briefings is the required notice provision for conditional use permits in Section 106-234(1)(e). It currently states that notice shall be the responsibility of the owner or agent. State law does not require that, and it has been the County's practice to provide the required notices per Code of Virginia §15.2-2204-Advertisement of plans, ordinances, etc.; joint public hearings; written notice of certain amendments.

The relevant portion of the above state law reference reads as follows:

- *The local planning commission shall not recommend nor the governing body adopt any plan, ordinance or amendment thereof until notice of intention to do so has been published twice in some newspaper published or having general circulation in the locality, with the **first notice appearing no more than 28 days before and the second notice appearing no less than five days before** the date of the meeting referenced in the notice;*

This notice window, required by state law with its 7-day minimum time before the hearing, is far more robust than the 5 days specified in Section 106-234(1)(e).

The Planning Commission voted 7-0 on a motion by Chairwoman Wingfield, seconded by Commissioner Riley-Taylor, to recommend approval of the proposed amendments to Chapter 78 (titled Subdivisions), Sections 78-4 and 78-9, and Chapter 106 (titled Zoning), Sections 106-226, 106-234, and 106-235, as presented during the public hearing to the Accomack County Board of Supervisors with the following change:

- *1. Sec. 106-234. (1)(e) Conditional Use Procedures should read, "No conditional use permit shall be considered by the planning commission within ~~five~~ **fourteen** days of any such notice."*

There was no discussion.

The Chairman opened and then closed the Public Hearing at 6:25 p.m.

A motion was made by Supervisor Parks and seconded by Supervisor Crockett to approve the proposed amendments to Chapter 78 and Chapter 106 of the Accomack County Code Regarding Periods of Validity for Certain Approvals. The motion passed unanimously.

First Draft 5/29/2024
Non-Substantive Revisions 10/8/2024
Non-Substantive Revisions 11/20/2024
Changed Chairman 3/26/2025
SB 974 Revisions 4/10/2025
HB 2660 Revisions 4/30/2025
Revisions to Street Requirements for Site Development Plans 4/30/2025
Planning Commission Recommended Approval with Change to 106-234 8/13/2025
Revisions to 106-234(1)(e) to Reflect Planning Commission Recommendations 8/18/2025
Revisions Post-Planning Commission 9/18/2025
(78-9(d)(4) & 106-234(1)(e))
Revisions Post-Planning Commission 9/26/25 (78-9(d)(4))

AN ORDINANCE AMENDING CHAPTER 78 OF THE ACCOMACK COUNTY CODE, ENTITLED "SUBDIVISIONS," BY AMENDING SECTIONS 78-4 AND 78-9 THEREOF, TO UPDATE AND CLARIFY PROVISIONS GOVERNING SUBDIVISION PLAT PROCEDURES AND CHAPTER 106 OF THE ACCOMACK COUNTY CODE, ENTITLED "ZONING," SECTIONS 106-226, 106-234, AND 106-253 TO CLARIFY PROVISIONS GOVERNING SUBDIVISION PLATS AND SITE PLANS.

WHEREAS on February 21, 2024, the Accomack County Board of Supervisors ("Board of Supervisors") adopted a resolution initiating certain amendments to Chapter 78 and Chapter 106 of the of the Accomack County Code to clarify the circumstances under which subdivision plats and site plans expire; and

WHEREAS, on August 13, 2025, the Accomack County Planning Commission ("Planning Commission") held a duly advertised public hearing to consider the proposed amendments to Chapter 78 and Chapter 106 of the Accomack County Code; and

WHEREAS, on October 15, 2025, the Board of Supervisors held a duly advertised public hearing to consider the proposed amendments and found that public necessity, convenience, and general welfare require the amendment of Sections 78-4, 78-9, 106-226, 106-234, and 106-253 of the Accomack County Code, to update and clarify provisions governing subdivision plats and site plans; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors for the County of Accomack, Virginia that Chapter 78 of the Accomack County Code be amended and reordained to amend Sections 78- 4, and 78-9 thereof, and that Chapter 106 of the Accomack County Code be amended and reordained to amend Sections 106-226, 106-234, and 106-253 thereof:

Sec. 78-4. - Administration.

- (a) *Administrator.* The ~~designated~~ agent appointed by the board of supervisors is hereby delegated to administer this chapter. In so doing, the ~~designated~~ agent shall be considered the agent of the board of supervisors, and approval or disapproval by the ~~designated~~ agent shall constitute approval or disapproval as though it were given by the board of supervisors. ~~The agent shall also consult with the planning commission on matters contained in this chapter. The designated agent shall not be the planning commission.~~
- (b) *Review.* If the ~~commission or designated~~ agent fails to approve or disapprove the subdivision plat within the timeframes provided by law, the subdivider, after ten days' notice to the ~~commission or designated~~ agent, may petition the circuit court to decide whether the plat should or should not be approved. If the ~~commission or designated~~ agent disapproves a subdivision plat and the subdivider contends that the disapproval was not properly based on the ordinance applicable thereto, or was arbitrary or capricious, the subdivider may appeal to the circuit court within 60 days of the written disapproval by the ~~commission or designated~~ agent.
- (c) *Duties.* The agent shall perform his duties regarding subdivisions and subdividing in accordance with this chapter and the Land Subdivision and Development Act.

Sec. 78-9. Submission and approval of plats and specifications.

- (a) *Request for approval.* Request for approval of a proposed subdivision, ~~including resubdivisions,~~ shall be made to the ~~designated~~ agent by the subdivider or by his agent, ~~in writing,~~ on an application form provided by the county; ~~and no~~ No lot shall be sold ~~or conveyed~~ until a final ~~subdivision~~ plat ~~for the subdivision~~ shall have been approved by the county and recorded in ~~the manner provided in this section~~ the Clerk's Office of the Circuit Court of Accomack County. The ~~designated~~ agent shall have ten business days in which to determine and inform the subdivider in writing whether an application is complete. The timeline for review of a subdivision application will commence on the day it is deemed by the ~~designated~~ agent to be a complete application. To be deemed a complete application, all of the information called for in subsections 78-9(a), (b) and (c) shall be provided, including payment in full of any submission ~~and review~~ fees that may be required by the county.
- (b) *Conceptual preliminary plat.* Prior to submission of a preliminary plat for ten or more lots, a subdivider shall submit a conceptual preliminary plat to the ~~designated~~ agent and ~~shall may~~ meet with the agent to review said conceptual preliminary plat. The subdivider; shall submit to the ~~designated~~ agent six paper copies of a conceptual preliminary plat; and a digital copy in PDF or other format acceptable to the agent; of the proposed subdivision. The purpose of such conceptual preliminary plat, and meeting; is to permit the ~~designated~~ agent to advise the subdivider whether his plans in general are in accordance with the requirements of this

chapter. The designated agent, shall review the upon-submission-of-any conceptual preliminary plat, ~~shall study it,~~ and advise the subdivider wherein it appears that changes would be necessary. The designated agent may mark the conceptual preliminary plat indicating necessary changes. The subdivider shall return any such marked plat to the designated agent with the detailed preliminary plat.

