CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • SEPTEMBER 2, 2025

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-926:** City Council Meeting Minutes - August 18, 2025
City Council Meeting Minutes - August 18, 2025 - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-927:** Ordinance Committee Report - August 21, 2025

7. CITY MANAGER REPORT

: **2025-928:** City Manager Report - September 2, 2025
City Manager Report Sept 2 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-922:** Ward 4 Vacancy Interview/Appointment
Waxler letter of interest.pdf
Michael Waxler Resume.pdf
City Council Letter of Intent 25.pdf
HeidiGreenleaf_CouncilMember_2025.pdf
Ward 4 application - Tony Troxel.pdf
City Council Letter of Interest.pdf
Smith_Resume_4.pdf

: **2025-923:** Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

: **2025-924:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)
PODA 2025 Revision Redline.pdf

PODA 2025 Revision Clean.pdf

: **2025-925:** Route 51 Project Proposal Discussion
Survey Monkey Results.pdf
Route 51 comments.pdf
Rtoute 51 emails.pdf
Perry Comments-WVDOT Route 51 Project.pdf
Package Draft Letter and Position Paper WVDOT WV51.pdf
Utilities in their own documents Feb 4 2025.pdf
2025_01_24, W Washington Street Design Study, Preliminary - DRAFT COPY.pdf
WV51_2025-01-29 Public Meeting.pdf

: **2025-937:** Charles Washington Hall Leases

10. NEW BUSINESS

: **2025-818:** Board of Parks and Recreation Vacancy Interview/Appointments
Parks and Rec Application - Cover Letter - Resume - Kevin Derr - 7-26-25.pdf
Boards and Commissions Application - 2025.pdf
Resume - S. Galleher.pdf
Boards and Commissions Application - Matt Printz.pdf
letter of endorsement.pdf
Olivia Loy Charles Town Board of Parks and Recreation Application.pdf
Olivia Loy 2025 Resume.pdf
CT Parks App Pkge - AQuinn.pdf

: **2025-930:** A Resolution Designating September as Library Card Sign-up Month
Resolution Library Card Sign-Up Month.pdf

: **2025-933:** Hessey Street Repaving Issue
Resident complaint about repaving work on Hessey St.pdf

: **2025-935:** City Wide Trick or Treat - October 31, 2025 (6-8PM)

: **2025-939:** New Donated Sidewalk on Eagle Avenue
Sidewalk Donation.pdf

: **2025-940:** Facade and Sidewalk Grant Discussion
Grants.pdf
2025-09-02 - Grant Statuses.pdf

: **2025-941:** Legal Report - Possible Executive Session

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-929:** Referral to Ordinance Committee - Zoning Ordinance - Section 1321.08, Administration and Enforcement
Zoning Ordinance 1321.08.pdf

: **2025-938:** Referral to Infrastructure Committee - Possible Crosswalk at Haversack Circle and Campbell Drive
Map.pdf

12. APPROVAL OF BILLS

: **2025-942:** Payment of Bills - September 2, 2025
GEN FUND COUNCIL REPORT 2025-09-02.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-09-02.pdf
PARKS N REC COUNCIL REPORT 2025-09-02.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, September 15, 2025, at 7:00PM

: **2025-931:** Charles Town Police Department July Statistics Report
July 2025 CTPD Stats.pdf

: **2025-932:** PJM Interconnector Letter
PJM Letter.pdf

: **2025-936:** Resolution
2025-007 - Resolution MARL Project.pdf

: **2025-934:** Public Comment Statement - August 18, 2025
Public comment.pdf

: **2025-944:** Charles Town Utility Board Meeting Minutes - August 13, 2025
2025.08.13 UB MINUTES.pdf

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-926: City Council Meeting Minutes - August 18, 2025

ATTACHMENTS:

- City Council Meeting Minutes - August 18, 2025 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • August 18, 2025

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Absent	
Andie Sugrue	Councilmember	Present	

Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-892: City Council Special Meeting Minutes - July 28, 2025

There being no corrections, additions, or changes to the minutes Mayor George declared the special meeting minutes approved.

2025-893: City Council Special Meeting - August 1, 2025

There being no corrections, additions, or changes to the minutes Mayor George declared the special meeting minutes approved.

2025-894: City Council Meeting Minutes - August 4, 2025

There being no corrections, additions, or changes to the minutes Mayor George declared the meeting minutes approved.

3. PUBLIC COMMENT

Four people signed up for public comment.

Ms. Blust, Ms. Harrison, and Ms. Brogue spoke on how important Bushel Peck is to Charles Town and requested that the council renew their lease in Charles Washington Hall.

Ms. Perry Rice spoke on the Route 51 project, about the impact it will have on her property, and requested the city council contact the WV Department of Highways stating their position on the project.

4. WARD REPORTS

Ward #1

Ms. Ricketts reported the following:

- That she received a complaint about the recent road repaving and took pictures of the issues and will come back to council with a report.
- That the Infrastructure Committee and Board of Parks and Recreation meetings for this month are cancelled.
- That she attended the Charles Town Utility Board water plant tour, the African American Heritage Festival Parade, and the African American Cemetery dedication.
- That the newly formed Jefferson County Development Authority (JCDA) will hold their first meeting on August 19, 2025, without any representation from local municipalities.

Mr. Kratovil had nothing to report.

Ward #2

Mr. Hynes reported that he attended the WV League Conference, the WV State Auditor's seminar on collateralizing public funds, and the African American Heritage Festival Parade. He also reported that the pool construction in Huntfield has begun.

Mr. Tester thanked Ms. Rezmer and the select committee for the dedication ceremony of the African American Cemetery. He reported that he attended the Lease Negotiating Committee meeting, and the Ordinance Committee will meet on August 21, 2025.

Ward #3

Mr. Hartman reported that he attended the following:

- The WV Municipal League Conference.
- The WV State Auditor's seminar on collateralizing public funds.
- The Lease Negotiating Committee meeting on August 13, 2025.
- The African American Heritage Festival Parade.
- The dedication ceremony of the African American Cemetery.

Ward #4

Ms. Sugrue reported that the Walks About Nothing will be walking to the African American Cemetery on August 20, 2025. She thanked Ms. Rezmer and the committee for a beautiful dedication ceremony on August 17, 2025.

5. MAYOR'S REPORT

Mayor George reported that he attended the WV Municipal League Conference, the Personnel Committee meeting on August 11, 2025, and the Charles Town Utility Board meeting on August 13, 2025.

He also reported that the Walks About Nothing is on August 20, 2025, the next Charles Town Utility Board meeting is on August 27, 2025, and the Charles Town Car Show is on August 30, 2025.

6. COMMITTEE REPORTS

2025-895: Personnel Committee Report - August 11, 2025

Mayor George reviewed the Personnel Committee Report with the Council.

2025-896: Finance Committee Report - August 12, 2025

Mr. Hynes reviewed the Finance Committee Report with the Council.

7. CITY MANAGER REPORT

2025-897: City Manager Report - August 18, 2025

There were no questions about the City Manager's Report.

8. POLICE CHIEF REPORT

Chief Kutcher reported the following:

- The speed trailer has been purchased and delivered.
- The department has passed their Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) renewal of accreditation.
- Corporal Kerns' last day was August 15, 2025.
- There were no issues to report from the African American Heritage Festival.
- The Civil Service Commission conducted interviews for an open police officer position and has made a conditional offer to one of the candidates.

Chief Kutcher also reviewed the July Monthly Statistical Report with the Council.

9. UNFINISHED BUSINESS

2025-898: Capital Improvement Plan (CIP) Discussion

Mr. Tester moved to remove this agenda item from the Table. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kevin Tester
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

Mr. Hynes moved to Table this agenda item until the October 6, 2025, council meeting to give the new city manager time to review the CIP. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLE [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Elizabeth Ricketts
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-899: PJM Draft Resolution and Opposition Letter

Ms. Ricketts moved to approve the letter to the PJM Board of Managers with the last sentence removed. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Elizabeth Ricketts
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

Mr. Tester moved to approve the resolution as amended. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kevin Tester
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

10. NEW BUSINESS

2025-887: BR2025-08: Norborne-Glebe Phases 9, 10A - Land Disturbance Bond Release Request

Mr. Kratovil moved to approve the release of the Land Disturbance Bond in the amount of $152,918.17. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-888: Zoning Enforcement - Executive Session

Mr. Tester moved to enter into Executive Session. Mr. Hynes seconded the motion, and hearing no objections, Mayor George declared the council in Executive Session.

Mayor George declared the council out of Executive Session.

Mr. Hynes moved to empower the Zoning Administrator to enforce the Zoning Ordinance. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-900: Thomassen Ford Building

Mr. Kratovil moved to direct staff to develop a plan and present it at the October 20, 2025, council meeting for the possible demolition of the

building and the steps necessary to follow due process. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-901: Mordington Avenue Sidewalk Discussion

Mr. Kratovil moved to refer to the Infrastructure Committee the installation of a sidewalk on Mordington Avenue and directed the Committee to contact Friends of Happy Retreat and the Jefferson County Board of Education as well as pursue possible grants. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-902: Organizational Reporting Structure

Mr. Hynes moved to direct staff to amend the city attorney's contract to state that the City Manager can recommend termination, but the City Council must approve it. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-903: FY2026 Capital Budget Revision #2

Mr. Kratovil moved to approve the FY2026 Capital Budget Revision #2. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-904: RFP Discussion for City Wide Tree Assessment and Trimming

Mr. Amore, Chairman of the Charles Town Tree Board, presented to council the need for a city-wide tree assessment and trimming. He will work with

the new city manager on a Request for Proposal (RFP) and bring it back to council for approval.

2025-909: Approval of City Manager Contract - Executive Session

This agenda item was discussed during agenda item 2025-888's Executive Session.

Mr. Hynes moved to empower the mayor to sign the contract to hire Mr. Brent Manuel as the new city manager. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

2025-910: Route 51 Project Proposal Discussion

Mr. Tester moved to Table this agenda item until the September 2, 2025, council meeting. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kevin Tester
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSNET:	Roth

2025-911: JCDA Next Steps - Executive Session

This agenda item was discussed during agenda item 2025-888's Executive Session.

No action was taken on this agenda item after the Executive Session.

2025-912: Law Enforcement Agreements with Homeland Security and ICE

Chief Kutcher informed the council that the Charles Town Police Department has no formal agreements with the US Immigration and Customs Enforcement (ICE) and will not be training any officers in the new 287(g) Program.

2025-913: Charles Washington Hall Lease Renewals

This agenda item was discussed during agenda item 2025-888's Executive Session.

Mr. Hynes moved to direct staff to present the leases to the lessees at Charles Washington Hall. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue
ABSENT:	Roth

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-905: Business License Fees - Referral to Ordinance Committee

Mr. Hynes moved to refer the Business License Application Packet to the Ordinance Committee to modify business license fees to a flat rate of $15.00. Mr. Hartman seconded the motion, and it passed by a 7-1 vote.

RESULT:	**APPROVED [7-1]**
MOVER:	Jeff Hynes
SECONDER:	Nate Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman
NAYS:	Sugrue
ABSENT:	Roth

12. APPROVAL OF BILLS

2025-906: Payment of Bills - August 18, 2025

Mr. Kratovil moved to approve the bills for payment. Hearing no objections, Mayor George declared the bills approved.

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the council.

Mr. Hynes requested that the Zoning Ordinance be placed on the next agenda for referral to the Ordinance Committee.

Hearing no other business, Mayor George adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING - City Council Regular Meeting, Tuesday, September 2, 2025, at 7:00PM

2025-907: Rouss Hall HVAC Estimate and Capital Budget Revision Table Drop

2025-908: Ms. Milliron Public Comment Handout

2025-914: Mr. Tolbert Public Comment

2025-915: Charles Town Utility Board Meeting Minutes - July 23, 2025

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-927: Ordinance Committee Report - August 21, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-928: City Manager Report - September 2, 2025

ATTACHMENTS:

- City Manager Report Sept 2 2025.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Assistant City Manager
SUBJECT: City Manager's Report
DATE: September 2, 2025

PARKS AND RECREATION

Parks Manager Welcome: Mr. Gavin Bailey has been hired as the City's Park Manager. Gavin has completed his first week with the City and is getting acclimated to the city's park system.

COMMUNITY AND ECONOMIC DEVELOPMENT

Augustine Trail Update: WVDOT has hired an independent consulting firm (WRA) to help manage and move this project along. Phase 1 started at each end of the project and worked towards the middle meeting at a stormwater drainage area. This specific location will also be utilized by the farmer to access the fields on the neighboring property and bring farming equipment across the path. The weight of the equipment requires the path, strictly in this isolated section, to be constructed with concrete versus asphalt. Phase 2 finalized plans will be submitted this week for review.

Congress/Lawrence Street Intersection: Federal Highway Administration just issued the NEPA approval (environmental review ensuring no endangered species would be harmed in this project). WVDOT legal division must approve the project agreement documents and once the agreement is executed, the City will be able to bid out the project.

September Hip After Six: Food Truck Night **9/19**

Hip After Six Candy Drop: Friday, **October 17th at 6PM** – Mark your calendars and plan to attend the City's first candy-drop at the Depot. This event is co-sponsored by Charles Town Now, Jefferson County Parks and Recreation and the City. After the drop, Charles Town Now will host the movie Coco on N. Charles Street that begins at dusk.

Car Show: Saturday, August 30th. Many thanks to the Marcus family and all the volunteers, staff, sponsors and car collectors who continually make this event an annual success.

Funtopia Ribbon Cutting: Mark your calendars and plan to join the City as we welcome one of our newest downtown businesses. Saturday, **October 4th** at **10AM**.

OPERATIONS & MAINTENANCE

Maintenance Employee Welcome: Mr. Noah Fulks has been hired as the City's newest maintenance team employee. Noah's first day is Tuesday, Sept 2nd. Please give Noah a friendly welcome as you see him out and about in the City.

Martin Delaney Sign: The Martin Delaney sign that was previously damaged on North Lawrence Street has been ordered ($1600) and will soon be replaced.

Liberty Street Stormwater Update: Operations Director, Cindy Rezmer

FINANCE

Auditors: Accountants have completed their review portion, and the official audit is complete without any issues or concerns.

Police Pension: (Table Drop) Finance Director, Lori Nice

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-922: Ward 4 Vacancy Interview/Appointment

ATTACHMENTS:

- Waxler letter of interest.pdf
- Michael Waxler Resume.pdf
- City Council Letter of Intent 25.pdf
- HeidiGreenleaf_CouncilMember_2025.pdf
- Ward 4 application - Tony Troxel.pdf
- City Council Letter of Interest.pdf
- Smith_Resume_4.pdf

Dear Counsel Members,

I am interested in serving as a council member for Ward 4. I currently live within Ward 4, (270 Triberg Drive, Charles Town , WV) and would like the opportunity to continue public service now that I have retired from Active-Duty Military. I have a Bachelors Degree in Business Administration from Norwich University, a Forensic Accounting and Fraud certification from West Virginia University, and over 20 years of public service.

My primary reason for applying would be to represent the many new comers to the region, most of whom have a very similar background as I do (prior Military and Government employees). In addition, I would like to continue public service to give back to the community that has been so welcoming of my family and I.

In addition to my years of experience serving the Country, I am a capable public speaker and consider myself a steward of Tax Payer money in all that I do. My resume highlights my education, prior work experience, and commitment to lifelong learning.

If I had to pick a couple goals while representing Ward 4, it would be the safety of the citizens and the proper allocation of resources. My family is all Military, Law Enforcement, and First Responders, so I value the public service sector and understand the need for these services, especially in a rapidly growing area. Furthermore, I would like to do whatever I can to foster responsible growth within the area, while preventing some of the pitfalls that can accompany such growth. Additionally, I would like to see the route 9 bike path extended into the Charles Town Area, ideally connecting Ward 4 to the trail.

Thank you for your consideration, please reach out to me if you want to discuss anything in my resume.

-Respectfully,

Mike Waxler

Michael Waxler

270 Triberg Dr. Charles Town, WV 25414
(580) 595-1293 | mike.c.waxler@gmail.com| https://www.linkedin.com/in/michael-waxler-bab46b1a3/

Date available to begin work: N/A

SUMMARY STATEMENT

College educated, forward-thinking, and goal-oriented operational leader with an extensive and diverse 20-year government background. Professionally trained and experienced in collaborating and communicating with Pentagon Staff, General Officers, and Senior Executive Officials. Skilled in the analysis of key operational processes to identify gaps and implement sustainable improvements. Proven supervisory experience in high tempo operational environments, human resources, and guiding cross-functional teams to the delivery of operational and programmatic excellence. Capable of developing key relationships to promote comprehensive and cohesive business practices. Current TS/SCI/Poly clearance. Registered through Selective Service.

PROFESSIONAL SKILLS

Education	Bachelors of Science in Business Administration, Associate of Science in Administrative Management from Excelsior College. Certified Forensic Accountant. National Honors Society.
Employment	20+ years' experience in successfully leading high-impacting operational and program initiatives. Experience in highly sensitive operations across a broad spectrum of geographical regions.
Personal	Proficient in Excel, Minitab, Word, and PowerPoint. Strong work ethic with a positive approach. Continuously striving to achieve goals and exceed expectations. Organized and focused.

PROFESSIONAL WORK EXPERIENCE

Program Analyst, August 2023-Present
Technology Innovation Section, Manassas, VA.
Job Type: 40 hours per week, Full-Time (Contractor).

Provide direct support to individual directorates within the Defense Intelligence Agency.

Director of Operations Training, October 2021 – August 2023
United States Army, 4th Infantry Division, FT Carson, Co.
Job Type: 40 hours per week, Full-Time

Lead the planning, scheduling, and management of nine training programs and curriculum. Served as a Subject Matter Expert in systems and process improvement. Oversaw the development, discipline, and mentorship of 4 managers and 15 Supervisors. Maintained serviceability and readiness of $2M+ in assets. Supervised the human resources programs, including onboarding and induction training, professional development, and continued education of 90 employees. Served as Project Manager conducting research, resourcing, and development of numerous complex training projects and 5 Programs, overseeing the creation of project overviews, scopes, deliverables, criteria, work breakdown, risk management, network diagrams, and schedules. Conducted cost analyses to ensure alignment with policies. Managed facility property and supervised internal staff actions with short and long-range calendars to optimize organizational efficiency.

Foreign Military Advisor, February 2019 – October 2021
United States Army, 4th Security Force Assistance Brigade, Ft Carson, Co
Job Type: 40 hours per week, Full-Time

Oversaw the day-to-day operational, training, and development of the Tunisian Special Operations Forces. Responsible for integrating material and non-materials solutions into the Country of Tunisia Defense Forces through the Department of State. Identified and addressed operational gaps focused on efficiency and continuous improvement of all systems and processes. Compiled and analyzed information on the integration processes using both Minitab software and MS Excel

software. Collaborated with multiple stakeholders to integrate material/non-material solutions to mitigate threats. Advised senior leaders on the integration processes and progress.

Operational Advisor, April 2016 – February 2019
United States Army, Asymmetric Warfare Group, Ft Meade, MD
Job Type: 40 hours per week, Full-Time

Provided strategic operational advisory to Joint United States Military personnel and Interagency personnel during pre-mission training and combat operations. Managed and supervised the day-to-day application of Small Unmanned Aerial Systems and Counter Unmanned Aerial Systems in real world environments. Designed simulated and live scenarios focused on the readiness of personnel in alignment with the organizational long and short-term strategies across Department of Defense and other governmental agencies. Reviewed organizational readiness to identify capability gaps through annual audits. Facilitated technical and professional workshops to develop mid and upper-level management teams. Employed $10M+ in communications equipment to facilitate rapid information flow across the globe. Developed material and non-material solutions to counter Electronic Warfare activities, briefed operational and strategic level decision makers on the contested electromagnetic spectrum across sensitive areas of operations.

EDUCATION

Bachelor of Science in Business Administration (Minor in Cyber Security)
Norwich University, Northfield, VT, GPA 3.5

Associate of Science in Administrative Management
Excelsior College, Albany, NY, GPA 3.8

CERTIFICATIONS/ACHIEVEMENTS

Forensic Accounting and Fraud Examination, July 2023
West Virginia University

Certificate for Cloud Computing Security, June 2023
Cybersecurity and Infrastructure Agency

Certificate for Cyber Security Analyst, June 2023
Cybersecurity and Infrastructure Agency

Counterintelligence Awareness Certificate Program, July 2022
Defense Counterintelligence and Security Agency ID b6akiSDxfD

Arctic Circles Cold War Certificate, October 2020
Norwich University

S.A.L.U.T.E. National Honors Society, June 2021

PUBLICATIONS

Emotional Intelligence and the Modern Military Advisor, April 2020

https://www.armyupress.army.mil/Journals/NCO-Journal/Archives/2020/April/Emotional-Intelligence-and-the-Modern-Military-Advisor/

The Electromagnetic Spectrum: The Future of Warfare, April 2019
https://www.armyupress.army.mil/Portals/7/nco-journal/docs/2019/April/EMI-Waxler.pdf

To whom it may concern:

I am writing to express my interest in the City Councilmember position for Ward 4 in Charles Town, West Virginia. As a dedicated community member, I believe that serving on the council would allow me to contribute positively to our town's growth and well-being.

Background and Qualifications:

- My family and I moved to Charles Town about a year and a half ago, and I am more than excited to get involved in our community.
- My professional background in law enforcement equips me with skills in communication, community outreach, and public safety.
- I am committed to transparency, collaboration, and effective governance.

Goals While in Office:

1. **Promoting Sustainable Development:** I aim to balance growth with environmental stewardship, ensuring that new developments align with our town's character and values.
2. **Enhancing Community Engagement:** I will actively seek input from residents, attending town halls and engaging with neighborhood associations to address their concerns.
3. **Supporting Local Businesses:** I intend to advocate for policies that foster economic vitality while preserving our unique small-town charm.
4. **Improving Infrastructure:** I will work to enhance our roads, parks, and public spaces, making Charles Town an even more attractive place to live and visit. Personally, I adore the phrase 'Historically Hip' and hope to help build upon it.
5. **Collaborating with Other Council Members:** I believe in teamwork and consensus-building to achieve our shared vision for Charles Town.

Thank you for considering my application. I look forward to the opportunity to serve our community and contribute to its continued success.

Sincerely,

Heidi E. Greenleaf

110 Extrovert Drive
Charles Town, WV 25414
(410) 920-1383
Greenleaf.Heidi@gmail.com

Heidi Greenleaf

greenleaf.heidi@gmail.com | 410-920-1383
110 Extrovert Dr. Charles Town, W.V.

As a dedicated and community-focused leader with over fifteen years of experience in management, fundraising, leadership and making community connections, I bring a strong record of strategic relationship building and cross-sector collaboration. My passion lies in fostering inclusive economic growth by supporting small businesses, championing resource accessibility, and cultivating a spirit of civic entrepreneurship. I thrive in navigating complex organizational systems, uniting diverse voices, and driving solutions that reflect the needs and values of our community. With a keen eye for innovation and efficiency, I bring expertise in project and financial management, strategic marketing, and stakeholder engagement. I am committed to delivering transparent, results-driven leadership that strengthens local initiatives and empowers long-term community success.

AREAS OF EXPERTISE

Project Management | Development | Human Resource Management | Company Organization | Operational Efficiency | Customer Relationship Management (CRM) | Policy and Procedure Implementation | Staff Development | Process Improvement | Business Development | Conflict Resolution | Schedule Coordination | Data Management | Data Analysis | Reporting | Problem Solving | Training Facilitation | Interpersonal Skills | Written & Verbal Communication | Cross-Functional Collaboration | System Implementation | Product Implementation | Product Integration | Stakeholder Management | Business Process Mapping | Retention | Negotiation | Strategic Planning | Organizational Leadership | Strategic Thinking | Change Management |

TECHNICAL SKILLS

Microsoft Office Suite | Google Suite | Monday.com | ADP | Paychex.com | Unanet | QuickBooks | Microsoft Teams | Skype | Zoom | Slack | Asana | Dropbox | OneDrive | Evernote | Canva | Hootsuite | Mailchimp | Wix | SurveyMonkey | Calendly | Zapier | Adobe |

PROFESSIONAL EXPERIENCE

Emergency Rental Assistance Program Manager | 06/2024 - 10/2024
Housing Counseling Services (HCS) | Consultant | Washington, D.C.

- Reduced eligibility determination errors by 30% by ensuring thorough knowledge of program guidelines and regulations and updating Standard Operating Procedures (SOPs) for improved accuracy and efficiency
- Collaborated effectively with multidisciplinary teams, including social workers, case managers, lawyers and housing specialists, to provide comprehensive emergency housing assistance to clients in need
- Significantly enhanced client satisfaction by providing timely and accurate eligibility determinations for a variety of assistance programs

Financial Expert | 08/2023 - 06/2024
Lydon, Fetterolf, Corydon, P.A. (LFC) | Consultant | Rockville, MD.

- Conducted in-depth financial analysis of capital budgets exceeding $20 million across four distinct portfolios, demonstrating strong analytical and financial modeling skills
- Managed daily financial operations, including account tracking, payroll processing, budget management, invoicing, and bank reconciliations, utilizing QuickBooks accounting software
- Ensured the accuracy of financial statements by conducting thorough reviews and generated daily reports on gross profit, providing critical insights into business performance
- Processed and analyzed W-2 and W-9 forms, accurately inputting data into an online web portal to generate year-end statistical reports for clients
- Enhanced data collection, financial analysis, and reporting processes, resulting in optimized business practices and improved customer retention

Finance and Human Resource Manager | 01/2020 - 07/2023
Solar Solution | Washington, D.C.

- Implemented and managed effective recruitment and retention strategies, resulting in the successful hiring and retention of over 50 employees annually. Developed and led an internal canvassing team, significantly increasing sales lead generation with 80% of leads now sourced internally

- Spearheaded the implementation of a new CRM (Customer Relationship Management) board for efficient tracking of all insurance policies. Led annual audits and renewals, successfully negotiating better rates and identifying cost-saving opportunities, resulting in a $20,000 reduction in insurance expenses in 2024
- Managed all aspects of company finances, including payroll, accounts receivable, and accounts payable, for a company with annual revenue exceeding $20 million
- Demonstrated strong negotiation and analytical skills in securing favorable terms in a variety of contracts, contributing to the overall success of business operations, including a 20% reduction in permitting costs annually
- Streamlined Human Resources (HR) processes by automating key tasks within the CRM system, improving employee satisfaction and operational efficiency resulting in less time spent on administrative tasks, such as time-off requests and accessing HR information
- Developed and implemented a comprehensive employee handbook and Standard Operating Procedures (SOPs) to ensure compliance with all relevant labor laws

Field Training Officer | 06/2011 to 10/2018
National Park Service (NPS) | Baltimore Environmental Police (BEP) | Maryland National Capital Park Police (MNCPP) | Various Locations within the U.S.

- Led and managed backcountry Search and Rescue (SAR) operations, including a team of highly trained professionals and an NPS-certified SAR K-9 unit to effectively assist and protect over 3 million annual visitors
- Public Information Officer (PIO)/National Emergency Medical Responder (NEMR)/Federal secret security clearance for National Park Service (NPS)
- Collaborated with Homeland Security and other local, state, and federal agencies to enhance security measures and mitigate risks at critical infrastructure sites (both public and private)
- Trained new dispatchers on use of Keystone Public Safety Computer-Aided Dispatch (CAD) system. This involved guiding them on effectively gathering critical information from emergency calls and efficiently dispatching first responders to incidents
- Actively engaged with community members through regular communication, building strong rapport and trust to foster a positive and reassuring presence within the community

Managing Director | 06/2007 to 12/2010
Therapeutic Alternative of Maryland | Baltimore, MD.

- Successfully managed and supervised diverse programs serving over 500 participants annually, fostering personal and professional growth through horticultural therapies and vocational training
- Secured and managed over $70,000 in annual funding through grant writing, budget development, and successful coordination of large fundraising events
- Demonstrated strong operational and management skills by overseeing a 20-acre farm with 10+ employees. Streamlined operations and negotiated vendor contracts, resulting in $5,000 in annual cost savings
- Built and maintained a robust volunteer network of over 1,000 individuals, including school groups, AmeriCorps, veterans, and community organizations
- Excelled in administrative and operational tasks, including managing social media accounts and streamlining office workflows to ensure efficient and effective program delivery

EDUCATION

Bachelor of Science, Mass Communications
Towson University | Towson, MD.

Project Management Professional (PMP)
Coursera | Online

Human Resource Management (HRM)
Skye | Online

Certified Police Officer (LEO)
Hocking College National Ranger Training Institute | Nelsonville, OH.

Anthony (Tony) Troxel

Ward 4 Resident

Contact

94 Edaw Drive,
Charles Town, WV
25414
ttroxel70@hotmail.com

Dear Charles Town City Council,

I bring forth and express my interest in being appointed to serve and represent Ward 4. As a resident of Ward 4 for the past 15 years, I am deeply invested in the well-being and progress of our community.

