



TOWN COUNCIL & PLANNING COMMISSION

Joint Work Session
Cape Charles Civic Center
October 27, 2022
6:30 PM

At 6:30 p.m., Mayor William "Smitty" Dize, having established a quorum, called to order the Work Session of the Town Council. In addition to Mayor Dize, present were Vice-Mayor Bennett, Councilmen Buchholz, Follmer and Grossman, and Councilwomen Holloway and O'Brien. Staff in attendance were Town Manager John Hozey, Planner/Zoning Administrator Katie Nunez, and assistant to the Town Manager Julie Pruitt. Ann Darby and Michael Stapor from Summit Design and Engineering Services ("Summit") were also in attendance. There were no members of the public in attendance.

Chairman Bill Stramm, having established a quorum, called to order the Work Session of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Paul Grossman, Jim Holloway, Dennis McCoy, and Michael Strub. Commissioner Kenneth Butta was not in attendance. There was one vacancy on the Commission.

The purpose of the joint work session was to review and discuss the draft Comprehensive Plan and the comments received.

Planner/Zoning Administrator Katie Nunez began by stating that the Historic District Overlay map needed to be reaffirmed by the Town Council as the official map. Staff had researched the Town Council minutes and found where a map had been adopted, but there was no evidence as to the actual map nor any reference to the boundaries of the Historic District Overlay area. All in attendance were in agreement with the boundaries of the Historic District Overlay as shown on the map.

Katie Nunez went on to begin the review of the comments received. (Please see attached.) The Town received a great response from the Planning Commission, Town Council and citizens. Items shown in green would not be discussed this evening since they referenced items that would be revised by Summit.

There was much discussion regarding the Future Land Use Map. Due to the time, it was agreed to continue further review and discussion of the Future Land Use Map on November 9th which was the date originally set aside for the joint public hearing regarding the Comprehensive Plan and Planning Commission special meeting. The work session would be scheduled immediately following the Planning Commission's regular meeting. The joint public hearing would be pushed to December 6th with a goal for adoption at the December Town Council meeting.

Motion made by Commissioner Stramm, seconded by Commissioner McCoy, to adjourn the Planning Commission Work Session. The motion was approved by unanimous vote.

Motion made by Councilman Buchholz, seconded by Councilwoman Holloway, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

The joint work session was adjourned at 9:05 p.m.

Mayor William "Smitty" Dize

Chairman Bill Stramm

Assistant to the Town Manager

Chapter	Page	Comment/ Observation	Comment From
WHOLE DOC		BRAVO! This plan is amazingly well thought out and presented. And, overall makes me very comfortable about where our town is headed. Cheers for promoting a business friendly environment. I'd love to see the barriers to opening new businesses lowered and the process streamlined. I hope TOCC and CCMS can work together on this	Patsy Harris
WHOLE DOC		Formatting/structure should be standard throughout. e.g. Area Specific Policies section has bullets instead of numbers	Andrew Follmer
		OVERALL comment: the objectives and strategies sections need a header as to what these objectives and Strategies are for (such as include Chapter heading they are located in).	Tammy Holloway
WHOLE DOC		Photos: Full page, color photos are interspersed throughout the Draft. They have no caption and do not relate to the text at hand. In some cases, the photos show negative aspects of the town. In short, they do not assist the target audience as identified in the target audience description i.e., "The Town Council, Planning Commission, and Town staff" (Executive Summary, p. 5) in doing their job.	Michael Strub
GENERAL COMMENT		As you head toward the formal public hearing it would be good to highlight major changes from the current comprehensive plan, especially as it relates to the Land Use map.	Sam Jones
EXECUTIVE SUMMARY	5	Line 3, add "to" prior to "understand"	Jim Holloway / Bill Stramm
EXECUTIVE SUMMARY	5	Not an EXECUTIVE SUMMARY; An Executive Summary would be about 6-8 pages and address the most important content. This content would be repeated in the body of the report. Executive Summary is for people (eg. executives) who do not have time to read the entire report. 3 rd line of 2 nd paragraph, insert "to" between plan and understand.	Michael Strub
TOC	TOC	Intro should be followed by Context (to include Regional Setting, CC history and Town Government), Public Input (to include Process for Plan Development and Adoption), Vision, Goals & Objectives, and then Demographics.	Paul Grossman
		Add Capital Improvement Plan for the Town, possibly as an Appendix item	Bill Stramm
INTRODUCTION	13	Observation - <i>Virginia's Code §15.2-2239 states that the Town Council may direct the local Planning Commission to prepare and update a Capital Improvement Plan every 5 years that reflects the community's needs.</i> True statement and no changes proposed. Although code uses word 'may', what is our intent to engage PC review of town's draft capital plan in the future before going to TC during budget reviews?	Paul Grossman
INTRODUCTION	13	Grammatical suggestion - <i>There are also many plans and further studies mentioned within this Comprehensive Plan and these will need to be undertaken and aligned with the Plan to ensure its implementation and achieve its goals.</i> Or separate into two sentences.	Paul Grossman

Chapter	Page	Comment/ Observation	Comment From
INTRODUCTION	13	Observation - <i>The final chapter of the Plan sets forth an implementation matrix including details concerning necessary actions and responsibilities for implementing the goals and objectives of the Plan.</i> This final section is missing so how will we or the public comment on it?	Paul Grossman
INTRODUCTION	13	Relationship to Other Plans The Comprehensive Plan works in conjunction with other Cape Charles plans and ordinances, some of these include <u>the Community Strategic Plan</u>, the Zoning and Subdivision Ordinance and the Capital <u>Asset Management Plan (CAMP) Improvement Plan</u>. The Zoning and Subdivision Ordinances are two sections of the Cape Charles town code that are direct regulations for the location, form, and character of private development. The Comprehensive Plan gives guidance and ultimately should influence updates to these ordinances to ensure that the goals in the Plan get implemented in a timely manner. This allows the Town Council or the Planning Commission to review a project for compliance with regulatory standards and meets the vision embodied by the Comprehensive Plan. Capital Improvement Plans <u>(like the CAMP)</u> are fiscal management tools used to plan for the location, timing, and financing of a community's capital improvements over time. Capital Improvements are major, non-recurring physical infrastructure or equipment that requires funding. Virginia's Code §15.2-2239 states that the Town Council may direct the local Planning Commission to prepare and update a Capital Improvement Plan every 5 years that reflects the community's needs. The Comprehensive Plan can help guide the <u>CAMP Capital Improvement Plan</u> and make sure the Town's vision and priorities are aligned. Cape Charles is part of the regional Accomack-Northampton Planning District Commission, features roads maintained by the Virginia Department of Transportation, and other agencies that plan in relation to the Town. This Plan should be utilized in ensuring Cape Charles vision is aligned with any plan that may affect the locality. There are also many plans and further studies mentioned within this Comprehensive Plan, these will need to be undertaken and aligned with the Plan to ensure its implementation and achieve its goals.	John Hozey
INTRODUCTION		There is no mention of the county comp plan. We should acknowledge and assess their compatibility, especially given there are recommendations that require collaboration with the county. I think the only explicit mention of the county plan is on p. 140.	Andrew Follmer
DEMOGRAPHICS	16	Grammatical - <i>Population projections for the Town are not available from major sources of population projections, such as the U.S. Census Bureau, that calculate population projections only for cities, counties and states.</i>	Paul Grossman
DEMOGRAPHICS	16 /17/18	POPULATION: From 2010 – 2020 the fulltime population growth is stated as +16.7%. Has the impact of the “pandemic” been considered? If the census was taken in 2022, would the increase be as high, or have “full time” residents possibly returned to their primary (non-Cape Charles) residences? Age (p17): Very important statement: “The town needs to attract younger generations in order to provide a complete social structure that can sustain itself into the future.” Families (p18): ????	Lisa Guzzardo
AGE DISTRIBUTION	17	First column should be by years in time and not age	Jim Holloway

Chapter	Page	Comment/ Observation	Comment From
		Fig 3 Shows a significantly higher than average Cape Charles population between ages 60 and 80. It shows a less than average percentage in the 50-59 age group. Should reference 60-80 group rather than 50-80.	Michael Strub
		Sentence 2: Over 60% of the population in Cape Charles is over 50 years old while only 33+% of Virginia's population is 50 or older.	Bill Stramm
		Last sentence of Paragraph 1: "each in the 20-39 age cohort as compared to 26% of Virginia's population in this cohort.	
EDUCATIONAL ATTAINMENT	19	Add: The population of Cape Charles features higher educational attainment in comparison to the surrounding ...	Bill Stramm
POVERTY	19	<i>Applicants must meet certain income (e.g., maximum combined income, if married, cannot exceed \$25,000) and health status substantiations.</i> TC just adopted changes. Need to review against limits to see if changed.	Paul Grossman /Ellen O'Brien
		Mentions 16% of the population then in next sentence is states 21.1% but also says it is the same – what is correct here?	Bill Stramm
REGIONAL SETTING	20	Regional setting - <i>a population of approximately 1,000 residents</i> , Should use more current census number	Paul Grossman/Bill Stramm
REGIONAL SETTING	20-21	Include the barrier islands in the outlined area for Northampton County.	John Hozey
CAPE CHARLES HISTORY	22	Grammatical -1 ST PARAGRAPH, MIDDLE OF PARAGRAPH: <i>20thcentury – NEED SPACE BETWEEN 20TH AND CENTURY</i>	Paul Grossman/Bill Stramm
CAPE CHARLES HISTORY	22	At the end of the first paragraph of "Cape Charles History", I do not think "frozen in time" is the right description, and might be offensive to those who lived here at the time	Andrew Follmer
TOWN GOVERNMENT	23	first paragraph, 2 nd sentence remove “ By an elected” , redundant as later it says elected.	Tammy Holloway
PROCESS FOR PLAN DEVELOPMENT AND ADOPTION	23	add a "Circa date" for the photo	Jim Holloway
COMMUNITY ENGAGEMENT	27	Public Recycling should be a priority: Why doesn't Cape Charles have recycling? I've heard "Oh, it costs too much" well, at some point we need to pay for it. Period. Waste management improvements and taking care of our planet are not free. Are there grants we could get or plans to add recycling to the Town Budget?	Mollie Pickron
VISION	31	The vision statement does not agree with page 30.	Paul Grossman/Tammy Holloway/Bill Stramm/ Lisa Guzzardo/ Sam Jones

