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Kent Narrows Community Plan APPENDIX



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VIII. Summary of CAC Meetings

The CAC met on a monthly basis (with the exception of July) for the duration of the project (March 2005-November 2005). This section contains meeting agendas, notes and some results of CAC activities. Meetings conducted in September, October and November focused primarily on review of the draft plan.



March 23, 2005



DEPARTMENT OF PLANNING & ZONING
QUEEN ANNE'S COUNTY
160 COURSEVALL DR.
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410-758-1255 Planning
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410-758-2126 TDD

RECEIVED

March 18, 2005

«Title» «Name»
«Address»
«City» «State» «Zip»

Dear «Title» «Name»:

I am pleased to inform you that the first Citizen Advisory Committee meeting for the update of the Kent Narrows Community Plan has been scheduled for March 23, 2005. The meeting will be held at 5:30 p.m. in the Barrett Room, Chesapeake Exploration Center. The address is, 425 Piney Narrows Road, Chester, MD and attached please find directions.

The meeting is expected to last at least 2 and half hours. A deli tray, soda, & chips will be provided. I am looking forward to seeing you all at our initial meeting to start this exciting project.

The follow items are enclosed with the memo:

1. Directions to the Chesapeake Exploration Center
2. List of CAC Members
3. Meeting Agenda
4. Draft CAC Guidelines for Approval
5. CAC Activity List
6. Draft Kent Narrows Community Survey
7. Kent Narrows Check List

I am looking forward to working with you on this important project. If you have any questions or if I can be of any assistance to you, please do not hesitate to contact me at 410-758-1255 or by e-mail at radkhanani@qac.org. Thank you for your interest and participation on the update of the Kent Narrows Community Plan and your time to serve on the Citizen Advisory Committee.

Sincerely,

Rad Sakhanani
Community Planner

End: rad

CC: Faith Elliott Rossing, Planning Director
Kathia Tucker, Principal Planner
Nancy Scovazzi, Department of Recreation & Parks
Ardi Showers, Project Manager, Johnson, Mirman & Thompson



Kent Narrows Community Plan Update

March 23, 2005

CAC Meeting – Project Initiation Meeting

CAC Perspective

1. Introductions
 - a. Introduction
 - i. What do you hope to accomplish as a CAC member?

Note: What individuals hope to accomplish will be listed and then grouped by themes that will provide the basis for development of a vision statement, goals and objectives.

2. Discussion of Existing Conditions & Identify on Map*
 - a. What do you like about Kent Narrows?
 - i. Identification of assets.
 - b. What don't you like about Kent Narrows?
 - i. Identification of issues and concerns
 - c. What would you like to change about Kent Narrows?
 - i. Identification of opportunities and opportunity sites on the map of the study area.

Discussion will focus on land use, economic development, tourism, transportation, community facilities and infrastructure.

3. Defining a Vision for Kent Narrows
 - a. Crafting/modifying the vision statement for Kent Narrows
 - b. Defining Development Goals & Objectives
 - c. Prioritizing goals and objectives (*individually and as a group*)

Note: The purpose of this exercise is to develop a shared vision supported goals and objectives through group consensus.

4. Discussion of Desired Land Uses & Target Areas
 - a. Members will complete the check list.
 - b. Members will complete the community survey.
5. Scheduling of Next Meeting



*Kent Narrows Community Plan Update
CAC Meeting/Project Initiation Meeting – Group Activity*

CAC Activity No. 1 – Discussion will be accompanied with map exercise.

Plan Purpose

The goal of the plan is to facilitate orderly mixed use commercial, light industrial, marine oriented and seafood industry oriented uses in the Kent Narrows. While maintaining this traditional working waterfront character of the area, the plan should focus on strategies to create a destination place for visitors and local residents.

Identifying the framework of the plan:

Step 1: Introductions

Participants: Everyone will provide an introduction and indicate the reason why they are a member of the CAC and what they hope to accomplish as a CAC member.

JMT: Log and organize/group responses based upon themes.

Step 2: Existing Conditions

JMT: JMT will provide some information to depict existing conditions in Kent Narrows (brief overview).

JMT: Log and organize group responses and facilitate group discussion.