- (1) The conceptual preliminary plat shall:
 - a. Be drawn on a print of a topographic map of the property which also shows the environmental information shown on the existing resources/site analysis map as required in subsection 78-9(b)(1)e;
 - b. Be drawn to a scale of not more than 100 feet to the inch;
 - c. Show the name, location and approximate area of all proposed streets, lots, parks, playgrounds and other proposed uses of the land to be subdivided;
 - d. Include the approximate dimensions of existing and proposed features;
 - e. Be accompanied by an existing resources/site analysis map which shows major environmental features, including but not limited to, woodlands, flood zones, hedgerows, fences, vernal pools, perennial streams, wetlands, soil types, historic and cultural features (including cemeteries and military earthworks), power lines, underground pipes, geologic features, and areas of the property that are visible from any adjacent public right-of-way;
 - f. Show all areas which are proposed to be disturbed by clearing, grading or construction, and the methods used to prevent significant damage or disturbance to the major environmental features identified in subsection 78-9(b)(1)e;
 - g. Show the proposed location of building sites, and septic drainfield sites and wells, where applicable, on each lot.
 - (2) Whenever part of a tract is proposed for platting a conceptual preliminary plat for the entire tract shall be submitted. This plat is merely for informational purposes and is not binding on the subdivider, the designated agent, or the board of supervisors. The agent may mark the conceptual preliminary plat indicating necessary changes. The subdivider shall return any such marked plat to the agent with the detailed preliminary plat, if required.
 - (3) Nothing in this subsection shall be construed as delaying the official submission of a detailed preliminary subdivision plat for industrial and commercial developments.
- (c) Detailed preliminary plat. A detailed preliminary subdivision plat shall be required for tentative approval of any subdivision of property into more than 50 lots. A detailed preliminary subdivision plat involving 50 or fewer lots may be submitted at the option of the subdivider. If required, the The subdivider shall present to the designated agent 15 copies of a detailed preliminary plat at an appropriate scale of not more than 100 feet to the inch. In addition to the information shown, and the standards met for the conceptual preliminary plat, the detailed preliminary plat shall include the following information for that portion of the tract intended for initial subdivision:

- (1) Name of subdivision, owner, subdivider, surveyor or engineer, date of drawing, number of sheets, north point and scale. If true north is used, the method of determination must be shown.
- (2) Location of proposed subdivision by an insert map at a scale of not less than two inches equal one mile showing adjoining roads, their names and numbers, towns, subdivisions and other landmarks.
- (3) A metes and boundary description or existing survey of records showing total acreage of the original tract, acreage of the area proposed for the subdivision, number and approximate area and frontage of all building lots, existing buildings within the boundaries of the tract, names of owners and their property lines within the boundaries of the tract and adjoining such boundaries. In case only a part of a tract of land is proposed for subdivision, the agent may require the detailed preliminary plat to show a proposed future subdivision of such remaining acreage or a part thereof, to make certain that proper orientation of future streets can be developed with the platted streets. Approval of the detailed preliminary plat will not constitute approval of the proposed subdivision for the remaining acreage.
- (4) All existing and proposed streets showing width, existing utility or other easements, public areas and parking areas, storm drainage facilities and other pertinent data.
- (5) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply, including the location of proposed drainfields and wells.
- (6) All parcels of land to be dedicated for public use and the condition of such dedication.
- (7) The subdivider, if he chooses, may submit with the detailed preliminary plat, plans and specifications for improvements requiring performance securities, in order that the appropriate approving authorities may render preliminary opinions and suggest changes in the final plat.
- (8) When a residential subdivision is proposed in or adjacent to any agricultural zoning district, the following statement shall be clearly visible on the preliminary plat, and on any final plat subsequently approved and recorded: "These residential building lots are located in an area and zoning district specifically designated for agricultural activities, including horticulture and the raising of animals. Residents may expect the use of herbicides, pesticides, and fertilizers on adjacent agricultural fields, as well as other general agricultural activities, including plowing, spraying, pruning, and harvesting, which may occasionally generate dust, smoke, noise, and odor, and may also include changes from one specific agricultural activity to another." Such statement shall likewise be included on any individual plats of lots or parcels within such subdivisions subsequently and separately surveyed and recorded.
- (9) When all or part of the subdivision is located in the A or V zones, as specified on National Flood Insurance Program Flood Insurance Rate Maps, the boundary of those zones shall be depicted on the plat. If none of the subdivision is in the A or V zone, a statement to that effect should be made on the plat.
- (10) Description and general location of any structures and facilities required for stormwater management according to applicable county ordinances.

- (11) For any subdivision plat creating ~~50 or more~~ more than 50 lots, the subdivider shall provide a traffic impact study to determine the proper design and configuration of new public streets, or private streets if expressly permitted by section 78-6, and entrances on public road entrances as approved by VDOT. Such studies shall include the following elements, each of which may be modified or waived if the agent determines that a particular element is not applicable.
- a. Clearly-stated assumptions.
 - b. A summary table or tables listing each type of land use, the number and type of dwelling units proposed, the trip rates used (daily as well as peak periods), and the resultant trip generation.
 - c. A site map showing the location within the site of each type of proposed land use and of all dwelling units.
 - d. Existing and projected traffic volumes (including turning movements), facility geometry (including storage lengths), and traffic controls where appropriate, including a.m. and p.m. peak hour site traffic, a.m. and p.m. peak hour total traffic, total daily traffic, distribution and assignment of trips generated by the project, and projected level of service (LOS) and warrant analyses, including existing conditions and cumulative conditions at build-out. Projections will be for five years following the date of proposed project build-out. The base volume for non-site traffic shall be the latest forecasts available from the Virginia Department of Transportation. The source for trip generation rates shall be "Trip Generation" published by the Institute of Transportation Engineers (ITE), most recent edition.
 - e. Mitigation phasing plan, including dates of proposed mitigation measures.
 - f. All final submittals for traffic impact studies must be signed and sealed by a Virginia Registered Civil Engineer.
- (12) A statement summarizing proposed restrictive covenants and reservations.
- (13) A check payable to the County of Accomack to cover the required fees as established by the board of supervisors.
- (d) Detailed Preliminary Plat Procedure. The following procedures apply to detailed preliminary subdivision plat applications.
- (1) Upon receipt of an application for detailed preliminary subdivision plat approval, the ~~designated Agent~~ agent shall review it to determine if it is complete, including all applicable items set forth in subsections 78-9(a), (b) and (c). Within ten business days of receiving the application, the ~~Agent~~ designated agent shall inform the applicant in writing as to whether the application is deemed complete, and if it is not complete, what items need to be added or corrected in order for it to be deemed complete. Once the designated agent has deemed the application complete, the agent shall notify the ~~applicant~~ subdivider in writing, at which time the review process and timeline for review and action on the application, as set forth herein, shall officially begin.
 - (2) ~~For subdivisions of less than ten lots, the~~ Upon receipt and acceptance of a complete application for preliminary plat approval, the designated agent, or his appointed representative, shall determine whether the detailed preliminary plat generally conforms

to the requirements of this chapter and of chapter 106, if any. ~~The designated agent shall complete action on the detailed preliminary plat within 45 days of submission. However, if approval of a feature or features of the detailed preliminary subdivision plat by a state agency or public authority is necessary, the designated agent shall forward the plat to such agency or authority for review within five (5) business days of receipt of the detailed preliminary plat. The state agency or public authority shall complete its review within 30 days of receipt of the detailed preliminary plat upon first submission and within 30 days for any proposed plat that has previously been submitted, unless otherwise provided by law. Upon receipt of the approvals from all state agencies and authorities, the designated agent shall act on the detailed preliminary plan within 20 days. All actions on the detailed preliminary plat shall be completed by the designated agent and state agencies and authorities within a total of 90 days of submission of a complete application. If the designated agent fails to approve or disapprove the preliminary subdivision plat within 90 days after submitted and accepted, the subdivider may, after 10 days written notice to the designated agent, petition the circuit court to enter an order with respect to the detailed preliminary plat, which may include directing approval of the plat.~~

- (3) ~~The subdivider shall be advised in writing, either by formal letter or legible markings on the subdivider's copy of the detailed preliminary plat or and physical improvement plans, if submitted, concerning any additional data that may be required, and the character and extent of any ~~changes modifications or corrections~~ that will have to be made. ~~The agent shall provide such written notification to the applicant within 60 days of the application being deemed to be complete unless the agent submits the application to any state agency for referral, in which case the agent shall have 90 days from the date of official acceptance of the application to approve or deny the plat. If the detailed preliminary subdivision plat is denied, the designated agent must set forth in writing the reasons for denial and specify what corrections or modifications will permit approval of the plat. The subdivider may appeal the disapproval to the circuit court within 60 days of the date of the written denial.~~~~
- (4) ~~Detailed preliminary plats for subdivisions creating ~~ten or more~~ more than 50 lots, or any subdivision requiring a new private or public road, shall be submitted to the planning commission for review for advisory comments and recommendations to the designated agent. The planning commission shall review the detailed preliminary plat at a public meeting which shall be advertised in accordance with § 15.2-2204 Virginia Code Ann. In addition, the subdivider shall post a notice of intent to subdivide on the property, in a location clearly visible from the road, at the time that the detailed preliminary plat is filed with the designated agent for approval for at least ten days prior to the planning commission meeting. The posted notice shall remain in place until the preliminary plat is reviewed by the planning commission and approved or denied by the designated agent. The planning commission shall take action to recommend approval, conditional approval, or denial of the preliminary plat in a timely manner that allows the designated agent to take action within the deadlines provided in subsection (d)(2) above, within 60 days of official acceptance of the application if the agent does not submit the application to any state agencies for review, and shall not be required to approve the plat in less than that 60 days from the date of official acceptance. If the agent submits the application to state agencies, the planning commission shall make its recommendations to the agent~~