Chapter	Page	Comment/ Observation	Comment From
VISION	31	The community values and vision statement were developed for the Town of Cape Charles Community Strategic Plan adopted in 2021. That Strategic Plan was developed as a prelude to and to inform the development of this Comprehensive Plan. Going forward, the Community Strategic Plan will add specificity to goals and objectives <u>of this Comprehensive Plan</u> . for Cape Charles.	John Hozey
VISION	31	Substitute “Acceptance” for “Tolerance. Tolerance suggest something is “put up with” (I’ll tolerate your behavior, I tolerate my mother in law). Like our unisex bathrooms, we are demonstrating inclusiveness	Ellen O’Brien
VISION	33	Public engagement has continued as part of the process; to include development of a routinely updated Community Strategic Plan, whose goals and objectives <u>should</u> dovetail well with the core areas above and help create a plan that builds on the Town’s unified vision. Each topic has a “goal statement” that describes what the Town should strive for in each area. The objectives and strategies are specific ways the Town should work to achieve each goal.	John Hozey
GOALS AND OBJECCTIVES	33	How do the objectives from the 2021 Strategic plan intersect with the Goals/Objectives in this Comprehensive Plan? Are these values the same as those in the Strategic Plan (I don’t have the final copy of that plan)? Is there a 2022 Strategic plan? I commented in 2021, but did not see a 2022 plan.	Lisa Guzzardo
		Would like to see examples of Comp Plan objectives and Community Strategic Plan objectives to understand the difference.	Michael Strub
HOUSING	36-46	Housing: A. For the purpose of this plan, relying on the 2020 ACS data is probably fine, but for our own planning purposes and upcoming discussions, we need an updated number of the number of dwellings, given the rapid pace of construction the past two years. We also need it broken down by Historic District, Bay Creek, etc. For the upcoming STR discussions, we will need to know the percentage of homes that are STRs in the historic district. B. Objectives & Strategies: (1) 2b regarding "increase the amount of developable land on each parcel" is vague and overly broad. (2) Throughout, I have flagged some recommendations that, while I have no objection to them, I wonder if we aren't overloading the plan with some actions that are unlikely to happen in the foreseeable future due to staffing and resource constraints. I realize we say the Plan should look out 20 years or ore, and that's fine for general direction, but in terms of specific actions, I think we should assume a time horizon of the foreseeable future (within 10 years unless noted otherwise?). I think we need to be ambitious, but also realistic. 5a is the first of these that I question "realistic?"	Andrew Follmer
HOUSING	37	Overview Section: Years in time, not age	Jim Holloway
HOUSING	37 & 45	Overview: Last 3 sentences of this section are critical!! (p. 37 and p. 44)	Lisa Guzzardo

Chapter	Page	Comment/ Observation	Comment From
HOUSING	39	Accessory Dwelling Units: Excellent that the minimum length of stay is 30 days! Is this really being followed? Who checks on it?	Lisa Guzzardo
		This section needs to be rewritten to reflect recent action by the Town Council on Accessory Dwelling Units	Sam Jones
		We do not mention parking in the discussions of ADU requirements (I should have brought this up during the ordinance discussion, perhaps).	Ellen O’Brien
HOUSING	39	TENURE: What is the specific definition of a owner-occupied property? Do we include “owner occupied” homes in our tally of STRs?	Ellen O’Brien
HOUSING	43	RENTALS: Spell out citation of median rent figure to read “American Community Survey”	Ellen O’Brien
HOUSING	44	Affordable Housing and Workforce Housing Units—Suggest strengthening the fact that these are regional issues. Also acknowledge that the double taxation by both the Town and County make addressing these issues within the Town boundaries challenging.	Sam Jones
HOUSING	45	1. b. Consider the benefits of enacting a mandatory Workforce Housing Unit ordinance, as authorized by Virginia Code § 15.2-2305, as well as other strategies implemented by peer localities.	Paul Grossman
HOUSING	45	Objective #1: Pursue <u>character</u> appropriate additional supply and diversity of housing, including smaller single-family homes, duplexes, townhomes, and condos to increase the availability of affordable housing. a. Assess potential incentives for mixed-income housing development. b. Consider the benefits of enacting a mandatory Workforce Housing Unit ordinance, as authorized by Virginia Code § 15.2-2305, as well as other strategies implemented by peer localities. Note: font on #5 too small	John Hozey
		Item 1b: I do not think we need a mandatory workforce housing unit ordinance. Can you add what peer localities have this type of ordinance? I’d like to know for comparison. Cape Charles is so tiny and many rules of thumb don’t fit here. Also, our local businesses in historic Cape Charles are micro businesses by and large - Owner run with part time employees. I don't see these people requiring housing. Folks working outside of town who may want to live here are the ones I think we'll be targeting, i.e. teachers, medical personnel from ESRH, law enforcement personnel, aquaculture workers, Coast Precast employees. But, I think we need to provide this level of housing so business owners who may consider moving into the Harbor Industrial area will know employees can afford to live here. Not sure this thought requires any change in the plan....	Patsy Harris
		Acknowledge the challenge associated with double taxation and investigate options to lessen the tax burden.	Sam Jones

Chapter	Page	Comment/ Observation	Comment From
HOUSING	46	7. Address the impacts of short-term rentals (STR) impacts on the existing housing stock. a. Develop and maintain a Town inventory of short-term rental units. b. Coordinate with stakeholders to identify how and when short-term rental units are used. c. Encourage long-term rental conversions through legislation or regulation.	John Hozey
		Also, work with local real estate/property management groups to accurately identify the number of vacation property rentals.	Ellen O'Brien
		Regarding short term rentals, I disagree strongly with legislation that would prohibit this.	Patsy Harris
		Suggest that the proposed Town inventory break-out short-term rentals between the Historic District and Bay Creek properties since the impact differs between the two areas.	Sam Jones
ECONOMY	49	“Promote a lively economy built around accommodations, food service, health care, social services, education services, retail trade, recreation, public administration, manufacturing, <u>fisheries/maritime activities</u> , and transportation.”	John Hozey
		Economy goal—This goal seems to cover every type of economic activity that currently has any presence in the Town. By doing so it really provides no priorities. For example, is public administration really an area of intentional growth and development?	Sam Jones
		Missing elements from the Planning Commission draft document: The Sharing Economy (Tourism, partnership & initiatives), Local Tax Revenues, Meals Tax	Bill Stramm
ECONOMY	50	Cape Charles is home to a lively economy built around accommodations, food service, health care, social services, education services, retail trade, public administration, manufacturing, <u>fisheries/maritime activities</u> , and transportation (2018 Cape Charles Market Study). Over the last six years, <u>other than maritime businesses</u> , the businesses of Cape Charles have seen progressively better numbers as a rule. In March of 2020, the world economy was shocked by the Covid-19 pandemic. However, the summer and shoulder seasons town revenues, while not as robust as projected, were better than last year. Although considered a relatively safe haven, restrictions to limit the spread of Covid-19 created a difficult environment for businesses to navigate. According to Cape Charles Main Street, B&B's were incredibly busy because Cape Charles became a landing spot for a lot of people who own homes here that usually are renting them out all summer. As people moved back into their usually rented units when the first surges of the pandemic hit, this left people looking for places to stay. The Northampton Hotel shut its doors for the entire season, making the search for available rooms more difficult. Restaurants had a harder time. With their number of seats reduced for the beginning of the season, they had to pivot to take out and then to outdoor dining with social distancing in place which limited the seating for many restaurants. Retail appears to have fared better. , however, Cape	John Hozey

Chapter	Page	Comment/ Observation	Comment From
		Charles Main Street has not had any conversations with these businesses in particular, but the summer was reportedly decent. This information is balanced with the fact that businesses had just ordered their seasons stock, then were closed which left them with large amounts of inventory and no ability to sell it. This put many behind on projected sales and a strong summer was needed to simply get back to even before entering the off season. Personal service establishments had an exceedingly difficult time, businesses such as hair stylists, nail salons, masseuses, and others. Many of those that lease spaces have had rent increases over the summer season, which made it even more difficult to make ends meet. The majority of this paragraph is not relevant; it does not describe our current economy. It describes a short period of our history that is over now and has little bearing on going forward]	
ECONOMY	50	Cape Charles is home to a lively economy built around accommodations, food service, health care, social services, education services, retail trade, public administration, manufacturing and transportation (2018 Cape Charles Market Study). Fourteen new businesses opened their doors in 2018 with another eight in 2019, 4 in 2020, 13 in 2021 and 11 to date in 2022. Over the last six years, the businesses of Cape Charles have seen progressively better numbers as a rule. In March of 2020, the world economy was shocked by the Covid-19 pandemic. However, the summer and shoulder seasons town revenues, while not as robust as projected, were better than last year. Although considered a relatively safe haven, restrictions to limit the spread of Covid-19 created a difficult environment for businesses to navigate. According to Cape Charles Main Street, B&B's were incredibly busy because Cape Charles became a landing spot for a lot of people who own homes here that usually are renting them out all summer. As people moved back into their usually rented units when the first surges of the pandemic hit, this left people looking for places to stay. Restaurants had a harder time. With their number of seats reduced for the beginning of the season, they had to pivot to take out and then to outdoor dining with social distancing in place which limited the seating for many restaurants. Retail appears to have fared better and the summer was reportedly decent. This information is balanced with the fact that businesses had just ordered their seasons stock, then were closed which left them with large amounts of inventory and no ability to sell it. This put many behind on projected sales and a strong summer was needed to simply get back to even before entering the off season. Personal service establishments had an exceedingly difficult time, businesses such as hair stylists, nail salons, masseuses, and others. Many of those that lease spaces have had rent increases over the summer season, which made it even more difficult to make ends meet. This is when Cape Charles Main Street applied for and received the Small business Relief Grant through DHCD which dispersed \$895,000 to 88 small business owners. Once businesses were shored up, Cape Charles Main Street turned its attention to marketing the town for the shoulder season to help bolster the success of the summer season with events to draw visitors such as Festive Fridays during the winter holiday season and the Love Run in the spring along with various other events such as the Shop & Stroll in February and Easter events to draw daytrippers to the shore. The total impact of Covid-19 will not be fully known until the data is collected and analyzed. There are active data stores available on-line which will quantify the question, but they are updated on a fixed schedule and those schedules must play out before the actual numbers are available.	Karen Zamorski
ECONOMY	50-57	Economy overview is mostly about the impact of COVID-19 on the economy. The charts and graphs which followed are not well explained and failed to show the impact of a high number of retired citizens in Cape Charles. Design number affects	Michael Strub

