

Town of Capon Bridge Comprehensive Plan - Implementation Matrix

Timeframe:

Short Term = 0 to 3 years

Moderate Term= 4 to 7 years

Long Term= 8 + years

Recommendation	Priority	Timeframe	Page Number	Primary Party Responsible and any Recommended Partners	Costs & Financing	Funding Sources
Goal 1 : Ensure compliance with relevant land use statutes and best practices						
Create a zoning map	High	Short Term		Town Council; Planning Commission	Private consultant could cost hundreds of dollars to create an electronic zoning map	General fund
Ensure that zoning uses and districts are updated to reflect changes in the community	High	Long Term/ Ongoing		Town Council; Planning Commission; Board of Zoning Appeals (BZA)	Staff time and effort; Possibly paying for a consultant to complete work	General fund
Proactively address concerns related to short term rentals	Low	Moderate Term		WV Municipal League; Town Council; Planning Commission; BZA; property owners	Staff time and effort	General fund
Ensure MDIA is fully satisfying needs of the community through enforcement of the building code	High	Long Term/ Ongoing		Town Council, MDIA	Staff time and effort, costs for employing MDIA	General fund

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Enact a vacant and uninhabitable property registry	Low	Moderate Term		Town Council; Town Staff	Staff time and effort	Fees generated from the registry
Seek grant funding for demolition or rehabilitation of dilapidated structures	Low	Moderate Term		Town Council; WVDEP; WVU BAD Buildings Program	\$10K-\$15K to demo a structure	CDBG Demolition Funds; WV REAP program
Create inventory of abandoned and dilapidated properties	Low	Moderate Term		Town Council	Staff time and effort	General fund
Consider annexation based on the limitations of available treated water from the town	Moderate	Long Term		Town Council; Town Attorney	N/A	N/A
Develop building intensity and minimum lot size standards	High	Short Term		Town Council; BZA; Planning Commission	Staff time and effort	General fund
Enact growth policies that consider limitations of available treated water	High	Long Term/ Ongoing		Town Council	N/A	N/A
Assist county officials with enforcing the floodplain ordinance inside the town's corporate boundaries	High	Long Term/ Ongoing		Town Council; County Commission; County Floodplain Administrator	Staff time and effort	General fund

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Goal 2: Provide well maintained and adequate infrastructure						
Develop a detailed plan that focuses on pedestrian systems, including sidewalks and walking trails	Moderate	Moderate Term		Town Council; Transportation Consultants	25K- \$75K, for a plan, largely dependent on scope of work	Safe Routes to School; Safe Streets for All Grants
Work with WVDOH to develop a sidewalk along Route 50	High	Short Term		Town Council; WVDOH Planning Division	\$28 to \$68 per linear foot of for 4 foot wide sidewalk	General fund; Transportation Alternatives and Recreational Trails Program grant
Develop pedestrian facilities along Capon School Street	High	Short Term		Town Council; U.S. DOT	Cost dependent on size and scope of work and type of projects chosen	Safe Routes to School; Safe Streets for All Grants
Consider connectivity for walking and biking around town, including existing trails at Fort Edwards	Moderate	Moderate Term		Town Council; WVDOH Planning Division	Cost dependent on size and scope of work and type of projects chosen	General fund; Transportation Alternatives and Recreational Trails Program grant
Complete Phase II and Phase III of the Capon School Street infrastructure project	Moderate	Moderate Term		Town Council; WVDOH; Hampshire County Commission; Hampshire County Board of Education; Hampshire County Parks and Recreation	\$500,000 to start Phase II, likely multi-million dollar project	Grant funding