Throughout my time in Ward 4, I have actively engaged with our local issues, participating in various community meetings and initiatives. My commitment to public service is driven by a strong desire to contribute positively to my town and neighborhood, and ensure that the voices of our residents are heard and respected.

Living and working throughout the United States with the National Park Service has equipped me with a keen understanding of the complexities of local governance and the importance of collaborative decision-making.

One of my core principles is the ability to engage in respectful dissent. I firmly believe that diverse perspectives are essential for a healthy, functioning team. My approach to public service is rooted in listening to all viewpoints and fostering an environment where constructive dialogue can thrive. This ensures that decisions are made with the broadest possible understanding of their impact on our community.

I am eager to bring my dedication, experience, and collaborative spirit to the City Council. I am confident that I can effectively represent the interests of Ward 4 and contribute to the ongoing efforts to make our city a better place for all residents. Thank you for considering my application. I look forward to the opportunity to further discuss how I can serve our community in this capacity.

Sincerely,
Anthony Troxel

Anthony (Tony) Troxel

Contact

94 Edaw Drive
Charles Town, WV 25414
304-725-6578 h 304-671-9054 c
ttroxel70@hotmail.com

Education

Federal Law Enforcement Training Center
Brunswick, GA

Radford University, BS History
1988-1992

Frankfurt American HS, 1985-1988
Frankfurt, W. Germany

Key Skills

- Project management
- Respectful dissent
- Creative problem solving
- Communication skills
- Active member of a team
- Team development
- Resourceful

Objective

Appointment as City Council Member – Ward 4

Work Experience

US Park Ranger - 04/1998 to Present

Dedicated and experienced federal law enforcement officer with 25 years of service, throughout the United States with the National Park Service. Proven track record in maintaining public safety, enforcing laws, and protecting natural resources. Strong leadership, communication, and problem-solving skills, complemented by a willingness to work as a member of a dynamic team.

Community Involvement

- Leadership Jefferson, Class X – 2016-2017
- Jefferson Co. Historic Landmarks Commission
  Commissioner; 2018-2019
- Jefferson Co. Emergency Services Agency
  Citizen Representative and Vice-Chair; 2018-2023
- Charles Town Historic Landmarks Commission, 2023-Present

August 28, 2025

Mayor Micheal George
101 East Washington Street
Charles Town, WV 25414

Dear Mayor George and Members of the Charles Town City Council,

I am writing to express interest in serving on the Charles Town City Council representing Ward 4. As a resident of Jefferson County since 2014 and someone who cares deeply about our community's growth and well-being, I would be honored to contribute my time, skills, and energy to supporting the Council's important work.

I bring an education and public communication background, having worked for Jefferson County Schools as an educator since 2015. Prior to my work as a teacher, I was a journalist and public affairs assistant for Army, Navy and Air Force news outlets. Both positions have strengthened my ability to listen with empathy, communicate effectively, and find creative solutions to complex challenges. These same skills are invaluable in public service, where thoughtful decision-making is essential. As a teacher, I have a unique perspective on the importance of supporting local families, investing in our youth, and ensuring that our policies help build a strong future for Charles Town.

I am also interested in supporting and promoting local businesses and the arts, improving public spaces, and fostering community engagement, all while maintaining fiscal responsibility. I believe these goals are central to ensuring Charles Town remains a welcoming and thriving place for everyone.

If appointed, I will approach the role with dedication, transparency and respect for the voices of all residents. I am confident that my ability to work well with others would make me a strong addition to the Council.

Thank you for considering my application. I would welcome an opportunity to discuss my interest further.

Respectfully,

Julie Smith
16 Bramble Drive
Charles Town, WV 25414
253-448-0677
jooles895@live.com

JULIE SMITH

Charles Town, WV • 253.448.0677 • jooles895@live.com

PERSONAL STATEMENT

I am a highly motivated, organized, and dependable individual with experience in education, writing, editing, and communications. I can precisely manage tasks and priorities by taking initiative, thinking critically, and engaging effectively at all levels.

EDUCATION

Master of Arts, Communication and Leadership Gonzaga University
Bachelor of Arts, Journalism Eastern Washington University

PROFESSIONAL EXPERIENCE

Middle School English Teacher **August 2023-Present**
Charles Town Middle School, Charles Town, WV

- Develop and implement engaging lesson plans aligned with 6th grade state standards, fostering critical thinking, writing, and communication skills.
- Differentiate instruction to meet diverse learning needs, including English language learners and students with individualized education plans (IEPs).
- Integrate technology and project-based learning to enhance student engagement and achievement.
- Collaborate with colleagues, administrators, and families to support academic growth and social-emotional development.
- Lead extracurricular activities, such as drama club, promoting student leadership and community involvement.
- Track and analyze student progress through assessments and provide constructive feedback to guide improvement.
- Maintain a positive, inclusive classroom environment that encourages respect, curiosity, and lifelong learning.

Children Services Coordinator **August 2020 – Present**
Charles Town Library, Charles Town, WV

- Developed and coordinated extensive year-round events and activities for children of all ages.
- Facilitated children's learning through age-appropriate programs.
- Studied current children's literature and literary trends through online research and trade publications.
- Maintained library's electronic resources, circulation and cataloguing systems, and other software.
- Worked collaboratively with others to meet the needs of the local community.
- Assisted patrons with reference questions, reader's advisory requests, and library technologies.
- Provided customer service at the front desk, including check-in and check-out of materials.
- Marketed outreach activities to the public, local organizations and businesses, and other community members.

Professional Substitute Teacher **November 2015 – March 2020**
Jefferson County Schools, Charles Town, WV

- Implemented and taught daily and weekly lesson plans as directed by the absent teacher and maintained an orderly classroom.
- Communicated cordially and positively to students, faculty, staff, and parents/family members.
- Kept grade and attendance records and documented accidents or incidents.
- Completed a Substitute Teacher Report at the conclusion of the duty assignment for the regular teacher.
- Supervised students always for maximum safety.

Photojournalist **March 2014 – October 2014**
Comprint Military Publications, a division of Post-Newsweek Media, Gaithersburg, MD

- Served as a full-time contract copywriter and photojournalist for *The Journal*, covering the tenant command of Naval Support Activity Bethesda.
- Generated weekly enterprise stories about the military community of NSAB.
- Maintained several beat specialties, following major developments and events.
- Skills included writing, graphic design, and photography.
- Extensive knowledge of AP style.

Senior Writer **July 2012 – December 2013**
The Tacoma News Tribune/The Northwest Guardian, Tacoma, WA

- Served as a full-time contract copywriter for *The Northwest Guardian*, the major military publication covering Joint Base Lewis-McChord, WA.
- Required thorough fact-checking and verification of highly technical data.
- Organized articles using clear and concise military terminology.
- Ensured articles were accurate and met editorial guidelines and standards.

Media Relations Officer/Writer **October 2008 – June 2010**
Madigan Army Medical Center, Tacoma, WA

- Authored and organized extensive communication plans for the public and specialized audiences.
- Enhanced stakeholders' and beneficiaries' understanding of the programs, policies, functions, and activities of the hospital through written communication.
- Adhered to quality, format, and style guidelines using distinct and concise terminology.
- Wrote, edited, and disseminated news releases.
- Maintained complex databases and records of all media queries and actions taken.
- Assisted in the content development of all media campaigns.

CERTIFICATIONS

Gonzaga University Servant Leadership Certification

AWARDS

- Teacher of the Month, Charles Town Middle School, April 2025
- First Place for News Writing and Feature Writing, U.S. Army Medical Command Journalism Competition, January 2011
- Employee of the Quarter, Madigan Army Medical Center, Spring 2009

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-923: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-924: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

Proposed Motion: Approve the Second Reading of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

ATTACHMENTS:

- PODA 2025 Revision Redline.pdf
- PODA 2025 Revision Clean.pdf

ARTICLE 522
Private Outdoor Designated Areas

522.01 Purpose and intent.

522.02 Definitions.

522.03 Permit required.

522.04 Containers.

522.05 Signage and prohibitions.

522.06 Public health, safety and sanitation.

522.07 Revocation of City Manager approval; and general policy authority.

522.08 Suspension of private outdoor designated area.

522.09 Penalties.

522.10 Creation and boundaries.

522.11 Days and hours of operation.

522.12 Personnel needed.

522.13 Appeals process.

522.01 PURPOSE AND INTENT.

Pursuant to the provisions of West Virginia Code §§ 8-12-26, ~~and~~ 60-7-8g, and 60-7-8h one or more private outdoor designated areas may be created within the City.

522.02 DEFINITIONS.

(a) PODA Permit means the permit issued by the City ~~to Class A or Class B Licensees~~to qualified license holders as outlined in West Virginia Code § 60-7-8g and § 60-7-8h, allowing them to participate in the Private Outdoor Designated Area and to apply for an S4 or S4N license from the West Virginia Alcohol Beverage Control Administration (WVABCA).

(b) Private Outdoor Designated Area means public property that has become a legally demarcated area established by a municipal ordinance as set forth in W. Va. Code § 8-12-26 for the consumption of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer.

522.03 PERMIT REQUIRED.

(a) Any ~~Class A or Class B license holder~~qualified license holder under W. Va. Code § 60-7-1,et seq. ~~.~~that operates within the boundaries of a private outdoor designated area may

apply for a PODA Permit to participate in the Private Outdoor Designated Area by submitting an application to the City Manager on such forms as he shall prescribe. The City Manager shall review the application to ensure it is complete and meets the following requirements:

(1) The applicant is located in an established private outdoor designated area, pursuant to this article, with a front door in compliance with all building and fire codes for the safe ingress and egress of members, patrons, and guests to and from the private outdoor designated area.

(2) The applicant has a valid City and state business license and is in good standing with the City.

(3) The applicant ~~has a valid Class A private club license under W. Va. Code § 60-7-1 et seq.~~ is a qualified permit holder meeting the requirements of either W.Va. Code § 60-7-8g or § 60-7-8h.

(b) Once the PODA Permit is granted by the City Manager, the license holder may apply to the West Virginia Alcohol Beverage Control Administration ("WVABCA") for a special Class S4 or Class S4N permit, as detailed in W. Va. Code § 60-7-8g or W.Va. Code § 60-7-8h, to participate in a private outdoor designated area, as further detailed in this article, in the West Virginia Code, and in any applicable rules of the WVABCA. Upon approval by the WVABCA, the Class S4 permit holder shall notify the city manager's office. Any business that receives the approval of the City Manager and a Class S4 permit from the WVABCA may participate in a private outdoor designated area.

(c) Participation in a private outdoor designated area does not provide a business with any authority to operate outdoor dining on the public right-of-way. Any business interested in participating in outdoor dining shall follow the requirements the requirements of Article 907 and 909 of this Code. A business with an approved outdoor dining area that is within a private outdoor designated area may operate its outdoor dining area simultaneously with its participation in a private outdoor designated area.

522.04 CONTAINERS.

All beverages served from valid Class S4 or S4N permit holders for consumption in a private outdoor designated area shall be served in a non-glass container not greater than sixteen (16) fluid ounces, which has been approved by the City Manager and the WVABCA.

522.05 SIGNAGE AND PROHIBITIONS.

(a) Prior to the operation of a private outdoor designated area, the City shall erect conspicuous signage. The signs shall be located at every reasonable point where a pedestrian may exit the private outdoor designated area by way of a public sidewalk. The signs shall clearly state "No alcohol beyond this point." and provide clear notice that a person is leaving the private outdoor designated area.

(b) A person may not leave a private outdoor designated area while possessing an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer.

(c) Nothing in this Article shall be construed to permit a person to possess an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer, that contains liquid while being in, on, or operating a motor vehicle within a private outdoor designated area.

(d) Businesses in the private outdoor designated area may choose to allow or prohibit alcohol consumption in their business. Liquor, wine, nonintoxicating beer, or nonintoxicating craft beer may only be brought into structures or businesses that have indicated by a posted sign that they are participating in the private outdoor designated area~~., whether or not they hold a Class A license from the WVABCA Commissioner.~~

(e) Special event sponsors that have been granted a special event permit to operate on a City Street that is included in the PODA area may choose to allow or prohibit alcohol consumption on that portion of the City street during the special event.

522.06 PUBLIC HEALTH, SAFETY, AND SANITATION.

(a) All private outdoor designated areas shall be operated in a manner consistent with all state and municipal laws. The Charles Town Police Department shall be responsible for ensuring compliance and may issue citations within the private outdoor designated areas as necessary. The Charles Town Police Department shall provide a copy of any citation issued within a private outdoor designated area to the WVABCA.

(b) In addition to any public restrooms in a private outdoor designated area, participating Class S4 permit holders shall make available adequate restroom facilities, whether permanent or portable, to serve their members and guests during all hours of operation of the private outdoor designated area.

(c) All businesses operating within a private outdoor designated area shall comply with all requirements of the Jefferson County Health Department.

(d) All S4 or S4N permit holders, when they are open for business and serving customers within a private outdoor designated area, shall make waste receptacles available during the operating hours of the private outdoor designated area in a number sufficient to contain the waste generated within the area and which are emptied regularly by each participating business as needed to ensure availability.

522.07 REVOCATION OF CITY MANAGER APPROVAL; AND GENERAL POLICY AUTHORITY.

(a) The City Manager or Mayor may revoke the letter of approval of any Class S4 or Class S4N permit holder when doing so is in the interest of public safety by sending a revocation letter to both the permit holder and the WVABCA.

(b) The City Manager is authorized to create policies and procedures as necessary for the efficient operation of the private outdoor designated areas, including, but not limited to, signage language approval, container approval, identification of participating businesses and non-participating businesses, review of security plans proposed to the WVABCA, the interaction and interplay between a fair or festival and the private outdoor designated areas, and the duties and responsibilities of all participating businesses with respect to clean up and other sanitation matters. (Ord. 2025-002. Passed 3-3-25.)

522.08 SUSPENSION OF PRIVATE OUTDOOR DESIGNATED AREA.

(a) The City Manager or Mayor has the authority to suspend the operation of a private outdoor designated area immediately when in the interest of public safety by providing notice to all Class S4 and S4N permit holders within the private outdoor designated area, City Council, any business association participating in the marketing or advertising of the private outdoor designated area, and the WVABCA.

522.09 PENALTIES.

(a) An individual who violates any provision of this article relating to private outdoor designated areas is guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100.00).

(b) Any person who owns or operates a business that is a PODA permittee or is employed by such a business and who violates any provision of this article is guilty of a misdemeanor and, upon conviction, shall be fined not less than five dollars ($5.00) and not more than one thousand dollars ($1,000.00). Any owner, operator, or employee who violates a provision of this article and is convicted of a third such offense, upon conviction, may be confined for up to thirty (30) days. These penalties for owners, operators, and employees of private outdoor designated areas are in addition to any penalty from the WVABCA.

522.10 CREATION AND BOUNDARIES.

(a) City Council for the City of Charles Town hereby establishes a private outdoor designated area known as "City Center PODA," which shall have the boundary as stated in subsection (b) of this section and which shall meet all of the requirements of this article and applicable West Virginia Code.

(b) The City Center PODA shall begin at the southwestern corner of the intersection of S. West Street and W. Washington Street, then continue along West Street in a northerly direction to W. Liberty Street, then continue in an easterly direction along Liberty Street to N. Goerge Street, including the 200 block of N Charles Street and Opera House Way., then continue north to a point perpendicular with the intersection of N. Samuel Street and Bell Place, then east along that perpendicular line to the intersection of Bell Place and N.

Mildred Street then south to the intersection of N. Mildred Street and E. Washington Street, continue westerly to the southwestern corner of the intersection of S. West Street and W. Washington Street.

(c) The attached map of the City Center PODA is incorporated by reference herein and made a part of this article.

(d) The area within the City Center PODA is in a zoning area that allows for the sale and consumption of liquor, wine, nonintoxicating beer and nonintoxicating craft beer, and is in compliance with the City's zoning ordinance.

522.11 DAYS AND HOURS OF OPERATION.

The City Center PODA may operate year-round on any Saturday and Sunday from 10:00 a.m. until 10:00 p.m., and Monday through Friday from 5:00 p.m. until 10:00 p.m.. Drinks may not be sold in PODA cups or consumed within the City Center PODA outside of the hours of operation.

522.12 PERSONNEL NEEDED.

The PODA district is regularly patrolled by the Charles Town City Police Department, and the City Council anticipates that these police officers will be working their regular shifts.

522.13 APPEALS PROCESS.

(a) Any S4 or S4N permit holder may appeal to the City Council the suspension the entire PODA district or the permit holder's individual suspension.

(b) Any denial of a PODA permit application may be appealed to the City Council.

(c) Any appeal must be filed in writing with the City Clerk within fifteen (15) calendar days of the adverse action.

(d) Suspensions lasting less than seven (7) calendar days are not subject to appeal.

(e) The City Manager shall place consideration of the appeal on the City Council's agenda within thirty (30) days after receipt of an appeal.

(f) The City Council will issue a decision within thirty (30) days after consideration of appeal.

(g) All decisions of the City Council will be final and not subject to further appeal.

ARTICLE 522
Private Outdoor Designated Areas

522.01 Purpose and intent.

522.02 Definitions.

522.03 Permit required.

522.04 Containers.

522.05 Signage and prohibitions.

522.06 Public health, safety and sanitation.

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522.01 PURPOSE AND INTENT.

Pursuant to the provisions of West Virginia Code §§ 8-12-26,60-7-8g, and 60-7-8h one or more private outdoor designated areas may be created within the City.

522.02 DEFINITIONS.

(a) PODA Permit means the permit issued by the City to qualified license holders as outlined in West Virginia Code § 60-7-8g and § 60-7-8h, allowing them to participate in the Private Outdoor Designated Area and to apply for an S4 or S4N license from the West Virginia Alcohol Beverage Control Administration (WVABCA).

(b) Private Outdoor Designated Area means public property that has become a legally demarcated area established by a municipal ordinance as set forth in W. Va. Code § 8-12-26 for the consumption of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer.

522.03 PERMIT REQUIRED.

(a) Any qualified license holder under W. Va. Code § 60-7-1,et seq. .that operates within the boundaries of a private outdoor designated area may apply for a PODA Permit to

participate in the Private Outdoor Designated Area by submitting an application to the City Manager on such forms as he shall prescribe. The City Manager shall review the application to ensure it is complete and meets the following requirements:

(1) The applicant is located in an established private outdoor designated area, pursuant to this article, with a front door in compliance with all building and fire codes for the safe ingress and egress of members, patrons, and guests to and from the private outdoor designated area.

(2) The applicant has a valid City and state business license and is in good standing with the City.

(3) The applicant is a qualified permit holder meeting the requirements of either W.Va. Code § 60-7-8g or § 60-7-8h.

(b) Once the PODA Permit is granted by the City Manager, the license holder may apply to the West Virginia Alcohol Beverage Control Administration ("WVABCA") for a special Class S4 or Class S4N permit, as detailed in W. Va. Code § 60-7-8g or W.Va. Code § 60-7-8h, to participate in a private outdoor designated area, as further detailed in this article, in the West Virginia Code, and in any applicable rules of the WVABCA. Upon approval by the WVABCA, the Class S4 permit holder shall notify the city manager's office. Any business that receives the approval of the City Manager and a Class S4 permit from the WVABCA may participate in a private outdoor designated area.

(c) Participation in a private outdoor designated area does not provide a business with any authority to operate outdoor dining on the public right-of-way. Any business interested in participating in outdoor dining shall follow the requirements the requirements of Article 907 and 909 of this Code. A business with an approved outdoor dining area that is within a private outdoor designated area may operate its outdoor dining area simultaneously with its participation in a private outdoor designated area.

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522.05 SIGNAGE AND PROHIBITIONS.

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(b) A person may not leave a private outdoor designated area while possessing an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer.

(c) Nothing in this Article shall be construed to permit a person to possess an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer, that contains liquid while being in, on, or operating a motor vehicle within a private outdoor designated area.

(d) Businesses in the private outdoor designated area may choose to allow or prohibit alcohol consumption in their business. Liquor, wine, nonintoxicating beer, or nonintoxicating craft beer may only be brought into structures or businesses that have indicated by a posted sign that they are participating in the private outdoor designated area.

(e) Special event sponsors that have been granted a special event permit to operate on a City Street that is included in the PODA area may choose to allow or prohibit alcohol consumption on that portion of the City street during the special event.

522.06 PUBLIC HEALTH, SAFETY, AND SANITATION.

(a) All private outdoor designated areas shall be operated in a manner consistent with all state and municipal laws. The Charles Town Police Department shall be responsible for ensuring compliance and may issue citations within the private outdoor designated areas as necessary. The Charles Town Police Department shall provide a copy of any citation issued within a private outdoor designated area to the WVABCA.

(b) In addition to any public restrooms in a private outdoor designated area, participating Class S4 permit holders shall make available adequate restroom facilities, whether permanent or portable, to serve their members and guests during all hours of operation of the private outdoor designated area.

(c) All businesses operating within a private outdoor designated area shall comply with all requirements of the Jefferson County Health Department.

(d) All S4 or S4N permit holders, when they are open for business and serving customers within a private outdoor designated area, shall make waste receptacles available during the operating hours of the private outdoor designated area in a number sufficient to contain the waste generated within the area and which are emptied regularly by each participating business as needed to ensure availability.

522.07 REVOCATION OF CITY MANAGER APPROVAL; AND GENERAL POLICY AUTHORITY.

(a) The City Manager or Mayor may revoke the letter of approval of any Class S4 or Class S4N permit holder when doing so is in the interest of public safety by sending a revocation letter to both the permit holder and the WVABCA.

(b) The City Manager is authorized to create policies and procedures as necessary for the efficient operation of the private outdoor designated areas, including, but not limited to, signage language approval, container approval, identification of participating businesses and non-participating businesses, review of security plans proposed to the WVABCA, the interaction and interplay between a fair or festival and the private outdoor designated areas, and the duties and responsibilities of all participating businesses with respect to clean up and other sanitation matters. (Ord. 2025-002. Passed 3-3-25.)

522.08 SUSPENSION OF PRIVATE OUTDOOR DESIGNATED AREA.

(a) The City Manager or Mayor has the authority to suspend the operation of a private outdoor designated area immediately when in the interest of public safety by providing notice to all Class S4 and S4N permit holders within the private outdoor designated area, City Council, any business association participating in the marketing or advertising of the private outdoor designated area, and the WVABCA.

522.09 PENALTIES.

(a) An individual who violates any provision of this article relating to private outdoor designated areas is guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100.00).

(b) Any person who owns or operates a business that is a PODA permittee or is employed by such a business and who violates any provision of this article is guilty of a misdemeanor and, upon conviction, shall be fined not less than five dollars ($5.00) and not more than one thousand dollars ($1,000.00). Any owner, operator, or employee who violates a provision of this article and is convicted of a third such offense, upon conviction, may be confined for up to thirty (30) days. These penalties for owners, operators, and employees of private outdoor designated areas are in addition to any penalty from the WVABCA.

522.10 CREATION AND BOUNDARIES.

(a) City Council for the City of Charles Town hereby establishes a private outdoor designated area known as "City Center PODA," which shall have the boundary as stated in subsection (b) of this section and which shall meet all of the requirements of this article and applicable West Virginia Code.

(b) The City Center PODA shall begin at the southwestern corner of the intersection of S. West Street and W. Washington Street, then continue along West Street in a northerly direction to W. Liberty Street, then continue in an easterly direction along Liberty Street to N. Goerge Street, including the 200 block of N Charles Street and Opera House Way., then continue north to a point perpendicular with the intersection of N. Samuel Street and Bell Place, then east along that perpendicular line to the intersection of Bell Place and N.

Mildred Street then south to the intersection of N. Mildred Street and E. Washington Street, continue westerly to the southwestern corner of the intersection of S. West Street and W. Washington Street.

(c) The attached map of the City Center PODA is incorporated by reference herein and made a part of this article.

(d) The area within the City Center PODA is in a zoning area that allows for the sale and consumption of liquor, wine, nonintoxicating beer and nonintoxicating craft beer, and is in compliance with the City's zoning ordinance.

522.11 DAYS AND HOURS OF OPERATION.

The City Center PODA may operate year-round on any Saturday and Sunday from 10:00 a.m. until 10:00 p.m., and Monday through Friday from 5:00 p.m. until 10:00 p.m.. Drinks may not be sold in PODA cups or consumed within the City Center PODA outside of the hours of operation.

522.12 PERSONNEL NEEDED.

The PODA district is regularly patrolled by the Charles Town City Police Department, and the City Council anticipates that these police officers will be working their regular shifts.

522.13 APPEALS PROCESS.

(a) Any S4 or S4N permit holder may appeal to the City Council the suspension the entire PODA district or the permit holder's individual suspension.

(b) Any denial of a PODA permit application may be appealed to the City Council.

(c) Any appeal must be filed in writing with the City Clerk within fifteen (15) calendar days of the adverse action.

(d) Suspensions lasting less than seven (7) calendar days are not subject to appeal.

(e) The City Manager shall place consideration of the appeal on the City Council's agenda within thirty (30) days after receipt of an appeal.

(f) The City Council will issue a decision within thirty (30) days after consideration of appeal.

(g) All decisions of the City Council will be final and not subject to further appeal.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-925: Route 51 Project Proposal Discussion

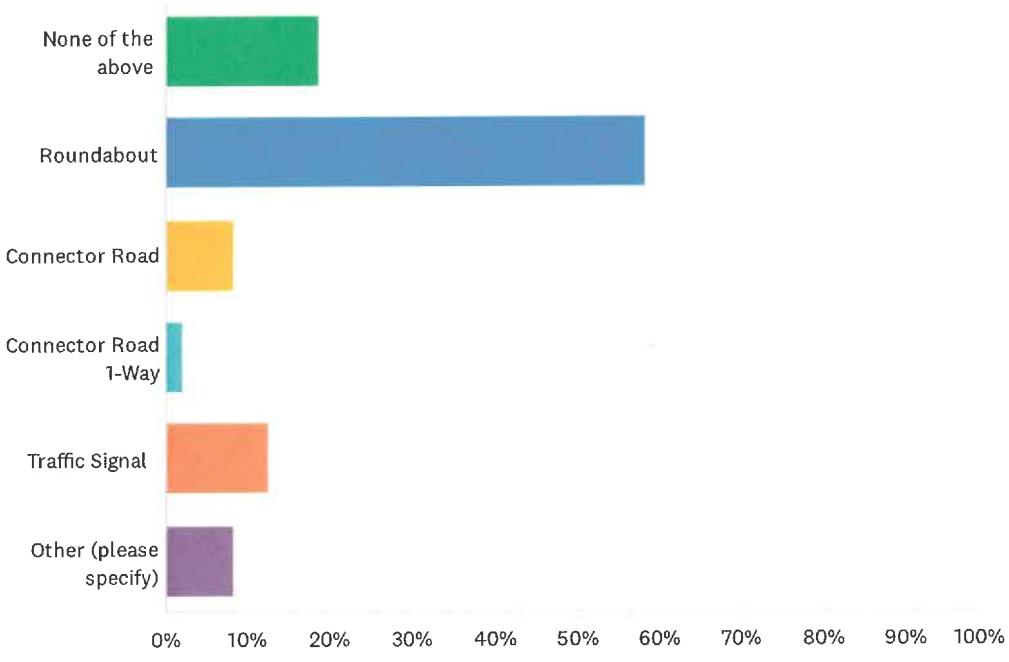
This agenda item was Tabled at the August 18, 2025, council meeting.

ATTACHMENTS:

- Survey Monkey Results.pdf
- Route 51 comments.pdf
- Rtoute 51 emails.pdf
- Perry Comments-WVDOT Route 51 Project.pdf
- Package Draft Letter and Position Paper WVDOT WV51.pdf
- Utilities in their own documents Feb 4 2025.pdf
- 2025_01_24, W Washington Street Design Study, Preliminary - DRAFT COPY.pdf
- WV51_2025-01-29 Public Meeting.pdf

Q1 What is your preferred traffic design option?

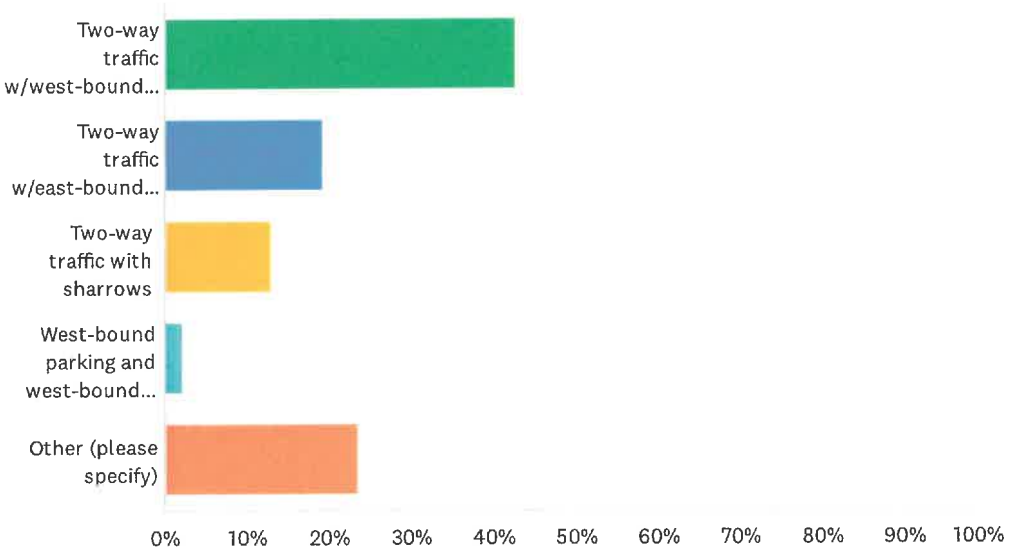
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
None of the above	18.75%	9
Roundabout	58.33%	28
Connector Road	8.33%	4
Connector Road 1-Way	2.08%	1
Traffic Signal	12.50%	6
Other (please specify)	8.33%	4
Total Respondents: 48		

Q2 What is your preferred streetscape option?