Chapter	Page	Comment/ Observation	Comment From
		both labor force participation rate and the unemployment rate and the median household income. The employment by industry (p 52) ignores the Coastal Precast systems employment of 169 personnel, by far the largest in the town. The location of employers map, page 54, shows most of the business is located on Randolph Street. Set The number of employers shown on the map on page 55 does not agree with the map on page 54. the objectives and strategies listed on page 56 and 57 are not discussed in the body of the chapter.	
ECONOMY	51	LABOR FORCE PARTICIPATION RATE: In January 2020, COVID (change period to a comma)	Bill Stramm
ECONOMY	52	Grammatical - Worded correctly? <i>There is some diversity in the Town's economy, but ideally there would be less reliance on major employers to allow the Town to be more economically resilient.</i>	Paul Grossman
ECONOMY	53	<u>MAJOR EMPLOYERS:</u> <i>The next largest employer is the Cape Charles Town Government, employing 32 people.</i> The table reflects Bay Creek Resort and Club	Paul Grossman
		Numbers for BNB's are still incorrect. This was noted at the last meeting. Bay Haven of Cape Charles should be 1 Northampton Hotel, I don't think 8 is accurate Fig Street Inn is probably 2 Hotel Cape Charles is not listed Oyster Farm Seafood Eatery doesn't seem correct	Tammy Holloway
		All Professional Plumbing Services is not a Cape Charles business, it resides in Chesapeake, VA as Davishar Plumbing for which All Pro Professional Plumbing is a DBA & Bay Creek Communications, LLC is no longer in business	Dennis McCoy
		Town numbers are low.	Jodi Outland
		Hotel Cape Charles is not listed and the Bay Haven Inn of Cape Charles B&B Number of employees is 1, Check with the Fig Street Inn and the Northampton Hotel	Jim Holloway
		How can we trust the numbers in this plan!?? Survey's done in 2020 will be negatively impacted by the pandemic. Information about Major Employers is very suspect: (p. 53) • "Bay Creek Marina" – has not been called this for over 5 years. Why is this name used in a 2021 analysis? • Oyster Farm Seafood Eatery – on any given night there are more than 5 people working in the restaurant. Bartender (1 or 2), Wait staff (3 – 5), Manager/hostess (2), bus people (2 – 3), Kitchen – (?? – behind the scenes). Way over the quoted number of 5!	Lisa Guzzardo

Chapter	Page	Comment/ Observation	Comment From
		- Wako Chemical – there are at least a dozen cars parked in their front lot every weekday (we ride bikes past there every day). Quoted number is 6? - Bay Creek Communications no longer exists and did not exist in 2021. Why is it listed? - Kelly’s – definitely more than 5!! (Unless it is during the time when they were/are short staffed.)	Ellen O’Brien
		Can we indicate the number of employees that come from Cape Charles or Northampton County? The numbers are incorrect. Tammy Holloway’s business (Bay Haven Inn) does not have 8 employees. What can be done to have this info more accurate?	Bill Stramm
		Bay Creek Resort – employs 80 people No Bay Creek Marina – should be Kings Creek Marina There is no Bay Creek Communications, LLC anymore	
ECONOMY	54-55	Dots and numbers are confusing, #10 at Madison and Plum what 10 businesses are clustered there?	Tammy Holloway
ECONOMY	56	Typo – 1.d, remove second period.	Paul Grossman
ECONOMY	57	Item 7 (c): change i.e. to e.g.	Bill Stramm
ECONOMY	56 – 57	Objectives and Strategies: - Seek a healthy balance...(Objective #1) - Only the first sub bullet discusses STR, the rest discuss bringing in more tourists - Attract families with children to CC (Objective #2) – change the wording to “Attract families (with children) <u>as full time residents</u> to Cape Charles. - Sub bullet “a” is so important!! All families cannot afford to send their kids to Broadwater!! - Sub bullet “e” is also critical...otherwise why would they move here! (And people are fighting the Concrete plant...disgraceful!!) - Several objectives mention the “harbor area” (#4, #5, #7). Whatever happened to the rumored plans for developing the property across from Gull Hummock and Kelly’s. We had heard about a Marine provisioning facility, a hotel, a Tiki Bar...all exciting ideas. So disappointing that those ideas did not come to fruition! Employment opportunities, tourist attractions, fun for locals and visitors alike! - Good luck with objective #10. I ran for the Bay Creek BOD but did not get elected (that’s a story for another time)...one of the key points I made was the need to strengthen the relationship between Bay Creek residents/management and the town. Consistent goals/objectives between the two are critical. We share services and problems (e.g. S/T rentals), pay taxes, vote in the elections...but some B.C. residents barely set foot in the town. Glad to see this objective listed! Shared issues and services:	Lisa Guzzardo

Chapter	Page	Comment/ Observation	Comment From
		○ RPA issues ○ Home design heights and sizes ○ Police protection and law enforcement (e.g. golf cart behaviors!) ○ Trash collection	
		I'd like to see mention of 'protecting the health and welfare of all residents and visitors' as there is increasing concerns of speeding on Randolph, Fig, Washington and Mason Avenues – this comment may be more appropriate for #2 on Page 70 (Transportation Section)	Ellen O'Brien
TRANSPORTATION	62 63 71	Transportation A. Parking: The table of available parking is obsolete, being 23 years old. An updated table is needed to include the municipal parking lot, changes on Mason and other streets. I don't think parking is allowed anywhere on Fig, is it? So there would not be 260 spaces. B. Alleys: "Additional alleys may be needed." Is this actually possible/feasible? also Obj/Strat. 5c. C. Objectives and Strategies: #6: Realistic? Not only asking whether we will devote resources to it, but wouldn't it also require a change (support) in our relationship with Star Transit? Will that be our policy?	Andrew Follmer
TRANSPORTATION	59	List does not include all sections within	Paul Grossman
TRANSPORTATION	60	Typo - <i>which serves as the Town's "Main Street.</i> Need closed paren.	Paul Grossman
TRANSPORTATION	62	The town now must decide for on-street parking for oversized vehicles, e.g., boats, trailers, recreational vehicles. [Awkwardly worded, does not make sense]	John Hozey
		Text states a total of 3,418 spaces available in Historic District but chart on same page says the total is 4975.	Michael Strub
		There is no parking on Fig Street so need to fix the parking total chart and remove Fig Street and fix the total # of spaces in Historic District and need to fix map. Need to add the leased municipal parking lot behind Strawberry Street plaza.	Bill Stramm
TRANSPORTATION	63	Public Transit – Well written. Should include that another value of the service is for those seeking to reduce carbon emissions.	Michael Strub
TRANSPORTATION	63	Alleys: Can we consider defining what "maintenance" of alleys means?	Ellen O'Brien
TRANSPORTATION	64	Sidewalks: States that areas where sidewalk is missing include streets east of Fig Street. That's the entire Historic District.	Michael Strub

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TRANSPORTATION	64	The Transportation Plan sounds fantastic! I love the bike paths and walking paths. But I didn't see any comment on repairing or re-doing the sidewalks on Strawberry St and I think those need to be addressed asap.	Patsy Harris
TRANSPORTATION	64	A Sidewalk Committee met in 2019-2020 to complete, repair, and maintain all the sidewalks throughout the town. Their recommendations were presented to the Town Council in March of 2020. The Sidewalk Committee's recommendation was that a budget line item be added starting in 2021-2022 and continue for an additional three years to complete new and repair sidewalks. Comment: I walk the town every day to get exercise for myself and my dog. Sidewalks have always been a pet peeve of mine. Many houses in the north section do not even have any sidewalks, making it necessary to go into the street especially in wet weather to bypass the missing sidewalks. I wonder about disabled people, people with walkers, people with baby carriages, little children on bikes, etc. and how difficult walking a "here and not here" street (like Madison Ave, for example). My husband fell and broke some ribs a few years ago on a 'toe stumper' sidewalk on Tazewell. The effort to grind down the toe stumpers helped but some toe stumpers still exist.. I have not seen any new sidewalks so wondering about the 'completion of new sidewalks' mentioned on page 64. As we (Cape Charles) get more aged residents and families with children, I believe it becomes more important to provide safe passage along the streets. Being a retired long time resident, sidewalks are my top priority other than access to medical emergency needs. It really needs to be done now. And one more thing: Doesn't matter if there is a house on the lot or not, it should have a sidewalk. Some lots may never have a house built on them, but it doesn't mean safe passage across the property isn't necessary. Call it an assessment to the lot owners and let them pay over time (3 years?)for the sidewalk (they could add the assessment to the sale price if they should want to sell)-but have the lot sidewalks installed asap. And the houses with no sidewalks should have to pay immediately. How did they get by without having to install a sidewalk when everybody else did install one?	Mollie Pickron
TRANSPORTATION	64	<i>A Sidewalk Committee met in 2019-2020 to study the completion, complete, repair, and maintenance of all the sidewalks in the historic district. throughout the town.</i>	Paul Grossman
TRANSPORTATION	64	Sidewalks: (p. 64, 2 nd paragraph) Sidewalk Committee and “budget line item...” – how is this fair? My sister and her husband built a house on the corner of Strawberry and Madison in 2021. They were “REQUIRED” to pay for the installation of a new sidewalk on BOTH Strawberry and Madison and they are not rich. There was no funding offered from town and it cost them nearly \$10,000 to have the work completed and the neighbors on Strawberry do not have sidewalks for my family's to connect to. Other new home owners have been required to do the same, though some have fought this and won (not sure how they won!). • Why are new owners of existing homes not required to put in sidewalks? • Why are permits approved for major renovations, but sidewalks are not required? • Will residents who recently paid to install sidewalks be reimbursed for their payments?	Lisa Guzzardo
TRANSPORTATION	64	Bicycle and Pedestrian: 2nd para, the words "prepare recommendations to" are needed before "complete, repair and maintain all the sidewalks". Also the sidewalk trip hazard work is not yet complete	Andrew Follmer