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Include safety and aesthetic features such as benches, lamp posts, and uniform signage when considering infrastructure and transportation improvement projects	Low	Long Term/ Ongoing		WV DOH; Town Council	Cost dependent on size and scope of work and type of projects chosen	WV DOH funds; private donations
Identify and plan for a 2nd water source	High	Long Term		Town Council; WV IJDC; Hampshire County DA; WV DNR	There might be some costs associated with analysis and report creation	General fund; WIIN Grant; Drinking Water System Infrastructure Resilience and Sustainability Program
Work with DNR to continue to utilize the town spring as a primary water source	Moderate	Long Term/Ongoing		Town Council; WV DNR; Town Attorney	Staff time and effort	General funds
Reduce Infiltration and Inflow (I/I) and properly seal manholes	High	Short Term		Town Council; EPA	\$1,500 to \$2,500 per manhole to seal	WIIN (EPA) Grant
Ensure property owners are installing culverts correctly so that they are large enough and are not catching debris	Moderate	Short Term		Town Council; Town Staff	Costs for providing educational materials	N/A

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Periodically provide telecommunications providers with a list of available locations to place cellular communications facilities	High	Short Term		Town Council; Town Staff	Staff time and effort	General fund
Continue to support HardyNet and any other reliable Internet Service Provider (ISP), to provide high-speed internet access for Capon Bridge residents and business owners	High	Long Term/Ongoing		Town Council; WV Broadband Enhancement Council; Local ISPs	Staff time and effort	Line Extension Advancement and Development Program
Identify gaps in service for broadband and cellular service	High	Short Term		Town Council; WV Broadband Enhancement Council; Hampshire County Development Authority	N/A	N/A
Goal 3: Provide adequate public and recreational space to meet the needs of both residents and visitors						
Seek entrepreneurs that will provide indoor and outdoor recreational opportunities	Low	Long Term		Town Council; WV Department of Commerce; Hampshire County CVB	Staff time and effort	General fund; WV Forward Program
Survey children and parents about what is needed recreationally in Capon Bridge	Moderate	Short Term		Town Council; Town Staff	Staff time and effort	General fund

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Continue to develop and promote year-round events that benefit both residents and visitors, including Founders Day and Light Up Capon Bridge	High	Long Term/Ongoing		Hampshire County CVB; Hampshire County Development Authority (DA); Town Council; Library	Costs dependent on size and scope of project	Fundraising, Sponsorships
Organize new community-focused events such as fun runs, cooking contests, sidewalk chalk art contest, etc.	High	Long Term/Ongoing		Town Council; Library; Local Businesses, CVB	Costs should be minimal, a few hundred per event	Donations, Sponsorships, Fundraising
Improve recreational facilities along the riverfront, understanding the limitations of being in the floodplain	Moderate	Moderate Term		Town Council; WV DNR; Army Corps of Engineers; Local Businesses	Costs will likely be in the thousands, but highly variable on scope and size of project	Building Resilient Infrastructure and Communities Grant
Work with DNR to provide additional water access within in town limits, and with county officials to develop other access points outside Capon Bridge	Moderate	Long Term		Town Council; WVDNR	Costs dependent on size and scope of project	General fund
Develop town-owned recreational land	Low/Mod	Long Term		Town Council	Playground equipment can cost over \$50K. Other costs dependent on what is being planned	Building Resilient Infrastructure and Communities Grant; General fund
Support existing recreational amenities in town that are not town-owned, including the community center, fairgrounds, and library	High	Long Term/Ongoing		Town Council; Fraternal Organizations	N/A	N/A
Coordinate and collaborate with County CVB to develop a visitor/welcome center, preferably manned or a kiosk where information could be displayed prominently	High	Short Term		CVB; Town Council	Cost dependent on size and scope of work and type of projects chosen	CVB Funds