Participants: What do you like about Kent Narrows?

Identification of assets.

Assets – What makes Kent Narrows special/unique? What attracts visitors, residents, employees and business owners to Kent Narrows? Identify valued community resources that contribute to realizing the vision for Kent Narrows.

What don't you like about Kent Narrows?

Identification of issues and concerns

Issues/Concerns – What things prevent Kent Narrows from realizing its full potential as a mixed use community, with qualities of a destination for local and regional visitors? Identify issues, concerns and obstacles that may prevent the vision for Kent Narrows being fully realized.

What would you like to change about Kent Narrows?

Identification of opportunities and opportunity sites on the map of the study area.

Opportunities – What opportunities exist to realize Kent Narrows' vision? Identify opportunity sites, partnerships and types of investors or development (uses) that you think would contribute to realizing the vision for Kent Narrows.



*Kent Narrows Community Plan Update
CAC Meeting/Project Initiation Meeting – Group Activity*

Step 3: Defining the Vision

JMT: Log and organize group responses and facilitate group discussion.

Participants: Defining a Vision for Kent Narrows

Crafting/modifying the vision statement for Kent Narrows

Defining Development Goals & Objectives

Prioritizing goals and objectives

*Participants will be given a certain number of colored dots.
Colors will vary with level of importance and each member will be
asked to place a dot next to the goals and objectives, assts, issues
and opportunities identified during this exercise.*

Participants: Complete and discuss the land use checklist

Participants: Complete and discuss the community survey



Kent Narrows Community Plan Update
March 23, 2005
CAC Meeting Notes

1. Introductions & Purpose of CAC Membership Participation

Meeting Attendees: Warren Kershow, CAC Member
Jody Shulz, CAC Member
Eileen Strack, CAC Member
Winfield Frank, CAC Member
Lee Haislip, Jr., CAC Member
James L. Howard, CAC Member
Frank Frohn, Planning Commission
Nancy Scozzari, Department of Parks & Recreation
Suzanne Eakle, Office of Economic Development
Katrina Tucker, Department of Planning & Zoning
Steve Cohoon, Department of Planning & Zoning
Rad Sakhamuri, Department of Planning & Zoning
April Showers, JMT
Bob Martin, JMT

Each member of the CAC introduced themselves and stated their understanding and interest in serving on the CAC and reason for wanting to participate in the Kent Narrows Community Plan update.

2. Review of CAC Guidelines

County staff and JMT reviewed the draft CAC guidelines with the membership. The membership in attendance was in agreement with the guidelines and accepted them as presented.

3. Discussion of Existing Conditions & Identify on Map*

JMT circulated Census information for the study area and surrounding areas. JMT conducted a group activity focusing a group discussion around the following questions.

- What do you like about Kent Narrows? Identification of assets.
- What don't you like about Kent Narrows? Identification of issues and concerns
- What would you like to change about Kent Narrows? Identification of opportunities and opportunity sites on the map of the study area.

The CAC membership participated in a facilitated discussion on each of the above topics with responses recorded. The responses were prioritized by the group. A summary of



this activity is provided in the CAC Activity Report. The report is a separate document that accompanies the minutes/notes for this meeting.

3. Defining a Vision for Kent Narrows
 - Crafting/modifying the vision statement for Kent Narrows
 - Defining Development Goals & Objectives
 - Prioritizing goals and objectives (*individually and as a group*)

Due to time constraints, this item will be discussed and activity conducted during the next meeting.
4. Discussion of Desired Land Uses & Target Areas

County staff collected completed land use checklists and community surveys. The community survey will be modified based upon comments received and will be mailed to households and businesses by the County and developed as an on-line survey on the County website.
5. Scheduling of Next CAC Meeting

Next CAC meeting is scheduled for 9:00 AM on April 18, 2005.



**QUEEN ANNE'S COUNTY GUIDELINES
FOR CITIZEN ADVISORY COMMITTEES (CAC)
APPOINTED FOR PLANNING AND ZONING PROJECTS**

APPOINTMENT

The County Commissioners appreciate the time and effort CAC members contribute to planning efforts in Queen Anne's County. CACs are a vital component in the County's efforts to involve citizens in the planning process. A CAC provides advice and information and can serve as a sounding board for community acceptance and feasibility.