Chapter	Page	Comment/ Observation	Comment From
TRANSPORTATION	64	<i>A sidewalk trip hazard contract was awarded in October 2021 and was completed in November 2021. This contract addressed trip hazards of 0.50 inches or greater located in the 13.8 miles of VDOT maintained sidewalks within Cape Charles. VDOT will be replacing broken sidewalk segments in the historic district starting in November 2022.</i>	Paul Grossman
TRANSPORTATION	64	The Sidewalk Committee's recommendation was that a budget line item be added starting as soon as possible in 2021-2022 and continue for an additional three years to complete new and repair sidewalks.	John Hozey
TRANSPORTATION	65	<i>A Memorandum of Agreement was executed, and A-NPDC applied for funding under the VDOT Highway Safety Improvement Program (HSIP). A grant of \$2.5 million had been received in 2022 to construct the Phase IV trail connecting Cape Charles to a Rt 13 terminus.</i>	Paul Grossman
TRANSPORTATION	65	Golf Carts – Speed limit throughout town is 25 mph, thus, golf carts can go anywhere	Michael Strub
TRANSPORTATION	65 & 70-71	Can we add an “action” item that the town should add and maintain golf cart paths where possible to get Golf Carts off the main streets?	Tammy Holloway
TRANSPORTATION	65	Golf Carts: (p.65) How does the increased use of golf carts “reduce congestion and improve traffic safety”? They completely add to the congestion and negatively impact safety!! There is minimal enforcement of rules (for fear of scaring away tourists!?): • children are obviously not “licensed drivers”, • driving with alcoholic drinks in hand, • not pulling over to let cars/trucks get by, • parking on front lawns and sidewalks and in full-sized car parking spots • driving carts on the beach or “boardwalk” along Bay Ave • increase parking congestion (tourists and residents get here by car and also have multiple golf cars which doubles (or more) the needs for parking “spaces”	Lisa Guzzardo
TRANSPORTATION	66	Proposed Multi-Use Path (p. 66): Does the proposal on Peach between Randolph and Mason mean that the parking area will be eliminated? That block accommodates at least 20 cars for AJs, Salt and Sand, Peach Street Books, etc. What is the benefit of doing this? OR is a new parking design envisioned for this block? Also, the picture included on page 66 shows Central Park as a “multi-use path”; however golf carts are no longer permitted in the part, as it should be!	Lisa Guzzardo
		The Town Council has decided to implement a reduced scope Phase 3 of the multi use trail encompassing the block of Peach Street between Randolph and Mason Avenues and the connection to the south side of Mason Avenue.	Mollie Pickron

Chapter	Page	Comment/ Observation	Comment From
		Question: Why is there a reduced scope on Phase 3? Because some residents don't want it? Is that a valid reason? What about from the south end of the park (Peach Street across Tazewell and forward to Mason)? The Town should have a consistent look and feel to the 'main trails' in the district. Has the reduced scope gone out for public vote?	
TRANSPORTATION	66	On the multi-trail map is not correct. The red “to be constructed in 2023” should only include mason to Randolph ave.	Tammy Holloway
TRANSPORTATION	68	Map 18 not labeled and legend appears to be cut off slightly.	Paul Grossman
		Mentions map 18 but there is no Map 18 showing the new road (Cassatt Parkway)	Bill Stramm
TRANSPORTATION	68	Third bullet: Are the tracks referenced still in place?	Tammy Holloway
TRANSPORTATION	68	VA 184 (Randolph Avenue) at Fig Street: Perform study to assess need and operations for roundabout. (Cape Charles) Comment: wouldn't an intelligent stop light be quicker, cheaper, and less destructive (to the current traffic operation)than a roundabout at that intersection?	Mollie Pickron
TRANSPORTATION	69	<i>There are currently no identified VDOT projects within Cape Charles borders, however, VTrans....</i> Should this be two sentences?	Paul Grossman
TRANSPORTATION	69	Are font size and style the same on 68 and 69?	Tammy Holloway
TRANSPORTATION	70	Objective #1: b. Prioritize increasing the number of people walking and bicycling in town Again, to encourage people walking, there has to be consistent, safe sidewalks Objective #2: e. Explore the implementation of mirrors at all alleyways to increase visibility for pedestrians. Comment: This summer I witnessed a potential disaster when a golf cart shot out of an alley loaded with kids into Plum Street. There was a car coming down Plum Street that just almost hit the golf cart (and nearly stopped my heart beating). What about putting STOP signs at the end of all alleys? Objective #2 as a whole: In cooperation with the Virginia Department of Transportation (VDOT), strive to connect sidewalks and make pedestrians feel safe, especially in the Historic District. Comment: This ties into the other references in the document concerned with sidewalks. Totally agree with everything there. When and how is it going to be prioritized?	Mollie Pickron
TRANSPORTATION	70	Objectives and Strategies: Overall these objectives are great! Objective #2: Good objective but how will this all be funded and what will be done for recent residents who were required to pay thousands of dollars to install sidewalks?	Lisa Guzzardo

Chapter	Page	Comment/ Observation	Comment From
		Objective #3: Excellent to “implement new policies...” but a point “b” should be added. Ensure that the new policies are enforced! We cannot be afraid of scaring away tourism. The rules must be followed to ensure everyone’s safety while having fun	
TRANSPORTATION	71	4. Increase the availability of parking while maintaining character. a. Review benefits of providing clearly marked parking spaces on Bay Avenue. b. Expand the existing parking facility south of the Mason Ave corridor to mitigate the impacts of parking on walkability in the area. Given the candidates’ dialogue around parking topics, do we want to consider adding the creation of a town strategic parking study/plan that will be a feeder to the capital improvements plan should infrastructure changes be needed or zoning ordinance changes?	Paul Grossman
ENVIRONMENT	72	Comment on picture: Cape Charles needs a dog park	Mollie Pickron
ENVIRONMENT		Environment - Objectives and Strategies A. #1 These actions would appear to actually set policy. I'm not saying I object, but I think policy changes outlined as adopted strategy or objective needs consideration/discussion. B. 6c - realistic? (per comments above) C. 7e - to which staff does this refer? D. 7g: Was this explained/supported in the chapter? E. 8 (listed as second #7) rather than creating a committee, could this be added to the responsibilities of the Dunes and Wetlands Board?	Andrew Follmer
ENVIRONMENT	74	The first sentence says Cape Charles has hot summers. The second sentence says summers are usually warm (not hot). Text says average daily low temperature is 31° but figure 22 seems to say it’s 32°. The entire eastern shore is usually slightly warmer than the rest of Virginia in winter. Add: “In the summer it is slightly cooler than the rest of Virginia due to its proximity to the water.”	Michael Strub
ENVIRONMENT	75	-ensure the safety and welfare of property owners. The Flood Map on page 60 also reflects a 500-year floodplain.	Paul Grossman
ENVIRONMENT	76	Flood Map – I take it the tan areas are the 500-year floodplain but the legend does not reflect.	Paul Grossman
ENVIRONMENT	76	The map legend is indiscernible, too many earth-tone colors. Use the full rainbow of colors to allow distinguishing the individual areas.	John Hozey
ENVIRONMENT	77	Flood Map - References to flood map on page 60 should say page 77. It is not apparent that the flood map on page 77 reflects a 500-year flood plain. There are dashed lines around an area that are not explained.	Michael Strub
ENVIRONMENT	81	last paragraph. Map 10? Should it say Map 12?	Lisa Guzzardo/Bill Stramm