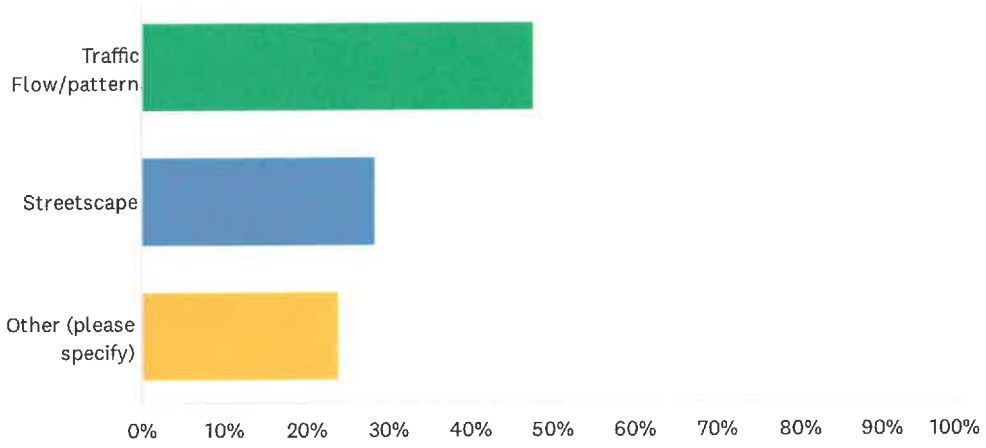
Answered: 47 Skipped: 1



ANSWER CHOICES	RESPONSES	
Two-way traffic w/west-bound parking lane and sidewalks	42.55%	20
Two-way traffic w/east-bound parking lane and sidewalks	19.15%	9
Two-way traffic with sharrows	12.77%	6
West-bound parking and west-bound sidewalks only	2.13%	1
Other (please specify)	23.40%	11
TOTAL		47

Q3 What is the most pressing concern for you in this area?

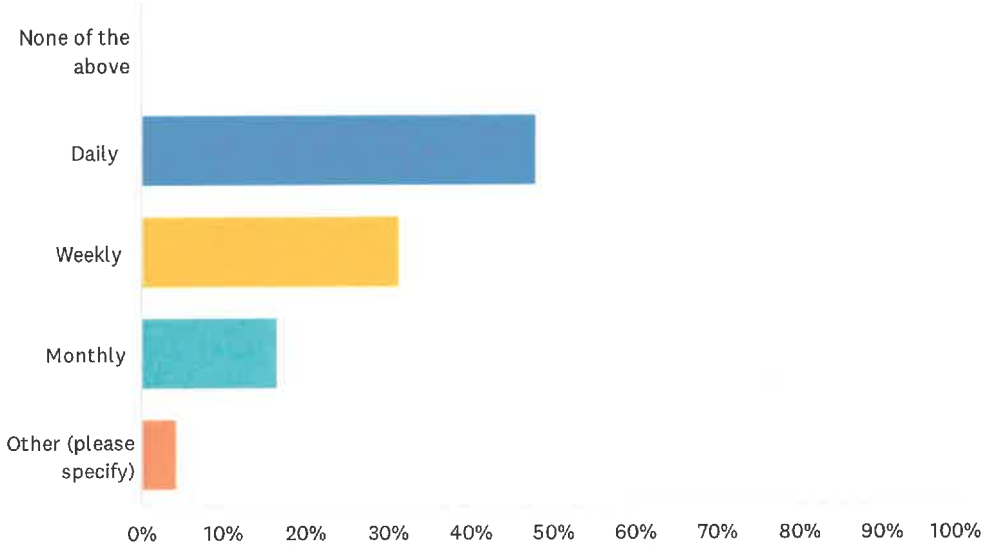
Answered: 46 Skipped: 2



ANSWER CHOICES	RESPONSES	
Traffic Flow/pattern	47.83%	22
Streetscape	28.26%	13
Other (please specify)	23.91%	11
TOTAL		46

Q4 How frequently do you travel this corridor?

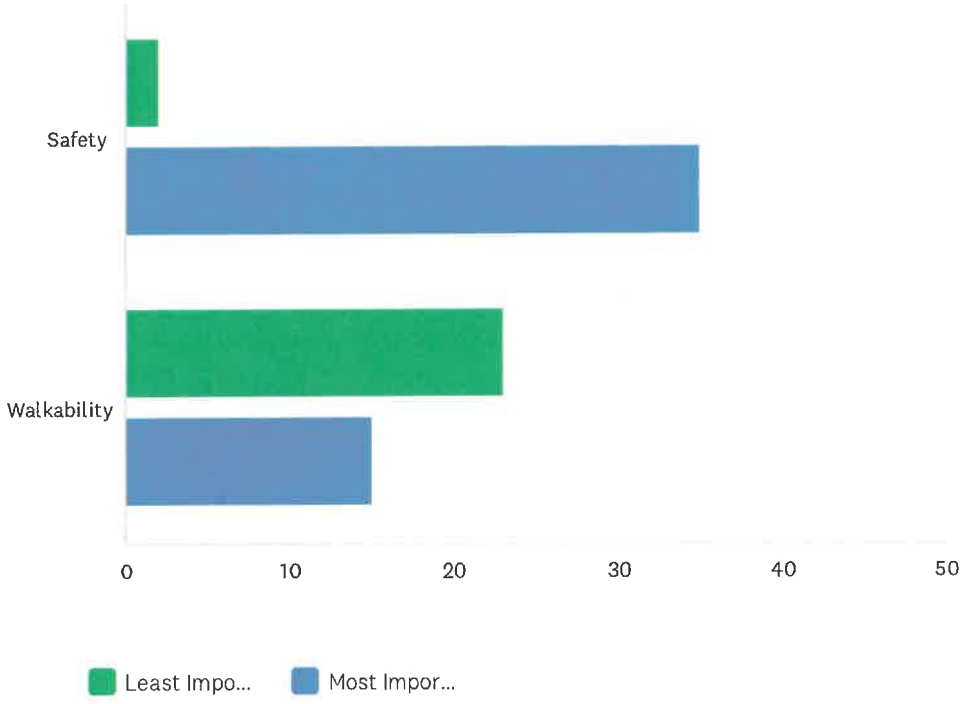
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
None of the above	0.00%	0
Daily	47.92%	23
Weekly	31.25%	15
Monthly	16.67%	8
Other (please specify)	4.17%	2
TOTAL		48

Q5 How important is safety and walkability to you in this area?

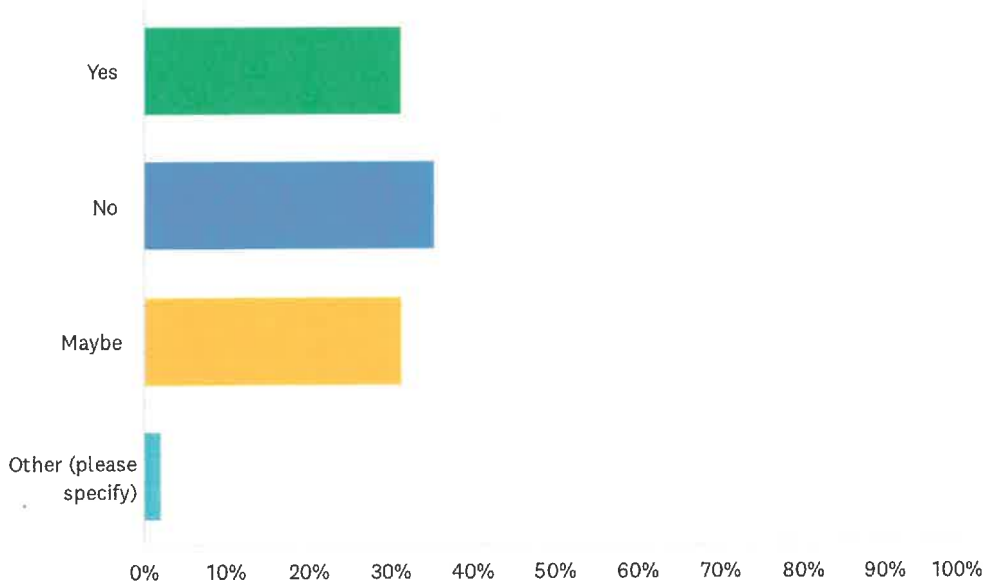
Answered: 48 Skipped: 0



	LEAST IMPORTANT	MOST IMPORTANT	TOTAL
Safety	5.41% 2	94.59% 35	37
Walkability	60.53% 23	39.47% 15	38

Q6 Based on what you have seen, read, or heard about this project, is this project to your benefit?

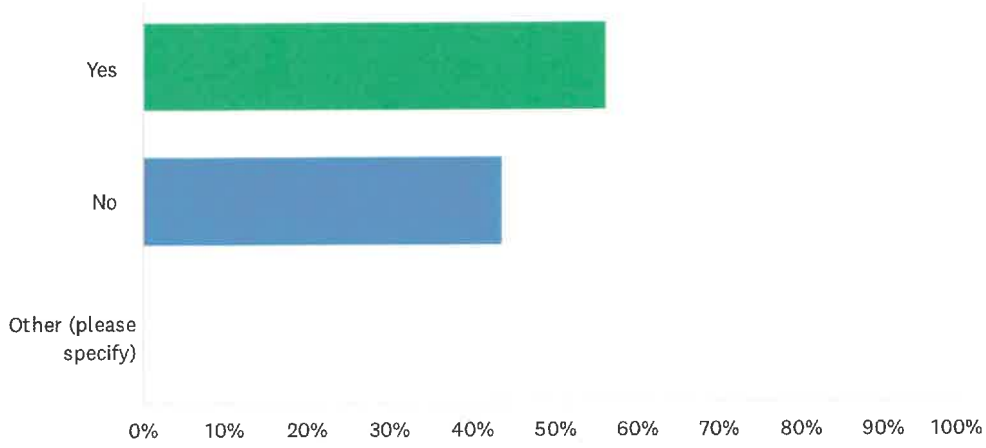
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	31.25%	15
No	35.42%	17
Maybe	31.25%	15
Other (please specify)	2.08%	1
TOTAL		48

Q7 Do you live within the west-end community and/or are directly impacted by the proposed changes?

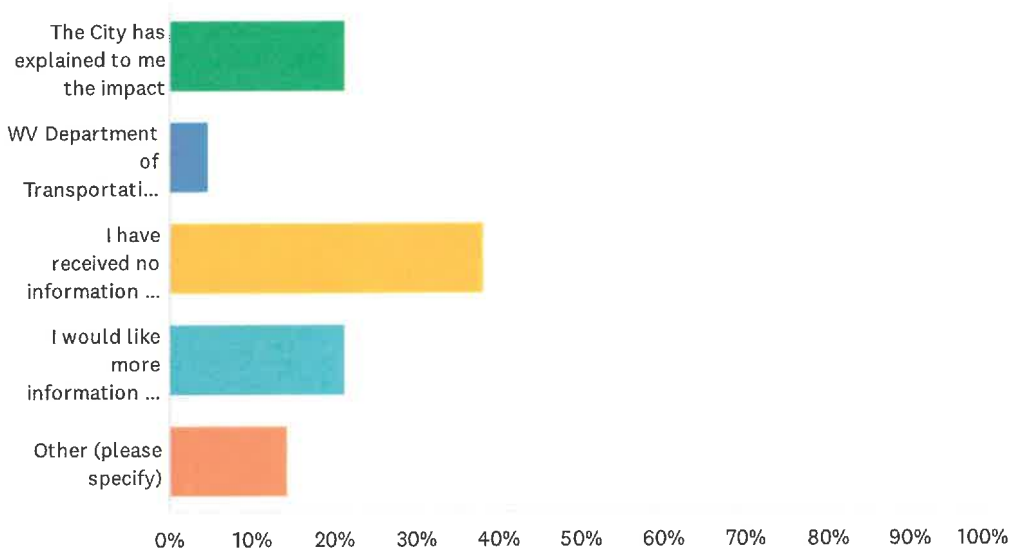
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	56.25%	27
No	43.75%	21
Other (please specify)	0.00%	0
TOTAL		48

Q8 Has the City of Charles Town and/or the WV Department of Transportation/Division of Highways explained to you what the impact this project will have on your street/block/neighborhood regarding the ability to easily access your home within this corridor?

Answered: 42 Skipped: 6



ANSWER CHOICES	RESPONSES	
The City has explained to me the impact	21.43%	9
WV Department of Transportation/Division of Highways has explained to me the impact	4.76%	2
I have received no information and am unfamiliar with the project.	38.10%	16
I would like more information on the project.	21.43%	9
Other (please specify)	14.29%	6
TOTAL		42

Q9 What are 3 important factors you would like to see the Division of Highways address in this area?

Answered: 29 Skipped: 19

Q10 Is there any other feedback you would like the Division of Highways to consider as they conduct this traffic study?

Answered: 17 Skipped: 31

Name	Comment	Alternative 1 Satified/Dissatisfied (1-5)
Kevin Derr	It seems that Alternative 4: Realignment and Roundabout has already been ruled out. Which is a shame, because I believe it is the best option considering the extreme growth in residential properties (and thus traffic) that are going to be directly connected to Summit Point Road and Route 51 in the coming years. I live in the Huntfield subdivision, which, when finished, will have around three thousand units, and, in part, connect to Summit Point Road. I know ours is not the only development going in that area. We anticipate that a lot of traffic moving from 51 to 340 will someday cut through Huntfield. While I don't look forward to that, at least our neighborhood, being more recently designed, has a better capacity to handle a higher volume of traffic than MLK Jr Ave. A bypass option which cuts MLK Jr. Ave off at the railroad tracks would effectively turn MLK Jr Ave from a major throughput to a quiet subdivision. It would also shift any necessary future changes in road infrastructure to the edges of currently developed areas. Any of the options that continue to utilize MLK Jr Ave. as a throughput to 51 are, in my opinion, merely kicking the can down the road--and only slightly at that. Having said that, to the extent that DOH seems to only be considering options which will continue to send increasing volumes of traffic through MLK Jr. Ave, Alternative 1: Single-lane Roundabout would probably make the most sense as roundabouts consistently out-perform stoplight style intersections in safety and throughput metrics.	
Nate Hartman	Considered site of roundabout suggests two lanes but space and acquisition seem to favor single lane small footprint, flat center to allow 18 wheelers to cut across. Expanding turn radius.	Satisfied - 3 Dissatisfied - 3
Alden Roth	I love roundabouts, much in favor of stop lights, but this seems like overkill.	Satisfied – 3 Dissatisfied - 3
Matt Ward	I write to provide comments on the WV 51 Improvement Project being considered in Charles Town by the West Virginia Division of Highways (WV DOH). I write as a citizen of Charles Town, and based on my involvement in the creation of the Charles Town West End Revitalization Plan, my role in supporting the restoration of the Free Black School historic structure on Route 51, and as someone who served 10 years on the Charles Town City Council and the Charles Town Planning Commission. The first public thing I did in Charles Town community, starting in 1997, was work with the community and City Hall to design and implement the streetscape upgrade project along the entirety of downtown's West Washington Street and the 100 blocks of George Street. I have worked with perhaps dozens of other communities on similar road corridor and streetscape improvement projects, and have learned a lot from that participation. I appreciate your consideration of my comments. 1.) The Route 51 / Martin Luther King Boulevard, Jr. (MLK) corridor is badly in need of infrastructure	

improvements, and Charles Town should welcome the State's willingness to potentially invest millions of dollars in our community at Route 51/MLK. The City does not have the resources to support this without State investment.

2.) Upgrades that improve pedestrian accessibility and safety through improved sidewalks, crosswalks, signage, lighting, and streetscape improvements such as street trees, undergrounding of utility wires, and stormwater drainage improvements are the most important part of this project, and should be prioritized.

- WV DOH and its consultant are giving short shrift to the streetscape upgrade component of this overall corridor project, and the most recent WVDOH design study shows a potential lack of seriousness to that critical aspect of the corridor upgrade, as well as the years of comments from the City, the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMO), and others. WV DOH collaboration on design with the Charles Town community is needed.
- Sidewalk improvements is not gentrification. It is basic respect for a neighborhood that has not seen sidewalk improvements since George Rutherford was eight years old, according to that long-respected local leader. My daughter and our first grandchild live in a nice, small house on Eagle Avenue. She is unable to stroll her child downtown on MLK, and he will not be allowed to walk to school at Wright Denny when he is older as his aunts and uncles once walked, because the corridor is simply unsafe for pedestrians. People of limited income should not have to live on unsafe roads with crumbling sidewalks, poor lighting, and stormwater impacts. BTW, my daughter and grandson's house sits directly adjacent to, and 139 feet from, the Norfolk Southern rail line. They don't mind the train, indeed they love its rumble occasionally passing by.

3.) The quicker that the City can adopt a specific position on the Route 51/MLK alternative that makes the most sense, and ask WV DOH to drop undesirable alternatives or approaches, the sooner you will get listened to by the State. Being agnostic on the best approach is an invitation for WV DOH to design and potentially build a wholly unsuitable and undesirable, over-engineered project - witness the Charles Town roundabout at Route 115/South George Street and Citizens Way, installed by WV DOH without adequate city input, which is now completely unwalkable and unbikeable for hundreds of people living southeast of that intersection.

4.) Only Alternative 1, done in the fashion of a "compact roundabout" or "mini-roundabout" that is not overbuilt and does not cause harmful and unneeded impacts on adjacent properties, and Alternative 5, a traffic signal with exclusive approach lanes, are worthy of further consideration and work (again, the selected alternative must be coupled with streetscape improvements). See a couple of illustrative examples:

We all agree that the proposed roundabout design should not take or negatively impact properties such as

	the Zion Baptist Church, or homes on W. Washington Street, MLK Boulevard or Summit Point Road, and it need not do so. The version in the latest WV DOH design study, which has a complicated, over-engineered roundabout with a new t-bone access road with cul-de-sacs on both ends and a looping new road veering into the historic Hill Farm, is not acceptable. 5.) The City is doing the right thing by gathering community and stakeholder input, and that should be incorporated into the City's perspective on the best approach to designing and implementing the project. Hopefully WV DOH and our new Governor Morrisey who hails from Jefferson County, will listen to and incorporate community input on our main street, which WVDOT has utterly failed to do thus far. However, the City and community must realize that issues that are outside the proper scope of a corridor study or even WV DOH's jurisdiction, are red herrings that should not hold hostage the improvement of a long-neglected neighborhood with sidewalks and pedestrian safety upgrades. Interstate freight rail operations, the potential for future environmental issues associated with the Griffith Energy Services property, blight on Potato Hill, the rising prevalence of Amazon delivery vans in our society, and the price of tea in China or eggs in America may all be proper issues for consideration by the City and proper state or federal agencies - but this corridor study is not the place for such non-germane considerations. In response to any notion that this Route 51 improvement, such as a proper roundabout, will cause worse back-ups of cars onto the railroad tracks than the current Y-intersection - on a road that is projected to have a failing F Level of Service at the PM peak - is not logical. Roundabouts empirically make traffic flow better, not worse. Must we solve all these other, non-relevant items first, and wait for more generations to fix broken sidewalks? Thank you for your consideration of my perspectives, and feel free to contact me if you have any questions at 202.422.2411 or matt.ward@strategiesdc.com.	
Rachel Hankins	I just wanted to send my opinion in on the the proposed route 51 intersection improvements. I looked over the proposal and feel like alternative #1, single lane roundabout, makes the most sense and would be the best option for our area.	
Calvin and Lynn Grow	We have evaluated four options for traffic management at the intersection of West Washington Street, MLK Jr. Boulevard, and Summit Point Road. After careful consideration, we believe that a traffic circle would be the most effective solution for improving traffic flow at this location. Having lived in Tuscawilla Hills and using Route 51 for the past 36 years, we have extensive experience with this intersection. Additionally, I, Calvin, am a retired traffic engineer with 42 years of experience in both the City of Houston and the Town of Leesburg, VA.	
Jon and Jess Stenger	My wife and I noted in the Observer that proposed improvements to the intersection were posted online, and wanted to throw in our two cents.	

	All in all, we feel that the first alternative, the single lane roundabout, is the best option. Options 2 and 4 are second bets, and we'd ideally like to see the 3's and option 5 stricken from the list. A roundabout at this intersection is by far the simplest solution, and we've seen success with roundabouts elsewhere in Charles Town and Harpers Ferry. Why reinvent the wheel?	
Name	Comment	Alternative 2 Satified/Dissatisfied (1-5)
Alden Roth	This sucks for people that live on Summit Point Road.	Satisfied – 4 Dissatisfied - 2
Name	Comment	Alternative 3A Satified/Dissatisfied (1-5)
Joseph Burwell	Was a simple widening of MLK westbound considered with the addition of a left turn lane onto Summit Point Road considered?	Satisfied – 3 Dissatisfied - 3
Name	Comment	Alternative 5
Julia Rice and Wanda Perry	Dear City of Charles Town, WV Division of Highways, and HEPMPO Leadership: Thank you for organizing the presentation on January 29. We appreciate your efforts to include the community in this process and hope the WVDOH will adopt this approach as well. As long-time property owners in Charles Town whose property may be impacted, we have been following this project since the early stages. We strongly support transportation and streetscaping improvements at the west end of Charles Town. However, we do not understand the need for, nor support, the construction of a large roundabout at the intersection of WV 51 and the Summit Point Road (Alternative 1) for the following reasons: • Based on the WVDOT Design Study there have been only 10 accidents at the intersection in 5 years. This number is considered within the normal range and therefore should not indicate a need for a massive construction project. • Railroad crossings will continue to impact traffic flow regardless of the presence of a roundabout. The close proximity of the train crossing to this intersection makes a roundabout even more questionable. The city of Bend, OR, known for its embrace of roundabout construction, just received a federal grant to build a train overpass to ameliorate traffic backups at a train crossing that also	

	spilled over to a nearby roundabout. Perhaps an overpass or underpass would be a better (albeit very expensive) solution to traffic delays. • Traffic in roundabouts is slow moving during peak times, so the LOS improvement would be marginal – especially considering the expense. Hillsboro is a good example of very slow traffic during peak times despite 2 roundabouts built to alleviate delays. • The proposed roundabout will make pedestrian traffic in the area nearly impossible and will bring unwanted infrastructure to the residents in the immediate area. • Our home dates to 1770 with later additions in 1810 and 1900. The proposed roundabout in Alternative 1 - most of which would be built on our land - would involve the removal of our beautiful stone walls and would eliminate the lane that was once the original entrance to the house. We support the concept of a traffic signal (Alternative 5) to improve traffic flow as the only acceptable option and we also support any and all improvements to make the intersection of WV51, West Street/340 more functional. Nothing in the proposals highlights the need for a protected left turn light for westbound and eastbound traffic at that intersection. At peak times, only one car can turn left due to the stream of oncoming traffic. This situation leads drivers to take unnecessary risks to make the turn. We hope this might be added as a consideration. Last but not least, the street and sidewalk improvements along Rt 51/MLK are desperately needed to allow residents safe access to the town. This portion of the proposals is extremely important. Taxpayer dollars are better spent on this rather than a huge roundabout. Thank you for your consideration~	
Name	Comment	Satified/Dissatisfied with Streetscapes (1-5)
Jess Derr	Supports Alternative 1 (roundabout)	Satisfied Streetscape Alternative 1a – 5 Satisfied Streetscape Alternative 1b – 3 Satisfied Streetscape Alternative 2 – 1
Alden Roth	Alternative 4 is better if MLK will be a one-way. If a bike lane is included they should be protected by putting them next to the sidewalk then putting the parking lane between the bike land and the sidewalk.	Satisfied Streetscape Alternative 1a – 5 Satisfied Streetscape Alternative 1b – 4 Satisfied Streetscape Alternative 2 - 4

Name	Comment	
Bauer	Residents concerns about ease of movements need to be a priority. Pedestrian/bicycle safety is critical, continuity of sidewalks, easy crossing points, lighting. Make sure to implement measures to slow down traffic.	
	School Children Safety - Was the Jefferson County School System consulted? Many of its buses operate along these streets and roads. Railroad Safety • Why did WVDOT/DOH's initially designate $619,678 from the Federal Railway Highway Crossing Program to fund this study, but neither consulted nor provided a copy to the Norfolk Southern Railroad? • Why does the alternative that the WVDOT/DOH wanted, (#1 the Roundabout) designed to dovetail two of three roads directly into the path of the two hyperactive Norfolk Southern rail crossings? • If WVDOT/DOH did not consult with the railroad, how do we know that by unilaterally altering the traffic load balances across the two rail crossings (by stubbing off streets) that this will not lead to a weakening of the rail crossing beds. This could easily cause a train derailment and or a chemical tank rupture or puncture. • Why were all the fender benders and traffic accidents blamed exclusively on the "Y" intersection, when the two rail crossings trigger a total of 24,000 sudden traffic movements from the 6,000 trains (average of 13 trains per day or 500 per month), that roll past every year? Both rail crossings close simultaneously within seconds after the railroad warning lights flash. Trains often pull as many as 150 cars, including chemical cars. They often stop, and block both rail crossings. Emergency Response • With the already delicate issue of delayed response times due to trains blocking those two rail crossings, why were the City's and County's police and emergency services neither consulted nor provided a copy of this 2024 report? • Were any scenarios run to determine what happens if a police car, fire truck or ambulance gets ensnared in any of these alternatives during one of those frequent times when a train blocks the rail crossings? Destabilizing Neighborhoods • How in the world did WVDOT/DOH approve numerous alternatives that will force residents to drive along side streets, or to drive complete loops around, in order to get to and from their own homes and neighborhoods. All this to allow others to have a smoother drive through these same neighborhoods. • Why does the WVDOT/DOH propose options that will double the traffic loads on the extremely narrow, sloping street of MLK Jr. Boulevard? One side of the street slope down because the street, like the rest of the West End sits on the City's tallest hill. • Why was no community impact study performed? • What happens if the construction and or heavy vibrations undermine the fragile foundations of the many pre-Civil war era structures, and other older homes. Many of these foundations sit on the ground. The West End is the oldest part of Charles Town.	

	• How many properties will have to be purchased to construct each alternative. Will WVDOT/DOH use imminent domain to obtain property? • How will WVDOT/DOH get all that construction equipment into the middle of an old and existing community - without breaking something? • Why in April 2024, did the WVDOT/DOH allow its civil engineering contractor to spend two weeks blazingly trampling all over resident's property - property that the contractor never had not received permission to enter? Did the contractor even obtain a business license from the city? County Commuter Safety - Did WVDOT/DOH bother to check out the hills approaching Charles Town on both roads? You cannot see over those hills until after you have gone over, or crested them. If the WVDOT builds intersections or a roundabout at the bottom of both hills, what stops drivers from plowing into each other as they crest these hills. This will be particularly dangerous when a stopped train backs up traffic up these hills. Environmental Concerns • Why didn't WVDOT/DOH perform an environment impact study to determine if the construction or even the alternatives will undermine the membrane of the Supertane Brownfield? That brownfield site sits right next to Evitts Run, a block from the proposed roundabout. • Why didn't the WVDOT/DOH perform an environmental impact study on Evitts Run, a block from the proposed roundabout. • What if the road construction and or vibrations undermine the 60-plus year-old Griffith heating oil tanks? Spurring Unplanned County Development and Traffic Through the Community into the Downtown Business District • Were the 3,200 new housing units that the Charles Town City Council just approved along the Summit Point Road factored into traffic data? • Same question above but about the new Milton Landing development? • Will removing the now awkwardly angled roundabout, unintentionally spur new housing development of the thousands of acres of farmland along both the Middleway and Summit Point roads. • Are these alternatives consistent with the both the City's and the County's Comprehensive Plan? • Is the WVDOT/DOH required to even comply with the cities and the County's comprehensive plans? Promised Infrastructure Improvements • Why were all the neighborhood improvements promised in the first "Planning Study" in 2021 not included in this 2024 study?Those promised improvements included sidewalks, storm water work, parking relief and even a bike trail on MLK. Was this simply a bait and switch job? • Why did WVDOT/DOH not consult with the City of Charles Town, and or its utility concerning infrastructure improvements? • Why did the City of Charles Town not budget a dime toward any infrastructure improvements, that would not have been paid for by the WVDOT?	