~~within 45 days after receiving comments from all state agencies. However, all actions of the agent or planning commission, and state agencies, on a preliminary subdivision plat shall be completed within 90 days. The planning commission's recommendation shall be forwarded to the agent, who will then approve or deny the plat and notify the applicant in writing.~~

- ~~(4) Upon official acceptance of the subdivision application, the agent shall submit copies for comment and advice to any local, state or federal agencies or boards that the agent deems necessary for the agent to determine whether the application meets the requirements of this chapter, including but not limited to the Virginia Department of Transportation, the Virginia Department of Health, and the Virginia Department of Conservation and Recreation. Such agencies shall provide comments to the agent within 45 days after the agent submits such a referral request.~~
- ~~(5) The review of detailed preliminary plats solely involving parcels of commercial or residential property shall be governed by subsection A2 and A3 of Code of Virginia § 15.2-2259. The term "commercial" shall mean all real property used for commercial or industrial uses, and the term "residential" shall mean all real property used for single-family or multifamily use.~~
- (e) *No guarantee of final plat approval.* Approval by the designated agent of the detailed preliminary plat does not constitute a guarantee of approval of the final plat.
- (f) *Twelve months limit to file for final plat.* The subdivider shall have not more than 12 months, after receiving official notification of approval ~~concerning~~ of the detailed preliminary plat, to file with the designated agent a final subdivision plat in accordance with this chapter. Failure to do so shall render the preliminary plat approval null and void. The designated agent may, on timely written request by the subdivider, grant an extension of this time limit.
- (g) *Validity of detailed preliminary plan.* If the subdivider submits a final subdivision plat for all or a portion of the property within 12 months of preliminary plat approval, and thereafter diligently pursues approval of the final subdivision plat, then such detailed preliminary plat shall be valid for a period of 5 years. If the subdivider does not diligently pursue the approval of the final subdivision plat, the designated agent may, no sooner than three (3) years following the approval of the preliminary plat, revoke such approval upon 90 days' written notice and specific findings of fact that the subdivider has not diligently pursued approval of the final subdivision plat. As used herein, "diligent pursuit" shall mean that the subdivider has incurred extensive obligations or substantial expenses relating to the submitted final subdivision plat.
- (h) *Once a final subdivision plat for all or a portion of the property is recorded, the underlying detailed preliminary plat shall remain valid for a period of 5 years from the date of the latest recorded plat of subdivision for the property.*
- (i) *Final subdivision plat submission requirements.* Four copies of the final subdivision plat shall be submitted to the designated agent for final approval and subsequent recording. The final plat shall be submitted on sheets having a size of 17½ inches by 22 inches and shall be a clear, legible, and reproducible print of a boundary survey of the area to be subdivided, (such survey shall show a closure with an accuracy of not less than one in 10,000). The final plat shall be accompanied by approved, engineered plans and specifications for all required improvements

~~requiring performance security.~~ Plans for public streets and drainage facilities shall have been approved by the Virginia Department of Transportation; plans for water and sewerage facilities shall have been approved by the Virginia Department of Health. Plans for on-site sewage disposal systems shall include a note stating that such systems shall be pumped-out at least once every five years. A digital copy of the final plat shall also be submitted to the agent in a format acceptable to the agent, such as PDF.

The final plat shall include all requirements of the detailed preliminary plat in detail form and also shall include the following:

- (1) A blank oblong space to be reserved for the use of the approving authority.
- (2) Certificates signed by the surveyor or engineer preparing the final plat setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title. Each plat shall also contain a statement to the effect that, "the above and foregoing subdivision of (here insert correct description of the land subdivided) as appears in this plat is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any." The statement shall be signed by such persons and duly acknowledged before an officer authorized to take acknowledgment of deed.
- (3) Identification of the respective tracts from which a subdivision was assembled, if the subdivision consists of land acquired from more than one source of title.
- (4) The accurate location and dimensions by bearings and distances with all curve data on all lots, street lines, centerlines of streets, and boundaries of all proposed or existing easements.
 - a. Distances and bearings must balance and close with an accuracy of not less than one in 10,000.
 - b. The data of all curves along the street frontage shall be shown in detail on the curve data table containing the following: Delta, radius, arc, tangent, chord and chord bearings.
- (5) ~~Graves and burial markers on the property being subdivided.~~
- (6) In accord with subsection 78-7(a) of this chapter, the subdivider shall submit, to the agent, a cost estimate for improvements requiring performance security based on the final approved plans. The subdivider shall be notified ~~at this time~~ of the total amount of performance security for improvements that will be required as a prerequisite to final plat approval.
- (7) For a subdivision with streets that will not be, ~~and that are not required to be,~~ constructed to the standards necessary for inclusion in the secondary system of state highways, the final plat shall include the following statement: "The streets in the subdivision hereon depicted do not meet state standards and will not be maintained by the state department of transportation or the county until such time as such streets have been constructed to meet the prevailing subdivision street requirements of the state department of transportation using funds other than those administered by that agency."
- (8) All final plats and final engineered plans and specifications for improvements submitted in accordance with subsection 78-9(g) ~~shall comply with the~~

CAPA Overlay District, and accordingly, shall show resource protection area and resource management area boundaries and the extent of the buildable area(s) allowed on each lot based on all applicable setbacks, easements, drainfields, reserve areas, and/or limitations.

- (9) All final plats and final engineered plans and specifications for improvements submitted in accordance with subsection 78-9(g) shall show a note stating that all existing vegetation shall be preserved and that only water dependent facilities or redevelopment of grandfathered facilities shall be permitted in resource protection areas.
- (10) All final plats and final engineered plans and specifications for improvements submitted in accordance with subsection 78-9(g) shall show a note stating that on-site sewage disposal systems shall be pumped out at least once every five years, unless otherwise permitted by section 106-384 of this code.
- (11) All final plats and final engineered plans and specifications for improvements submitted in accordance with subsection 78-9(g) shall show the location of a 100-percent reserve drainfield for all on-site sewage disposal systems.
- (j) Final plat; approval and recording. Except as provided in subsection A2 and A3 of Code of Virginia §§ 15.2-2259 for final plats involving commercial or residential property only, the designated agent shall review a complete application for approval of a final subdivision plat within 60 days of acceptance of the final plat and the accompanying documents required by this chapter have been officially accepted by the agent. However, if approval of a feature or features of the final plat requires review by a state agency or public authority, the designated agent shall forward the final plat to such agency or authority for review within five (5) business days of receipt of a complete final plat. The state agency or authority shall respond within 30 days of receipt or as otherwise required by Code of Virginia § 15.2-2222.1. Review time by a state agency or public authority shall extend the time for action by the designated agent as provided therein. Upon receipt of the approvals from all state agencies and public authorities, the designated agent shall act on the final plat within 20 days.
- (k) Review of the final plat. The designated agent shall review the plat in good faith and identify any deficiencies on the plat. ~~determines whether the subdivider has or has not complied with all the requirements of this chapter.~~ If the agent disapproves a plat, all copies of the plat and accompanying documents will be returned to the subdivider and the agent will provide written notification to the subdivider stating the reasons for disapproval. In listing the reasons for disapproval, the designated agent shall reference the specific ordinance, regulation or policy at issue and shall identify, to the greatest extent practicable, modifications or corrections that will permit approval of the final plat.
- (l) Resubmittals. In review of a resubmitted final plat, the designated agent shall consider only those deficiencies identified in the review of the initial submission of the final plat that have not been corrected and any deficiencies that arise as a result of the correction. Upon the second resubmission of such disapproved final plat, the designated agent shall only review the previously identified deficiencies that caused its disapproval. In each case of resubmittal, the designated agent shall act on the resubmitted final plat within 30 days after the plat has been modified, corrected and resubmitted for approval. If the modifications or corrections require resubmittal to a state agency or public authority, such agency or authority shall complete its review within 30 days of receipt of the resubmitted final plat. The failure of the

designated agent to approve or disapprove a resubmitted final plat within 30 days of submittal shall cause the plat to be deemed approved. Notwithstanding any other provision of this section, the locality's designated agent, with the concurrence of all applicable local reviewing agencies, may administratively approve any resubmitted site plan or subdivision plat that the designated agent deems to be in compliance with local ordinances and state law.