Chapter	Page	Comment/ Observation	Comment From
ENVIRONMENT	82	<i>Cape Charles has been approved for a Ground Water Withdrawal Permit from the DEQ allowing a withdrawal capacity of 5.8 million gallons per month. Latest DEQ permit (GW0041201, Sept 1, 2016) allows for 7.9 million gallons per month.</i>	Paul Grossman
ENVIRONMENT	84	Typos - U.S. Fish and Wildlife Service's National W etlands Inventory <i>In the past, wetlands were frequently drained or filled to make the land developable. Add period.</i>	Paul Grossman
		...wetlands inventory can be viewed in the Wetlands Map 13. Need to also label the map as Map 13 on page 85.	Bill Stramm
ENVIRONMENT	87	SHORELINE EROSION: 2 nd column, 1 st full section, Typo - <i>The beach has been steadily deteriorating for thirty years before the transfer</i> <i>The beach had been steadily deteriorating for thirty years before the transfer.</i> Remove duplicate sentence	Paul Grossman/Bill Stramm
ENVIRONMENT	89	Last two sentences both start with "however" , maybe remove the second However and just start sentence with "The"	Tammy Holloway
ENVIRONMENT	90-91	In this and other chapters, there is little correlation between the objectives and strategies section of the chapter and the topics discussed within the chapter.	Michael Strub
ENVIRONMENT	91	Environmental Strategy <i>6. Protect natural resources, especially wetlands and other sensitive ecosystems.</i> <i>a. Prevent development in environmentally sensitive areas</i> Sounds good but not sure of scope involved. Would this apply only to town owned land? Or do we expect additional zoning limitations to be applied to all environmentally sensitive areas? I am not sure what areas we are specifically targeting?	Paul Grossman
		Seems like this should be the section that refers to protecting our tree canopy and removal of trees, Tree Committee and National award received? Or have I missed it in another section?	Tammy Holloway
COMMUNITY FACILITIES & SERVICES	94	Action re: Library Building: The way it's written suggests we will retain ownership of the library space; my understanding is we would lease it back (as part of an agreement of sale) from buyer. If so, this should be made clearer.	Ellen O'Brien
COMMUNITY FACILITIES & SERVICES	96	CAPE CHARLES CENTRAL PARK: add "The Grand Illumination" to the last sentence as that is the name of the described event. STRAWBERRY STREET PLAZA: Update the Welcome Center plan	Ellen O'Brien
		Under Strawberry Street Plaza, the event is called "Festive Fridays"	Bill Stramm
COMMUNITY FACILITIES & SERVICES	97	ACTION: Update language to reflect actual work that's been completed or is in process: new master planning.....has resumed vs should be undertaken	Ellen O'Brien
COMMUNITY FACILITIES & SERVICES	98	STREETSCAPES: What is the difference between STR and second homeowners? Do we know the number of second homeowners that rent their homes?	Ellen O'Brien

Chapter	Page	Comment/ Observation	Comment From
		Add sentence at end of Streetscapes: Cape Charles Main Street, understanding the importance of creating a welcoming Streetscape, has added seasonal banners, benches, and planters. The LOVE sign, an iconic landmark, managed by Cape Charles Main Street, is where residents and visitors alike take pictures. The LOVE sign meaning: L is filled with seashells/seaglass and represents the Bay; O is a tractor tire to represent agriculture; V is two kayaks and represents fun on the water; and E is crab pots to represent aquaculture.	Bill Stramm
COMMUNITY FACILITIES & SERVICES	99	CC BEACH: Is it appropriate place to add an ACTION: address items left on the beach, trash, etc? (people do not remove chairs, umbrellas, floats and tents from the beach)	Ellen O'Brien
COMMUNITY FACILITIES & SERVICES	99 103-107 112	Community Facilities and Services A. Cape Charles Fishing Pier: Is the recommended action something we are willing to commit to in the CIP or budget? B. Given the comprehensiveness of this listing, churches/places of worship seems a conspicuous omission. Also, in characterizing our community's infrastructure/assets, the availability of child care merits inclusion. C. Objectives & Strategies: Does 1a refer to the planned update of the dunes management plan or something broader? If broader, is it something we are likely to commit to? realistic?	Andrew Follmer
COMMUNITY FACILITIES & SERVICES	96 97 98	Community Facilities and Services – GRAMMAR/PROOFREADING A. Last sentence of first para under "Strawberry Street Plaza" needs updating. B. Cape Charles Harbor: 5th sentence in the first para should end "... living in and visiting Cape Charles and Northampton County" C. Is the paragraph on the Yacht Center fully up to date?	Andrew Follmer
COMMUNITY FACILITIES & SERVICES	93	Additional pics needed throughout this section	Paul Grossman
COMMUNITY FACILITIES & SERVICES	94	Town Hall – may want to add that the building does not meet current ADA requirements. Library – I do not believe we have seven computers there currently. Figure depicted should be labeled.	Paul Grossman
		LIBRARY – add current picture of Library on Mason Avenue	Jim Holloway
COMMUNITY FACILITIES & SERVICES	94	2 nd sentence – change “list” to “description.”	Michael Strub
COMMUNITY FACILITIES & SERVICES	94-98	Remove the word “ACTION” in front of all paragraphs where it appears. This is inconsistently used throughout the section. Further, actions should be captured in the objectives and strategies not here.	John Hozey
COMMUNITY FACILITIES & SERVICES	95	Picture of library should be added and labeled.	Paul Grossman

Chapter	Page	Comment/ Observation	Comment From
COMMUNITY FACILITIES & SERVICES	96	<i>The Park has a sidewalk just inside it's perimeters... its</i> <i>At Christmas the park is...</i> Add comma	Paul Grossman
		PARK: add current picture of the Park, maybe the Gazebo with background; Also, add that the US Coast Guard Cape Charles Station members use the Park for regular exercise	Jim Holloway
COMMUNITY FACILITIES & SERVICES	96	Strawberry Street Plaza is located between two condominium buildings containing commercial establishments on the first floor and residential on the upper floors. It is in the center of the business district. Both landscaping and benches for public use have been provided by Main Street Cape Charles. The plaza has been used for farm markets, music performances, gatherings, a home for Santa and Mrs. Claus during the holiday Festive Friday events, and as an informal place to eat takeout food from nearby restaurants and bakeries. Central to Town plans is the view shed to the Harbor from Strawberry Street beginning at Cape Charles Central Park through the Plaza and on to the town Harbor. To the west of that view shed is a train car, set on rails, located parallel to the back of 230 Mason Ave, <u>which will be maintained on permanent static display</u> . Work will soon begin on the exterior of the train car, including metal work, painting, and window replacement. In the future it may become a Welcome Center with eligibility for state funding. A new public restroom <u>and visitors center</u> will be located just east of the train car.	John Hozey
COMMUNITY FACILITIES & SERVICES	96	Strawberry Street Plaza, 6 th sentence should be Cape Charles Main Street	Tammy Holloway
COMMUNITY FACILITIES & SERVICES	96	Strawberry Street Section: I like the "ACTION" items on this but this is the only section that has them? Curious why? Wouldn't they be Objectives and strategies? Add pictures to this section	Tammy Holloway
COMMUNITY FACILITIES & SERVICES	97	<i>the Historic Harbor Overlay District</i> <i>Of the 96 slips, 31 are reserved</i>	Paul Grossman
COMMUNITY FACILITIES & SERVICES	97	Add new entry: United States Coast Guard station, contact Chief Petty Officer in charge for a simple write up of their mission [Nunez comment: I would add this entry to Pg. 102]	Jim Holloway
COMMUNITY FACILITIES & SERVICES	97	Use a better and larger harbor picture – you can't really tell this is the harbor	Tammy Holloway
COMMUNITY FACILITIES & SERVICES	98	Cape Charles Yacht Center: Update text to indicate Oasis' management of the facility	Lisa Guzzardo
COMMUNITY FACILITIES & SERVICES	98	STREETSCAPES: Second sentence, add "in 1912, the town added Harbor St and Bay Avenue (Sea Cottage addition) resulting in 7 streets and 1 avenue running south to north (increasing postal addresses) and 7 avenues running west to east.	Michael Strub
COMMUNITY FACILITIES & SERVICES	98	Streetscape (p.98) – "ACTION" - period missing after first sentence (sorry!). <u>Last sentence is critical (This is detrimentally affecting our streetscape.)</u> Full blocks of empty rental or 2 nd homes causes the town to	Lisa Guzzardo

Chapter	Page	Comment/ Observation	Comment From
		look vacant. No decorations, no lights, and “Vacation Rental” signs everywhere are an open invitation to vandalize or rob properties (though crime is low now, it could increase) and definitely detract from the cozy, small town charm of Cape Charles. • Is there a fee charged for posting “business” signs throughout the town? • If I lived in the historic district, could I post an “open for business sign” if I had a home based business (e.g. candle making/selling)?? • Why can a business advertise its services with contact information in a residentially zoned area of town? (Or the property management companies advertising!) • Rental (VRBO/ABNB) homes are no longer mom and pop rentals. They are purchased and run as businesses, often with minimal intentions for the owners to ever move to Cape Charles.	
COMMUNITY FACILITIES & SERVICES	98	<u>Streetscape:</u> Needs reference to LOVE sign The Cape Charles LOVE sign has become an iconic Virginia icon. Used in publications and marketing across the state. A “must see” for visitors and residents alike. Often used as the location for seasonal cards. The LOVE sign is located on town land but is owned and managed by Cape Charles Main Street. Insert what the letters represent (karen Z is submitting) This action area: I don’t care for the “pressure of the ‘tourist trade’ and sentence after. Is there a way we can address with more fair and positive wording? (I can think on this but wanted to get this in!) Perhaps use a LOVE sign photo for this section since we speak to both of them on page 98 <u>Sunsets.</u> Insert another sentence between 1 and 2nd. Cape Charles is geographically located on the shoals of the Chesapeake Bay, which is so vast that it makes for glorious sunsets on the water. (or something like this). Add picture of sunset from the beach area.	Tammy Holloway
COMMUNITY FACILITIES & SERVICES	98	<u>Streetscape:</u> The Town of Cape Charles has one of the most unique collections of historic buildings of any town on the Virginia Eastern Shore. It also has an intact street grid as originally laid out in the early 1880’s with seven avenues laid east to west and six streets north to south. At the center of the grid is Central Park. Streets are lined with mature trees and just about everyone has a front porch. Cape Charles is often and affectionately referred to as Mayberry. It is walkable although walks are frequently slowed by greetings from friends. Golf carts are a favorite mode of travel and are often decorated for parades and holidays. Bicycling is popular and a great way to skirt the parking issue in the summer months. As a Virginia Main Street Community, the Cape	Karen Zamorski