	Flawed Studies • Why were all fender benders and traffic accidents blamed exclusively on the "Y" intersection when flat out speeding is endemic through these neighborhoods? The very last accident near the "Y" intersection was juvenile eluding police. He drove through the intersection and crashed his car into the trees, causing a blaze. Will that incident also be blamed on the intersection? • Why were all fender benders and traffic accidents blamed exclusively on the "Y" when WVDOT/DOH's own diagram clearly showed that the majority of the accidents it cited occurred on West Street near the Ford garage, and on the outside of the railroad tracks on MLK. • Why did the WVDOT/DOH violate its own rules by not holding any public meeting about this project, since it held that 2021 ZOOM meeting on the now obsolete "Planning Study." • Why were the public's comments, that were submitted after that April 2021 ZOOM public meeting not addressed? Now those same concerns have returned. Jurisdictional Issues Why was the County not consulted as four of these six alternatives are constructed entirely outside the City of Charles Town, in the County?	
Jinna Moore	Putting a traffic light at the intersection of WV 51 and Summit Point Road will impede traffic that currently flows almost without interruption. The number of cars that stop to turn onto Summit Point Road are far outnumbered by those that use Rt. 51, even at peak times. As it currently stands, there enough issues with traffic flow without adding to them. A roundabout would be prohibitively expensive and of little benefit considering how few cars use Summit Point Road. Any plans to change the intersection might include, at the very least, a way to monitor the flow of traffic to determine if the changes are even necessary. Those of us who use Rt. 51 on a regular basis sincerely hope you'll reconsider and perhaps put the money toward areas where there is a greater need.	

Outlook

Traffic Management Proposal

From Lynn Grow <lynntgrow@gmail.com>
Date Sat 2/8/2025 4:34 PM
To John Nissel <jnissel@charlestownwv.us>; Calvin Grow <calvingrow@aol.com>

We have evaluated four options for traffic management at the intersection of West Washington Street, MLK Jr. Boulevard, and Summit Point Road. After careful consideration, we believe that a traffic circle would be the most effective solution for improving traffic flow at this location. Having lived in Tuscawilla Hills and using Route 51 for the past 36 years, we have extensive experience with this intersection. Additionally, I, Calvin, am a retired traffic engineer with 42 years of experience in both the City of Houston and the Town of Leesburg, VA.

Sincerely, Calvin K. Grow P.E. and Lynn Grow

Beware - This email comes from outside the City of Charles Town.

Outlook

Route 51 Intersection Improvements

From Robert Ryan <robertryan8633@gmail.com>
Date Mon 3/17/2025 4:27 PM
To John Nissel <jnissel@charlestownwv.us>; Carolyn Vezzosi <CVezzosi@charlestownwv.us>

Hello,

My name is Robert and my partner Lena and I live within a short distance of the Route 51 / MLK intersection on the west side of town, and have for the past couple years. We would like to provide some information to consider while the various groups plan the eagerly awaited improvements to the area.

We would like to point out that it seems at the time of the drafting of the current plans, our driveway did not exist. This has us concerned that if the "Cul-de-sac" model is implemented, the inclusion of our driveway may not have been considered. Our driveway is the last driveway on West Washington (846 West Washington Street) before Baylor Street and we hope it would be included with our neighbors.

Regardless of which improvement option is ultimately chosen, we are extremely hopeful that pedestrian accessibility is considered for both MLK and West Washington Street sections. We enjoy walking into town at all times of the day, though it feels unsafe without proper sidewalks, crosswalks and efficient lighting. Streetscape improvements were mentioned in the presentation and drafts for MLK but no comments included or alluded to W. Washington. We encourage everyone involved in the planning process to highly consider pedestrian access and safety improvements while planning and finalizing this project.

We are excited about the improvements and growth of Charles Town and our community, thank you for your time.

Robert Ryan
201-805-0209

Beware - This email comes from outside the City of Charles Town.

Outlook

Traffic Changes

From Jinna Moore <jinna.moore@gmail.com>
Date Sun 2/9/2025 6:14 PM
To John Nissel <jnissel@charlestownwv.us>

Putting a traffic light at the intersection of WV 51 and Summit Point Road will impede traffic that currently flows almost without interruption. The number of cars that stop to turn onto Summit Point Road are far outnumbered by those that use Rt. 51, even at peak times. As it currently stands, there enough issues with traffic flow without adding to them.

A roundabout would be prohibitively expensive and of little benefit considering how few cars use Summit Point Road.

Any plans to change the intersection might include, at the very least, a way to monitor the flow of traffic to determine if the changes are even necessary.

Those of us who use Rt. 51 on a regular basis sincerely hope you'll reconsider and perhaps put the money toward areas where there is a greater need.

Jinna Moore
Tuscawilla Hills
Beware - This email comes from outside the City of Charles Town.

JULIA PERRY RICE AND WANDA PERRY
198 AUGUSTINE AVENUE
CHARLES TOWN, WV 25414
Jpr3085@gmail.com/wandapperry@gmail.com

January 29, 2025

Re: Comments on Charles Town, WV 51 Improvement Project

Dear City of Charles Town, WV Division of Highways, and HEPMPO Leadership:

Thank you for organizing the presentation on January 29. We appreciate your efforts to include the community in this process and hope the WVDOH will adopt this approach as well.

As long-time property owners in Charles Town whose property may be impacted, we have been following this project since the early stages. We strongly support transportation and streetscaping improvements at the west end of Charles Town. However, we do not understand the need for, nor support, the construction of a large roundabout at the intersection of WV 51 and the Summit Point Road (Alternative 1) for the following reasons:

- Based on the WVDOT Design Study there have been only 10 accidents at the intersection in 5 years. This number is considered within the normal range and therefore should not indicate a need for a massive construction project.
- Railroad crossings will continue to impact traffic flow regardless of the presence of a roundabout. The close proximity of the train crossing to this intersection makes a roundabout even more questionable. The city of Bend, OR, known for its embrace of roundabout construction, just received a federal grant to build a train overpass to ameliorate traffic backups at a train crossing that also spilled over to a nearby roundabout. Perhaps an overpass or underpass would be a better (albeit very expensive) solution to traffic delays.
- Traffic in roundabouts is slow moving during peak times, so the LOS improvement would be marginal – especially considering the expense. Hillsboro is a good example of very slow traffic during peak times despite 2 roundabouts built to alleviate delays.
- The proposed roundabout will make pedestrian traffic in the area nearly impossible and will bring unwanted infrastructure to the residents in the immediate area.
- Our home dates to 1770 with later additions in 1810 and 1900. The proposed roundabout in Alternative 1 - most of which would be built on our land - would involve the removal of our beautiful stone walls and would eliminate the lane that was once the original entrance to the house.

We support the concept of a traffic signal (Alternative 5) to improve traffic flow as the only acceptable option and we also support any and all improvements to make the intersection of WV51, West Street/340 more functional. Nothing in the proposals highlights the need for a protected left turn light for westbound and eastbound traffic at that intersection. At peak times, only one car can turn left due to the stream of oncoming traffic. This situation leads drivers to take unnecessary risks to make the turn. We hope this might be added as a consideration.

Last but not least, the street and sidewalk improvements along Rt 51/MLK are desperately needed to allow residents safe access to the town. This portion of the proposals is extremely important. Taxpayer dollars are better spent on this rather than a huge roundabout.

Thank you for your consideration~

Julia Rice and Wanda Perry

Draft

February xx, 2025

The Honorable Stephen Todd Rumbaugh
Secretary of Transportation
West Virginia Department of Transportation
Building 5
1900 Kanawha Boulevard, East
Charleston, WV 25305

RE: **State Project U219-51-7.00 02 / Federal Project (EN) RHCH-0051(052)D**

Dear Secretary Rambaugh,

On January 29, 2025, the City of Charles Town hosted a Community Input Meeting on the proposed WV Route 51 intersection improvements. The six alternatives in the West Virginia Department of Transportation's Preliminary Draft Design Study were presented to a crowd of approximately 70 people.

Based on input express before and during this meeting, the City of Charles Town has numerous concerns about this project.

Some of those concerns are the following:

School Children Safety

The City is concerned that the proposed alternatives will speed up, not slow down traffic on many of the impacted streets. Many school buses operate along these streets and roads. There appears to have been no consultation with the Jefferson County School System over this Design Study.

Railroad Safety

The City is concerned that the alternative that the WVDOT/DOH appears to want, (#1 the Roundabout) dovetails two of three roads directly into the path of the two hyperactive Norfolk Southern rail crossings.

The City is concerned that unilaterally altering the traffic load balances across the two rail crossings (by stubbing off streets) will lead to a weakening down of the rail crossing beds. This could cause a train derailment and or a chemical tank rupture or puncture.

The City is concerned that after seeing the diagrammed location of all of the fender benders and traffic accidents used in this study, that many accidents far away from the "Y" intersection were blamed on the "Y" intersection.

The City is concerned all of these alternatives were proposed with little to no consideration or analysis was to the impact of the two high speed freight rail crossings. Both rail crossings close simultaneously within seconds after the railroad warning lights flash. This totals to 21,600 sudden traffic movements from the 5,400 trains (average of 15 trains per day or 450 per month), that roll through the rail

crossing every year. Trains often pull as many as 150 cars, including chemical cars. They often stop, and block both rail crossings.

Emergency Response

The City is concerned about the already delicate problem of delayed response times due to trains blocking those two rail crossings. The City is concerned that the City's and County's police or the emergency services officials were not consulted, nor provided a copy of this 2024 report?

The City is concerned that no scenarios were run to determine what happens if a police car, fire truck or ambulance gets ensnared in any of these alternatives during one of those frequent times when a train blocks the two rail crossings?

Destabilizing Neighborhoods

The City is concerned that numerous alternatives will force the City's own tax-paying residents to drive on side streets, or to drive complete loops around, in order to get to and from their own homes and neighborhoods.

The City is concerned that all six alternatives were drawn to produce a smoother commute of County commuters through these same neighborhoods. In fact, not a single page of the Design study stated or showed the routes that will have to be taken by the City's own residents to and from their own homes. This is just plain wrong.

The City is concerned that numerous alternatives will double the traffic loads on the extremely narrow, sloping street of Martin Luter King Jr. Boulevard? One side of this street slopes down because the street, like the much of the western Charles town sits on the City's tallest hill.

The City is concerned that WVDOT/DOH appears t not be concerned about performing community impact study performed.

The City is concerned about what happens if the construction and or heavy vibrations undermine the fragile foundations of the many pre-Civil war era structures, and other older homes. Many of these foundations sit on the ground. The West End is the oldest part of Charles Town.

The City is concerned about how many properties will have to be purchased to construct each alternative. There is concern whether the WVDOT/DOH will use imminent domain to obtain property?

The City is concerned over how will WVDOT/DOH get all that construction equipment into the middle of an old and existing community – without breaking something?

Input

The City is concerned that the WVDOT/DOH has provided nothing in the way of substantive communication on this and other WVDOT/DOH projects, that are planned and or occurring inside the municipality of Charles Town.

The City is concerned that by its past and current actions the WVDOT/DOH does not appear to care one iota about seeking community and City dialogue.

The City is concerned over the events of April 2024, when WVDOT/DOH civil engineering contractor to spend two weeks blazingly trampling all over resident's property – property that the contractor never had not received permission to enter?

The City is concerned that the WVDOT/DOH appeared violate its own rules, not to mention common curtesy by not holding any public meeting about this project, since held that 2021 Zoom meeting on the now obsolete "Planning Study."

County Commuter Safety

The City is concerned that WVDOT/DOH did not bother to check out the hills approaching Charles Town on both roads? Commuters cannot see over those hills until after they have gone over, or crested them. If the WVDOT builds intersections or a roundabout at the bottom of both hills, what will stop drivers from plowing into each other as they crest these hills. This will be particularly dangerous when a stopped train backs up traffic up these hills.

Environmental Concerns

The City is concerned that the WVDOT/DOH did not perform an environment impact study to determine if the construction or even the alternatives will undermine the membrane of the Supertane Brownfield? That brownfield site sits right next to Evitts Run, a block from the proposed roundabout.

The City is concerned that the WVDOT/DOH perform an environmental impact study on Evitts Run, a block from the proposed roundabout.

The City is concerned that road construction and or vibrations will undermine the 60-plus year-old Griffith heating oil tanks.

Traffic Concerns

The City is concerned that the now awkwardly angled roundabout, unintentionally spur new housing development of the thousands of acres of farmland along both the Middleway and Summit Point roads.

The City is concerned that the alternatives will spur unplanned County development and thus mor traffic through the community, and into the City's downtown business district.

The City is concerned about whether the 3,200 new housing units that the Charles Town City Council approved along the Summit Point Road were factored into traffic data?

The City is concerned about whether traffic and the location of the Milton Landing development were factored into traffic data.

Infrastructure Improvements

The City is concerned that many of the neighborhood streetscape improvements that were originally promised in the first "Planning Study" in 2021 were not included in this 2024 study? Those promised improvements included sidewalks, storm water work, parking relief and even a bike trail on MLK. Was this simply a bait and switch job?

The City is concerned that the WVDOT/DOH not consult with the City of Charles Town, and or its utility concerning infrastructure improvements?

Flawed Studies

The City is concerned that it saw data showing that all the fender benders and traffic accidents in the streets were blamed exclusively on the "Y" intersection when speeding is endemic through these streets. WVDOT/DOH's own diagram clearly showed that the majority of the accidents it cited occurred on West Street near the Ford garage, and on the outside of the railroad tracks on MLK.

Jurisdictional Issues

The City is concerned about that the County was not consulted, as four of these six alternatives are constructed entirely outside the City of Charles Town, in the County?

Add other concerns that were missed.

Add ending here.

Attached are Charles Town resident traffic flows for each alternative.

Respectfully,

Mayor listed and signs
and all Council members listed and each sign

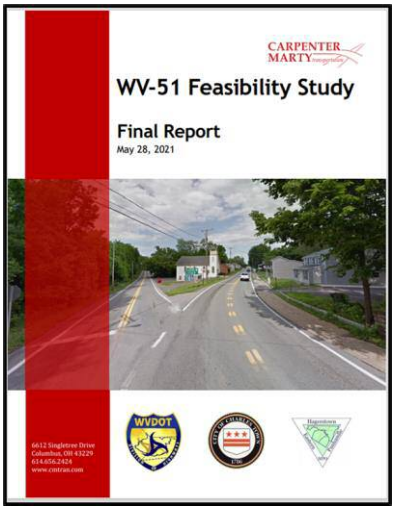
cc: Alissa Meeks
Mayor & City Council
All the area's State legislators
Mr. Tim Kirk, A Morton Thomas and Associates, Inc
Mr. Mark White, WV DOH Project Manager
Ms. Edwina Benites, Interim Jefferson County Administrator
Ms. Joyce While, Jefferson County Board of Education
Norfolk Southern, all contacts
Everyone who were send invitations
Posted on the City's website

The primary focus of both the 2021 and the 2024 reports, was to provide a smoother travel experience for County commuters through the City's neighborhoods.

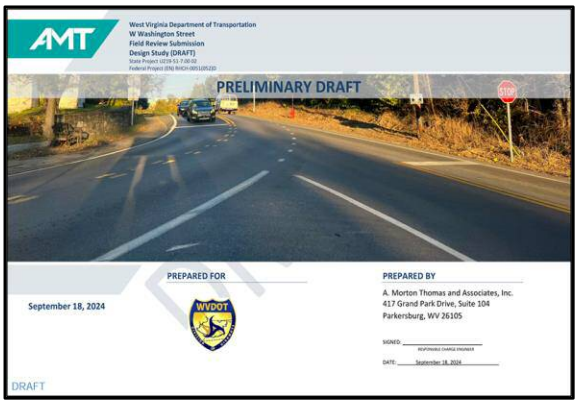
Never shown in either the 2021 and 2024 studies, were colored directional arrows showing the traffic impacts on City residents.

Once inserted, the colored directional arrows clearly show that most of the alternatives will force the City's tax-paying residents to drive on side streets, or to drive complete loops around, in order to get to and from their own homes

2021



2024



Color Key for Directional Arrows, for City Residents and County Local

Green = Diversion(s) for City Residents Living on West Washington Street Extended and Baylor

Orange = Diversion(s) City Residents living on MLK but east of Eagle Avenue, Davenport, and Morgan

Red = Diversion(s) City Residents living on MLK but west of Eagle Avenue, and Naples

White = Diversion(s) for WV Middleway Road from MLK rail crossing to the Davenport Farm

Revised 1/30/2025

2024 Design Study - “Alternative” #1



2024 Design Study - “Alternative” #2

WV 51 (W WASHINGTON STREET / MLK JR. BLVD.) WITH CR 13 (SUMMIT POINT ROAD) INTERSECTION
ALTERNATIVE NO. 2
WV 51 AND CR 13 CONNECTOR ROAD

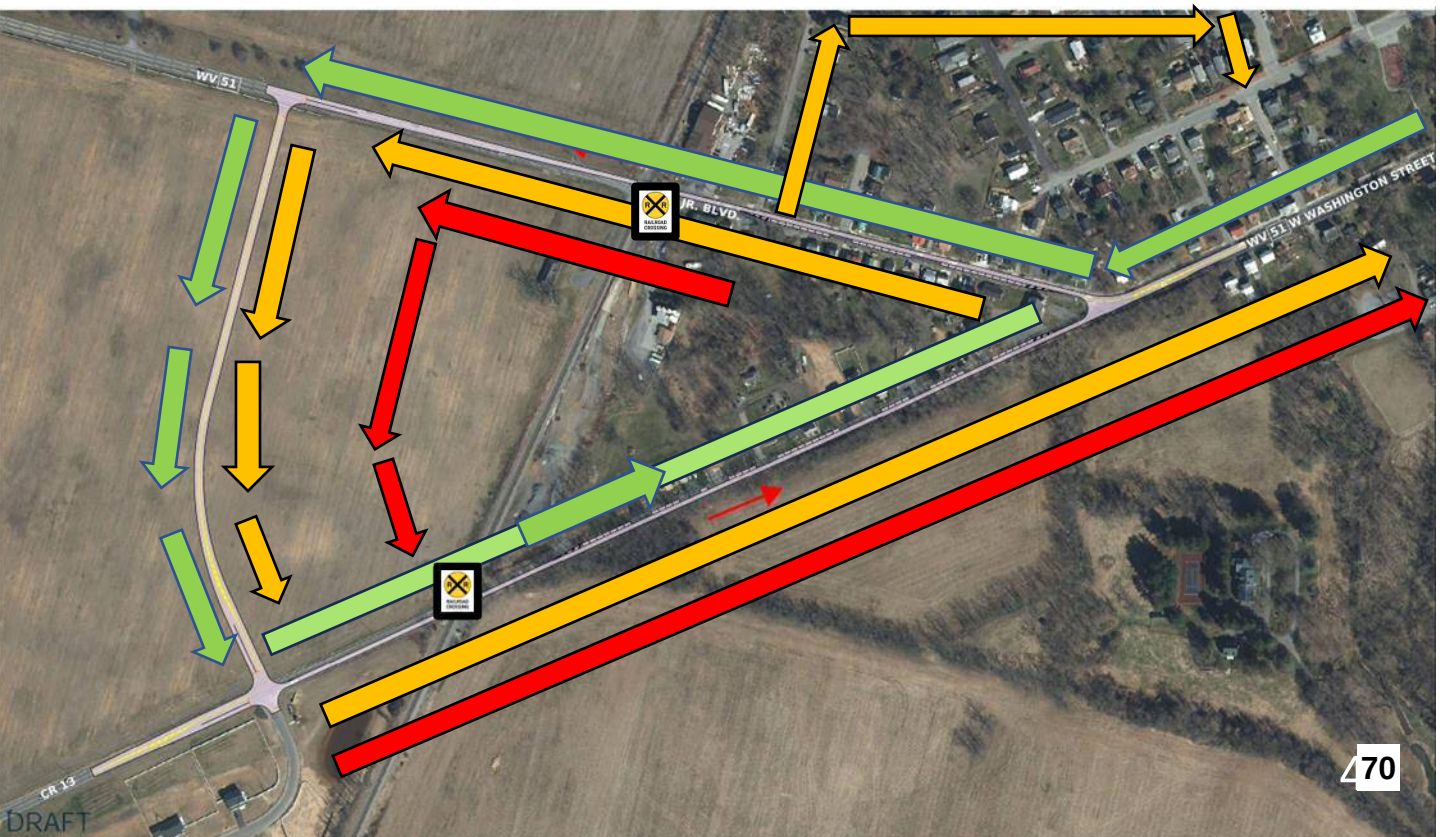




2024 Design Study - “Alternative” #3A

WV 51 (W WASHINGTON STREET / MLK JR. BLVD.) WITH CR 13 (SUMMIT POINT ROAD) INTERSECTION
ALTERNATIVE NO. 3A
WV 51 AND CR 13 CONNECTOR ROAD (ONE-WAY WV 51 WB / ONE-WAY CR 13 NB)

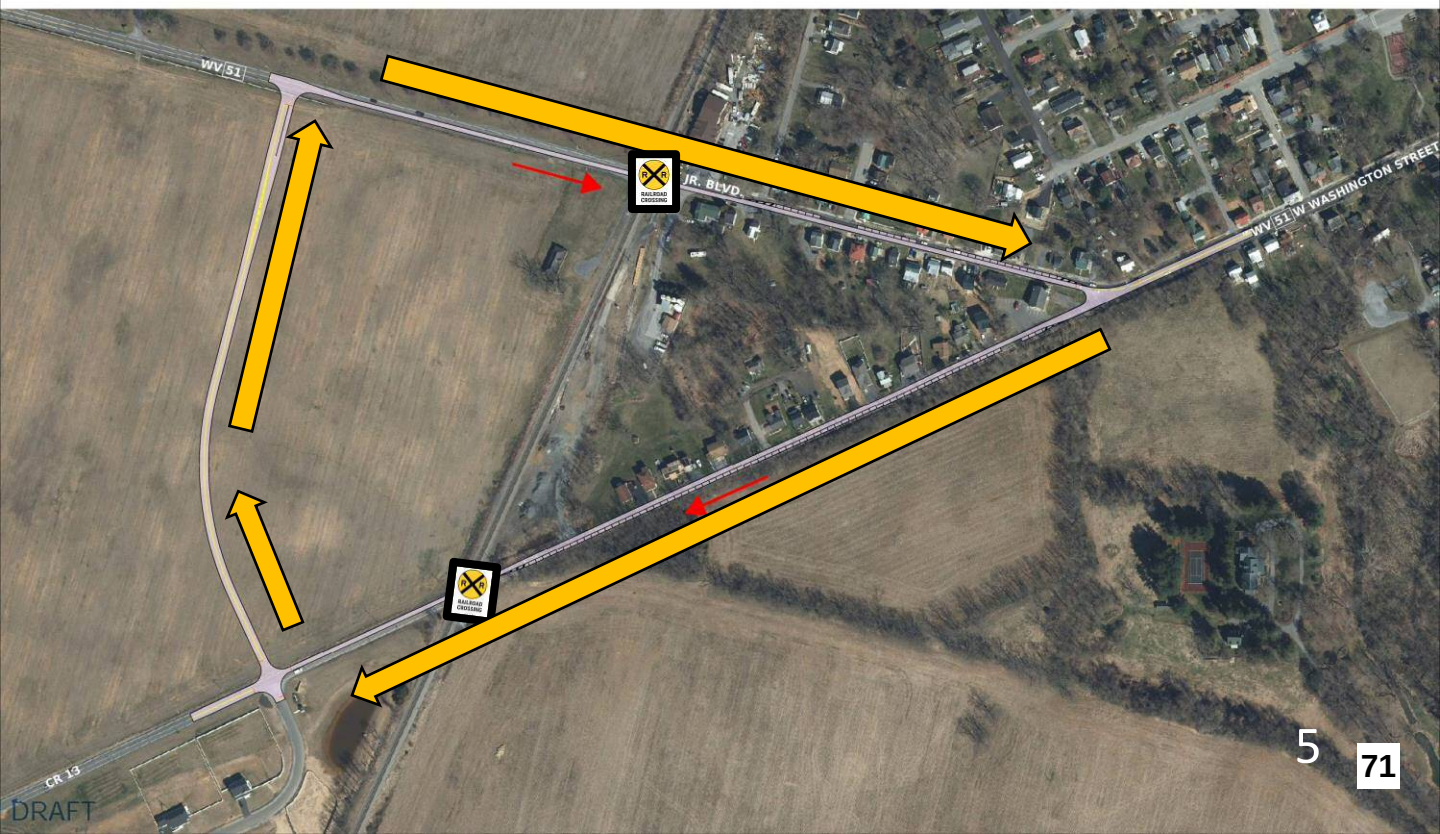




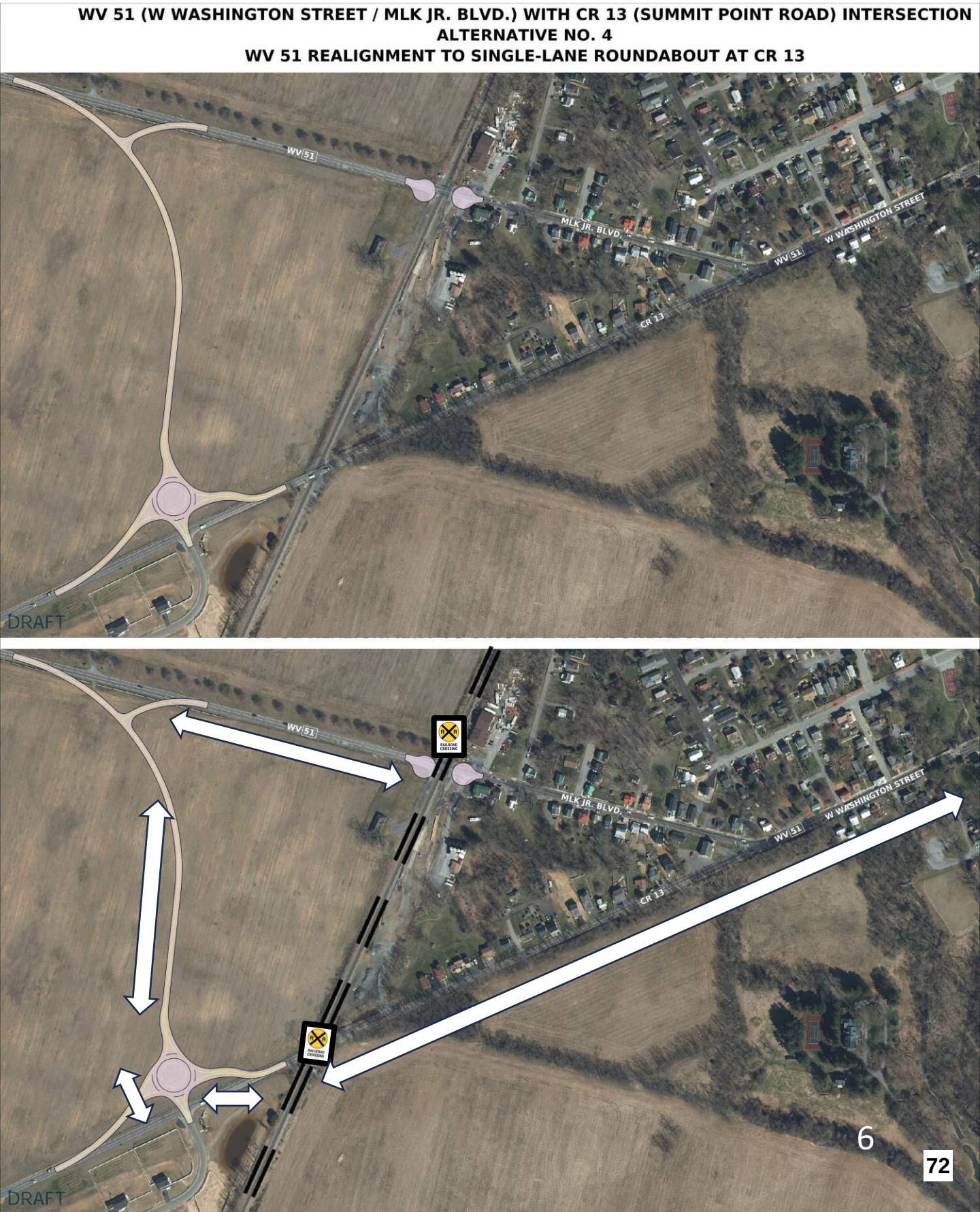
2024 Design Study - “Alternative” #3B

WV 51 (W WASHINGTON STREET / MLK JR. BLVD.) WITH CR 13 (SUMMIT POINT ROAD) INTERSECTION
ALTERNATIVE NO. 3B
WV 51 AND CR 13 CONNECTOR ROAD (ONE-WAY WV 51 EB / ONE-WAY CR 13 SB)





2024 Design Study - “Alternative” #4



2024 Design Study - “Alternative” #5



Utilities in Their Own Documents

February 4, 2025.