- (m) Third and subsequent resubmittals. All deficiencies identified during a third or subsequent resubmission of a final plat shall be provided to concurrent to the subdivider and the director of the planning or equivalent official having supervisory authority over the designated agent. Within 14 days, such director or equivalent official shall either: (i) approve the final plat as submitted; (ii) permit the subdivider to address any minor deficiencies and resubmit the final plan for administrative approval, in which case the director or equivalent official shall complete the administrative approval with seven (7) days of resubmission; or (iii) disapprove the resubmission and identify all deficiencies that caused the disapproval by referencing specific duly adopted ordinances, regulations, or policies and identifying all modifications or corrects that will permit approval of the final plat.
- (n) Approval cannot contravene local, state or federal law. Notwithstanding the approval or deemed approval of any final plat, any deficiency that if left uncorrected would violate local, state or federal law, regulations, mandatory Department of Transportation engineering and safety requirement, or other mandatory engineering and safety requirements shall not be considered, treated or deemed as having been approved by the designated agent.
- (o) Recordation of plat within 60 days. Following approval, the agent shall indicate his approval of the final plat in writing upon the face of the plat. The subdivider shall record the approved plat within 60 days following the date of approval and shall immediately ~~notify~~ provide the agent ~~in writing~~ with written evidence of the recordation. The ~~county~~ clerk of the circuit court shall record the approved plat when it is submitted by the subdivider. If the subdivider fails to have the plat recorded within six months following the date of approval, the agent shall mark the plat "VOID" and return the plat to the subdivider.
- (p) Failure to act on final plat in a timely manner. If the designated agent fails to approve or disapprove a plat within the timeframes prescribed in this section, the subdivider may, after 10 days' notice to the designated agent, petition the circuit court to decide whether the plat should or should not be approved.
- (q) Appeal rights. The subdivider may appeal the disapproval of a final plat to the circuit court within 60 days of the written disapproval by the designated agent.
- (r) Residential Plats. Unless otherwise required by law, all detailed preliminary plans and final plats for residential development shall undergo the same process as preliminary and final plats for commercial development.

CHAPTER 106 - ZONING

Sec. 106-226. Zoning permits.

- (a) Buildings or structures shall be started, reconstructed, enlarged, or altered only after a zoning permit has been obtained from the administrator. No zoning permit shall be issued in violation of this any provision of the Accomack County Code.
- (b) The commission may request a review of the zoning permit approved by the administrator in order to determine if the contemplated use is in accordance with the district in which the construction lies.
- (c) Pursuant to Code of Virginia § 15.2-2286(A)(8), Each application for a zoning permit shall be accompanied by a site development plan showing all features of the proposed development. The requirements of Chapter 78, entitled "Subdivisions," as may be amended from time to time, shall apply to site development plans mutatis mutandis.
 - (1) A site development plan shall be required and shall be submitted for the following:
 - a. New construction or development except for agricultural structures, single- or two-family dwellings, or accessory building for single- or two-family dwellings.
 - b. The conversion of any agricultural structure or single-family or two-family dwelling unit to any other use, or a higher intensity residential use, or the conversion of any building or property to a different use category.
 - c. Additions or modifications to any buildings or uses, except for agricultural structures, single- or two-family dwellings, or accessory buildings for single- or two-family dwellings.
 - d. ~~Site development plans~~ The site development plan shall be prepared by a professional engineer, architect, or land surveyor licensed to practice in the Commonwealth of Virginia. This requirement may be waived by the zoning administrator for minor projects with limited impact on adjacent properties.
 - (2) Any application for a zoning permit which does not require a site development plan, as specified above, shall be required to submit a minor site plan which includes the following:
 - a. A drawing which shows the size and shape of the parcel of land on which the proposed building or use is to be located, the nature of the proposed use of the building or land, and the location of such building or use with respect to the property lines of such parcel of land and to the right-of-way of any street or highway adjoining such parcel of land. Any other information which the administrator may deem necessary for consideration of the application may be required.
 - (3) The following information shall be required ~~on-site to be shown on site~~ development plans submitted to the county for review for zoning approval.

- a. Location of the lot or parcel by vicinity map. Site development plans shall also contain a north arrow, original date, revision dates, and graphical scale.
- b. Property lines of the parcel proposed for development. If only a portion of a parcel is proposed for development, a limits of development line shall also be shown.
- c. The tax parcel identification numbers of parcels proposed for development.
- d. The name and address of the property owner and name and address of the developer, if different from the owner. The name and address of the person or firm preparing the plan shall be on the plan.
- e. The name of adjacent property owners and the owners of any property on which any utility or drainage easement may be required in conjunction with the development. The tax parcel number for each of these properties shall also be provided.
- f. The zoning district designation of the parcel(s) proposed for development, and the zoning designation and current land use of adjacent parcels
- g. The nature of the land use(s) proposed for the site.
- h. The names, route numbers, and locations of existing and proposed public and private streets, alleys and easements on or adjacent to the site. Notwithstanding the depiction of private or public streets on a valid recorded subdivision plat, all streets shown on the site development plan shall meet the requirements of Section 78-6 of this Code, including without limitation, requirements for surfacing and minimum width. The centerlines ~~or~~ and boundary of adjacent rights-of-way shall also be shown.
- i. The exact location of buildings or structures existing on or proposed for the site, including their setbacks from property lines, and the distance between buildings or structures.
- j. The location of existing and proposed wells and septic systems on the site.
- k. The location, type, and size of site access points such as driveways, curb openings, and crossovers. Distances to neighboring access points, median openings, intersections, and traffic signals shall be provided. If new median cuts are proposed, their location shall also be shown.
- l. Off-street parking areas and parking spaces including handicapped spaces, loading spaces, and walkways indicating types of surfacing, size, angles of stalls, width of aisles, and a specific schedule showing the number of spaces provided and the number required by this ordinance. Internal traffic circulation shall be addressed.
- m. The location of existing and proposed signs on the property.
- n. The location and type of proposed exterior lighting, including the height of poles, and type and wattage of fixtures. ~~Refer~~ The developer may reference to section 106-139 for industrial district lighting regulations, section 106-412 for general business district lighting regulations and section 106-241 for special use permits and conditional use permits. The county offers an illustrative guide, providing examples and samples of the types of permissible lighting.