The Commissioners appoint a CAC for community plans or comprehensive plans or for other studies, as needed, at their discretion. CACs will usually include from 10 to 12 persons, representing a broad range of interests and a variety of viewpoints.

Applications are solicited through letters to individuals and groups and through the media and other appropriate channels. A person appointed to a CAC may represent an established group or be an individual with an independent viewpoint - both are needed. Members include landowners, residents, business people, developers and others. A liaison from the Planning Commission will typically serve on the CAC.

The County Commissioners will seek recommendations from Planning Department staff and the Planning Commission prior to appointing a CAC or filling any vacancies. The County Commissioners make the final selection of CAC members. Vacancies occurring on a CAC are filled by the County Commissioners, if they so choose, from the list of original applicants.

MEMBER RESPONSIBILITIES

CACs contribute valuable input to the planning process and help the County Commissioners, Planning Commission and staff better understand the desires, concerns, and attitudes of residents, civic groups, businesses, landowners, developers and other interests. Members of the CACs provide insights and advice on community needs, interests and concerns. Their participation assures that draft plans and other documents will address these concerns. The plan is for the benefit of the entire study area and not merely to serve individual interests. CAC members, in addition to representing their own viewpoints or constituencies, are expected to represent the broader public interest in examining the issues. CAC members understand that they serve as conduits for the community and do not have ultimate authority, which rests with the Planning Commission and County Commissioners.

The CAC's role is purely advisory. There is no need for offices on a CAC since all members are equal; no individual opinion is valued more than any other individual's opinion. The Planning Commission and County Commissioners retain all legal responsibility for all decisions made on community plans, comprehensive plans or other studies and ordinances.

Reaching consensus within the CAC on issues is desirable but the County is primarily interested in understanding diverse viewpoints and approaches. Agreement will be reached through a process consisting of sharing of ideas, problem solving to address community issues and consensus building present at any given CAC meeting among membership of the CAC.

CAC members are expected to adhere to meeting times and schedules and to be available for work on the committee until the release of an advisory plan or study to the Planning



Commission. They should participate to the best of their ability in discussions and other activities of the CAC.

The advisory plan will represent the CAC recommendations. Since this is a consensus process, everyone may not get everything they want. CAC members accept that there will be tradeoffs in order to complete the assignment.

CAC members as individuals are encouraged to participate in formal public hearings held by the Planning Commission and County Commissioners regarding adoption of the plan, ordinance or study.

STAFF RESPONSIBILITIES

Under overall direction from the Planning Commission staff will define a purpose, scope and timing for a planning project. Staff will work with the CAC to establish a regular and convenient meeting schedule. CAC meetings will be videotaped and summaries of each meeting will be prepared and distributed by staff. The summaries will outline the topics discussed and consensus and/or majority votes reached on any issues.

Staff will attempt to provide resource materials for the CAC in a timely manner. Other agency personnel, consultants or guest speakers may be invited to participate in CAC meetings when deemed appropriate by staff or when requested by the CAC, provided that no expense is incurred in obtaining other consultants or guest speakers unless funds are specifically appropriated by the County Commissioners.

Although staff is not expected to endorse all suggestions of the CAC, or vice versa, staff is responsible for clarifying differences with the CAC when presenting draft plans, ordinances or other documents to the Planning Commission.

CONSULTANTS

The consultants have been retained because they have demonstrated professional qualifications and experience in preparing community plans. The insights and recommendations they will provide are intended to assist the CAC in understanding the dynamics of growth management and community planning and to assist the CAC in their decision making process. To insure an orderly and timely planning process, the consultants and Staff will establish meeting agendas. The consultants will provide information pertinent to each meeting topic for the CAC's consideration prior to each meeting and will lead the discussion at each meeting.

The consultants are employed by the County and are responsible to the Staff Project Manager. Any work assignments or deviations from the scope of consultant services may only be authorized by the Staff.

OPEN MEETINGS

All CAC meetings are open to the public, have adequate public notice, have staff present and must be held in an accessible public place. While open to public viewing, the meetings are not public hearings, and are not opportunities for general public participation.