Michael Tolbert

Part 1

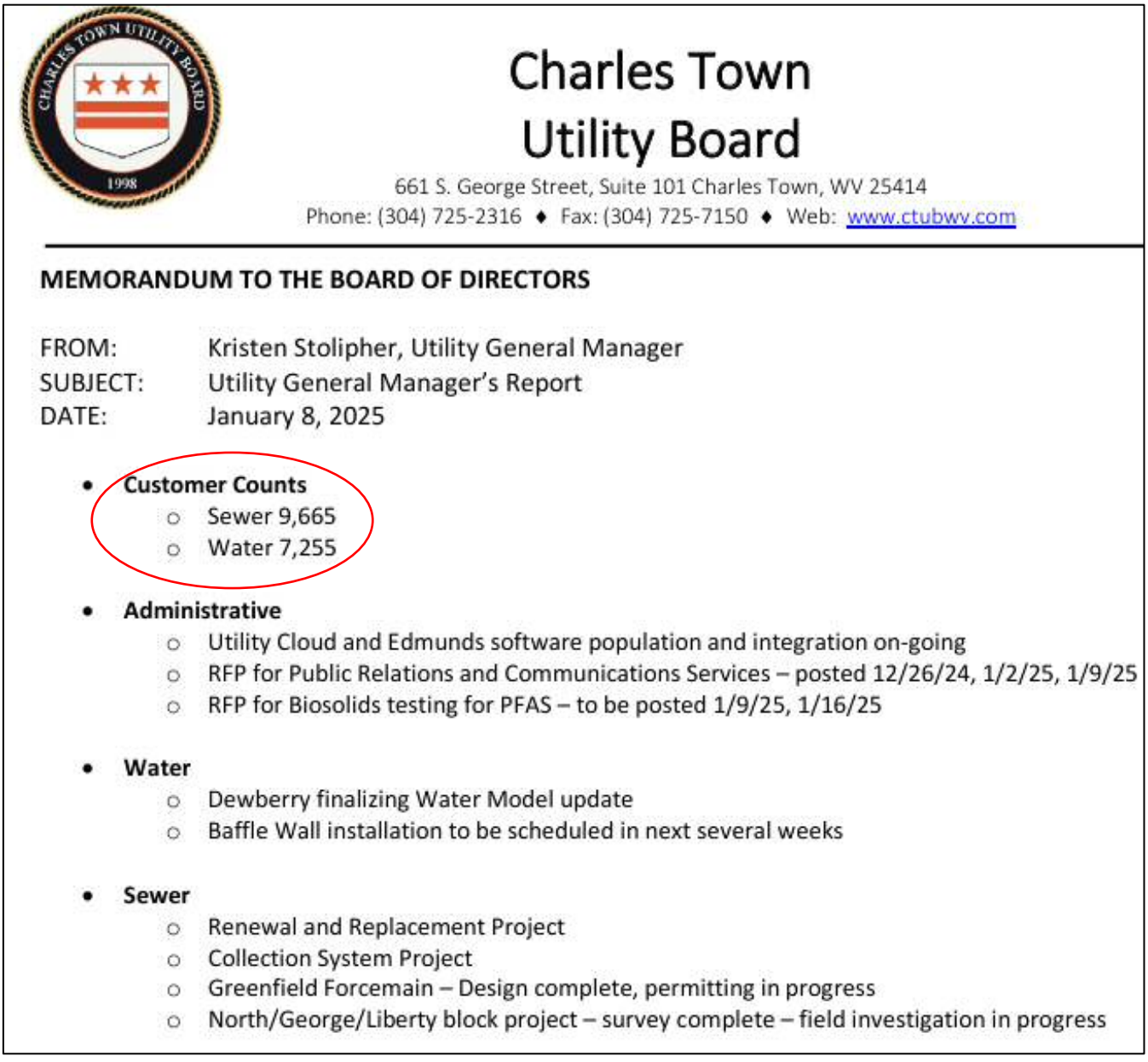
The Basics:

Charles Town Utility Board (CTUB)

Answer: See CTUB's January 6, 2025 General Manager's report.

Question: How many customers does CTUB service?

Proof: https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3064628/6a-UM_Report_1-8-25.pdf



Charles Town
Utility Board

661 S. George Street, Suite 101 Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-7150 ♦ Web: www.ctubwv.com

MEMORANDUM TO THE BOARD OF DIRECTORS

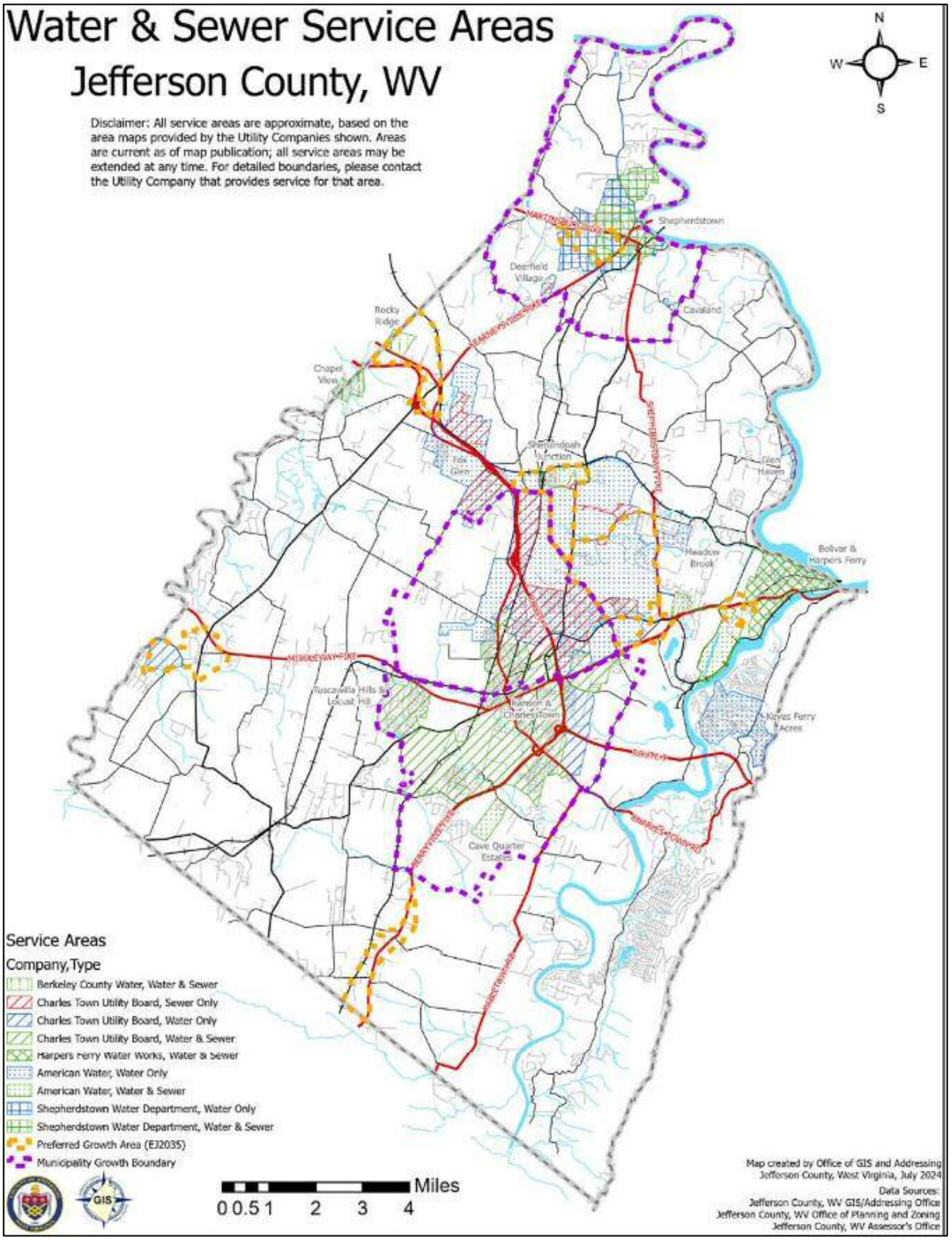
FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: January 8, 2025

- **Customer Counts**
  - Sewer 9,665
  - Water 7,255
- **Administrative**
  - Utility Cloud and Edmunds software population and integration on-going
  - RFP for Public Relations and Communications Services – posted 12/26/24, 1/2/25, 1/9/25
  - RFP for Biosolids testing for PFAS – to be posted 1/9/25, 1/16/25
- **Water**
  - Dewberry finalizing Water Model update
  - Baffle Wall installation to be scheduled in next several weeks
- **Sewer**
  - Renewal and Replacement Project
  - Collection System Project
  - Greenfield Forcemain – Design complete, permitting in progress
  - North/George/Liberty block project – survey complete – field investigation in progress

Answer: See page 138 of Jefferson County's Draft 2045 Comprehensive Plan.

Question: Where are CTUB's service areas in the context of the County?

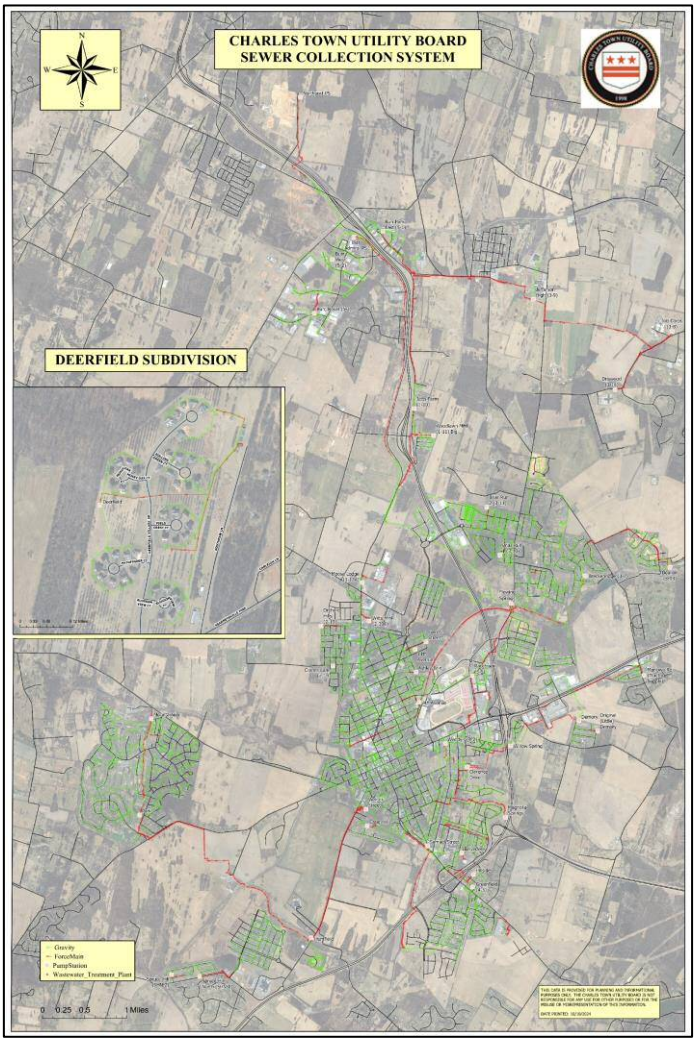
Proof: https://www.jeffersoncountywv.org/home/showpublisheddocument/26336/638641646524430000

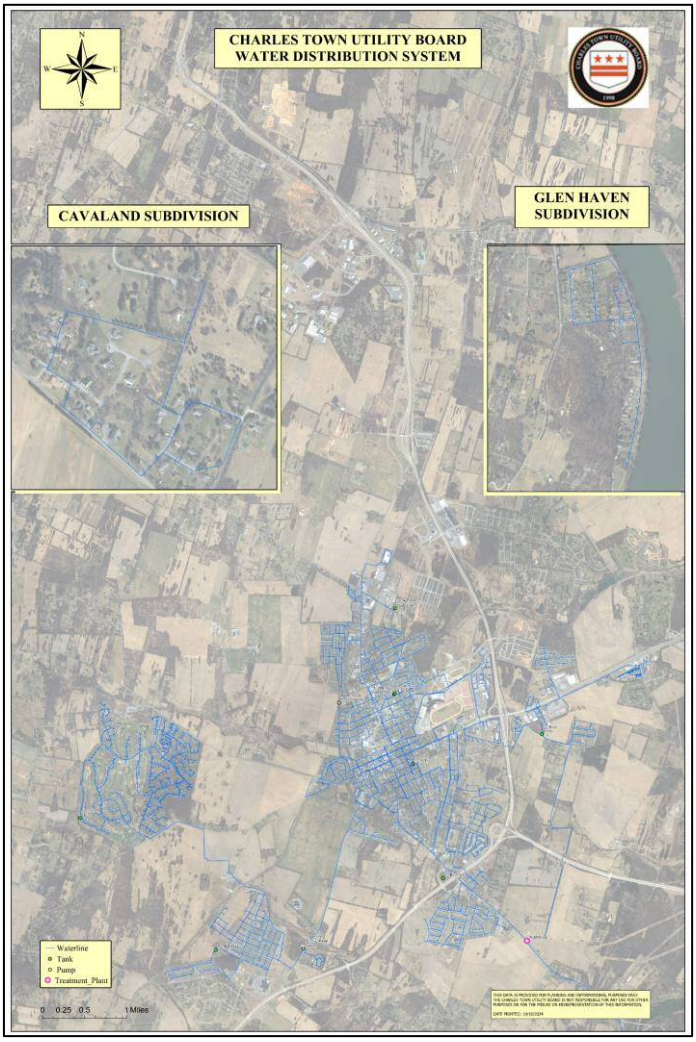


Answer: See CTUB's website under **Maps.**

Question: Where are CTUB's service areas in the context of CTUB?

Proof: https://ctubwv.com/information/reports/maps/





Answer: See page 66 of CTUB's 2024 Water Annual Report for the previous year of 2023.

Question: How much water does CTUB provide based on the previous year?

Proof: https://www.psc.state.wv.us/Annual_Reports/default.htm

Water

City of Charles Town (Water) 01/00/1900 06/30/2024

SALES OF WATER TO GENERAL CUSTOMERS - BY MONTHS (Accounts 460- 461)

Line No.	Month or Other Billing Period (a)	460- Unmetered Revenue (b)	460- Unmetered Gallons Sold (000 Omitted) (c)	460- Unmetered Avg.# Cust. (d)	461- Metered Revenue (e)	461- Metered Gal.Sold (f)	461- Metered Avg.# Cust. (g)
1	**Total Amount from Previous Year**						
2	July				379,434	35,254	6,607
3	August				367,812	33,809	6,688
4	September				389,691	36,820	6,730
5	October				389,211	36,758	6,769
6	November				357,476	32,534	6,818
7	December				373,891	34,573	6,858
8	January				345,787	30,644	6,878
9	February				358,550	32,007	6,893
10	March				351,704	31,258	6,901
11	April				384,300	29,409	6,929
12	May				428,229	33,949	7,001
13	June				517,198	35,218	7,030
14	Adj. for the Year				(36,108)		
15	**Total Current**	-	-	-	**4,607,175**	**402,233**	**6,842**

BILLING ACCURACY

1	**Average number of customers during the reporting period.**	6,842.00
2	**Billing Cycle (monthly, quarterly, semiannually) during the reporting period.** E.g. Monthly: enter 12, Quarterly enter 4, Semiannual: enter 2	12.00
3	**Total Number of Bills Generated during the reporting period.**	82,102.00
4	**Number of errors - driven billing adjustments during reporting period (# of bills adjusted)**	13.00

Notes on Billing System:

COMMUNITIES SERVED

	Names of Cities, Towns, and Unincorporated Communities (a)	No. of Customers End of Year (b)	Population Served (c)	Gallons Sold (000 Omitted) (d)	Total Sales of Water (e)
1	Charles Town, Ranson, and Jefferson County	6842	19409	402,233	4,607,175
2					
3					
4					
5					
6					
7					

601

Answer: See page 65 of CTUB's 2024 Water Annual Report for the previous year of 2023.

Question: How much water does CTUB provide based on the 2024 reports?

Proof: https://www.psc.state.wv.us/Annual_Reports/default.htm

Sewer

City of Charles Town (Sewer)	10/03/2024	06/30/2024

SALES OF WASTEWATER TO GENERAL CUSTOMERS - BY MONTHS (Accounts 521-522)

Line No.	Month (or Other Billing Period) (a)	Account 521 - Flat Rate Revenue (b)	Estimated Gallons Sold (000 Omitted) (c)	Number of Customers (d)	Account 522 - Measured Revenue (e)	Gallons Sold (000 Omitted) (f)	Number of Customers (g)
1	July	5,425	364	71	587,024	41,901	8,453
2	August	5,477	368	72	574,461	40,535	8,551
3	September	5,477	368	72	605,503	43,493	8,591
4	October	5,477	368	72	606,027	43,532	8,648
5	November	5,477	368	72	549,443	38,575	8,723
6	December	5,477	368	72	603,518	43,019	8,771
7	January	5,497	371	72	533,999	36,944	8,810
8	February	5,477	368	72	566,742	39,808	8,824
9	March	5,477	368	72	547,052	38,024	8,853
10	April	5,017	368	72	533,312	36,466	8,894
11	May	5,017	368	72	587,410	40,999	9,008
12	June	5,017	368	72	593,960	45,720	9,090
13	Adjustments made for the year	(408)			(77,522)		
14	Total	63,902	4,415	72	6,810,928	489,018	8,768

BILLING ACCURACY

1	Average number of customers during the reporting period.	8,840
2	Billing Cycle (monthly, quarterly, semiannually) during the reporting period. E.g. Monthly: enter 12, Quarterly enter 4, Semiannual: enter 2	12
3	Total Number of Bills Generated during the reporting period.	106,079
4	Number of errors - driven billing adjustments during reporting period (# of bills adjusted)	37

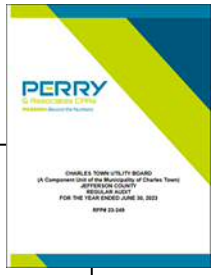
Notes on Billing System:

COMMUNITIES SERVED

Line No.	Names of Cities, Towns, and Unincorporated Communities (a)	No. of Customers End of Year (b)	Population Served (c)	Gallons Sold (000 Omitted) (d)	Total Sales (e)
1	Charles Town, Ranson, and Jefferson County	8840	24314	493,433	6,874,8
2					
3					

Answer: See CTUB's own 2023 financial audit, under **Total liabilities, deferred inflows, and net position**.

Question: What is the value, in millions, of CTUB's assets?



Proof: CTUB's 2023 Financial Audit at https://ctubwv.com/information/reports/financials/

Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2023

USING THIS ANNUAL REPORT (continued)

3. Notes to Financial Statements

The Notes to Financial Statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The Notes to Financial Statements can be found in the financial statements mentioned at #2 above.

REPORTING THE UTILITY BOARD AS A WHOLE

The analysis below focuses on net position (Table 1) and changes in net position (Table 2) of the Utility Board's financial activities.

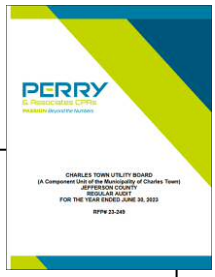
Table 1 - Net Position (in Millions)

	Water		Sewer		Total	
	2023	2022	2023	2022	2023	2022
Current and other assets	$ 13.5	$ 13.3	$ 14.5	$ 9.4	$ 28.0	$ 22.7
Capital assets	19.2	19.0	60.6	55.7	79.8	74.7
Total assets	32.7	32.3	75.1	65.1	107.8	97.4
Deferred outflows of resources	0.4	0.6	0.3	0.4	0.7	1.0
Total assets and deferred outflows of resources	$ 33.1	$ 32.9	$ 75.4	$ 65.5	$ 108.5	$ 98.4
Long-term debt outstanding	$ 15.7	$ 16.6	$ 27.9	$ 21.9	$ 43.6	$ 38.5
Other liabilities	0.4	0.4	11.5	10.9	11.9	11.3
Total liabilities	16.1	17.0	39.4	32.8	55.5	49.8
Deferred inflows of resources	5.5	7.3	0.1	0.9	5.6	8.2
Net position:						
Net investment in capital assets	3.8	2.7	26.3	23.4	30.1	26.1
Restricted	5.3	3.9	5.5	4.7	10.8	8.6
Unrestricted	2.4	2.0	4.1	3.7	6.5	5.7
Total net position	11.5	8.6	35.9	31.8	47.4	40.4
Total liabilities, deferred inflows, and net position	$ 33.1	$ 32.9	$ 75.4	$ 65.5	$ 108.5	$ 98.4

Answer: See CTUB's own 2023 financial audit under **Debt**.

Question: How much, in millions, is CTUB's debt?

Proof: CTUB's 2023 Financial Audit at https://ctubwv.com/information/reports/financials/



Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2023

Debt

At year-end, the Utility Board had $43.6 million in long-term debt outstanding compared to $38.5 million in the previous year.

Table 4 - Outstanding Debt at Year-End (in Millions)

	2023	2022
Lease Liability	$ 0.4	$ 0.4
Loans (Municipality of Charles Town)	0.5	0.5
Bonds	42.7	37.6
	$ 43.6	$ 38.5

The Utility Board issued $7.435 of Series 2022 B&C revenue bonds in 2023 to finance construction of the sewer wastewater treatment plant renewal and replacement project.

The Utility Board refunded its Series 2015A and 2015B bonds through the issuance of Series 2022A bonds during 2022.

The bond debt resulted from issuing revenue bonds for the construction of water and sewer utility plant improvements and acquisition of former JCPSD net assets. These bonds are secured by revenues derived from the combined water and sewer system. Other debt obligations include loans and obligations under financed purchases and leases. More detailed information about the Utility Board's long-term liabilities is presented in the notes to the financial statements.

ECONOMIC FACTORS

The Utility Board's management considered many factors when setting the fiscal-year 2023 budget. One of those factors was the economy. The County's population has a direct impact on the Utility Board's economic growth.

The Utility Board is optimistic about its potential for economic growth in the future. The increasing population, infrastructure improvements, annexation, acquisition of other utilities, and procurement of grants and other funding sources are all positive indicators for continued economic growth of the Utility Board.

CONTACTING THE UTILITY BOARD'S FINANCIAL MANAGEMENT

Answer: See below. Both the Ranson utility and the Jefferson County Public Service District (JCPSD) were completely absorbed by CTUB. Both ceased to exist in 2018 . There has been nothing for years for either Ranson or the JCC to own and or control.

Question: What portion of CTUB does the City of Ranson and the Jefferson County Commission (JCC) own or control?

Proof:

Total of the **City of Ranson** and the **Jefferson County Commission's (JCC)** portions of CTUB:

$0 assets

$0 debts

$0 Bond Credit Risk

2 Board Seats (Recommended by Ranson and JCC, but approved by the Charles Town City Council)

Answer: 140 to 143 highest rates out of 309 sewer utilities in WV.

137 to 153 highest rates out of 331 water utilities in WV.

Question: How do CTUB's rates compare with the other utilities in the State?

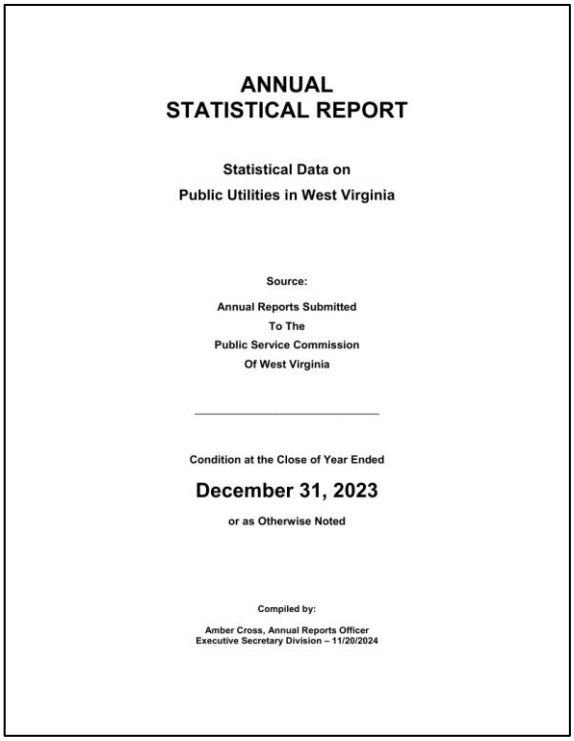
Proof: Sewer Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

Water Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

West Virginia Public Service Commission

West Virgini Utility Cost Rankings - January 24, 2025

Sewer or Water	Type	Utility	Gallons	Cost	Minimum	Rate Type	Counties	Rank	Out of	Total
Sewer	Municipal	City of Charles Town (Sewer)	3400	$46.62	$30.48	BLOCK	Jefferson	140	Out of	309
Sewer	Municipal	City of Charles Town (Sewer)	4000	$53.54	$30.48	BLOCK	Jefferson	142	Out of	309
Sewer	Municipal	City of Charles Town (Sewer)	4500	$59.31	$30.48	BLOCK	Jefferson	143	Out of	309
Water	Municipal	City of Charles Town (Water)	3400	$43.66	$25.68		Jefferson	137	Out of	331
Water	Municipal	City of Charles Town (Water)	4000	$51.36	$25.68		Jefferson	145	Out of	331
Water	Municipal	City of Charles Town (Water)	4500	$57.78	$25.68		Jefferson	153	Out of	331



ANNUAL
STATISTICAL REPORT

Statistical Data on
Public Utilities in West Virginia

Source:
Annual Reports Submitted
To The
Public Service Commission
Of West Virginia

Condition at the Close of Year Ended
December 31, 2023
or as Otherwise Noted

Compiled by:
Amber Cross, Annual Reports Officer
Executive Secretary Division – 11/20/2024

Answer: 290 to 302 highest rates out of 309 sewer utilities in WV.

323 to 330 highest rates out of 331 water utilities in WV.

Question: How do CTUB's rates compare with West Virginia American Water?