- o. An erosion and sediment control plan, where required.
 - p. A stormwater management plan, where required.
 - q. Any additional information requested by the zoning administrator.
- (4) Whenever a development which requires a site development plan abuts US Route 13, the following conditions shall be met:
- a. Number of access points. Each existing tract of land is entitled to one direct or indirect access point to the public roadway network provided that its location and design fulfill, as a minimum, the minimum corner clearance and minimum sight distance requirements of this chapter. Where the roadway frontage of a tract of land is greater than 500 feet, an additional access point may be allowed, if it is determined that the access point will not adversely affect the capacity of the roadway. Any additional access point must be in compliance with all applicable sections of this chapter.
 - b. The minimum corner clearance of driveways from intersecting streets shall be 200 feet for signalized intersections and 100 feet for stop sign controlled intersections.
 - c. Minimum sight distances along the highway shall be provided to allow vehicles to safely turn left or right onto the highway. Sight distances provided along Route 13 shall be a minimum of 1,000 feet.
 - d. Outparcels. All access to outparcels must be internalized utilizing the main access drive of the principal retail center. Access to the outparcel shall be as direct as possible, avoiding excessive movement across parking aisles and queuing across surrounding parking and driving aisles. In no instance shall the circulation and access of the principal commercial facility and its parking and service be impaired.
 - e. New residential subdivisions shall include an internal street layout which shall continuously connect to the street of surrounding developments to accommodate travel demand between adjacent neighborhoods without the necessity of using the highway.
- (5) Site development plans submitted to the county shall be prepared in the following format.
- a. The scale of plans shall be no less than one-inch equals 50 feet, unless otherwise approved by the zoning administrator.
 - b. The site development plan shall contain a statement signed by the owner or developer stating that the project will be built according to the plan.
 - c. The number of copies of the plan to be submitted shall be determined by the zoning administrator.
- (6) Sketch plan/pre-application conference. Before filing for approval of a site development plan, the applicant is advised to confer with the zoning administrator or his designee. At that time, the applicant or his representative may submit unofficial preliminary plans of the proposed development for tentative review, comments, and recommendations concerning the development of the tract. Such action does not require formal application

or filing of a site plan and is not to be construed as an application for approval in computing time limitations in relation thereto.

- (d) All fees for the administration of this chapter, including fees for rezoning shall be adopted and regulated by the governing body. The fees may, from time to time, be amended, supplemented, changed, or repealed by the governing body.
- (e) To protect the safety and general welfare of the traveling public, the zoning administrator shall submit a copy of each application for a commercial, industrial, or mixed-use zoning permit to the state department of transportation for their review of the highway entrance plans. The zoning administrator shall not issue a commercial, industrial, or mixed-use or ~~business~~ zoning permit until the state department of transportation has submitted to the zoning administrator written approval of such entrance.
- (f) If ~~the administrator determines that~~ a proposed building or use is in conformity with the provisions of this ~~code chapter~~, a permit shall be issued to the applicant by the administrator or his designee. One copy of the drawing shall be returned to the applicant with the zoning permit.
- (g) Development shall conform with the approved zoning permit, including the site development plan. A zoning permit may be revoked by the administrator if development does not conform with the site development plan or any conditions of approval or if approval of the zoning permit was based on the applicant's misrepresentation or mistake.

Sec. 106-234. Conditional use permits.

Because of their nature, size, unique characteristics, particular demands on public facilities and resources, and the potential for substantial impact on neighboring properties, the surrounding area, and the general public, certain proposed uses will require a close consideration of whether a specific use should be permitted in a particular location within a zoning district, and if so, what special conditions or safeguards should be applied to protect the overall public health, safety, welfare and convenience ~~Public Welfare~~.

Requests for "conditional uses", as specified in each zoning district's regulations, will be granted, denied, or granted conditionally, by the board of supervisors, in accordance with the following provisions:

- (1) *Procedure.*
 - a. A request for a conditional use permit may be submitted to the board of supervisors through the zoning administrator by the property owner, or optionee of the property upon which the proposed use will be located.
 - b. A site ~~development~~ plan, ~~in accordance with that conceptually addresses the elements listed in~~ section 106-226, shall accompany the request.
 - c. The zoning administrator or other designated agent shall review the application, visit the site, request additional information from the applicant, or request review and comments by other local and/or state or federal agencies or officials, and formulate a staff review to the planning commission.

- d. The planning commission shall review the request, site plan, and staff review and any other reports or comments, visit the site as necessary, determine any additional information necessary for the review, and meet with the applicant prior to a public hearing, if requested. ~~the~~ The planning commission shall conduct a public hearing after notice in accordance with Code of Virginia, § ~~15.1-434~~ 15.2-2204, as amended, after which it shall recommend that the request be granted, denied, or granted conditionally.
- e. Prior to the public hearing, ~~the applicant shall submit to the planning commission proof of notification of nearby property~~ written notification shall be provided to the owners of abutting property, property immediately across the street, and the property that is the subject of the conditional use permit application. Notice sent by certified mail to the last known address of each such owner as shown on the current real property tax assessment books of the county shall be deemed adequate compliance with the requirement. The county may assist the property owner in ensuring that notice is properly mailed as required by this subsection. ~~Provision of the notice shall be the responsibility of the owner or agent.~~ No conditional use permit shall be ~~approved~~ considered by the planning commission within ~~ten~~ fourteen days of any such notice. The notice shall state: the type of use proposed, the date of submission, the specific location of the proposed development and the appropriate county office where the application and attachments may be reviewed. ~~("Nearby" shall be defined as within 500 feet of the boundary of the applicant's parcel; except where there are more than 15 property owners within 500 feet, in which case notification of only the adjoining property owners will be required.)~~
- f. The planning commission shall forward its recommendations, and all related materials, to the board of supervisors, which shall conduct a public hearing after notice in accordance with Code of Virginia, § ~~15.1-434~~ 15.2-2204, after which the board shall grant, deny, or grant conditionally the proposed conditional use;
- g. Any changes or modifications to requests or site plans made by the applicant prior to action by the board of supervisors shall be reviewed by the administrator to determine if such changes require initiation of a new or separate application and review process.
- h. Following action by the board of supervisors, the applicant shall be notified in writing of the board's determination, including such conditions, limitations, and other requirements imposed by the board, or the reasons for denial
- i. Approval of the conditional use permit shall include approval of the site plan; however, such site plan shall not constitute a site development plan referenced in section 106-226 and shall not be subject to the site plan approval and expiration requirements of Code of Virginia §§ 15.2-2258 et. seq.
- j. A conditional use permit may be revoked by the board of supervisors if the board determines that there has not been compliance with the terms, conditions or uses specified in the granting of the permit. Such determinations will be made after the same notice and public hearing requirements specified in Code of Virginia, § ~~15.1-434~~ 15.2-2204.

- (2) *Standards.* In considering recommendations and actions on conditional use requests, review standards shall include, but not be limited to, the following guidelines:
- a. The proposed use and/or structure appear on the official schedule of conditional uses specified in each zoning district's regulations;
 - b. The proposed use and/or structure will not adversely affect the health or safety of persons residing or working in the neighborhood;
 - c. The proposed use and/or structure will not tend to change the character of, or the established pattern of development within the zoning district in which it will be located, considering the size and location of the proposed use, the nature and intensity of the operation to be conducted, the site design, and its relation to the surrounding area and roads giving access to it;
 - d. The proposed use, structure(s) and overall development will be in conformance with all other provisions of this chapter, as well as in general conformance with the comprehensive plan as adopted by the board of supervisors;
 - e. That adequate utilities, access roads, drainage or other necessary facilities have been or are being provided;
 - f. That adequate measures have been or will be taken to provide ingress and egress which will be designed to minimize traffic congestion on the public's streets and roads;
 - g. That the conditional use, in all other respects, conforms to the applicable zoning district regulations in which it is located, ~~except as such regulations may, in each instance, be modified by the board of supervisors, in writing and/or as shown the approved final site plan~~ and other applicable provisions of this code.
- (3) *Conditions and bonds.* The board of supervisors shall consider and may impose conditions, limitations, or other special requirements as it deems necessary to protect the public health, safety and general welfare, such as, but not limited to, the following:
- a. Abatement or restriction of noise, smoke, dust, vibration, glare, odors, wastes, or other elements that may ~~affect adversely impact~~ surrounding properties;
 - b. Establishment of ~~more stringent setback, side, front, and rear setbacks and area~~ requirements necessary for orderly development and/or expansion, ~~and~~ for prevention of traffic congestion, and for protection of the surrounding environment;
 - c. Provisions for adequate parking, and ingress and egress to public streets and roads necessary to prevent traffic congestion and hazards;
 - d. Providing adjoining property with a buffer ~~or shield, consisting of landscaping or fencing, to shield~~ from view of the proposed use and/or structure;
 - e. Other such conditions deemed necessary and desirable in consideration of the specific location, size, nature, site layout, and public access of the proposed use;
 - f. Other such conditions deemed necessary and desirable to minimize adverse environmental impacts on scenic, historic, and waterfront areas or features,

including abatement of air and water pollution, and water run-off and existing or potential flooding problems;

- g. Establishment of time limits for expiration, after which the conditional use permit shall no longer be valid or shall require renewal, provided that conditional use permits issued for residential and electrical generation projects shall remain valid for no fewer than three (3) years.
 - h. The board may require a bond, in a reasonable and sufficient amount determined by the board, to be payable to the board of supervisors to insure compliance with the terms and conditions of any conditional use permit.
- (4) *Effect of approval.* The issuance of a conditional use permit shall authorize the applicant to construct only such structure(s) or conduct only such uses as are specifically requested and made part of the permit, as depicted on the site plan. No deviations, expansion, or other changes whatsoever shall be made from the terms of the permit without the expressed written approval of the board of supervisors.