Chapter	Page	Comment/ Observation	Comment From
		Charles Main Street (CCMS) organization implements a “Four Point Approach” with Design as one of its cornerstones. The Design team supports the community’s transformation by enhancing the physical and visual assets that set the commercial district apart. The placement of new benches, planters and seasonal banners on the light poles creates a welcoming and visually pleasing atmosphere for residents and visitors alike. The commercial area on Mason Avenue has experienced revitalization and adaptive reuse, as shops, restaurants and hotels are being built to serve the increasing number of tourists who visit Cape Charles and the Eastern Shore. CCMS maintains the iconic LOVE work which draws residents and visitors alike for the perfect picture. This work truly reflects the history and community by incorporating materials that represent what Cape Charles is all about. The “L” is made of sea glass and seashells to represent the bayside community. The O is a tractor tire to represent agriculture. The V is made of kayaks to represent outdoor adventure activities and the E is made of crab pots to represent aquaculture. It is right next to the fishing pier and at one end of the public beach on Town property.	
COMMUNITY FACILITIES & SERVICES	99	Cape Charles Beach – There is no mention, in the Action paragraph, about the dunes. Will they be lowered to allow a view of the Bay for homes, pedestrians, drivers, etc.?	Lisa Guzzardo
COMMUNITY FACILITIES & SERVICES	99	Add picture of the beach here	Tammy Holloway
COMMUNITY FACILITIES & SERVICES	100	Kings Creek Marina: add current picture.	
COMMUNITY FACILITIES & SERVICES	100	Educational facilities – This may be a good place to include Rosenwald School and restoration efforts.	Paul Grossman
COMMUNITY FACILITIES & SERVICES	101	Broadwater Academy is pre-K through 12.	Bill Stramm
COMMUNITY FACILITIES & SERVICES	102	Typo: It was the drive and passion of CCP over the past two <u>d</u> ecades that has developed the Park into the treasured jewel it is today.	John Hozey
COMMUNITY FACILITIES & SERVICES	102	POST OFFICE: Last sentence, delete “as citizens ...and businesses”.	Michael Strub
COMMUNITY FACILITIES & SERVICES	103	Cape Charles Medical Services should be in larger font. IMRT should be spelled out.	Michael Strub
COMMUNITY FACILITIES & SERVICES	103	Considering people looking at this document and concerned about health care, I would suggest including mileage from CC under each heading Eastern Shore Rural Health Center (9 miles from CC) Riverside Shore Mem Hospital (36 miles from CC) Riverside Shore Cancer Center (36 miles from CC) Riverside Medical Office Building (36 miles from CC)	Paul Grossman

Chapter	Page	Comment/ Observation	Comment From
		Eastern Shore Rural Health has location , others do not – should add that info	Tammy Holloway
		Add Cape Charles Medical Services on Mason Avenue as one of the Riverside facilities.	Jim Holloway
		As we all know, not having a local hospital or emergency room is a definite drawback for retirees and older residents. We live here, hoping that we can get to VA Beach fast enough in case of emergency. Also, I’m surprised that there is very little mention of the state of the art facilitates/capabilities in VA Beach and surrounding areas.	Lisa Guzzardo
COMMUNITY FACILITIES & SERVICES	103	Is it appropriate to include an ACTION: need ability for seniors to age in place, improve offerings for residents for cardiac care, collaborate with Sentara Health to transport patients across (pet peeve of mine).	Ellen O’Brien
COMMUNITY FACILITIES & SERVICES	104	Northampton County EMS is provided but more importantly is the Cape Charles Rescue Service located 3 miles on S Bayside.	Paul Grossman
COMMUNITY FACILITIES & SERVICES	104	TITLE of Recreational, Cultural and Youth Activities – needs formatting to distinguish this as a section title	Tammy Holloway
COMMUNITY FACILITIES & SERVICES	105	Cape Charles Natural Area Preserve – are there plans to provide paths/trails, signs, etc in the additional 20.76 acres that were purchased in 2021? Eastern Shore Rail to Trail – can’t wait until more progress is made on the trail. This is a fabulous idea that provides another great alternative for biking and walking!	Lisa Guzzardo
COMMUNITY FACILITIES & SERVICES	105	Should New Roots be listed here and then reference info on page 107 on Active and Engaged Partnerships? Do we want to include Volleyball on the beach?	Tammy Holloway
COMMUNITY FACILITIES & SERVICES	105	Eastern Shore Rail to Trail: Next to last sentence – build should be built	Michael Strub/Bill Stramm
COMMUNITY FACILITIES & SERVICES	106 - 107	Typo under CCP - <i>It was the drive and passion of CCP over the past two decades that has</i> Typo?? under Museum – <i>Cape Charles Historical Society; a non-profit organization founded in 1886.</i> Should this be 1986? The town was only started a few years earlier. Typos – New Roots <i>The NRYG holds fundraisers but also receives grants. Add “...how to tend the garden, and how to harvest the food...”</i> <i>The Rotary Club provides funds and physical labor improving the property. Period</i>	Paul Grossman & Bill Stramm

Chapter	Page	Comment/ Observation	Comment From
		Discussion of Main Street org but we never show the area map that depicts the ‘territory’ covered by Main Street designation. Need to insert somewhere. Name of Cape Charles Main Street, Inc. is Cape Charles, VA Main Street, Inc. Its first sentence should read “Cape Charles, VA Main Street, Inc. is a designated Virginia Main Street Program and National Main Street Program, whose mission is to create a vibrant and attractive downtown that preserves the historical character, encourages economic development ad enhances the quality of life.” After “lifeblood of the town”, add the following sentence: The town partially funds CCMS to manage the marketing and management of business community <u>needs</u>.	
		ESVA : title should be Eastern Shore of Virginia Tourism Commission 4th /5h sentence: change the next two sentences to read “ Its primary function is to market the Virginia Eastern Shore on a regional scale, highlighting all of the shore from tip to top. 7th sentence: replace with “ The Toursim commission created a brand for the shore, “You’ll Love our Nature” and markets the shore widely with this tag line. Should be “ Cape Charles Museum and...” Don’t include address if you do not include other addresses Insert “land” after (NRYG) Should NRYG mission just be included CCMS: needs full edit, have asked Bill Stramm and Karen Zamorksi to provide. A lot of texts on page 106-107: could we <u>break up with NRYG pic, Central Park concert pic, CC museum etc</u>	Tammy Holloway
		ARTS ENTER CAPE CHARLES: End of section, it says SMALL TOWN BIG ART - is that the slogan? FRIENDS OF THE CC MEMORIAL LIBRARY: the Library Board, not the Friends, sponsors town wide book read and movie MUSEUM & WELCOME CENTER: built in 1913 as validated by Town Metal Plaque. It is open through October. NEW ROOTS YOUTH GARDEN: sentences from first paragraph are repeated in Virginia Master Gardeners paragraph (pg. 107) ROTARY CLUB: the term “sweat equity” is not your every day household epithet (pg. 107)	Michael Strub

Chapter	Page	Comment/ Observation	Comment From
COMMUNITY FACILITIES & SERVICES	106-108	Add new entries: Northampton County American Legion Post 56: The Northampton County American Legion Post 56 is a patriotic veterans organization devoted to mutual helpfulness to serve those who served during a time of war; Post 56 is one of the oldest American Legion Posts in the nation with a founding year of 1919 and charter date established in 1922. [Need input from Bill Stramm on this entry] Cape Charles Lions Club 9269: Cape Charles Lions Club 9269 is an apolitical service organization to help individuals with sight and hearing problems. Through its local fundraising efforts (food truck at local events, broom sales), the local club hosts vision and hearing drives at the local elementary schools, Head Start, and the migrant clubs throughout Northampton County.	Jim Holloway
COMMUNITY FACILITIES & SERVICES	107	Delete all of the text under Cape Charles Main Street, Inc. and replace with the following: Cape Charles Main Street, Inc Cape Charles Main Street, Inc. (CCMS) is part of the Virginia Main Street Program which is a preservation-based economic and community development program that follows the National Main Street Center’s Main Street Approach™. They are incorporated as Cape Charles Main Street, Inc. and obtained § 501(c)(3) status. CCMS has more than 100 volunteers and operates under the belief that businesses are the lifeblood of the town CCMS is partially funded by the Town of Cape Charles and is responsible for managing the marketing for the town. They developed the branding for the town as Cape Charles Virginia’s Cape, built the town a new website and manage all social media and advertising. They have provided benches on the streets of the business district and landscaped and furnished Strawberry Street Plaza in the center of town. CCMS has sponsored many events designed to bring people into town, including the very popular Love Fest which began as a celebration of 50 years of the Virginia is for Lover’s campaign and is held every year on the Saturday of Labor Day weekend. Festive Fridays are held on the Friday evenings between Thanksgiving and Christmas in the downtown shopping area to promote local shopping for holiday gifts. Shops stay open late and offer specials, windows are decorated, restaurants offer specialties, Santa and Mrs. Claus are available for photos. CCMS annually pursues many grant opportunities to assist local businesses and to improve the Town business district.	Karen Zamorski
COMMUNITY FACILITIES & SERVICES	109 & 110	Weird transition to Water, Wastewater section	Tammy Holloway
		Water/Wastewater/Stormwater (found on page 109/110 should be moved to page 94/95; Broadband found on Page 111 should be moved to the Amenities Section on Page 97 Need to add photos to this entire chapter	Katie Nunez
		WASTEWATER: Line 7 – “these” should be “THIS” ...average Top right photo is storm water along Mason Avenue, not Bay Avenue	Michael Strub