CAC Guidelines
Approved by the Chester and Stevensville CAC
Jan. 21, 2004
Final Document Feb. 4, 2004
*Revised by the CAC on June 16, 2004



April 18, 2005



DEPARTMENT OF PLANNING & ZONING
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TO: Kent Narrows CAC

FROM: Katrina L. Tucker, AICP
Principal Planner

DATE: April 13, 2005

RE: **NEXT MEETING – MONDAY, APRIL 18, 2005 AT 9:00 A.M.**

The next Citizen Advisory Committee for the update of the Kent Narrows Community Plan has been scheduled for Monday, April 18, 2005. The meeting will be held at 9:00 a.m. in the Barrett Room at the Chesapeake Exploration Center. The address is, 425 Piney Narrows Road, Chester, MD. It is anticipated that this meeting will last until noon.

In your packets you will find the following items:

- The Agenda.
- Case Studies and References. This listing of relevant Case Studies and References has been provided as a resource for you to use to obtain information and ideas from other waterfront communities and locations. Additionally, the listing includes resources such as plans and design guidelines that have been developed. Where a web link is not listed, a copy of the document will be available at the April CAC meeting for your review.
- Meeting Notes from the March 23rd meeting.
- Select Census Data
- Group Activity Report from the March 23rd Meeting
- Kent Narrows CAC Guidelines as accepted at the first meeting.

If you have any questions or if I can be of any assistance to you, please do not hesitate to contact me at 410-758-1255 or by e-mail at ktucker@qac.org. Thank you for your interest and participation on the update of the Kent Narrows Community Plan and your time to serve on the CAC.

KLT:kle

cc: Steve Cohoon, Deputy Planning Director
Nancy Scozzari, Dept. of Parks and Recreation
Suzi Bakie, Office of Economic Development
April Showers, Project Manager, Johnson, Mirmiran & Thompson



Kent Narrows Community Plan Update

April 18, 2005

CAC Meeting

CAC Perspective

1. Introductions
2. Review of Existing Conditions
 - a. Land Use
 - b. Population & Population Projections
3. Review of Results of CAC Activity & Prioritization
 - a. What do you like about Kent Narrows? Identification of assets.
 - b. What don't you like about Kent Narrows? Identification of issues and concerns
 - c. What would you like to change about Kent Narrows? Identification of opportunities and opportunity sites on the map of the study area.
4. Defining a Vision for Kent Narrows
 - a. Crafting/modifying the vision statement for Kent Narrows
 - b. Defining Development Goals & Objectives
 - c. Prioritizing goals and objectives (*individually and as a group*)

Note: The purpose of this exercise is to develop a shared vision supported goals and objectives through group consensus.
5. Discussion of Desired Land Uses & Target Areas
 - a. Members will complete the check list.
 - b. Visual Preference Survey
6. Scheduling of Next Meeting – May 18, 2005 Boat Tour



Kent Narrows Community Plan Update

April 18, 2005

CAC Meeting Notes

1. Introductions & Review of CAC Guidelines

Guidelines were reviewed with full membership at this meeting. Attendance is listed below.

Meeting Attendees:

Warren Kershow, CAC Member
Jody Shulz, CAC Member
Eileen Strack, CAC Member
Winfield Frank, CAC Member
James L. Howard, CAC Member
Bob Wilson, CAC Member
Mike Katinas, CAC Member
Joe Pomerantz, CAC Member
Walt Thompson, CAC Member
Wayne Mills, CAC Member
Frank Frohn, CAC Member
Patricia Worns, CAC Member

Nancy Sazonoff, Department of Parks & Recreation
Kascha Haythe, Office of Economic Development
Kathryn Tucker, Department of Planning & Zoning
Steve Colozza, Department of Planning & Zoning
April Nassman, JMT

2. Review of Existing Conditions Draft Chapter

JMT provided an overview of the Table of Contents of the Draft Community Plan for Kent Narrows. The draft chapter provided for review and comment was Chapter 2: Community Profile. The chapter included information about the regional context, land use, zoning, growth area boundary, natural features, critical area designation, population history, Kent Narrows Development Foundation and Figures 1 and Maps 1 through Map 10 of various existing conditions for the plan study area. JMT is preparing population projections to be included in future version of this draft chapter. The CAC membership provided comments on the content of the draft chapter. The CAC membership will continue to review the content and provide comments. The following is a listing of comments provided on the 4/18/05 version of draft Chapter 2.