Unless otherwise specified, any conditional use permits granted by the board of supervisors shall expire one year after the date of issuance unless substantial construction or use for which said permit was granted has actually commenced, and is progressing toward completion in accordance with the approved site plan. As used herein, "actually commenced" shall mean the installation of the footing for any buildings shown on the site plan or, if there are no buildings that will be constructed to support the use, then "actually commenced" shall mean the time that a zoning permit is issued for obtaining a zoning permit authorizing the proposed use.

The board of supervisors shall not extend or renew any conditional use permit previously granted, without the applicant complying unless the applicant complies with the procedures as set forth in this section 106-226(1) of this article.

- (5) *Reconsideration.* A property owner or other applicant who has been denied a conditional use permit by the board may not submit substantially the same application until after a period of at least 12 months from the date of the original denial by the board of supervisors.

Sec. 106-253. Applications for special exceptions/special use permits and variances.

- (a) Applications for special exceptions/special use permits may be made by any property owner, or authorized tenant or agent thereof. The application shall contain a site plan and a description of site conditions. The site plan shall address the components of a site development plan in section 106-226 of this code but shall not constitute a site development plan, nor shall the site plan be subject to the site plan approval and expiration requirements set out in Code of Virginia §§ 15.2-2258 et. seq. In the case of a temporary use, the applicant shall agree in writing to remove any and all structures or improvements supporting the use from the subject property on or before the expiration of any temporary special exception/special use permit granted by the BZA.
- (b) Applications for variances may be made by any person, property owner, tenant, governmental official, department, board, or bureau and shall be decided in strict accordance with state law.
- (c) All such applications shall be made to the zoning administrator, or other designated administrative officer, in accordance with state law and with rules and regulations adopted by

- the BZA. Any applicant for a special exception/special use permit or variance shall attempt to obtain written comments from the owners and occupants of adjoining properties. The applicant shall certify the accuracy of the information provided.
- (d) The application and accompanying maps, plans or other information required by the BZA shall be transmitted promptly to the secretary of the BZA, who shall place the matter on the docket. The zoning administrator shall also transmit a copy of the application to the county's planning commission, which may send a recommendation to the BZA or appear at the hearing.
 - (e) No application for a special exception/special use permit or variance shall be considered or acted upon by the BZA until after notice and hearing as required by Code of Virginia, § 15.2-2204.
 - (f) Approval of a special exception/special use permit or variance may be subject to reasonable conditions imposed by the BZA. Such conditions may include expiration of a special exception/special use permit, provided that special use permits issued for residential and electrical generation projects shall remain valid for no fewer than three (3) years.

This ordinance shall be effective immediately upon adoption.

VOTE:

AYES: 9
 NAYS: 0
 ABSENT: 0

Accomack County Board of Supervisors

By: H. Jackie Phillips
 H. Jackie Phillips, Chairman
 Dated: 10/15/2025

I hereby certify that the foregoing is a true and correct copy of the Ordinance approved October 15, 2025, at a meeting of the Accomack County Board of Supervisors, Accomack County, Virginia.

A COPY TESTE:

Michael T. Mason
 Michael T. Mason, County Administrator/Secretary

11. New Business

11.1 Receive Results from the Department of Taxation's 2024 Estimated Ratio Study (ERS) and its implications

In September, the County received the results from the Virginia Department of Taxation's latest Estimated Ratio Study (ESR). The median ratio decreased from 90.29% in 2024 to 81.07% in 2025. This is projected to decrease County revenues in FY26 by an estimated \$246,000 in FY26.

The ERS compares the previous year's sales prices of real estate sold in Accomack County to its current year's assessed values. The ESR is used to compute the local assessment

ratio which equalizes the valuation of public service corporation property which is valued for tax purposes by the State Corporation Commission and is a significant component of the total taxable value of all real property in Accomack County. The concept is basically that if property values by the County's Department of Assessment are found to be below fair market value then the valuation of public service corporation property is to be reduced accordingly.

A budget adjust will be brought forward to the Board in November to address the anticipated reduction in tax revenue from public service corporation property.

11.2 Extend the maturity date of the deed of trust note to January 31, 2026 subject to Accomack Manor's full execution of extension documents as presented by the County

- Accomack Manor is an existing three-story multi-family apartment building located at 26463 Metompink Road, Parksley, Virginia. This facility consists of 90 affordable units and two management units. Since its construction in 2005, this facility has been owned by Accomack Manor LLC with the Mark-Dana Corporation its Managing Member.

The Mark-Dana Corporation is also affiliated with Exmore Village and Exmore Village II apartments in Northampton County.

- In 2005, the County was awarded a \$700,000 Community Improvement Grant (CIG) from DHCD to pay for site work associated with Accomack Manor.
 - The grant agreement between the County and DHCD requires the project to continue to serve low and moderate-income households for 20 years after the initial date of occupancy or the County will be required to repay the grant to DHCD.
- As part of this project, the County agreed to loan \$630,000 of the CIG funds it received to Accomack Manor LLC to pay for a well water system, sewage treatment system, roads and sidewalks. No County funds were used to make this loan.
 - This loan is secured by a deed of trust.
- The deed of trust note included provisions for simple interest at a rate of 1.0% per annum with principal and all accrued interest due 20 years from the date of the agreement which is **November 3, 2025**.
- In May 2025, County officials met with the president of the Mark-Dana Corporation, David Koogler, regarding this loan at his request.
- Mr. Koogler contends that in 2005 there was an unwritten agreement that the loan would be forgiven at its maturity as long as the rents were kept below market for the 20 years the note was outstanding.
- Pertinent documents associated with the loan are attached to this agenda.
- None of these documents specify the loan was to be forgiven at maturity.
- One document clearly indicates that DHCD was initially going to require the grant funds that were loaned by the County to Accomack Manor LLC be repaid over the first 20 years of operations with these proceeds used to reduce the rents of the "neediest of the lower income residents" however DHCD withdrew this requirement

due to impact it would have on the planned rent schedule. It is acknowledged that tenant rents have been below market for the entirety of the loan period thus far.

- Mr. Koogler requests the maturity of the note be extended for at least five years and/or allow Mark-Dana Corporation to purchase the note for a de minimis amount both of which will:
 - Allow Accomack Manor to continue to keep rents affordable;
 - Provide additional time for a new application to be developed and submitted for additional Housing Tax Credits that, if awarded, it would be used to provide a substantial renovation to the property; and,
 - Make the aforementioned Housing Tax Credit application more competitive by demonstrating Accomack's support of the project.
 - Mr. Koogler has provided a letter detailing the history of Accomack Manor, outlining his request for a note extension, and providing his justification for making such a request.

Staff recommends, subject to Accomack Manor's full execution of extension documents presented by the County, an extension to the note be granted until January 31, 2026. This will allow staff additional time to discuss payment options with the owner, to assess the impact should a default event occur, to formulate a plan that minimizes the impact of a possible default event on the residents of the 92 units that are part of this housing complex, and to prepare all necessary legal documents.