Proof: Sewer Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

Water Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

West Virginia Public Service Commission

West Virgini Utility Cost Rankings - January 24, 2025

Sewer or Water	Type	Utility	Gallons	Cost	Minimum	Rate Type	Counties	Rank	Out of	Total
Sewer	Private	West Virginia-American Water	3400	$78.53	$60.10	BLOCK		290	Out of	309
Sewer	Private	West Virginia-American Water	3400	$83.01	$63.53	BLOCK		296	Out of	309
Sewer	Private	West Virginia-American Water	3400	$85.27	$65.25	BLOCK		300	Out of	309
Sewer	Private	West Virginia-American Water	3400	$85.89	$65.73	BLOCK		301	Out of	309
Sewer	Private	West Virginia-American Water	4000	$90.81	$60.10	BLOCK		296	Out of	309
Sewer	Private	West Virginia-American Water	4000	$96.01	$63.53	BLOCK		299	Out of	309
Sewer	Private	West Virginia-American Water	4000	$98.61	$65.25	BLOCK		301	Out of	309
Sewer	Private	West Virginia-American Water	4000	$99.32	$65.73	BLOCK		302	Out of	309
Sewer	Private	West Virginia-American Water	4500	$101.0	$60.10	BLOCK		297	Out of	309
Sewer	Private	West Virginia-American Water	4500	$106.8	$63.53	BLOCK		300	Out of	309
Sewer	Private	West Virginia-American Water	4500	$109.7	$65.25	BLOCK		301	Out of	309
Sewer	Private	West Virginia-American Water	4500	$110.5	$65.73	BLOCK		303	Out of	309
Water	Private	West Virginia-American Water	3400	$79.93	$43.38		Jefferson	323	Out of	331
Water	Private	West Virginia-American Water	3400	$82.40	$44.72		Jefferson and other counties	325	Out of	331
Water	Private	West Virginia-American Water	3400	$92.40	$44.72		Kanawha	330	Out of	331
Water	Private	West Virginia-American Water	4000	$91.47	$43.38		Jefferson	324	Out of	331
Water	Private	West Virginia-American Water	4000	$94.30	$44.72		Jefferson and other counties	325	Out of	331
Water	Private	West Virginia-American Water	4000	$104.3	$44.72		Kanawha	330	Out of	331
Water	Private	West Virginia-American Water	4500	$101.0	$43.38		Jefferson	323	Out of	331
Water	Private	West Virginia-American Water	4500	$104.22	$44.72		Jefferson and other counties	325	Out of	331
Water	Private	West Virginia-American Water	4500	$114.2	$44.72		Kanawha	330	Out of	331

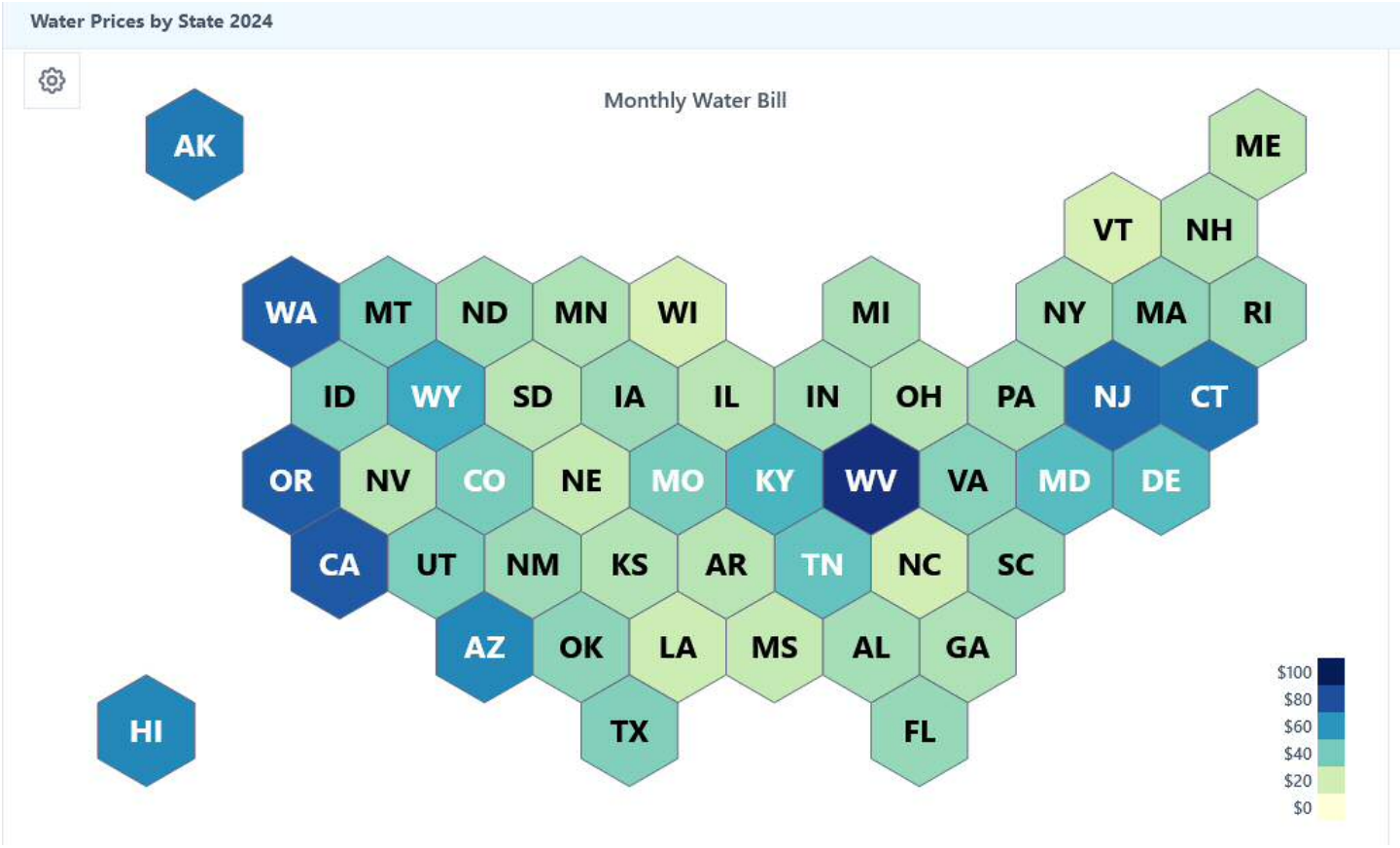

ANNUAL
STATISTICAL REPORT

Answer: Yes.

Question: Is West Virginia American Water's rates, in part, why the World Population Review listed West Virginia as having some of the highest water prices in the United States in 2024?

Proof:

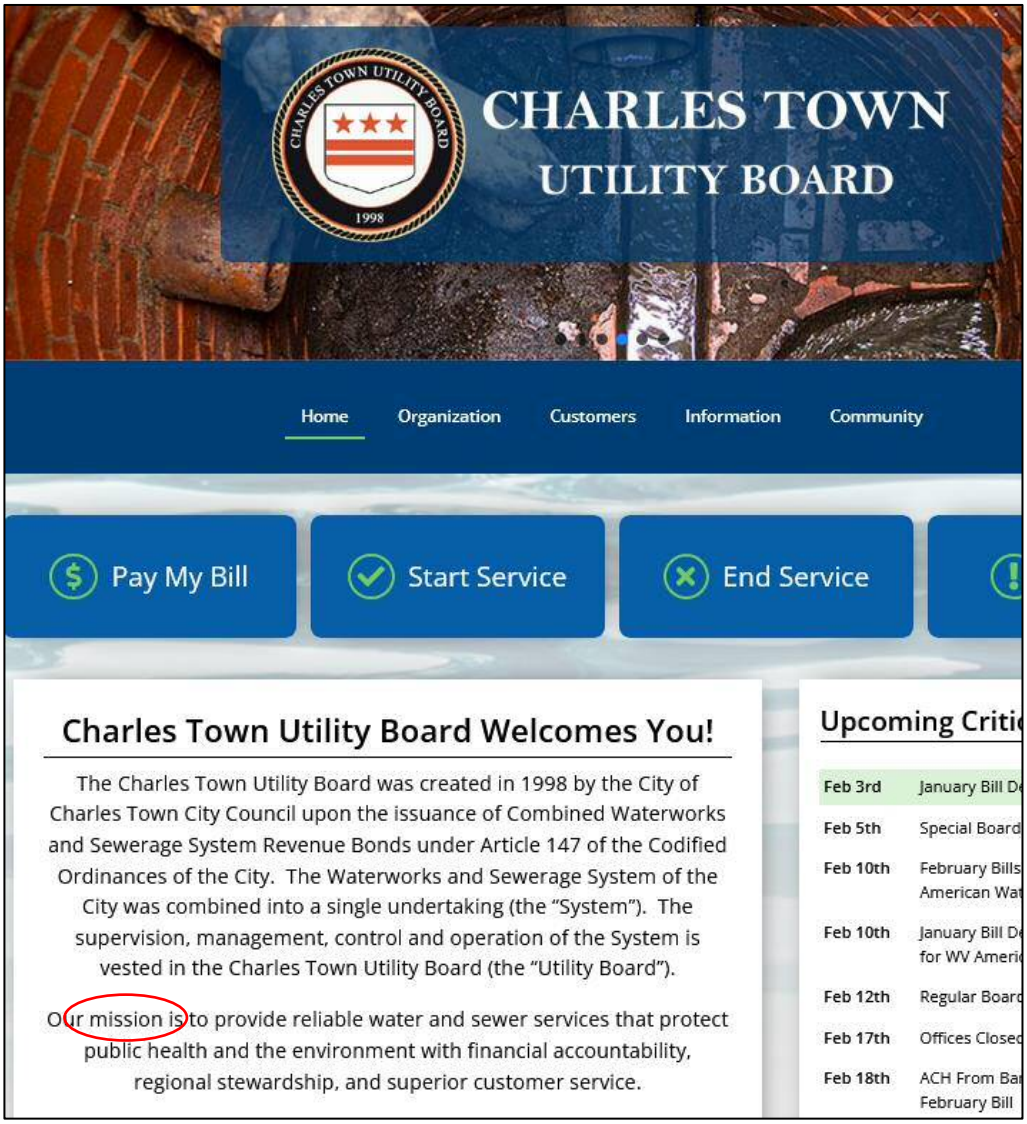
1. https://worldpopulationreview.com/state-rankings/water-prices-by-state
2. https://www.forbes.com/home-improvement/living/monthly-utility-costs-by-state/



Answer: See CTUB's mission statement on the front page of its website.

Question: What is CTUB's mission?

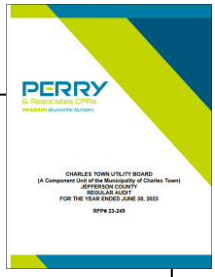
Proof: https://ctubwv.com/



Answer: Read CTUB's own last financial audit under **Economic Factors.**

Question: What did CTUB's latest audit express as to CTUB's view of the link between CTUB and economic growth?

Proof: https://ctubwv.com/information/reports/financials/



Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2023

Debt

At year-end, the Utility Board had $43.6 million in long-term debt outstanding compared to $38.5 million in the previous year.

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ECONOMIC FACTORS

The Utility Board's management considered many factors when setting the fiscal-year 2023 budget. One of those factors was the economy. The County's population has a direct impact on the Utility Board's economic growth.

The Utility Board is optimistic about its potential for economic growth in the future. The increasing population, infrastructure improvements, annexation, acquisition of other utilities, and procurement of grants and other funding sources are all positive indicators for continued economic growth of the Utility Board.

Part 2

Regional Utility, or Not

Answer: No.

Question: Is CTUB a so-called Regional Utility?

Proof: https://www.psc.state.wv.us/AnnualStatRpts/anstatrpt2023.pdf



Factoid

There are no regional sewer and or water utilities in any of West Virginia's 55 counties.

CTUB is simply **one** of many **municipal** (city) owned utilities that serve both city residents and non-city residents.

Serving non-city resident does not make CTUB a Regional Utility. Nor did CTUB's absorption of the Ranson and or the former PSD. Utilities all over the State absorb other utilities.

Serving non-city resident makes it an ordinary utility in the State of West Virginia.

Takeaway: Stop calling CTUB a Regional Utility.

Answer: Read for yourself CTUB's 2023 and or 2024 annual reports for Water and Sewer. See how CTUB defines itself, in its own documents.

Question: Provide more proof that CTUB is not a Regional Utility?

https://www.psc.state.wv.us/Annual_Reports/default.htm

Annual Report Section
Received By E-Filing on: 9/19/2023
AR Utility ID: 494
Class: A

Annual Report Section
Received By E-Filing on: 4/2/2024
AR Utility ID: 494
Class: A
Includes
Audit

WATER UTILITIES

(Class A & B)

ANNUAL REPORT
For Year Ended 2023
For

NAME OF UTILITY: City of Charles Town (Water)
PHYSICAL ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25414
MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, W

NAME OF MAYOR/ CHAIRPERSON/ PRESIDENT: John Nissel
PHYSICAL ADDRESS: 101 E Washington Street, Charles Town, WV 254

Annual Reports Section
Received by E-Filing on: 9/30/24
AR Utility ID 204
Class A
Includes Audit
Includes Revision Dated 10/3/24
Schedules: 100A, 100B, 102, 105, 219, 305 & 801A

WASTEWATER UTILITIES

(Class A & B)

ANNUAL REPORT
For Year Ended 2024
For

NAME OF UTILITY: City of Charles Town (Sewer)
PHYSICAL ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25
MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25

Annual Report Section
Received By E-Filing on: 9/25/2023
AR Utility ID: 204
Class: A

Annual Report Section
Received By E-Filing on: 4/2/2024
AR Utility ID: 204
Class: A
Includes
Audit

WASTEWATER UTILITIES

(Class A & B)

ANNUAL REPORT
For Year Ended 2023
For

NAME OF UTILITY: City of Charles Town (Sewer)
PHYSICAL ADDRESS: 661 S George Street, Suite 101, Charles Town, V
MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, V

NAME OF MAYOR/ CHAIRPERSON/ PRESIDENT: John Nissel
PHYSICAL ADDRESS: 101 E Washington Street, Charles Town, WV 25
E-MAIL ADDRESS: **jnissel@charlestownwv.us**

UTILITY CONTACT PERSON: Kristen Stolipher
TELEPHONE NO: 304-725-2316
E-MAIL ADDRESS: kstolipher@ctubwv.com

ACCOUNTING CONTACT PERSON: April Shultz

ACCOUNTANT'S MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, V
TELEPHONE NO: 304-724-3255

Annual Report Section
Received By E-Filing on: 9/26/2024
AR Utility ID: 494
Class: A

WATER UTILITIES

(Class A & B)

ANNUAL REPORT
For Year Ended 2024
For

NAME OF UTILITY: City of Charles Town (Water)
PHYSICAL ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25414
MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25414

NAME OF MAYOR/ CHAIRPERSON/ PRESIDENT: John Nissel
PHYSICAL ADDRESS: 101 E Washington Street, Charles Town, WV 25414
E-MAIL ADDRESS: jnissel@charlestownwv.us

UTILITY CONTACT PERSON: Kristen Stolipher
TELEPHONE NO: 304-725-2316
E-MAIL ADDRESS: kstolipher@ctubwv.com

ACCOUNTING CONTACT PERSON: April Shultz

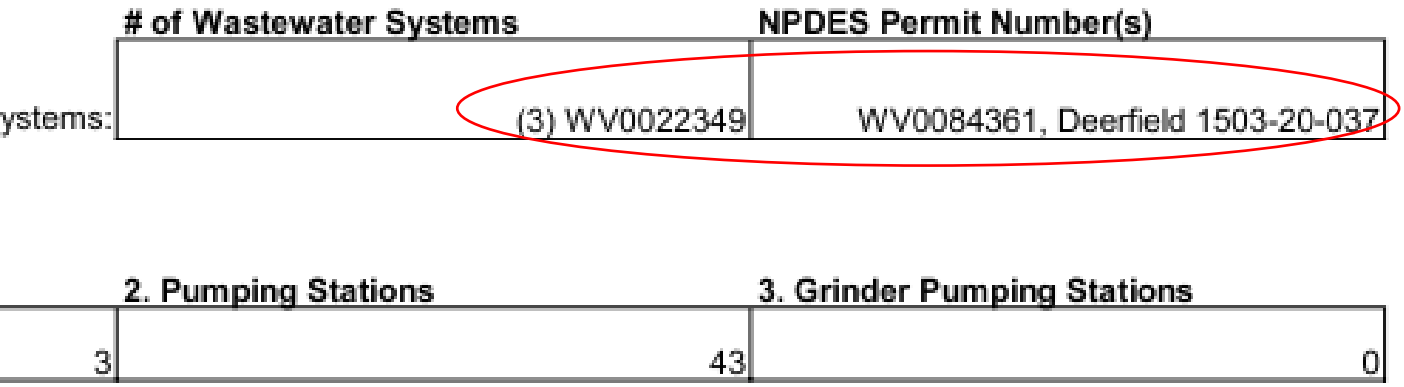
ACCOUNTANT'S MAILING ADDRESS: 661 S George Street, Suite 101, Charles Town, WV 25414
TELEPHONE NO: 304-724-3255
E-MAIL ADDRESS: ashultz@ctubwv.com

Answer: No. The West Virginia Public Service Commission (WVPSC) own standardized annual report template contains boxes for inserting other secondary utilities that the main utility owns and or operates. Ranson and the PSD are not in CTUB's 2023 OR 2024 annual reports because both the Ranson utility and the Jefferson County Public Service District (JCPSD) were completely absorbed by CTUB. Neither utility exist anymore.

Question: Does the fact that CTUB services non-municipal customers, and or absorbed other utilities, make it a Regional Utility?

Proof: https://www.psc.state.wv.us/Annual_Reports/default.htm

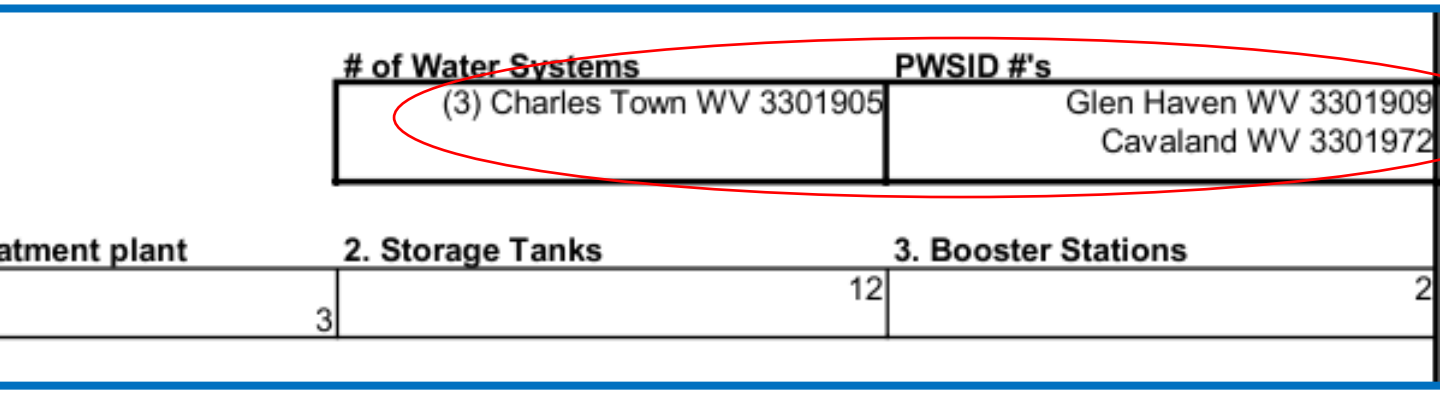
Sewer



	# of Wastewater Systems	NPDES Permit Number(s)
ystems:	(3) WV0022349	WV0084361, Deerfield 1503-20-037

	2. Pumping Stations	3. Grinder Pumping Stations
3	43	0

Water



# of Water Systems	PWSID #'s
(3) Charles Town WV 3301905	Glen Haven WV 3301909 Cavaland WV 3301972

atment plant	2. Storage Tanks	3. Booster Stations
3	12	2

Answer: No. CTUB is not a large-size utility compared to other municipal utilities in the State. In the context of the State, CTUB is simply one of many medium-size water/sewer utilities in the State of West Virginia.

Question: Does CTUB's size make it a Regional Utility?

Proof: https://www.psc.state.wv.us/AnnualStatRpts/anstatrpt2023.pdf

Sewer

Largest in Size of West Virginia's Total 161 Publicly Owned *Sewer* Utilities For the Year Ended June 30, 2023

#	Name of Municipality	Gross Utility Plant	Operating Revenue	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$279,430,864	$18,879,496	$12,378,732	23,805
2	Charleston	$248,327,921	$21,712,963	$10,398,847	22,653
3	Huntington	$110,041,378	$16,161,820	$13,400,622	20,627
4	Parkersburg	$137,219,013	$9,520,894	$7,586,150	15,335
5	Wheeling	$81,527,232	$8,368,455	$6,662,972	12,292
6	Fairmont	$42,206,771	$3,955,715	$4,302,998	9,685
7	Weirton	$30,327,034	$4,454,246	$3,495,112	9,195
8	Charles Town	$84,934,641	$6,399,697	$5,752,928	8,447
9	Bluefield	$65,367,840	$6,340,091	$5,906,896	7,607
10	Beckley	$77,476,477	$10,032,912	$6,590,971	7,363
11	Clarksburg	$32,991,166	$4,901,154	$4,206,620	7,113
12	South Charleston	$44,589,648	$11,368,182	$11,793,140	7,106
13	Martinsburg	$72,900,866	$4,373,136	$4,244,479	6,255
14	St. Albans	31,693,845	3,498,710	3,268,388	6,186
15	Bridgeport	37,987,099	3,522,101	3,449,848	5,224

(A) Includes Operating Expenses, Taxes and Depreciation when applicable.

Water

Largest in Size of West Virginia's Total 139 Publicly Owned *Water* Utilities For the Year Ended June 30, 2023

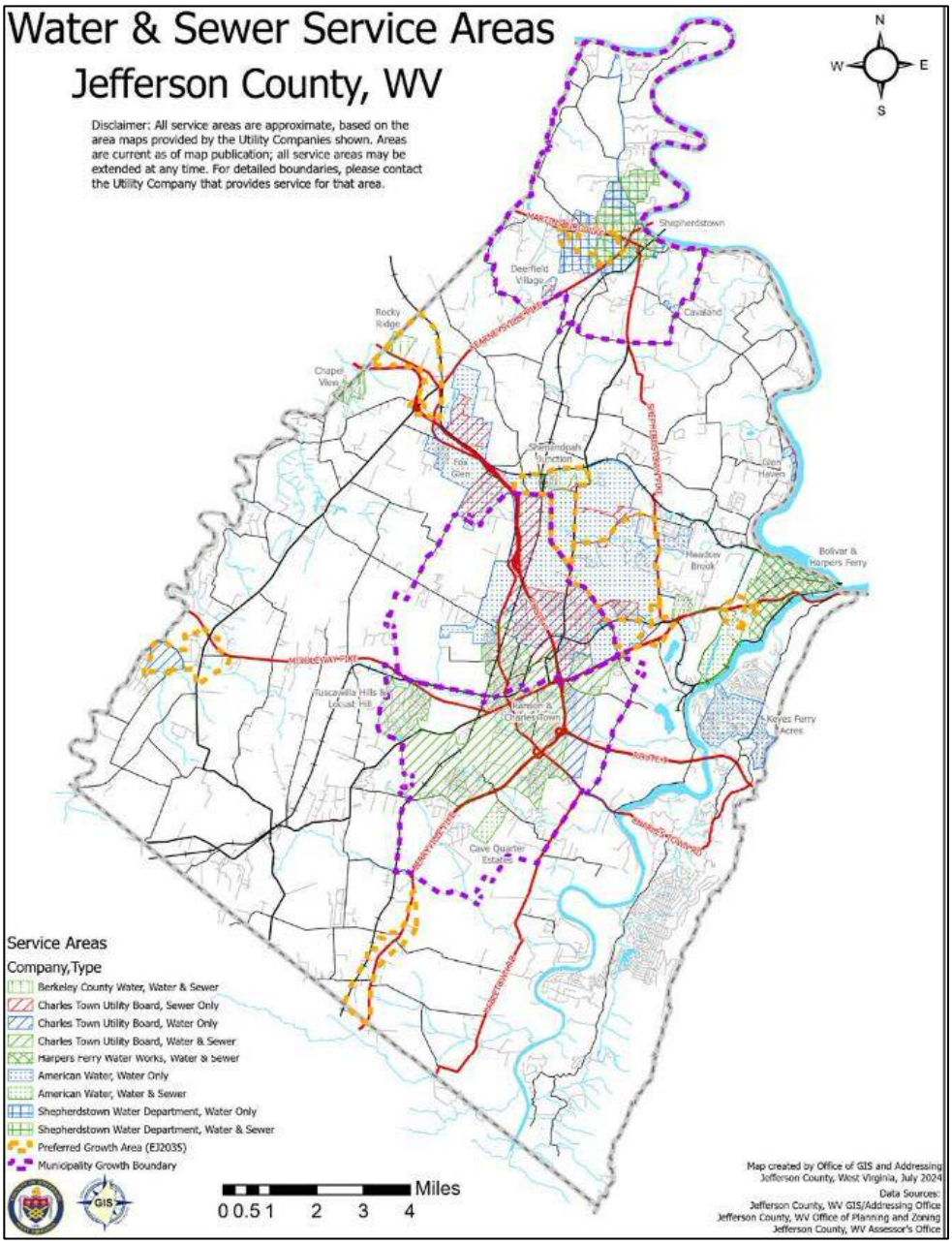
#	Name of Municipality	Gross Utility Plant	Operating Revenu	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$202,985,503	$15,431,592	$12,330,400	27,915
2	Parkersburg	$83,820,397	$6,944,043	$6,096,541	15,895
3	Fairmont	$66,964,352	$8,753,850	$7,314,581	14,386
4	Wheeling	$97,778,133	$9,557,337	$9,139,959	12,836
5	Weirton	$44,666,434	$5,556,154	$4,390,395	9,339
6	Clarksburg	$55,197,374	$9,065,033	$7,677,534	7,864
7	Martinsburg	$41,506,836	$5,021,913	$4,310,494	6,855
8	Charles Town	$38,661,638	$4,159,875	$4,055,513	6,536
9	St. Albans	$19,978,141	$3,478,158	$2,681,127	6,090
10	Vienna	$11,396,378	$1,523,119	$1,343,439	5,359
11	Bridgeport	$22,158,706	$3,811,100	$3,710,319	5,169
12	Lewisburg	$53,827,550	$3,557,602	$2,696,456	5,134
13	Moundsville	$25,401,707	$3,279,600	$2,466,762	4,319
14	Kenova	$31,413,591	$2,997,022	$3,032,042	4,034
15	Elkins	$44,915,060	$4,312,135	$3,564,192	3,

(A) Includes Operating Expenses, Taxes and Depreciation when applicable.

Answer: Yes. CTUB is a municipal utility. Like many other municipal utilities in the State, CTUB also provides utility services to non-municipal customers, when it is neither economically nor technically harmful to CTUB's position.

Question: Let me ask the same question in a different way. If CTUB were actually this non-existent Regional Utility, then the WV Public Service Commission (WVPSC) would have never have been allowed American Water into Jefferson County, or CTUB's territory?

Proof: https://www.jeffersoncountywv.org/home/showpublisheddocument/26336/638641646524430000



Answer: Dial **304-558-0526**. This is the help line at the West Virginia Public Service Commission (WVPSC). Pose this same question.

Question: Provide final and definitive proof that CTUB is not a Regional Utility?

Proof: https://www.psc.state.wv.us/

Consumer Advocate Division
Public Service Commission of West Virginia
300 Capitol Street, Suite 810
Charleston, WV 25301
Phone: 304-558-0526
Fax: 304-558-3610

Part 3

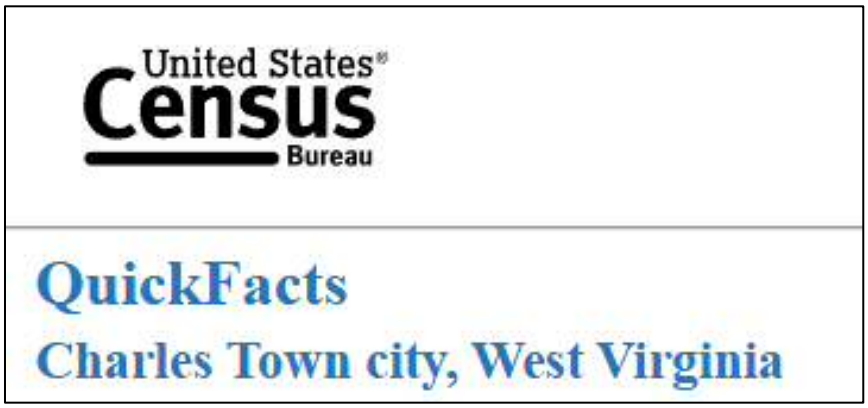
Ownership, Control and Operation

Answer: CTUB is exclusively owned collectively by the 7,672 residents of the City of Charles Town. This is the same, all over the State.

The 7,672 residents of Charles Town collectively own 100% of all of CTUB's assets and debt, as well, as all of the City's other debt (for example Charles Washington Hall and 661 George Street bonds), thus all the credit risk, thus all the penalties in securing future bonds for the utility, and for non-utility projects.

Question: If CTUB is <u>not</u> a regional utility, then who owns CTUB?

Proof: United States Census, QuickFacts https://www.census.gov/quickfacts/fact/table/charlestowncitywestvirginia/PST045224



Answer: The City Council of the City of Charles Town, i.e. the City of Charles Town.

Question: Of course, the City's 7,672 residents cannot all make all of the decisions on CTUB, so who is the primary fiduciary for those 7,672 residents?

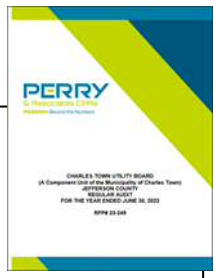
https://charlestownwv.granicus.com/player/clip/1762?view_id=1&redirect=true



Answer: Read CTUB's own last financial audit.

Question: Provide proof that the City of Charles Town owns 100% of all of the CTUB's and the City's other non-utility debt, thus all the credit risk, thus all the penalties in securing future bonds for the utility, and for non-utility projects?

Proof: CTUB's 2023 Financial Audit at https://ctubwv.com/information/reports/financials/



Charles Town Utility Board
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NATURE OF BUSINESS

The Charles Town Utility Board (the "Utility Board") is a component unit of the Municipality of Charles Town, West Virginia. The Utility Board's purpose is furthering the preservation of the public health, comfort, and convenience of the residents of Charles Town, Ranson, and other franchised areas of Jefferson County, West Virginia, by providing water and sewer services to customers in its franchise area.

The Utility Board is governed by a board of directors who are appointed by the Municipality of Charles Town (3 appointments), the Jefferson County Commission (1 appointment), and the City of Ranson (1 appointment).

The Utility Board serves 6,612 water customers and 8,477 sewer customers. During the year ended June 30, 2023, the Utility Board's water customers increased by 184 and sewer customers increased by 245.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the Utility Board are described below.

Reporting Entity

For financial reporting purposes, the Utility Board is considered a component unit of the Municipality of Charles Town. The basic criteria for defining the Utility Board as a component unit of the Municipality of Charles Town is the financial interdependence, accountability for fiscal matters, significant influence on operations and ability to designate management.

The Utility Board is a combined water and sewer utility. For purposes of establishing user rates and charges and as required by its revenue bond issues, water and sewer are maintained as separate funds with separate books of account.

Basis of Presentation

The accounting policies of the Utility Board conform to accounting principles generally accepte in the United States of America as applicable to enterprise funds of governmental units. The

Answer: Read the Charles Town City Council controlling (organic) Ordinance 147, that created CTUB, and allows CTUB to operate.