- **Tables 4 & 5:** How accompanying map of area that the population figures are provided for. This area differs from the Kent Narrows Growth Area, the planning study area.
- **Map 1 - Forest and Conservation Lands:** Lippincott Marina is not included in the zoning or growth area shown for the study area. Should this be included? Staff



responded that it is not shown because it currently is not inside the Growth Area, extension of the Growth Area to include this marina may be something considered through this planning process. Correct County Land mapped. Include public lands such as parking lot and park lands on this map as County/Public Lands. Delete parcels mapped incorrectly as County lands.

- **Map 4 – Planimetrics:** Update with all building footprints to date or use more recent orthophoto to depict building footprints of all development to date. Check mapping of wetlands. If available, the CAC requested use of the most recent orthophotography from the County’s current update. County staff is checking on the availability of this section of the County and will provide JMT with that as soon as possible to make updates to this map and to use as the backdrop for other maps in this chapter.
- **Maps 5 & 6 Water Service Area and Sewer Service Area:** What is the meaning of the numbers for the pump stations and the letters for the collection station. Questions were asked about future service provided and the meaning of the time references in the legend.
- **Map 7 – Existing Land Use:** The title should be changed to reflect the date 2005. Land use has been updated based upon discussions with County staff and development plans. Wetlands should be mapped more accurately, refer to Map 4 method of mapping wetlands. County staff will review and verify wetland source documents to provide assistance to JMT. The CAC would like to see undeveloped lands on this map so they can determine opportunities for new development.
- **Map 8 – Zoning:** Add VC label for Lippincott Marina and include text for other zones shown outside of the study area if they remain shaded on this map.
- **Map 9 – Chesapeake Bay Critical Areas:** The CAC wanted an explanation of the various critical areas shown. The description of each is provided in the text of Chapter 2. County staff will provide additional support documentation/information about the critical areas and restrictions associated with them. Again, delineation of wetlands should be the same for all maps depicting that feature. This will help the CAC to determine lands available for development.
- **Map 10 – General Location of Natural Features and Habitats:** Again the same comments about wetlands shown. The CAC asked what is the sensitive species shown on the map in pink. County staff indicated that the information is provided from the Maryland Department of Natural Resources, whose policy does not permit details or specificity in order to protect sensitive species. .
- Overall comment from the CAC membership about the maps is that they must be accurate to assist in the planning process. JMT and County will work collaboratively to correct all maps.

Kent Narrows CAC
Meeting Notes - April 18, 2005
Page 2 of 3



- Other Issues Discussed by CAC

The Kent Narrows is most suited for the establishment of a conference center not a convention center. A conference center is currently under consideration.

The current characteristics of land use patterns and natural features make it difficult to create a village. Mixed use or residential with commercial is a possibility for this area.

The CAC would like the analysis to identify the percentage of first floor commercial space with residential on the second floor that could be achieved in the study area and that should be achieved by a developer on a parcel level. The CAC feels that opportunities for commercial development are limited to small scale based upon the parking requirements.

The CAC would like to see the heritage of the working waterfront maintained, not necessarily the working marina. They feel that the working marina over time will disappear due to economics. Nevertheless, no attempt should be made to push out the watermen.

The County has an investment in this area as a property owner and they should be actively involved in the development and implementation of the plan.

Removal of dilapidated or blighted structure is a good thing, but once removed, the property owner loses the Critical Area status with respect to setbacks, building and impervious cover, and then has to comply with restrictions imposed on new development by the Critical Area Act.

The KNDF is focusing on convincing property owners to add language in their deeds to restrict residential development and to support commercial and mixed commercial uses.

3. Review of Results of CAC Activity & Prioritization

Refer to the modified Group Activity Report included with the meeting notes.

4. Defining a Vision for Kent Narrows

Refer to the Community Vision and Objectives Activity Report included with the meeting notes.

5. Discussion of Desired Land Uses & Target Areas

JMT collected completed land use checklists. The Visual Preference Survey will be conducted at the next CAC Meeting scheduled indoors.