A motion was made by Supervisor Washington and seconded by Supervisor Crockett to extend the maturity date of the deed of trust note to January 31, 2026 subject to Accomack Manor's full execution of extension documents as presented by the County. The motion was approved unanimously.

11.3 Discuss Current Zoning Requirements for Location of Travel Trailers

The Board of Zoning Appeals has discussed the number of applications and has acknowledged the caseload and the resulting proliferation of travel trailers, both legal and illegal. The main issues regarding this proliferation include:

1. public safety;
2. environmental and floodplain protection;
3. waste disposal;
4. density; and
5. the general incompatibility of the proliferation of recreational vehicles/ travel trailers with the County's rural character.

Staff can study potential zoning ordinance amendments to better clarify the use, allowable locations, timing, and design standards involving travel trailers.

Additionally, Staff suggests an amendment that makes it easier to allow a travel trailer temporarily while a house is being constructed or renovated.

Staff offers the following background information for the Board's discussions.

Travel Trailer Case Statistics since January 2021

BZA Cases

BZA RV Cases Since 2021	# of Cases	Description
26 Applications	14	Temporary while building home
	6	Travel trailer camps
	6	Permanent habitation
22 Granted	-	36 Trailers total approved

Code Enforcement Cases

Year	# of Cases
2021	15
2022	52
2023	43
2024	43
2025	48 (as of 10/8/25)

Zoning Ordinance Considerations

In the Accomack County Zoning Ordinance, a travel trailer is defined as a "portable structure build on a chassis, designed to be used as a temporary occupancy for travel, recreation or vacation, being less than 36 feet in length."

"Travel trailers, located outside of travel trailer parks, which are to be occupied for habitation or storage of chattels" are allowed by SUP in Agricultural (Section 106-53(14)) and Residential (Section 106-78(a)(11)) zoning districts.

The lists of uses allowed by SUP in the Agricultural "A" and Residential "R" includes "catch all" language for uses not specifically listed:

- Agricultural "A" District (Section 106-53(27))- *"A use of land not specifically listed as a use permitted by right or by special exception-special use in the agricultural district regulations, which is clearly similar and compatible with the uses listed therein."*
- Residential "R" District (Section 106-78(12))- *"Any use of land and/or any permanent or temporary location of any type of building or facility thereon which is not specifically permitted within this chapter;"*

A motion to approve the recommendation by Deputy Director Pambid to allow the Planning Commission to look at amendments to current zoning requirements

of travel trailers was made by Supervisor Crockett and seconded by Supervisor Parks. The motion passed unanimously.

11.4 Consider approving 2025 VACo Voting Credentials and Proxy

Board action is needed to formally approve who can cast a vote on behalf of Accomack County at the VACo annual business meeting on November 11, 2025. The Board also needs to declare an alternate.

On a motion made by Supervisor Crockett and seconded by Vice-Chair Major, Mike Mason was named the voting delegate for Accomack County at the VACo annual business meeting. The motion was approved unanimously.

A motion was also made by Supervisor Crockett and seconded by Vice-Chair Major to name Supervisor Donald Hart the alternative delegate for Accomack County at the VACo annual business meeting. The motion was approved unanimously.



**VACo 2025 Annual Meeting
Voting Credentials Form**

Please return completed form to: sklaczynski@vaco.org
by Friday, October 24, 2025

Voting Delegate:
(Supervisor) Name: Michael T. Mason
Title: County Administrator
Locality: Accomack County

Alternate Delegate:
(Supervisor) Name: Donald J. Hart
Title: Supervisor
Locality: Accomack County

Verified by:
(County Administrator or Clerk of the Board)
Name: Michael T. Mason
Title: County Administrator
Locality: Accomack County

**VACo 2025 Annual Meeting
Proxy Statement Form**

Accomack County authorizes the following person to cast its votes at the 2025 Annual Meeting of the Virginia Association of Counties on November 11, 2025.

_____, a non-elected official of this county.
Donald J. Hart -OR- Accomack County,
a supervisor from _____

This authorization is:
 Uninstructed. The proxy may use their own discretion to cast Accomack County's votes on any issue to come before the annual meeting.

Instructed. The proxy is limited in how they may cast _____ County's votes. The issues on which they may cast those votes and specific voting instructions are attached to this form. (List issues and specific instructions on a separate sheet and include with this form.)

Authorized by:
Name: Michael T. Mason
Title: County Administrator
Locality: Accomack County

12. County Administrator's Report

12.1 Translator TV Service

The Board will recall the County provides Translator TV services which are distributed through its Mappsville communication tower. What you may not know is that this service entirely relies on a feed from Charter TV service. This feed is then rebroadcast via the County tower. Translator TV has experienced at least nine outages since June, all of which were caused by the Charter TV service going down. The latest outage occurred on September 4, 2025, and lasted from 7:00 a.m. to 5:30 p.m. Charter has informed the County that the root cause of the problem has been corrected and it should not happen again. There have been no further outages since September 4th.

A side note to this, this service cost the County about \$23,000.00 a year. An upgrade to the system will soon be needed at a cost of \$75,000-100,000.00. It is unclear how many people rely on this service but it is not many.

12.2 Organization-wide Information Security Awareness Training to begin October 7, 2025

All County employees have been sent reminders to get the annual training completed by November 7, 2025.

12.3 New Employee Time and Attendance Application Go-Live successfully implemented.

The County went live with its new Employee Time and Attendance application, UKG Ready, on September 28, 2025. No major issues were encountered during the first week of use. This application replaces the County's legacy system, UKG Workforce Central, which is scheduled for end-of-life at the end of this calendar year.

12.4 Consider Future Dates for Strategic Plan Work Session

The Chincoteague Volunteer Fire Company has graciously agreed to allow the Board to hold a Strategic Plan work session in its facility if the Board desires.

Staff has identified the following date options for the meeting and now seeks input from the Board as to its schedule availability.

Wednesday, November 12

Thursday, November 13

Monday, November 17

Tuesday, November 18

Thursday November 20, 2025

The Board of Supervisors has chosen the date of Tuesday, November 18, 2025 at 5:00 p.m. to hold the Strategic Work Session at the Chincoteague Volunteer Fire Company.

12.5 Other: Natural Gas

The County received a draft MOU from the Commonwealth of Virginia to begin the process of bringing natural gas into Accomack County. Due to time restraints and not having the document ready yet and not wanting to wait a month until the next Board meeting, Mike Mason is asking the Board to authorize him to sign the MOU when it is completed and approved by the County Attorney Ms. Proctor.

Supervisor Crockett made a motion to authorize County Administrator to execute an MOU for natural gas expansion between Accomack County and the Commonwealth of Virginia. The appointment was seconded by Supervisor Parks. The motion was approved unanimously.

MEMORANDUM OF UNDERSTANDING

BETWEEN

VIRGINIA SECRETARY OF COMMERCE AND

TRADE

AND

COUNTY OF ACCOMACK

This Memorandum of Understanding ("MOU") is entered into this 16th day of October 2025 by and between the Secretary of Commerce and Trade for the Commonwealth of Virginia (the "Secretary"), and the County of Accomack, a political subdivision of the Commonwealth of Virginia, (the "County"), collectively herein the "Parties:"

WITNESSETH:

WHEREAS, Chapter 725, Item 101.Y of the 2025 Reconvened Session, appropriates Six Million Five Hundred Thousand Dollars (\$6,500,000) the first year from the general fund to the Secretary for disbursement to the County, for the purpose of establishing a natural gas infrastructure expansion into the County; and

WHEREAS, these funds are intended to support engineering, land acquisition, right-of-way, permitting, planning, and other related costs necessary to facilitate natural gas delivery to the County; and

WHEREAS, the General Assembly has provided that such funds shall not revert to the general fund at the end of any fiscal year but shall be carried forward and reappropriated until fully expended; and

WHEREAS, the Parties recognize the importance of accountability and transparency in the use of public funds appropriated for infrastructure development, and the Parties desire to enter into this MOU to set forth their understanding as to the disbursement and utilization of such funds, and the reporting requirements of the County regarding use of the funds; and

NOW, THEREFORE, BE IT AGREED, that the Secretary shall disburse the funds appropriated to it pursuant to Chapter 725, Item 101.Y of the 2025 Reconvened Session to the County to be utilized solely for the purposes of permitting, planning, engineering, land, and right-of-way acquisition, as well as other costs directly related to the establishment of natural gas infrastructure expansion into Accomack County; and

BE IT FURTHER AGREED, that the County shall provide quarterly reports to the Secretary detailing the County's expenditures, progress, and status of the funded activities, until such time as the appropriation is fully expended.