Chapter	Page	Comment/ Observation	Comment From
COMMUNITY FACILITIES & SERVICES	110	Comment: Most people in the historic district are familiar with "Lake Monroe" which has improved somewhat in the last few years, but still is a problem. Rumor has it a mattress was found in the stormwater exits around Madison and Plum a few years ago. Shouldn't there be some periodic check to ensure we have unobstructed stormwater passageways in the town?	Mollie Pickron
COMMUNITY FACILITIES & SERVICES	112	General question: in all other sections of the plan, we have objectives and strategies but here we have policies. Why?	John Hozey
		What section are these Objectives and Strategies for? It seems really out of place.	Tammy Holloway
		Very thoughtful and beneficial objectives! Objective #12 has been missed. Objective 13 is excellent!	Lisa Guzzardo
		Pursue opportunities for art, public events, markets, etc.	Bill Stramm
LAND USE & COMMUNITY DESIGN	118	Land Use and Community Design	Andrew Follmer
	118	A. Section A2 - second para needs to acknowledge HDRB Guidelines and that these recommendations are aligned with/come from those Guidelines.	
	119	B. Section A3 - This seems like a policy for adoption, need to discuss? The handling of Bay Creek is awkward, for example Bay Creek appears to be included in the blanket statement that new centers should be patterned of the existing (i.e. Mason Ave)	
	119	C. Section B2 - last sentence about pursuing joint review with county - is this realistic? Even legal under state code?	
	119	D. Section B3: Seems odd to say that "town" should strengthen green spaces in Bay Creek. Also not clear how the last sentence (YMCA) fits with the rest.	
	119	E. Section B4: What's the delta here? Is there one? Does this recommendation differ from current policy? If not, wording like maintain/continue should be used. If so, it should be clear what the change is.	John Hozey
	119	F. Section B5 : Town-wide street tree program. Another policy issue.	
LAND USE & COMMUNITY DESIGN	113	A. OPEN SPACE POLICIES Open spaces and scenic views, both in and around the Town enhance the quality of life for all townspeople and visitors in Cape Charles. The Town should take steps to preserve its valued natural assets and environmental resources, such as woodlands, shorelines, tributary creeks, <u>and</u> marsh grasses. In addition, protection and enhancement of both scenic and recreational open space should be of primary importance in planning for the future of the Town. Specific natural resource policies are addressed in other portions of the Comprehensive Plan. The policies below are intended to address those aspects of the natural and open space features that are part of the overall land use and Town design framework. 1. Preserve the integrity and accessibility of the water's edge. Public waterfront access should be an important amenity and identifying feature for the Town. Waterfront areas include the Harbor, the Cape Charles beach, the municipal pier and the Coastal Dune Natural Area Preserve [Where is this?]. King's Creek Marina and areas in Bay Creek also provide waterfront access Preserving the integrity and	

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		accessibility of the water’s edge is critical to maintaining the quality of life within the Town. This should be accomplished through measures that integrate the Harbor walkway with the historic core and control shoreline erosion, as well as by enhancing the municipal pier and beach as an amenity for residents and visitors. 3 Strengthen and enhance the Town’s green infrastructure. The Town contains a number of passive and active recreational facilities that serve as an attraction for residents and visitors alike, as well as important environmental functions. The town should strengthen the existing “Green” focal points, such as the Town <u>Central</u> Park, Coastal Dune Natural Area <u>[where?]</u>, and various landscaped open spaces in Bay Creek. New focal points within the Harbor area should be created with greenway connections between these focal points that incorporate environmental features such as wetlands and drainage ways, and urban streetscapes with landscaping and street trees. Connections can either be built in as part of specific revitalization programs or as part of the approval of new development proposals in critical areas. A new YMCA opened at Stone Rd and US 13 in 2021 and serves as a regional recreation center. <u>[not an open or green space]</u> 5. Encourage support for landscape enhancements in and around Town. The Town should enhance its current infrastructure of landscaping and green amenities, by promoting a Town-wide street tree program, buffer standards, and specific landscape enhancements for sites such as the Lift Stations <u>[more than one]</u> and Central Park.	
LAND USE & COMMUNITY DESIGN	115-140	IF the entire draft plan were as well written as these pages, I would have very few edits	Michael Strub
LAND USE & COMMUNITY DESIGN	116	Map 14 – need to update the Historic District Overlay Map as result of our work on the Guidelines	Bill Stramm
LAND USE & COMMUNITY DESIGN / FUTURE LAND USE	116 & 122	Suggest moving these two sections to the front of the document. In the end, these are the sections that people should look to for the overall direction of future development within the Town boundaries. This is especially true for the proposed Land Use Designations and Future Land Use map. Given the length of the document, people may never get to these sections as they review the Comp Plan in the future.	Sam Jones
LAND USE & COMMUNITY DESIGN	116	Typo – <i>small town character</i>	Paul Grossman
LAND USE & COMMUNITY DESIGN	117	Where is this Existing Land Use map from? Reference should be provided. Not in 2016 plan. 2009 plan on website in not a complete document.	Paul Grossman
		Is the PUD undeveloped locations in the southern portion correct?	Bill Stramm

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LAND USE & COMMUNITY DESIGN	118	Typo - <i>neighborhoods should be compatible with adjacent structures and the neighborhood as a whole.</i> Eliminate line between Check spacing between sentences	Paul Grossman Jim Holloway
LAND USE & COMMUNITY DESIGN	119	Grammatical/typo - <i>The Town should take steps to preserve its valued natural assets and environmental resources, such as woodlands, shorelines, tributary creeks, and marsh grasses.</i> <i>King's Creek Marina and areas in Bay Creek also provide waterfront access Add period</i> <i>specific landscape enhancements for sites such as the Lift Station and Central Park. Eliminate line between</i>	Paul Grossman
LAND USE & COMMUNITY DESIGN	119	Open space Policies: Policy #5 – what is the “lift station”?	Lisa Guzzardo
LAND USE & COMMUNITY DESIGN	119	• The PUD Conservation areas should be colored the same shade of green as other Conservation areas. • The southern edge of the Historic Downtown Mixed Use Area extends all the way to Nectarine Street, just short of the “Hump”. • Harbor District should include the parcels encompassing the Rosenwald School, the new Municipal Center, and the Yacht Center. • Harbor District Industrial: poor wording: Although these uses may intense, the proximity to...	John Hozey
FUTURE LAND USE	124	Map: include Historic District Mixed Use (from Peach to the Hump), include update of PUD subdivisions, PUD beach should be dark green. Check Yellow on Randolph/Stone Road	Bill Stramm
FUTURE LAND USE	126	Should golf course be shown as open space?	Bill Stramm
FUTURE LAND USE	127	a. Entrance Corridor Function 1. To provide a strong sense of a <u>small town – historic</u> downtown – “main street” character and to promote the continuing concentration of retail businesses and services in predominantly commercial areas. b. Preferred Uses New #1: Open space, to include public parks, agricultural areas, and highly landscaped uses.	John Hozey
FUTURE LAND USE	129	8. Consideration should be given to lowering the parking requirements in this district to allow the development of a dense downtown pattern of buildings, rather than wide expanses of surface parking. [not practical in our situation] 9. Alleys, thoroughfares, and service ways should be utilized to ensure trash pickup and deliveries for commercial establishments are minimized do not take place along public right of ways.	John Hozey

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FUTURE LAND USE		Future Land Use - the map explanation on p. 123 - what's the delta? A. Historic Downtown Mixed Use (1). b1 should include restaurant among the preferred uses. (2). b2 raises the issue of ADA exceptions for rear, first floor residential. Unclear policy and precedent combined have created confusion, some ongoing issues. We need a policy so staff and commissions/boards have clear direction. (3). c1 (and many places) state that blocks should generally not be more than 600 feet long. What is the current range of lengths in the historic district? Would be useful for perspective. (4). c3. What's the delta?	Andrew Follmer
FUTURE LAND USE	123	This paragraph is a repeat of that shown on p 122.	Paul Grossman
FUTURE LAND USE	124	Note: Refer to the Historic District <u>Design</u> Guidelines for more detailed guidelines for development in this district. Function 1. To meet the housing needs for the citizens of Cape Charles, while maintaining the single-family residential character of the Historic District. 2. To allow for the diverse mix of compatible commercial, entertainment, <u>recreational</u>, governmental and residential uses that currently exist in the Historic District.	John Hozey
FUTURE LAND USE	125	Historic Downtown Mixed Use - <i>Buildings should be between two and four stories with minimal (if any) setbacks and ground floor uses that engage pedestrians with visually appealing facades.</i> Zoning states max 40 ft high. This does not support four stories. I don't want four stories in Comp Plan with the intent to change zoning ordinances. Harbor District - <i>The district could include structures between two and four stories</i> Zoning allows heights greater than 40 ft and $\leq$ 55 ft. Does this allow four stories? Harbor District Industrial - <i>Although these uses may intense, the proximity to the deep water harbor...</i> Not sure of 'intense'. Something missing?	Paul Grossman
		Harbor District: The master planning effort for this area and related zoning will be a critical effort as the Town moves forward. High quality, thoughtful development of the vacant property along Mason (where the clamming operation occurred), behind the various buildings on the Harbor side of Mason, and then the vacant land toward and beyond the "Hump" is essential. It is important that future development maintain the small town, "Main Street" feel that citizens and visitors enjoy while promoting the economic health of the Town.	Sam Jones
FUTURE LAND USE	126	Land uses in this area should follow the vision of the Planned Unit Development <u>and the vision/objectives of the Comprehensive Plan,</u>	John Hozey