Question: Provide even more proof that the City of Charles Town owns 100% of all of the CTUB's, as well the City's other non-utility debt, thus all the credit risk, thus all the penalties in securing future bonds for the utility, and for non-utility projects?

Proof https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

147.08 AMENDMENT; REPEAL.

(a) The City Council enacts this article for the assurance and protection of the ratepayers and for the purpose of assuring the holders of debt payable from the income and revenues of the System of an efficient operation and maintenance thereof.

(b) No amendment or repeal of this article shall be enacted unless approved by seventy-five percent (75%) of the members of City Council. Any such amendment or repeal shall otherwise be enacted in accordance with the rules and regulations of City Council.

(Ord. 2022-001. Passed 2-22-22.)

Answer: Read the City Council's legal response to the PSC, when challenged in 2022 over its convoluted governing language of Ordinance 147.

Question: Provide the final and definitive proof that the City of Charles Town owns 100% of all of the CTUB's and the City's other non-utility debt, thus all the credit risk, thus all the penalties in securing future bonds for the utility, and for non-utility projects?

Proof https://ctubwv.com/information/reports/financials/

STATE OF WEST VIRGINIA
PUBLIC SERVICE COMMISSION
CHARLESTON

MICHAEL EDWIN TOLBERT,
Charles Town, Jefferson County,

Complainant,

v.

Case No.: 22-0265-LRR-WS-C

CITY OF CHARLES TOWN,
a West Virginia municipal corporation
and municipal utility,

Defendant.

RESPONSE OF THE CITY OF CHARLES TOWN

COMES NOW the Defendant, City of Charles Town ("Defendant City"), by and through its attorneys, Michael J. Funk, Esquire, Todd M. Swanson, Esquire, and the law firm of Steptoe & Johnson PLLC, and for its Response to the Commission Legal Staff's Initial and Final Joint Staff Memorandum issued on April 13, 2022 ("Staff's Memorandum"), states as follows:

BACKGROUND

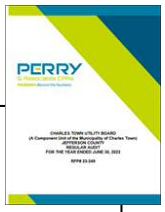
Defendant City owns and operates a combined waterworks and sewerage system (the "System") pursuant to Chapter 8, Article 20 of the West Virginia Code ("the "Code"). Pursuant to the authority and provisions of Section 8-20-18 of the Code, Defendant City's Council did, by ordinance enacted March 16, 1998 (the "CTUB Ordinance", a copy of which, as amended to date, is attached as Attachment B to the Complaint), create the City of Charles Town Utility Board ("CTUB") and invest it with authority for the supervision and control of the System.

The Complaint designated CTUB as the named defendant in this matter. CTUB, by an through its separate counsel, filed an Answer on March 14, 2022. As stated in the Answer, CTUB

Answer: No. Charles Town fully absorbed all the asset and the debts of both the Ranson and the JCPSD. The acquisition documents/agreements were fulfilled once the utility rates were equalized. Charles Town has no further legal obligation(s) to either the City of Ranson or to the Jefferson County Commission (JCC).

Question: Does Ranson City and the Jefferson County Commission and own or control any of CTUB's assets and debts?

https://ctubwv.com/information/reports/financials/



Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2023

The discussion and analysis of the Charles Town Utility Board's (Utility Board) financial performance provides an overview of the Utility Board's financial activities for the fiscal year ended June 30, 2023. Please read it in conjunction with the Utility Board's financial statements.

FINANCIAL HIGHLIGHTS

The Utility Board's net position increased $7.0 million as a result of this year's operations. Net position of the water fund increased $2.9 million compared to the previous year, or 33.7 percent. Net position of the sewer fund increased by $4.1 million, or 12.9 percent compared to the previous year. The water and sewer fund increases are primarily the result of developer contributions including contributions in aid of construction and capacity improvement fees.

The Utility Board's operating revenues increased $0.4 million to $10.6 million for 2023. Operating expenses increased $1.2 million to $9.8 million for 2023. Water fund operating income decreased $0.2 million to $0.1 million and sewer operating income decreased $0.6 million to $0.7 million for 2023.

The $0.4 million increase in operating revenues is primarily a result of system growth ($0.2 million water and $0.2 million sewer). The $1.2 million increase in operating expenses ($0.4 million water and $0.8 million sewer) is attributed to increases in personnel services ($0.1 million water and $0.3 million sewer), increases in materials and supplies ($0.2 million water and $0.1 million sewer) increases in depreciation expense ($0.3 million sewer), and other expense increases ($0.1 million water and $0.1 million sewer).

By City Council ordinance adopted January 2, 2024, and effective February 16, 2024, the Utility Board equalized its water rates and its sewer rates throughout its service area. The applicable rate adjustments for water are expected to generate an additional $0.6 million in annual revenues. The applicable rate adjustments for sewer are expected to be revenue neutral.

The Utility Board added approximately $8.2 million and $2.2 million in capital assets during 2023 and 2022, respectively. During 2023, approximately $3.9 million was from construction in progress related to the sewer department wastewater treatment plant renewal and replacement project. Also during 2023, the Utility Board added approximately $4.0 million of water and sewer utility plant through developer contributions. During 2022, approximately $1.9 million in water and sewer utility plant was added through developer contributions and advances.

At June 30, 2023, the Utility Board was in the construction phase of its sewer department renew and replacement project. The estimated cost of the project is $12.1 million with $4.3 million being expended as of June 30, 2023. The project is being financed by a $7.435 million bond issue.

Part 4

Utilities' Board of Directors

Answer: The five-member board of Charles Town's utility.

Question: Who does the Charles Town City Council designate (hire, pay, and if needed remove) to be City's Council's delegated representative over the utility, with the full and complete authority for the supervision, management, control and operation of CTUB, including the maintenance, operations, improvements and extension thereof – but does own, nor can sell CTUB?

Proof: https://ctubwv.com/



About Us

The Charles Town Utility Board was created in 1998 by the City of Charles Town City Council upon the issuance of Combined Waterworks and Sewerage System Revenue Bonds under Article 147 of the Codified Ordinances of the City. The Waterworks and Sewerage System of the City was combined into a single undertaking (the "System"). The supervision, management, control and operation of the System is vested in the Charles Town Utility Board (the "Utility Board").

The Utility Board consists of five persons, one of whom is the City Manager of the City, and one of whom is a registered professional engineer or graduate civil engineer. The remaining Board members shall be citizens and residents of the City, of outstanding reputation, ability and integrity. All Board members are appointed by Council.

The Utility Board has full and complete authority for the supervision, management, control and operation of the System, including the maintenance, operations, improvements and extension thereof.

All bills for water and sewer service shall be collected and accounted for by the Utility Board in the manner and form required by law, the Public Service Commission of West Virginia and the ordinances of the City, and all disbursements and accounts of the System shall be ordered paid out only upon approval of said Utility Board; provided, however, that all such supervision, management and control of the System and the collection and accounting for bills for water and sewer service shall be consistent and in accordance with any ordinances pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the System.

The Utility Board shall have the power and authority to make all contracts, agreements and other matters necessary or proper for the full and complete supervision, management and control of the System. The Utility Board shall have the power to fix and maintain a separate budget, and employ, fix the compensation of and discharge a manager and all employees of the System.

The Board is committed to providing quality water drinking water and has become a leader in meeting the Chesapeake Bay standards in the treatment of wastewater.

Answer: By choice.

Question: How did CTUB's board composition, in its controlling (organic) ordinance get so lengthy, complex, and above all, convoluted.

Proof: https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

City of Charles Town

Note: 8 font used to make all text fit

https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five (5) members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an ex officio basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(l) below. The Board of Directors structure shall be configured as follows:

(1) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(**2**) Not less than one (1) Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

(**3**) Not less than one (1) Director shall be a resident of Charles Town and a ratepayer in the System.

(4) Since CTUB has acquired the Ranson sewer system and as such provides services to the City of Ranson, the City Council will consider the City of Ranson's recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The City of Ranson shall have the right to nominate not more than three (3) individuals who are residents of Ranson and who reside within the service territory of Ranson; or an individual who is employed by the City of Ranson, to serve as a Director.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of the City of Ranson. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

(**5**) Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The Commission shall have the right to nominate not more than three (3) individuals to serve as a Director, each of whom shall satisfy all of the following criteria:

1. Resident of Jefferson County, West Virginia;
2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and
3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;
2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6-9A-l, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of the public; and
3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.

Answer: See below.

Question: Can you visually show the CTUB's board composition?

Proof: https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

Charles Town's Utility

1st level - 7,672 residents of Charles Town collectively own CTUB.

2nd level - **Charles Town City Council.** Primary fiduciary for the owners above. Can be hired, paid and fired by the voters.

3rd level - Utility Board of Directors. Representatives for the owners. Hired, paid and can be fired by the City Council.

- Director 1 - Chair – Charles Town City Manager (1 vote)
- Director 2 – Professional background. Charles Town City Council selects (1 vote)
- Director 3 - Charles Town resident. Charles Town City Council selects (1 vote)
- Director 4 – Ranson City Council recommends, but Charles Town City Council selects (1 vote)
- Director 5 – Jefferson County Commission (JCC) recommends, but Charles Town City Council selects (1 vote)
- Non-voting Jefferson County Liaison ("Liaison") exclusively selected by Jefferson County Commission (JCC)

Answer: See below.

Question: Where does the convoluted language describe?

Proof: https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

Charles Town's Utility

Note: Smallest text below is 6 font.

1st level - 7,672 residents of Charles Town collectively own CTUB.

2nd level - **Charles Town City Council.** Primary fiduciary for the owners above. Can be hired, paid and fired via voters.

3rd level - Utility Board of Directors. Fiduciary for the owners. Hired, paid and can be fired by the City Council.

Director 1 - Chair – Charles Town City Manager (1 vote)
Director 2 – Professional background (1 vote)
Director 3 - Charles Town resident (1 vote)
Director 4 – Ranson recommended (1 vote)
Director 5 – Jefferson County Commission (JCC) recommended (1 vote)
Non-voting Jefferson County Liaison ("Liaison") JCC appointed

(a) The Charles Town Utility Board of Directors shall consist of five (5) members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an ex officio basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(l)

(**1**) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(**2**) Not less than one (1) Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

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A. The City of Ranson shall have the right to nominate not more than three (3) individuals who are residents of Ranson and who reside within the service territory of Ranson; or an individual who is employed by the City of Ranson, to serve as a Director.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of the City of Ranson. City Council retains the discretio appoint a Director at will if a suitable nominee is not presented.

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3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

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D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;
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3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior to, any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.

Answer: No.

Question: Is this convoluted board structure either normal or standard in the State?

Proof: https://codelibrary.amlegal.com/codes/charlestown/latest/charlestown_wv/0-0-0-1952

Note: Smallest text below is 6 font.

Charles Town's Utility

1st level - 7,672 residents of Charles Town collectively own CTUB.

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Director 1 - Chair – Charles Town City Manager (1 vote)
Director 2 – Professional background (1 vote)
Director 3 - Charles Town resident (1 vote)
Director 4 – Ranson selection (1 vote)
Director 5 – Jefferson County Commission (JCC) selection (1 vote)
Non-voting Jefferson County Liaison ("Liaison") selected JCC (no-vote)

(a) The Charles Town Utility Board of Directors shall consist of five (5) members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an ex officio basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(l)

(**1**) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(**2**) Not less than one (1) Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

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B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

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1. Resident of Jefferson County, West Virginia;
2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and
3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

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D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;
2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6-9A-l, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of the public; and
3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior to, any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.

Answer: This issue requires public discussion. Charles Town fully absorbed all the assets and all the debts of both the Ranson's utility, and the Jefferson County Public Service District. The acquisition documents/agreements were fulfilled once the utility rates were equalized. Charles Town has no further obligation(s) to either the City of Ranson or to the Jefferson County Commission.

Question: Why do the City of Ranson and the County Commission have voting seats on the utility's board?

Proof: CTUB's 2023 Financial Audit at https://ctubwv.com/information/reports/financials/



Charles Town Utility Board
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2023

The discussion and analysis of the Charles Town Utility Board's (Utility Board) financial performance provides an overview of the Utility Board's financial activities for the fiscal year ended June 30, 2023. Please read it in conjunction with the Utility Board's financial statements.

FINANCIAL HIGHLIGHTS

The Utility Board's net position increased $7.0 million as a result of this year's operations. Net position of the water fund increased $2.9 million compared to the previous year, or 33.7 percent. Net position of the sewer fund increased by $4.1 million, or 12.9 percent compared to the previous year. The water and sewer fund increases are primarily the result of developer contributions including contributions in aid of construction and capacity improvement fees.

The Utility Board's operating revenues increased $0.4 million to $10.6 million for 2023. Operating expenses increased $1.2 million to $9.8 million for 2023. Water fund operating income decreased $0.2 million to $0.1 million and sewer operating income decreased $0.6 million to $0.7 million for 2023.

The $0.4 million increase in operating revenues is primarily a result of system growth ($0.2 million water and $0.2 million sewer). The $1.2 million increase in operating expenses ($0.4 million water and $0.8 million sewer) is attributed to increases in personnel services ($0.1 million water and $0.3 million sewer), increases in materials and supplies ($0.2 million water and $0.1 million sewer) increases in depreciation expense ($0.3 million sewer), and other expense increases ($0.1 million water and $0.1 million sewer).

By City Council ordinance adopted January 2, 2024, and effective February 16, 2024, the Utility Board equalized its water rates and its sewer rates throughout its service area. The applicable rate adjustments for water are expected to generate an additional $0.6 million in annual revenues. The applicable rate adjustments for sewer are expected to be revenue neutral.

The Utility Board added approximately $8.2 million and $2.2 million in capital assets during 2023 and 2022, respectively. During 2023, approximately $3.9 million was from construction in progress related to the sewer department wastewater treatment plant renewal and replacement project. Also during 2023, the Utility Board added approximately $4.0 million of water and sewer utility plant through developer contributions. During 2022, approximately $1.9 million in water and sewer utility plant was added through developer contributions and advances.

At June 30, 2023, the Utility Board was in the construction phase of its sewer department renewal

Answer: This issue requires public discussion. The final decision shall be made by the Charles Town City Council – the fiduciary to the real owners of CTUB.

Question: Should every time CTUB extends services to a portion of non-municipal customers or purchases or absorbs an existing utility, should the Charles Town City Council offer voting board seats to the absorbed entity's former governing body? What has been the City's past position on board seats after acquisitions? Is extending utility board seats a standard practice after mergers, consolidations and absorptions among utilities in the State?



Answer: Yes. Actual non-municipal utility customers are directly economically impacted by CTUB's decision, in terms of rates. Charles Town City Council owes its actual non-municipal customers some form of representation. Now the question becomes whether that representation is determined by either the City of Ranson or the Jefferson County Commission (JCC), especially since these entities years ago assigned all of both utilities, and with them, all of their assets, debts and risk to the City of Charles Town. Neither the City of Ranson or the Jefferson County Commission hold one penny of CTUB's millions of dollars of assets, debts and risk – nothing.

See how other cities deal with board composition in next set of slides.

Question: Do CTUB's non-municipal actual customers deserve some type of board voting representation.

Total of the **City of Ranson** and the **Jefferson County Commission's (JCC)** portions of CTUB:

$0 assets

$0 debts

$0 Bond Credit Risk

2 Board Seats (Recommended by Ranson and JCC, but approved by the Charles Town City Council)

Answer: Read for yourself the section from four other municipal utility ordinances below and the next slide. The rule is to be short, simple, understandable, and above all, not convoluted.

Question: Speaking of board seats, what do other municipal utilities' controlling (organic) ordinances say regarding board composition and non-municipal customer representation?

City of Morgantown

https://library.municode.com/wv/morgantown/codes/code_of_ordinances?nodeId=PTONEADCO_CHSEVENBOCO_ART169UTBO

Sec. 169.01. - Creation; members; compensation.

The Board shall consist of five persons, each of whom shall be residential customers of the Morgantown Utility Board, shall be persons of outstanding reputation, ability and integrity, and shall be appointed by Council. No more than two of the appointees may be citizens of Monongalia County, residing outside of the corporate limits of the City; all remaining appointees shall be citizens and residents of the City. The City Manager shall notify all appointees of their appointment. The terms of such Boardmembers first appointed shall be for one, two, three, four and five years, respectively, from the first day of the month in which appointed. In the event of a vacancy and also within 30 days after the expiration of the term of office of any Boardmember, a successor shall be appointed by Council. All vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of five years, to commence on the date following the scheduled expiration date of the previous term. The Board shall adopt rules of procedure for the time and place of its meetings and the conduct thereof. Any Boardmember shall be eligible for reappointment upon the expiration of his term. The Boardmembers shall each receive compensation for their services at the rate established by ordinance of Council and in addition, shall be reimbursed for any and all expenses incurred in the performance of their duties under order of the Board. Each Boardmember shall be subject to removal for just cause by Council by the recorded vote of a majority of Council after a public hearing thereon. The decision of Council as to such removal shall be final and not subject to review by any court, arbitrator or other body, and each Boardmember accepting such appointment shall acknowledge the finality of such decision.

City of Huntington

https://library.municode.com/wv/huntington/codes/code_of_ordinances?nodeId=CO_PTONEADCO_CHFIVEAD_ART169SABO

Ordinance 169.01 - CREATION; MEMBERS.

There is hereby created a sanitary board to consist of three members. The mayor is hereby designated as a member of the board and the mayor shall be the chairman of said board. Council, as governing body as defined by W. Va. Code, § 16-13-1 et seq., shall appoint the two other members of the board. The persons so selected and the terms of their respective offices and all other matters relating thereto shall be in accordance with the provisions of state law.

Note: 12 font

City of Parkersburg

https://codelibrary.amlegal.com/codes/parkersburg/latest/parkersburg_wv/0-0-0-2457

151.02 MEMBERSHIP.

The Board shall consist of five persons, one of whom shall be the Mayor of the City, the remaining four Boardmembers shall be customers of the Parkersburg Utility Board, shall be persons of outstanding reputation, ability and integrity, not less than one of whom shall be a registered professional engineer. No more than one of the Boardmembers may be a citizen of Wood County, residing outside of the corporate limits of the City; all of the remaining Boardmembers shall be citizens and residents of the City with exception of the Mayor, all Boardmembers shall be appointed by the Council of the City. No officer or employee of the City, whether holding a paid or unpaid office, shall be eligible to be appointed to the Board until at least one year after the expiration of the term of such public office.

Note: 12 font

City of Charleston

https://library.municode.com/wv/charleston/codes/code_of_ordinances?nodeId=PTIICOOR_CH118UT_ARTIIISESEDI_DIV1GE_SS118-83--118-100RE

Sec. 118-121.- Created; powers and duties; composition; appointment and term of members.

There is created in and for the city a sanitary board, which shall be charged with the custody, supervision, control, administration, operation and maintenance of the municipal sewer system, all as permitted and provided by W. Va. Code ch. 16, art. 13 (W. Va. Code § 16-13-1 et seq.). The sanitary board shall be composed of the mayor and two persons appointed by the city council, one of whom shall be a registered professional engineer; provided that when no city sewer is under construction, a registered professional engineer need not be a member of the board. The two appointed members of the board shall each serve for a term of three years and until the successor of each is duly appointed and has qualified, and vacancies shall be filled for the unexpired term only.

Answer: All four are much larger than CTUB. All operate from simple utility ordinances, from a standard template, that CTUB once used, that the Charles Town City Council should return to.

Question: How do these four municipal utilities size compare to Charles Town's utility?

Proof: https://www.psc.state.wv.us/AnnualStatRpts/anstatrpt2023.pdf

Sewer

Largest in Size of West Virginia's Total 161 Publicly Owned *Sewer* Utilities For the Year Ended June 30, 2023

#	Name of Municipality	Gross Utility Plant	Operating Revenue	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$279,430,864	$18,879,496	$12,378,732	23,805
2	Charleston	$248,327,921	$21,712,963	$10,398,847	22,653
3	Huntington	$110,041,378	$16,161,820	$13,400,622	20,627
4	Parkersburg	$137,219,013	$9,520,894	$7,586,150	15,335
5	Wheeling	$81,527,232	$8,368,455	$6,662,972	12,292
6	Fairmont	$42,206,771	$3,955,715	$4,302,998	9,685
7	Weirton	$30,327,034	$4,454,246	$3,495,112	9,195
8	Charles Town	$84,934,641	$6,399,697	$5,752,928	8,447
9	Bluefield	$65,367,840	$6,340,091	$5,906,896	7,607
10	Beckley	$77,476,477	$10,032,912	$6,590,971	7,363
11	Clarksburg	$32,991,166	$4,901,154	$4,206,620	7,113
12	South Charleston	$44,589,648	$11,368,182	$11,793,140	7,106
13	Martinsburg	$72,900,866	$4,373,136	$4,244,479	6,255
14	St. Albans	31,693,845	3,498,710	3,268,388	6,186
15	Bridgeport	37,987,099	3,522,101	3,449,848	5,224

(A) Includes Operating Expenses, Taxes and Depreciation when applicable.

Water

Largest in Size of West Virginia's Total 139 Publicly Owned *Water* Utilities For the Year Ended June 30, 2023

#	Name of Municipality	Gross Utility Plant	Operating Revenue	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$202,985,503	$15,431,592	$12,330,400	27,915
2	Parkersburg	$83,820,397	$6,944,043	$6,096,541	15,895
3	Fairmont	$66,964,352	$8,753,850	$7,314,581	14,386
4	Wheeling	$97,778,133	$9,557,337	$9,139,959	12,836
5	Weirton	$44,666,434	$5,556,154	$4,390,395	9,339
6	Clarksburg	$55,197,374	$9,065,033	$7,677,534	7,864
7	Martinsburg	$41,506,836	$5,021,913	$4,310,494	6,855
8	Charles Town	$38,661,638	$4,159,875	$4,055,513	6,536
9	St. Albans	$19,978,141	$3,478,158	$2,681,127	6,090
10	Vienna	$11,396,378	$1,523,119	$1,343,439	5,359
11	Bridgeport	$22,158,706	$3,811,100	$3,710,319	5,169
12	Lewisburg	$53,827,550	$3,557,602	$2,696,456	5,134
13	Moundsville	$25,401,707	$3,279,600	$2,466,762	4,319
14	Kenova	$31,413,591	$2,997,022	$3,032,042	4,034
15	Elkins	$44,915,060	$4,312,135	$3,564,192	3,981

(A) Includes Operating Expenses, Taxes and Depreciation when applicable.

Part 5

Attachments:

Entire copies of the municipal utility ordinances of:

City of Morgantown
City of Huntington
City of Parkersburg
City of Charleston
City of Charles Town

Morgantown Article 169

Sec. 169.01. - Creation; members; compensation.

(a) Upon the issuance of the combined waterworks and sewerage system refunding revenue bonds, the management, control and operation of the waterworks system and the sewerage system of the City shall be vested in the Morgantown Utility Board (the "Board"), created, appointed and functioning as hereinafter provided.

(b) The management, control and operation of the stormwater drainage and sewer system of the City shall be vested in the Morgantown Utility Board.

(c) The Board shall consist of five persons, each of whom shall be residential customers of the Morgantown Utility Board, shall be persons of outstanding reputation, ability and integrity, and shall be appointed by Council. No more than two of the appointees may be citizens of Monongalia County, residing outside of the corporate limits of the City; all remaining appointees shall be citizens and residents of the City. The City Manager shall notify all appointees of their appointment. The terms of such Boardmembers first appointed shall be for one, two, three, four and five years, respectively, from the first day of the month in which appointed. In the event of a vacancy and also within 30 days after the expiration of the term of office of any Boardmember, a successor shall be appointed by Council. All vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of five years, to commence on the date following the scheduled expiration date of the previous term. The Board shall adopt rules of procedure for the time and place of its meetings and the conduct thereof. Any Boardmember shall be eligible for reappointment upon the expiration of his term. The Boardmembers shall each receive compensation for their services at the rate established by ordinance of Council and in addition, shall be reimbursed for any and all expenses incurred in the performance of their duties under order of the Board. Each Boardmember shall be subject to removal for just cause by Council by the recorded vote of a majority of Council after a public hearing thereon. The decision of Council as to such removal shall be final and not subject to review by any court, arbitrator or other body, and each Boardmember accepting such appointment shall acknowledge the finality of such decision.

(Ord. No. 11-50, 12-20-2011)

Sec. 169.02. - Organization.

At the first meeting of the Board and annually thereafter, it shall organize by designating one of the Boardmembers to act as chairman and another or others to act as secretary and/or treasurer thereof. The chairman shall preside at all meetings when present and shall call special meetings on his own motion, or when requested to do so by any two Boardmembers. The secretary shall keep a record of the proceedings which shall be available for inspection as other Municipal records. The treasurer shall disburse the funds of the Board as directed by it. In the event that any Boardmember shall be unable to fulfill the duties of his office for a period of six months, a majority of the remainder of the Boardmembers may declare the office of such Boardmember vacant and Council shall thereupon fill such vacancy as otherwise provided for herein.

(Ord. of 9-1-1987)

Sec. 169.03. - Powers and duties.

The Board shall have full and complete supervision, management and control of the waterworks system, the sewerage system and the stormwater system, including the maintenance, operations, improvements and extension thereof, all of which shall be combined as a single system under Chapter 8, Article 20 of the West Virginia Code of 1931, as amended (the "system"). All bills for water, sewer and stormwater service shall be collected and accounted for by the Board in the manner and form required by law, the Public Service Commission and/or the ordinances of the City, and all disbursements and accounts of the system shall be ordered paid out only upon approval of such Board; provided however, that all such supervision, management and control of the systems and the collection and accounting for bills for water, sewer and stormwater service shall be consistent and in accordance with any ordinance pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the system. The Board shall have the power and authority to make all contracts, agreements and other matters necessary or proper for the full complete supervision, management and control of the system.

(Ord. No. 07-15, 5-1-2007)

Sec. 169.04. - General Manager created; other employees.

The Board shall have power to employ, affix the compensation of and discharge a General Manager of the system and shall direct, employ and fix the compensation of and discharge all other employees of the system. The General Manager of the system, upon his appointment and taking office, shall furnish and file with the City Clerk, a bond in the sum and penalty of $50,000.00, the cost of such bond to be payable from revenues of the system and such bond shall be payable to the City and conditioned as to the faithful performance of the General Manager's duties as are fixed by the Board.

(Ord. No. 02-13, 5-21-2002)

Sec. 169.05. - Financial reports; minutes; budget.

The Board shall provide reports, at least semiannually, or as otherwise required by law, to the City Manager and Council, indicating the Board's financial condition. The Board shall also, if requested by the Mayor or City Manager provide the City with yearly audited financial statements, minutes of all meetings of the Board, an annual budget and other information as may reasonably be requested.

(Ord. of 9-1-1987)

Sec. 169.06. - Waterworks, sewerage system, and stormwater system accounts; personnel policies.

Following the defeasance of the water revenue bonds and sewer revenue bonds, all assets and liabilities of the waterworks system and sewerage system, including accounts receivable and accounts payable and all employees thereof, shall be under the management and control of the Board. All assets and liabilities of the stormwater system, including accounts receivable and accounts payable, shall be under the management and control of the Board. Personnel policies and practices and other matters affecting employees of the Board, except pensions, shall be determined by the Board.

(Ord. No. 02-13, 5-21-2002)

Sec. 169.07. - Pension plan.

Upon transfer of the management and control of the employees of the waterworks system and sewerage system to the Board, all such employees shall be under the general pension plan of the City, subject to such adjustments as shall be provided for by resolution of Council.

(Ord. of 9-1-1987)

Huntington Article 930 and Article 169

ARTICLE 930 - HUNTINGTON WATER QUALITY BOARD

930.01 - PURPOSE.

The purpose and intent of this article is to protect the health, safety, and general welfare of the citizens of the City of Huntington, and protect and enhance the water quality of watercourses and water supplies located in or running through the city by establishing the Huntington Water Quality Board whose duty it will be to supervise and manage the Huntington Sanitary Board established under the provisions of Article 169 and the Huntington Stormwater Utility established under the provisions of Article 935 of the Codified Ordinances of the City of Huntington.

(Ord. of 6-23-14(1))

930.02 - CREATION; MEMBERS.

(a) Upon the effective date of this ordinance [June 23, 2014], control and operation of the Huntington Sanitary Board established under the provisions of Article 169 and article 933 of the Codified Ordinances of the City of Huntington, and control and operation of the Huntington Stormwater Utility established under article 935 of the Codified Ordinances of the City of Huntington, shall be vested in the Huntington Water Quality Board (the "board"), created as of the effective date of this ordinance [June 23, 2014], and appointed and functioning as hereinafter provided.

(b) The board shall consist of the three members of the Huntington Sanitary Board established under the provisions of article 169 of the Codified Ordinances of the City of Huntington, and W. Va. Code § 16-13-1 et seq.

(Ord. of 6-23-14(1))

930.03 - POWERS AND DUTIES.