6. Scheduling of Next Meeting – May 18, 2005 Boat Tour

CAC membership is encouraged to participate in a Boat Tour to view the coast line. Members are to meet on May 18th at 8:45 AM on the boardwalk at the Crab Deck.

Kent Narrows CAC
Meeting Notes - April 18, 2005
Page 3 of 3



**Kent Narrows Community Plan Update
CAC Community Vision and Objectives Activity**

Plan Purpose & Goal

The goal of the plan is to facilitate orderly mixed use commercial, light industrial, marine oriented and seafood industry oriented uses in the Kent Narrows. While maintaining this traditional working waterfront character of the area, the plan should focus on strategies to create a destination place for visitors and local residents.

Vision Statement

Establish the Kent Narrows as a destination place for visitors and local residents while maintaining the traditional working waterfront character by linking development, people and the water.

Original Plan Objectives

- To link the four quadrants of the Kent Narrows for pedestrian access and provide for pedestrian access throughout the area, preferably along the waterfront

- To alleviate the need for vehicular traffic throughout the Kent Narrows by centralizing parking.

- To ensure all new development and redevelopment will have architectural design sensitive to the character of the Kent Narrows.

- To allow flexibility in development standards in order to encourage innovation and creativity in development and redevelopment.

- To enhance the Kent Narrows Development Foundation, a not-for-profit corporation charged to facilitate achieving these goals, objectives and policies.



- To increase the real property tax base of the Kent Narrows area.
- To transform the Kent Narrows into a commercial center for the County.
- To create a development review process that facilitates development and eliminates unnecessary procedures and expenses.
- To encourage and provide incentives for developers and property owners to create public improvements on or off their sites which will enhance pedestrian access, create boardwalks along the water, create public plaza areas, and create architectural features.
- To encourage a mixture of uses in the Kent Narrows area that will attract visitors to the area. Such uses include, but are not limited to, specialty retail, restaurants, public seafood and farmers markets, hotels, conference centers and boatworks.
- To discourage under-utilization of valuable parcels of land in the Kent Narrows area.
- To discourage highway service oriented uses which are aimed at drawing travelers to the Narrows only for a brief period of time. Such uses include, but are not limited to, gas stations, automobile sales and/or services, fast food restaurants not part of an overall development projects, non seafood or marine related light industrial uses.



Kent Narrows Community Plan Update Case Studies & References

Kingston Waterfront Strategy (Canada)

<http://www.cityofkingston.ca/cityhall/strategic/waterfront/index.asp>

The strategy focused on the development of waterfront open spaces and recreation facilities. The plan sets out to provide a variety of recreational opportunities, provide access to the water and shoreline and preserve numerous view of the water and provide a place with a sense of openness and naturalness in the urban landscape. The City owns and operates two marinas. The potential of the marinas is to become a thriving harbor serving residents, tourists, commercial operators and government.

NYS DOS Division of Coastal Resources, Coastal Resources Online

http://nyswaterfronts.com/waterfront_development_scenic.asp

The site provides guidelines for assessing scenic resources and guidelines for assessing the visual characteristics of your waterfront.

Tweed Heads Town Centre Development Strategy

<http://www.iplan.nsw.gov.au/tweedheadstaskforce/eds/part2/preferreddevelopment.jsp>

Example of dividing you planning area into geographic areas based on their proposed functions.

Chesapeake Bay Gateways Network

<http://www.baygateways.net/supportorg.cfm>

This site provides information about the efforts of the Chesapeake Bay Gateways Network Working Group to secure funding for projects and marketing efforts. The site provides information about logos for the region and additional information.

Chesapeake Bay, Our History and Our Future

<http://mariner.org/chesapeakebay/home.html>

The site provides a wealth of information about the history of the bay.

City of Portsmouth, Virginia

www.portsmouth.va.us/council/VisionWeb/

The site provides information about assets of the waterfront.

Boston Convention Center

Boston Convention and Exhibition Center: Anchoring Boston's Waterfront Community
Prepared by HNTB – Synopsis of the Boston project with some information about other key projects – public relations/promotional piece for NNTB. (*great pictures, graphics and some good information*)