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		and work in harmony with the development of the Town rather than seeking to provide an alternatives to Mason Avenue and the rest of Town.	
FUTURE LAND USE	126	Conservation/ Open Space - <i>These areas include parks, recreational areas, and agricultural land.</i> We do not have Ag land. Suggest deleting. Conservation / Open Space – is the southernmost green indicator showing the location of the Bay Creek “Back 9”? If not, then that conservation area should be added to the map.	Paul Grossman Lisa Guzzardo
FUTURE LAND USE	126-136	Maps are fairly useless. At best one can guess, generally, what each map is attempting to show. Adding some labels as reference points may be helpful.	Lisa Guzzardo
FUTURE LAND USE	127	Entrance Corridor includes Keck and Angelo properties. In reviewing preferred and design characteristics, it states preferred residential over commercial. I would like to allow higher density residential (e.g., townhouses, etc). If this is in place, how would we view the future PUD expected to be presented addressing workforce housing. Right now, we would allow a PUD to be presented per zoning requirements, but would this run counter to what this draft comp plan is presenting. I would want to have this flexibility of our Keck property also. Would this warrant a separate future land use, perhaps tagged to residential?	Paul Grossman
		Entrance Corridor – Excellent design character goals. We have a long way to go on this one!	Lisa Guzzardo
FUTURE LAND USE	128	Note: Refer to the Harbor Area Conceptual Master Plan and Design Guidelines <u>– once developed.</u>	John Hozey
FUTURE LAND USE	128	Four stories – Item 6 shows three stories - bad picture since it shows a 4 story building.	Paul Grossman/Bill Stramm
FUTURE LAND USE	128	South side of Mason should be run up to the hump so that both sides of Mason are covered.	Paul Grossman
FUTURE LAND USE	129	Typo - 5. <i>Land use or intensity/density transitions should be provided between nonresidential uses and existing residential areas.</i> 6. It is important..... Remove 6	Paul Grossman
FUTURE LAND USE	130	Historic Downtown Residential - this should be renamed historic district residential. downtown generally refers to Mason Ave area. (1). b2 includes the library which is not in this zone, but rather historic downtown mixed use. (2). c1 - where in this yellow zone would mixed use projects belong? It appears to be purely residential.	Andrew Follmer
FUTURE LAND USE	130	1. To provide a broad spectrum of <u>non-tourist related</u> local and regional employment that offers living wage jobs and supports a balanced tax base. 1. Land uses in the designation should consist of office and flexible industrial uses, including corporate headquarters, emerging	John Hozey

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		technologies facilities, and light appropriate manufacturing, that support local and regional employment opportunities consistent with the Town’s small town historic character. 3. In general, buildings should be two to three stories. [height will be determined by CUP as needed] 6. Most of the site may be developed as building, parking or paved plaza and access areas. However, there should generally be 30-40% 10-20% of the site in amenity open space, as buffers , public plazas , landscaping, greenways or recreational facilities.	
FUTURE LAND USE	132—135	Delete this entire section – redundant	John Hozey
FUTURE LAND USE	133	Picture not great – should use something else with more color/spring time, etc.	Jim Holloway
FUTURE LAND USE	134-135	Harbor District (1) The first sentence "further master planning" - does this refer to ongoing work or a new initiative? (2) c8 refers to the Town Landscape Plan. Does this exist? Are we planning to do one?	Andrew Follmer
FUTURE LAND USE	134	<i>Note: Refer to the Historic District Guidelines for more detailed guidelines for development in this district</i> This should be removed since these documents are from 2006 and should be considered archived. The guidelines need to be re-written. We started the comp plan efforts with the intent to archive. <i>c. Design Character and Scale (Also see Harbor Area Master Plan and Design Guidelines)</i>	Paul Grossman
FUTURE LAND USE	134	8. Landscaping should be provided according to the approved Town landscape zoning requirements .plan (if available) or the Harbor Area Design Guidelines. Harbor District – Exciting topic!! Preferred Uses #2 – “residential uses should be located above the first floor” does not sync with Building Design #3 – “New streets should extend the existing historic street grid of the Town.” Probably not intended, but this sounds like the extensions of the streets will all have commercial on the first floor and residential on the upper floors. Hopefully that is not the intent and single family homes will be allowed on the former rail road property! The town will never be able to support that number of businesses, without increasing the housing stock, especially in the off season.	Paul Grossman Lisa Guzzardo
FUTURE LAND USE	136	Harbor District Industrial (p. 136) – Function #1: critical to the long term existence of Cape Charles’ shops, restaurants, bars, etc. Design Character – many of these items do not make sense in an “industrial” section of town. For example, sub bullets: Parts of #1, #4, parts of #5,	Lisa Guzzardo
FUTURE LAND USE: AREA SPECIFIC POLICIES	138-139	Area Specific Policies (1) Section A, 5th bullet: Is this proposing an additional plaza on Strawberry Street, or should it read "such as THE new pedestrian plaza"?	Andrew Follmer

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		(2) I don't understand the last bullet point about Cape Charles High School. Why is it here? (3) Section B, first bullet - is this realistic (per previous comments about possibly overloading plan)? (4) Section B, fifth bullet - county input is great, but why would we need to share reviewing authority with them? (5) Section D, 3rd bullet - are we deciding as policy that we aim to convert to a roundabout? (6) Section E, this section strikes the correct tone of "encouraging" in Bay Creek, rather than suggesting the Town take the actions (see earlier comments)	
		STIP (p. 139) -- where is this? Fuji Film area? I don't believe that this was referenced elsewhere in the document, but I may have missed it! Bay Creek (p. 140) – bullet #3 – As a resident of the Marina Villages (The Colony), we have suggested that a pedestrian/bicycle (only) gate be added to the fence along Washington (at the South end of Sunset Blvd). This would enable easier access to the town and enhance walkability between the town and the Oyster Farm complex OR provide a walkway to the west side of the fence between Marina villages and the new (but still undeveloped) sub-division to the West of Marina Villages on Washington. Town Edges (p. 140) - All great points!! NOTE: Bullets on p. 141 are repeats of those on p. 140.	Lisa Guzzardo
FUTURE LAND USE	139	Both STIP and Harbor Area reference to Master Plan and Design guidelines should be deleted.	Paul Grossman/ Bob Panek
FUTURE LAND USE	140	Entry Corridors - <i>The Town should pursue a roundabout at the intersection of Fig Street and Randolph Street to improve traffic flow onto Mason Avenue and create a gateway into the Historic Town Center.</i> I disagree needed and it was not supported in the Transportation section. This is a holdover from previous comp plan 2009.	Paul Grossman
FUTURE LAND USE	141	Town Edge is a repeat from previous page. Delete.	Paul Grossman/ Andrew Follmer
IMPLEMENTATION	143	When do we get to see this Implementation section?	Paul Grossman /Michael Strub/Bill Stramm
IMPLEMENTATION	143	Comment: So many good things are mentioned in the CP Draft. What are the priorities and how/when will each item get scheduled? My own opinion is to implement the biggest impact items first. For example, the sidewalk issues.	Mollie Pickron
IMPLEMENTATION	143	<u>The most important part of any plan is its implementation strategy. It is acknowledged that as time passes, and decision makers change, priorities may also change. Therefore, it is critical to develop an implementation strategy that can react in real time. For Cape Charles, the annual review/update of the Community Strategic Plan will draw from the objectives and strategies of the Comprehensive Plan and be used as an implementation tool.</u> Relationship to the Town's Strategic Plan	John Hozey

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		<u>The Strategic Plan and the Comprehensive Plan complement one another and share the same vision.</u> Cape Charles uses its Strategic Plan to complement the adopted <u>The Strategic Plan will implement the Comprehensive Plan and over time by determining</u> determine which of the Comprehensive Plan's strategies to <u>focus on in the upcoming year.</u> implement in the next six years. The Strategic Plan is a shorter, simpler, document that can be <u>reviewed/</u>updated every year, with objectives that can be removed as they are implemented and replaced with new ones. <u>The annual review/update of the Strategic Plan typically occurs between November – February of each year. This process often includes community surveys. The intent is to finalize the Strategic Plan in time for it to inform the development of the Town's annual budget, which includes capital projects associated with the Capital Asset Management Plan. Once adopted, the annual budget then becomes the work plan for the following fiscal year.</u> The Strategic Plan and the Comprehensive Plan complement one another and share the same vision. The are distinct because the Comprehensive Plan requires many actors, including private property owners and developers, to be involved in its implementation, whereas the Strategic Plan focuses on tasks within the Town's purview.	
ZONING MAP	146	Existing Zoning – does this reflect all changes made since 2008? Need to include a date on this figure. Verify locations of R-2 and R-3	Paul Grossman/Bill Stramm
		The colors used are extremely hard for a severely colorblind individual to read and comprehend ZONING MAP AMENDMENT PROPOSALS 107 Mason: Consider rezoning from Commercial to Commercial Residential IN addition, then pick up the two vacant lots adjacent to this property (the corner of Mason Avenue & Harbor Avenue) and change zoning from Commercial to Commercial Residential 340 Randolph Avenue – consider rezoning from Residential to Commercial Residential. In addition, then pick up the two adjacent lots that run along Peach Street for this to go Commercial or Commercial Residential	Jim Holloway Katie Nunez (working with property owners)
APPENDIX	145/146	Appendix consists of title page and existing zoning map. Where is the body of the appendix and when are we supposed to review it?	Michael Strub

The following comments were received after the deadline to submit comments. I was unable to incorporate into the spreadsheet but am providing a copy of these comments in addition to this spreadsheet which will need to reviewed by all parties. Also, a SWOT Analysis was submitted as a comment to the document and is provided for review.

Ken Butta, Planning Commission Member

Steve Bennett, Town Council Member

Jay Abella (submitted through Bill Stramm e-mail – SWOT Analysis

COMMENTERS - AFFILIATION

- Andrew Follmer: Town Council Member
- Bill Stramm: Planning Commission Member
- Bob Panek, Cape Charles Special Project Manager
- Dennis McCoy: Planning Commission Member
- Ellen O’Brien: Town Council Member
- Jay Abella, Board Member of Cape Charles Main Street
- Jim Holloway: Planning Commission Member
- Jodi Outland, Cape Charles Human Resources Director
- John Hozey: Town Manager
- Karen Zamorski: Cape Charles Main Street Executive Director
- Katie Nunez, Planning & Zoning Director
- Ken Butta: Planning Commission Member
- Lisa Guzzardo, Member of the Public
- Mollie Pickron, member of the Public & Cape Charles Main Street, Historic District property owner & member of the Yacht Club
- Michael Strub: Planning Commission Member
- Patsy Harris, Member of the Public & Cape Charles Main Street
- Paul Grossman: Town Council Member/ Planning Commission Member
- Sam Jones, Member of the Public
- Steven Bennett, Town Council Member
- Tammy Holloway: Town Council Member

ZONING MAP ISSUES ONLY

- Erin Harvey, 340 Randolph
- Anne Hayward Walker & Nancy Rooney, 107 Mason Avenue