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Goal 4: Promote creation and retention of a housing stock that is well maintained, affordable, and accessible to folks who intend to make Capon Bridge their home						
Ensure the safety of renters through active enforcement of landlord-tenant laws and the building code	High	Short Term/ Ongoing		Town Council; Town Attorney; MDIA	Staff time and effort	Building Permit Fees: General fund
Encourage mitigation measures for housing in the floodplain including floodproofing, elevating the structure, or relocation out of the floodplain	High	Short Term		Town Council; FEMA; Hampshire County Floodplain Administrator	Replication and distribution costs of educational materials	Flood Mitigation Assistance Grant
Encourage adequate housing for seniors and persons with disabilities, including assisted living arrangements	Low	Long Term/ Ongoing		Town Council; WVHDF; HUD; Romney Public Housing Authority	Housing Costs, highly dependent on type and size of housing	Section 811; Section 8 Housing Choice Voucher Program
Identify new areas for housing, either through new residential construction or through adaptive reuse	Low	Long Term		Town Council; Planning Commission	Staff time and effort	General fund
Consider methods to protect the limited housing stock for long term renters and owner-occupied housing	High	Short Term		Town Council; Planning Commission; Romney Public Housing Authority	Staff time and effort	General fund
Ensure public is aware that limitations on future expansion of housing is based on the current municipal water situation	Moderate	Long Term/ Ongoing		Town Council; Town Public Works Personnel	Staff time and effort	Water department funds for educational materials
At least once every other year, poll residents about housing needs, update regulations and ordinances to reflect any changes in the needs of the community related to housing	Moderate	Moderate Term		Town Council: Town Staff; Town Attorney	Staff time and effort	N/A
Goal 5: Preserve the historical amenities found in and around Capon Bridge						

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Consider creation of historic district in Capon Bridge	Moderate	Short Term		Town Council	Staff time and effort	General fund
Complete a survey of all the historically significant properties and structures in town	Moderate	Moderate Term		Town Council; WVSHPO	Staff time and effort	Survey & Planning Grant Program- SHPO
Research and forward grant funding materials for historic preservation and rehabilitation efforts to property owners	Moderate	Moderate Term		Town Council; WVSHPO	Staff time and effort	State Development Grant; General fund
Create a municipal Historic Landmarks Commission	High	Short Term		Town Council; West Virginia Records Management and Preservation Board	Staff time and effort	Saving Historical Places Grant
Ensure that citizens and property owners understand what historic designation means	High	Short Term		Town Council; SHPO Experts	Staff time and effort	General fund
Further cultivate the relationship between the town and the existing organizations that are focused on historic preservation in and around Capon Bridge	Moderate	Long Term/On-going		Town Council; Local Historic Preservation Groups	Town Council and Historic Preservation Group Time	N/A

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Support the efforts by the library, Fort Edwards Foundation, and other organizations that are gathering historically significant documents and artifacts for preservation	Moderate	Long Term/On-going		Town Council; Fort Edwards Foundation; Library	Time and effort gathering information	N/A
Goal 6: Support the development of existing businesses and appropriately scaled new business						
Improve recreational river access, both in number of access points and the amenities found at the access points	High	Short Term		WV DNR, Whitewater Industry	Costs dependent on size and scope of project	General fund, community fundraising
Encourage the development of businesses that are supplemental to the outdoor recreation business sector	Low	Long Term		Hampshire County DA; Hampshire County Chamber of Commerce	Staff time and effort	General fund
Provide more entertainment and recreational opportunities, particularly for local youth	High	Short Term		Entrepreneurs; Non profits focused on youth engagement	Cost dependent on size and scope of opportunities	Organization's operational funds
Actively recruit businesses that are needed in town including childcare and a grocery store	Moderate	Short Term		Hampshire County DA; Hampshire County Chamber of Commerce	Staff time and effort	N/A
Seek entrepreneurs that will utilize turnkey business sites in Capon Bridge	Moderate	Short Term		Hampshire County DA	Staff time and effort	General fund
Create a list, updated yearly, of spaces that could be leased or purchased for commercial purposes	Low	Long Term		Hampshire County DA; Town Council	Staff time and effort	General fund
Help organize quarterly meetings of local business owners	Low	Long Term/ On-going		Chamber of Commerce; Hampshire County DA	Staff time and effort	N/A

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Support small business classes and identify opportunities for collaboration amongst Capon Bridge businesses and organizations	Low	Long Term		Eastern Community College; Chamber of Commerce	N/A	N/A
Improve the aesthetics of the gateways into town	Low	Long Term		Town Council, WV DOH	Landscaping and signage costs. Range between hundreds, up to thousands of dollars depending on scope of work	General fund; private donations; non profit donations