BE IT FURTHER AGREED, that any funds disbursed to the County shall be subject to recovery by the Commonwealth, and the County shall be required to repay such funds, if the Secretary determines that the Locality has expended the funds for expenses unrelated to engineering, land, right-of-way permitting, and other associated costs to facilitate the delivery of natural gas to the Locality. The County further agrees to repay the Commonwealth any unexpended funds disbursed to it for reappropriation.

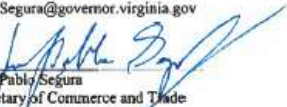
MODIFICATIONS

This MOU may not be amended or modified, excepted in writing, signed by each of the Parties or their duly authorized.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the date first written above.

SIGNATORIES

Commonwealth of Virginia
Secretary of Commerce and Trade
Juan Pablo Segura
Patrick Henry Building
1111 East Broad Street
Richmond, VA 23219
(804) 786-7831
Juan.Segura@governor.virginia.gov



Juan Pablo Segura
Secretary of Commerce and Trade
Commonwealth of Virginia

County of Accomack
County Administrator
Michael Mason, CPA
County Administration Building
23296 Courthouse Avenue
Suite 203
Accomack, VA 23301
(757) 787-5700
administration@co.accomack.va.us



Michael Mason, CPA
County Administrator
County of Accomack

13. Board of Supervisors Comment Period

- ❖ **Supervisor Johnson:** Thank you to staff for helping with the resolution recognizing the 757 Queens.



RESOLUTION OF APPRECIATION

WHEREAS, the 757 Queens, was established on February 10, 2010, as a female community service organization focusing on the provision of resources, supplies and goods to those in need; and

WHEREAS, for 15 years, they have served the community with providing food donations to those experiencing food insecurity and have purchased coats, socks and cold weather clothing to those in need and they have a provision of men, women and children hygiene supplies and toiletries; and

WHEREAS, and have contracted and paid for barber and cosmetology to youth returning to school along with purchasing back packs and school supplies for students; and

WHEREAS, the 757 Queens donate annual scholarships to two students who reside on the Delmarva Peninsula; and

WHEREAS, they make regular visits to nursing homes and share gifts with patients on Mother's and Father's Day; and

WHEREAS, the 757 Queens provide emergency assistance to families who experience life-changing events such as fire, health crisis or death of underinsured family members; and

WHEREAS, the Accomack Board of Supervisors wishes to recognize the 757 Queens for their numerous contributions and dedicated service; and

NOW, THEREFORE, BE IT RESOLVED, that the Accomack County Board of Supervisors does hereby express its genuine gratitude and wishes to express its appreciation for fifteen years of service the 757 Queens have dedicated to enhancing lives of those in need in Accomack County.

Vanessa Johnson
District 3 Supervisor

H. Jackie Phillips
Chairman

- ❖ **Supervisor DeGeorges:** Everyone have a great week!
- ❖ **Supervisor Hart:** Working watermen in his district have reported catching blue catfish. He is unsure if they are an invasive species but they are full of baby blue crabs. Please keep this on the radar to hear more about it. **Chairman Phillips** mentioned that the VRMC are looking into this species already to see if anything can be done.
- ❖ **Supervisor Crockett:**
Supervisor Crockett made a motion to include the Sheriff's office in the Personnel Committee meeting, it was seconded by Supervisor Hart. The motion passed unanimously.
- ❖ **Supervisor Parks:** Thank you to staff, the town of Bloxom for completing the dedication memorial naming a section of Rte 316 for fallen firefighter David

Chew. VDOT has approved and signed the paperwork. The signs will be installed at a later date.

❖ **Vice-Chair Major:** Employee Recognition/Appreciation Day is Friday from 11:00-2:00 at Sawmill Park, she hopes to see everyone out there!

15. Budget and Appropriation Items

15.1 Consider Approving Resolution to Amend the FY25 and FY26 Budget.

A motion to approve the resolution to amend the FY25 and FY26 Budgets was made by Supervisor Hart and seconded by Supervisor Tarr. The motion was approved unanimously.

RESOLUTION TO AMEND THE FISCAL YEAR 2025 AND 2026 ACCOMACK COUNTY GOVERNMENT BUDGETS

WHEREAS, it is the responsibility of the Accomack County Board of Supervisors to approve and maintain the budgets for Accomack County; and

WHEREAS, on April 1, 2024, the Board of Supervisors finalized the Accomack County Fiscal Year 2025 Budget; and

WHEREAS, on April 14, 2025, the Board of Supervisors finalized the Accomack County Fiscal Year 2026 Budget; and

WHEREAS, during the course of the fiscal year certain unanticipated events occur that compel amendments to the budgets be made; and

WHEREAS, staff has reviewed the following requested budget amendments and recommends that it be approved; now, therefore,

BE IT RESOLVED by the Board of Supervisors of Accomack County, Virginia, that the Fiscal Year 2025 and 2026 County budgets be amended by the amounts listed below and the amounts appropriated for the purpose indicated.

Fiscal Year	Requesting Department	Fund/ Function	Purpose	Funding Source	Total
FY25	Accomack Social Services	CSA Fund/Health and Welfare	To recognize supplemental funds awarded for FY25 Accomack CSA program.	State Funds \$234,126; Local Funds \$115,906	\$ 350,032
FY25	Northampton Social Services	CSA Fund/Health and Welfare	To recognize supplemental funds awarded for FY25 Northampton CSA program.	State Funds \$145,646; Northampton allocation \$33,540	\$ 179,186
FY26	Economic Development	General Fund/Community Development	To recognize approved grant for conversion of paper permits to digital.	State Funds	\$ 55,600
Total:					\$ 584,818


 H. Jackie Phillips
 Chairman, Board of Supervisors

ATTEST:


 Michael T. Mason, CPA
 County Administrator

Adopted by the Board of Supervisors of Accomack County, Virginia, this 15th day of October 2025.

16. Payables

16.1 Consider Payables

County Administrator Mike Mason certified the June payables as presented.

A motion to authorize payment of September payables was made by Vice-Chair Major and seconded by Supervisor Tarr. The motion was approved unanimously.

17. Closed Meeting

17.1 Closed Meeting

A motion to go into a closed session, concerning the Virginia Code Sections listed below was made by Supervisor Johnson and seconded by Supervisor Crockett

17.2 Closed Meeting Pursuant to VA Code Section 2.2-3711(A)(3)

Closed session pursuant to Virginia Code Section 2.2-3711(A)(3) - for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

17.3 Closed Meeting Pursuant to VA Code Section 2.2-3711(A)(7)

Closed session pursuant to Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel pertaining to actual or probable litigation concerning Aqua Virginia and Triangle Enterprises, where such consultation or briefing in open meeting would adversely affect the negotiating or litigation posture of the public body.

17.4 Certification of Closed Meeting

A motion was made by Supervisor Johnson and seconded by Supervisor Crockett to certify that to the best of each Board Member's knowledge (1) only public business lawfully exempted from open meeting requirements was discussed and (1) only matter identified in the convening motion were discussed, by a unanimous roll call vote: Ayes: Washington, Johnson, Parks, DeGeorges, Phillips, Crockett, Tarr, Major, Hart. Nays: None. Abstain: None. The motion carried.

18. Adjournment

A motion to adjourn was made by Supervisor Tarr and seconded by Supervisor Parks; the Accomack County Board of Supervisors voted to adjourn the meeting at 7:35 PM. The motion was approved unanimously.

19. Informational Item

19.1 Regional Library and Heritage Report to the Board of Supervisors (September)