The board shall have full and complete supervision, management and control of the stormwater collection, conveyance, storage, treatment, and disposal system (the "stormwater system") and the sanitary sewage collection, transportation and treatment system (the "sanitary sewer system") of the city, including the maintenance, operations, improvements and extensions of each respective system, which shall be combined for operational purposes as a single water quality system (the "system"). Bills for stormwater service and sanitary sewer service may be rendered on the same form where appropriate but revenues and expenses shall be collected and accounted for separately by the board in the manner and form required by law, the Public Service Commission of West Virginia and/or the ordinances of the city. All disbursements and accounts of the system shall be ordered paid out only upon approval of the board from the appropriate separate account maintained for the stormwater system or the sanitary sewer system; provided however, that all supervision, management and control of the respective systems and the collection and accounting for bills for

stormwater service and sanitary sewer service shall be consistent and in accordance with any ordinance pursuant to which the city may have authorized and issued any bonds from time to time which are outstanding, and which by their terms are payable from and secured by the revenues of either the stormwater system or the sanitary sewer system. The board shall have the power and authority to make all contracts and agreements, and to take any and all other actions necessary or proper for the full and complete supervision, management and control of the system.

(Ord. of 6-23-14(1))

930.04 - EXECUTIVE DIRECTOR AND OTHER EMPLOYEES.

The board shall have power to employ, fix the compensation of and discharge an executive director of the system and shall direct, employ, fix the compensation of and discharge all other employees of the system. The executive director, upon his appointment and taking office, shall furnish and file with the city clerk, a bond in the amount of $50,000, the cost of such bond to be payable from revenues of the system and such bond shall be payable to the board and conditioned as to the faithful performance of the executive director's duties as are fixed by the board.

(Ord. of 6-23-14(1))

930.05 - STORMWATER SYSTEM AND SANITARY SEWER SYSTEM ACCOUNTS; PERSONNEL POLICIES.

All assets and liabilities of the system, including accounts receivable and accounts payable, shall be under the management and control of the board. Personnel policies and practices and other matters affecting employees of the board, except pensions, shall be determined by the board.

(Ord. of 6-23-14(1))

ARTICLE 169 - SANITARY BOARD

Footnotes:
*--- (**26**) ---*
***State Law reference—** Composition of Board, W. Va. Code, § 16-13-18; publication of financial statement, W. Va. Code, § 16-13-18a; powers and duties, W. Va. Code, § 16-13-3 et seq.*

169.01 - CREATION; MEMBERS.

There is hereby created a sanitary board to consist of three members. The mayor is hereby designated as a member of the board and the mayor shall be the chairman of said board. Council, as governing body as defined by W. Va. Code, § 16-13-1 et seq., shall appoint the two other members of the board. The persons so selected and the terms of their respective offices and all other matters relating thereto shall be in accordance with the provisions of state law.

(Ord. 12-22-97; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.02 - SEWERAGE COLLECTION AND TREATMENT SYSTEM AND STORMWATER COLLECTION AND CONTROL SYSTEM SUPERVISION; EXPENDITURES; REVENUE.

The construction, acquisition, improvement, custody, operation and maintenance of the municipal sewerage treatment or collection system and stormwater collection and control system or other works that may be constructed or required under the provisions of law and of this article shall be under the supervision and control of the sanitary board. All necessary preliminary expense actually incurred by the board in the making of surveys, estimates of costs and revenues, employment of engineers, attorneys or other employees, the giving of notices, taking of options, and all other expense of whatsoever nature necessary to be paid prior to the issue and delivery of the revenue bonds, may be paid out of the general fund of the city not otherwise appropriated, in the manner provided in W. Va. Code, § 16-13-4; provided, however, that the funds of the city from which such payments are made shall be fully reimbursed and repaid by the board out of the first proceeds of the sale of revenue bonds.

(Ord. 3-12-01; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.03 - RULES AND REGULATIONS.

The further regulation and control of the sanitary board, except in so far as the board is given authority by law to organize itself and establish its own by-laws, rules and regulations, is hereby reserved and may be set forth from time to time by council by proper ordinance, within the terms of state law.

(Ord. 3-11-35; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.04 - COMPENSATION; SECRETARY AND TREASURER.

Until the further order of council, the members of the sanitary board shall receive compensation in the amounts and under the circumstances as may from time to time be determined by council. The board is hereby directed to select a secretary and treasurer pursuant to W. Va. Code § 16-13-18. The bond of the treasurer is hereby fixed at $5,000. Such bond shall be given by a recognized surety company, and the cost of the premium thereof shall be paid by the board as part of its expenses.

(Ord. 3-12-01; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.05 - CERTAIN CONTRACTS SUBJECT TO APPROVAL BY COUNCIL.

The custody, administration, operation and maintenance of the sewage collection, treatment and disposal system, to be known as the "Sewer System" and the stormwater collection and control system, specifically including, but not limited to, the floodwall, including pumps associated therewith, and levies, to be known as the "Stormwater System" of the city, are hereby placed under the supervision and control of the Huntington Sanitary Board, to be exercised in accordance with the provisions of W. Va. Code, Ch. 16, as amended, and the ordinances of the city enacted thereto.

The Huntington Sanitary Board shall have the power to take all necessary steps and procedures to make and enter into all contracts or agreements necessary or incidental to the performance of its duties and the execution of its powers under this article; provided, that any purchase or purchases relating to the financing, construction, acquisition, maintenance, enlargement, improvement, or renovation of any such works in excess of $25,000 shall be approved by council; provided, that nothing herein shall be construed to require the approval of the payment of ongoing expenses including, but not limited to, wages and utility bills.

(Ord. 3-12-01; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.06 - CONSTRUCTION, ACQUISITION, IMPROVEMENT AND EQUIPMENT SUPERVISION.

The construction, acquisition, improvement and equipment of any works for the collection, treatment or disposal of sewage and for the collection and control of stormwater of the city, and all matters pertaining thereto, are likewise hereby placed under the supervision and control of the Huntington Sanitary Board in compliance with W. Va. Code § 16-13-2, as amended.

(Ord. 1-13-97; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.07 - REMOVAL AND REPLACEMENT OF APPOINTED MEMBERS; POWERS OF COUNCIL.

(a)

Council shall, by a majority vote after proper notice and hearing, remove any appointed member of the sanitary board, except for the mayor, upon a finding that such member has violated any of the provisions of this article, or for reasonable and just cause, as determined by a majority vote of council.

For the purpose of this subsection, "reasonable and just cause" shall include, but not be limited to:

(1) The continued failure to attend meetings of the board; or

(2) The failure to diligently pursue the purposes and objectives for which the sanitary board was created; or

(3) The failure to perform any directive or duty prescribed by law, order of council, order of the public service commission of the state, or the order of any court of competent jurisdiction; or

(4) The commission of any other malfeasance, misfeasance or nonfeasance while sitting as a member of the board.

(b) Council shall, by a majority vote after proper hearing, appoint a member to replace any member removed pursuant to subsection (a) hereof immediately after such removal is final, or as soon thereafter as practicable.

(Ord. 1-13-97; Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

169.08 - BONDS, NOTES OR OTHER OBLIGATIONS ISSUED BY THE CITY FOR THE BENEFIT OF THE SEWER SYSTEM AND STORMWATER SYSTEM.

Any bonds, notes or other obligations issued or incurred by the city for the benefit of the Sewer System and/or the Stormwater System shall be secured by the net revenues, surplus revenues or other pledges of both the Sewer System and the Stormwater System.

(Ord. No. 2024-O-03, § 1(Exh. A), 2-26-24)

Parkersburg Article 151

ARTICLE 151

Utility Board

151.01 Creation.
151.02 Membership.
151.03 Terms; compensation.
151.04 Organization; vacancies.
151.05 Powers and authority.
151.06 System employees and management; coverage for Board officials.
151.07 Reports.
151.08 Rules and policies.

CROSS REFERENCES

Statutory law - see W. Va. Code 8-20-18
Utility Board - see CHTR. Sec. 10.104

151.01 CREATION.

Upon issuance of the bonds, but only upon such issuance, the Parkersburg Sanitary Board becomes functus officio and the heretofore separate waterworks system and sewerage system of the City shall be combined into a single undertaking. The supervision, management, control and operation of the system shall be vested in the Parkersburg Utility Board (the Board), hereby created and appointed and functioning as hereinafter provided.
(Ord. 0-1566. Passed 3-28-17.)

151.02 MEMBERSHIP.

The Board shall consist of five persons, one of whom shall be the Mayor of the City, the remaining four Boardmembers shall be customers of the Parkersburg Utility Board, shall be persons of outstanding reputation, ability and integrity, not less than one of whom shall be a registered professional engineer. No more than one of the Boardmembers may be a citizen of Wood County, residing outside of the corporate limits of the City; all of the the remaining Boardmembers shall be citizens and residents of the City with exception of the Mayor, all Boardmembers shall be appointed by the Council of the City. No officer or employee of the City, whether holding a paid or unpaid office, shall be eligible to be appointed to the Board until at least one year after the expiration of the term of such public office.
(Ord. 0-1566. Passed 3-28-17.)

151.03 TERMS; COMPENSATION.

The Mayor of the City shall notify all appointees of their appointment. The terms of such Boardmembers first appointed shall be for 1, 2, 3 and 4 years, respectively, from the 1st day of the month in which appointed. In the event of a vacancy and also within thirty days after the expiration of the term of office of any Boardmember, a successor shall be appointed by the Council of the City. All vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of four years, to commence on the date following the scheduled expiration date of the previous term. The Board shall have power to adopt bylaws, rules and regulations for its own government. Any Boardmember shall be eligible for reappointment upon the expiration of his or her term. The Boardmembers shall each receive compensation for their services at the rate of fifty dollars ($50.00) per meeting attended, not to exceed two hundred dollars ($200.00) per month, and in addition, shall be reimbursed for any and all expenses incurred in the performance of duties as ordered by the Board. Each Boardmember shall be subject to removal for just cause by Council by the recorded vote of a majority of Council after a public hearing thereon. The decision of Council as to such removal shall be final and not subject to review by any court, arbitrator or other body, and each Boardmember accepting appointment shall acknowledge the finality of such decision. (Ord. 0-1566. Passed 3-28-17.)

151.04 ORGANIZATION; VACANCIES.

The Mayor shall be the chairman of the Board. The Board shall designate, as needed, a Boardmember to act as vice chairman. The chairman shall preside at all meetings when present and shall call special meetings on his or her own motion, or when requested to do so by any two Boardmembers. The vice chairman shall preside in the absence of the chairman. The Board shall keep a record of the proceedings which shall be available for inspection as other municipal records. In the event that any Boardmember shall be unable to fulfill the duties of his or her

office for a period of six months, a majority of the remainder of the Boardmembers may declare the office of such Boardmember vacant and the Council of said City shall thereupon fill such vacancy as otherwise provided for herein.
(Ord. 0-1566. Passed 3-28-17.)

151.05 POWERS AND AUTHORITY.

The Board shall have full and complete authority for the supervision, management, control and operation of the system, including the maintenance, operations, improvements and extension thereof, all of which shall be combined as a single system under Chapter 8, Article 20 of the West Virginia Code of 1931, as amended (the system). All bills for water and sewer service shall be collected and accounted for by the Board in the manner and form required by law, the Public Service Commission of West Virginia and the ordinances of the City, and all disbursements and accounts of the system shall be ordered paid out; provided, however, that all such supervision, management and control of the system and the collection and accounting for bills for water and sewer service shall be consistent and in accordance with any ordinances pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the system. The Board shall have the power and authority to make all contracts, agreements, and other matters necessary of proper for the full and complete supervision, management and control of the system. (Ord. 0-1566. Passed 3-28-17.)

151.06 SYSTEM EMPLOYEES AND MANAGEMENT; COVERAGE FOR BOARD OFFICIALS.

The Board shall have power to fix and maintain a separate budget; and employ, fix the compensation of and discharge of a manager of the system shall direct, employ and fix the compensation of and discharge of all engineers, architects, inspectors, superintendents, collectors, attorneys and other employees of the system. The Board shall acquire appropriate insurance coverage for Boardmembers, management and staff, the cost of such coverage shall be payable from the revenues of the system.
(Ord. 0-1566. Passed 3-28-17.)

151.07 REPORTS.

The Board shall provide reports, at least annually, or as otherwise required by law, to the Mayor and Council of the City, indicating the system's financial condition. The Board shall also, provide the City with yearly audited financial statements of the system, minutes of all meetings of the Board, an annual budget for the system and other information as may reasonably be requested. (Ord. 0-1566. Passed 3-28-17.)

151.08 RULES AND POLICIES.

Upon issuance of the bonds and defeasance of the water revenue bonds and sewer revenue bonds, all assets and liabilities of the waterworks system and sewerage system, including accounts receivable and accounts payable, and all employees thereof, shall be under the management and control of the Board. Personnel policies and practices, and other matters affecting employees of the Board shall be as determined by the Board.
(Ord. 0-1566. Passed 3-28-17.)

Charleston Chapter 118

Sec. 118-121. - Created; powers and duties; composition; appointment and term of members.

There is created in and for the city a sanitary board, which shall be charged with the custody, supervision, control, administration, operation and maintenance of the municipal sewer system, all as permitted and provided by W. Va. Code ch. 16, art. 13 (W. Va. Code § 16-13-1 et seq.). The sanitary board shall be composed of the mayor and two persons appointed by the city council, one of whom shall be a registered professional engineer; provided that when no city sewer is under construction, a registered professional engineer need not be a member of the board. The two appointed members of the board shall each serve for a term of three years and until the successor of each is duly appointed and has qualified, and vacancies shall be filled for the unexpired term only.

(Code 1975, § 25-25)

Sec. 118-122. - Officers; salaries; bond of treasurer.

(a) The sanitary board shall elect a vice-chair from its members and shall designate a secretary and treasurer (who may be one and the same person) who need not be members of the board and who shall hold office at the will of the board.

(b) Each member of the board, other than the mayor, shall receive such salary as may be provided from time to time by the city council and shall be entitled to payment for his reasonable expenses incurred in the performance of his duties.

(c) The secretary and treasurer shall be paid such reasonable compensation for services as from time to time may be fixed by the city council; and the treasurer shall give bond, with qualified corporate surety, in the amount of $5,000.00 or such other amount as the council may require, conditioned for the proper application of all moneys received by him as such and for the faithful performance of the duties of his office.

(d) All compensation and all expense incurred by the sanitary board, its officers and employees shall be paid solely from funds authorized to be collected and received by the board as provided by W. Va. Code ch. 16, art. 13 (W. Va. Code § 16-13-1 et seq.).

(Code 1975, § 25-26)

Cross reference— Officers and employees, § 2-131 et seq.

Sec. 118-123. - Powers and duties.

(a) The construction, acquisition, improvement, equipment, custody, operation, maintenance and administration of all works for the collection, treatment or disposal of sewage within the city and in such other areas as may be within the jurisdiction of the sanitary board which shall be acquired, constructed, operated or maintained by the sanitary board, the employment of all engineers, architects, inspectors, superintendents, manager, collectors, attorneys and other employees in the

judgment of the board necessary to the execution of its powers and duties, and the collection of all revenues from the works acquired, constructed, operated or maintained by it, shall be under the supervision and control of the board.

(b) In addition to the authority and powers enumerated in this section, the sanitary board shall be invested with all other powers and authorities provided for such boards by W. Va. Code ch. 16, art. 13 (W. Va. Code § 16-13-1 et seq.).

(Code 1975, § 25-27)

Secs. 118-124—118-140. - Reserved.

Charles Town Article 147

ARTICLE 147

Utility Board

147.01 **Established.**
147.02 **Board of Directors composition.**
147.03 **Board of Director terms; vacancies; compensation.**
147.04 **Board of Directors organization; quorum; records; funds.**
147.05 **Powers and duties.**
147.06 **Budget; employees; bonds.**
147.07 **Financial reports and administrative supervision.**
147.08 **Amendment; repeal.**
147.09 **Severability.**

147.01 ESTABLISHED.

(a) Upon the issuance of the bonds and reissuance ofthe combined Waterworks and Sewerage System Revenue Bonds, but only upon such issuance and reissuance, the Waterworks Board and the Sewer and Sanitation Board shall be simultaneously repealed and rescinded, the City of Charles Town Utility Board ("CTUB") shall be created and the heretofore separate Waterworks System and Sewerage System of the City of Charles Town ("City") shall be combined into a single undertaking (the "System").

(b) The governance and oversight ofthe System shall be vested in a Charles Town Utility Board of Directors ("Board of Directors").

(c) The supervision, management, control and operation of the System shall be vested in a CTUB Manager ("Manager") who shall be accountable to the Directors. The Manager will hire staff to operate and maintain the System.

(Ord. 2022-001. Passed 2-22-22.)

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five (5) members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an ex officio basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(l) below. The Board of Directors structure shall be configured as follows:

(1) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(2) Not less than one (1) Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

(3) Not less than one (1) Director shall be a resident of Charles Town and a ratepayer in the System.

(4) Since CTUB has acquired the Ranson sewer system and as such provides services to the City of Ranson, the City Council will consider the City of Ranson's recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The City of Ranson shall have the right to nominate not more than three (3) individuals who are residents of Ranson and who reside within the service territory of Ranson; or an individual who is employed by the City of Ranson, to serve as a Director.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above

method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of the City of Ranson. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

(5) Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The Commission shall have the right to nominate not more than three (3) individuals to serve as a Director, each of whom shall satisfy all ofthe following criteria:

1. Resident of Jefferson County, West Virginia;
2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and
3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;
2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6-9A-l, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of the public; and
3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior to, any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.

(Ord. 2022-001. Passed 2-22-22.)

147.03 BOARD OF DIRECTORS TERMS; VACANCIES; COMPENSATION.

(a) The Mayor of the City shall notify all appointees of their appointment.

(b) In the event of a vacancy, and also within thirty (30) days after the expiration of the term of office of any Director, a successor shall be appointed by City Council. With respect to Appointed Directors, all vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of four (4) years, to commence on the date following the scheduled expiration date of the previous term. The Board of Directors shall have the power to adopt bylaws, rules and regulations for its own governance. Any Appointed Director shall be eligible for reappointment upon the expiration of their term.

(c) The Appointed Directors (and any Interim Director and Chair that is then not serving as a member of City Council or other officer or employee of the City) shall each receive compensation for their services at the rate of fifty dollars ($50.00) per meeting attended, not to exceed one hundred fifty dollars ($150.00) per month, and in addition, shall be reimbursed for any and all actual expenses incurred in the performance of duties as ordered by the Directors. These amounts may be raised by an affirmative vote of seventy-five percent (75%) of the members of City Council, but any such change shall not take effect for a Director position until the beginning of the next full term following the effective date of the change in compensation.

(d) In the event that any Appointed Director is unable to fulfill the duties of his or her office for a period exceeding six (6) months, a majority of the remainder of the Directors will declare the office of such Director vacant and the City Council will thereupon fill such vacancy as otherwise provided for herein.

(e) Each Appointed Director shall be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal shall be final and not

subject to review by any court, arbitrator, or other body, and each Director accepting such appointment shall acknowledge the finality of such decision. The Ex Officio Director shall be subject to removal only by removal from the position of City Manager.
(Ord. 2022-001. Passed 2-22-22.)

147.04 BOARD OF DIRECTORS ORGANIZATION; QUORUM; RECORDS; FUNDS.

(a) As a critical link with City Council, the City Manager shall be the Chair of the Board of Directors except as expressly provided in Section 147.02(a)(l) above. Annually the Board of Directors shall organize by selecting one Director to act as Vice Chair. The Directors will also annually select a Secretary and Treasurer, who need not be a Director. The Secretary and Treasurer may be the same person. The Chair shall preside at all meetings when present and may call special meetings on their motion or shall when requested to do so by any two (2) Directors. The Vice Chair shall preside in the absence ofthe Chair.

(b) Three (3) Directors members shall constitute a quorum, but any action to be taken by the Directors must be approved by not less than three (3) members.

(c) The Secretary shall keep a certified or approved written record of the proceedings which shall be available for inspection as other municipal records.

(d) The Treasurer shall receive and disburse the funds of the System as directed by the Board of Directors.
(Ord. 2022-001. Passed 2-22-22.)

147.05 POWERS AND DUTIES.

(a) The Board of Directors shall have the power to set all policies related to the governance, oversight, and operations of the System. The Board of Directors shall also have the power to recommend to City Council tariff changes, capital projects, and borrowings. The Manager and staff will assist the Board of Directors by providing technical advice on such matters to City Council. The Manager and staff will also be responsible for implementing policies and developing procedures to carry out the directives established by the Board of Directors.

(b) The Manager, accountable to the Board of Directors, will have full and complete authority for the supervision, management, control and operation of the System.

(c) All bills for water and sewer service shall be collected and accounted for by the Manager in the manner and form required by law, the Public Service Commission of West Virginia and the ordinances of the City, and all disbursements and accounts of the System shall be ordered paid out only upon approval of said Board of Directors; provided, however, that all such supervision, management and control of the System and the collection and accounting for bills for water and sewer service shall be consistent and in accordance with any ordinances pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the System.

(d) After consultation with the Board of Directors, the Manager or staff designee shall have the power and authority to prepare, evaluate, and negotiate all contracts, agreements and other matters for the final review and approval of the Board of Directors as is necessary or proper for the effective governance, oversight, and operation of the System.

(e) Personnel policies, practices, and other matters affecting the Manager and staff shall, to the extent practicable and unless otherwise approved by City Council, be the same as those undertaken by the City, subject to the provisions of Section 147.06.
(Ord. 2022-001. Passed 2-22-22.)

147.06 BUDGET; EMPLOYEES; BONDS.

(a) The Board of Directors shall employ, discharge, and fix the compensation of the Manager.

(b) The Board of Directors shall approve an annual budget for the efficient and effective operation of the System.

(c) The Chair and Treasurer, upon their appointment and taking office, shall furnish and file with the Charles Town City Clerk, a bond in an amount to be set by the Board of Directors from time to time, the cost of such bond to be payable from revenues of the System and such bond to be payable to the City and conditioned as to the faithful performance of their respective duties as are fixed by the Board of Directors.
(Ord. 2022-001. Passed 2-22-22.)

147.07 FINANCIAL REPORTS AND ADMINISTRATIVE SUPERVISION.

(a) The Manager shall provide reports, at least annually, or as otherwise required by law, to the Mayor, the City Manager and City Council, indicating the System's financial condition. City Council may, from time to time, request more current financial statements showing the most recent quarterly financial condition of the System.

(b) The Manager shall also provide to the City Council audited financial statements of the System that have been reviewed with the Board of Directors, minutes of meetings of the Board of Directors, an annual budget for the System, and other information as may reasonably be requested. The Manager shall also make themself available to answer questions from City
Council. (Ord. 2022-001. Passed 2-22-22.)

147.08 AMENDMENT; REPEAL.

(a) The City Council enacts this article for the assurance and protection of the ratepayers and for the purpose of assuring the holders of debt payable from the income and revenues of the System of an efficient operation and maintenance thereof.

(b) No amendment or repeal of this article shall be enacted unless approved by seventy-five percent (75%) of the members of City Council. Any such amendment or repeal shall otherwise be enacted in accordance with the rules and regulations of City Council.

(Ord. 2022-001. Passed 2-22-22.)

147.09 SEVERABILITY.

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable.

(Ord. 2022-001. Passed 2-22-22.)

West Virginia Department of Transportation
W Washington Street
Office Review Submission
Design Study (DRAFT)
State Project U219-51-7.00 02
Federal Project (EN) RHCH-0051(052)D

PRELIMINARY DRAFT



January 24, 2025

PREPARED FOR

PREPARED BY

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SIGNED: _____
RESPONSIBLE CHARGE ENGINEER

DATE: January 24, 2025

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DRAFT

I. EXECUTIVE SUMMARY

PURPOSE

The purpose of this study is to update and enhance the report "WV-51 Feasibility Study". This update and enhancement shall address the traffic safety and pedestrian mobility improvements throughout the WV 51 corridor study area also known as MLK Jr. Blvd. and W. Washington Street in Charles Town, West Virginia.

EXISTING TRAFFIC OPERATIONS AND SAFETY CONCERNS

The prevalent crash pattern on the corridor is rear end crashes for the westbound approach at the West Virginia Route (WV) 51 (W Washington Street / MLK Jr. Blvd.) with County Route (CR) 13 (Summit Point Road) intersection. During the five-year study period (2017-2021), 51 crashes were reported within the study area, 10 of those at the WV 51 and CR 13 intersection while 23 occurred at the intersection of WV 51 with CR 340/18. Capacity analysis for the 2024 existing conditions reveal that WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) operates at a level of service (LOS) F during the PM peak hour for the westbound approach and the intersection as a whole. Capacity analysis forecasted for the 2044 year reveal that the WV 51 (W Washington Street) with CR 340/18 (S West Street) / N West Street would operate at a LOS E for the northbound approach during the PM peak hour while the WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) would operate at a LOS F for the AM, PM, and Saturday peak hours.

ALTERNATIVES CONSIDERED

Multiple countermeasures and improvements were recommended for consideration within the WV 51 corridor and study area, and broken down by intersection.

1) WV 51 (W Washington Street) with CR 340/18 (S West Street)/ N West Street Intersection

- Update the existing change and clearance intervals of the existing traffic signal
- Eliminate the late-night flashing operation of the existing traffic signal
- Add backplates to each of the WV 51 eastbound and westbound approach signal heads
- Provide an exclusive pedestrian walk phase within the existing traffic signal operation
- Provide an exclusive right-turn lane for the WV 51 eastbound approach (2044 future consideration)
- Provide an increase in storage length for the exclusive left-turn lane on the WV 51 westbound approach (2044 future consideration)
- Provide an exclusive left-turn lane for the CR 340/18 northbound approach (2044 future consideration)
- Provide an increase in storage length for the exclusive left-turn lane on the N West Street southbound approach (2044 future consideration)

2) WV (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

- Alternative No. 1 – Single Lane Roundabout
- Alternative No. 2 – WV 51 and CR 13 Connector Road
- Alternative No. 3a – WV 51 and CR 13 Connector Road (One-way WV 51 WB / One-way CR 13 NB)
- Alternative No. 3b – WV 51 and CR 13 Connector Road (One-way WV 51 EB / One-way CR 13 SB)
- Alternative No. 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13
- Alternative No. 4b – WV 51 Realignment to Single-Lane Roundabout at CR 13 with One-Way WB MLK Jr. Blvd.
- Alternative No. 5 – WV 51 at CR 13 Traffic Signal

WV 51 Streetscape Alternatives

- Alternative No. MLK-1a – Two-Way Traffic with WB Parking Lane and Sidewalks
- Alternative No. MLK-1b – Two-Way Traffic with EB Parking Lane and Sidewalks
- Alternative No. MLK-2 – Two-Way Traffic with Sharrows, WB Parking Lane and WB Sidewalk
- Alternative No. MLK-3a – One-Way Traffic WB with Dual WB Parking Lane and Sidewalks
- Alternative No. MLK-3b – One-Way Traffic WB with Dual WB Parking Lane and Sidewalks
- W Washington Street Streetscape with Parking Lanes and Sidewalks

RECOMMENDATIONS

1) WV 51 (W Washington Street) with CR 340/18 (S West Street)/ N West Street Intersection

The following countermeasures are recommended at the intersection of WV 51 (W Washington Street) with CR 340/18 (S West Street) / N West Street: 1) update change and clearance intervals; 2) eliminate late-night flashing operation; and 3) add backplates to the signal heads on the WV 51 (W Washington Street) approaches.

The following future, long-term countermeasures are recommended at this intersection: 1) provide an eastbound WV 51 exclusive right-turn lane; and 2) provide a northbound CR 340/18 exclusive left-turn lane.

2) WV (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

All alternatives show an improvement compared to the No Build alternative at the WV 51 (W Washington Street) with CR 340/18 (S West Street)/ N West Street and WV (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) intersections. It is recommended that at the intersection of WV 51 (W Washington Street) with CR 13 (Summit Point Road) that Alternative No. 1 – Single Lane Roundabout, Alternative No. 3a – WV and CR 13 Connector Road (One-way WV 51 WB / One-way CR 13 NB), Alternative No. 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13, and Alternative No. 5 – WV 51 at CR 13 Traffic Signal be carried forward for further detailed study and evaluation.

WV 51 Streetscape Alternatives

All alternatives show an improvement compared to the No Build alternative. It is recommended that Alternative No. MLK-1a – Two-Way Traffic with WB Parking Lane and Sidewalks, Alternative No. MLK-1b – Two-Way Traffic with EB Parking Lane and Sidewalks, and Alternative No. MLK-2 – Two-Way Traffic with Sharrows, WB Parking Lane and WB Sidewalk for further detailed study and evaluation in conjunction with intersection improvements Alternative No. 1, Alternative, No. 4a, and Alternative No. 5. Streetscape alternatives recommended to be carried forward in conjunction with Alternative No. 3a: Alternative No. MLK-3a – One-Way Traffic WB with Dual WB Parking Lane and Sidewalks. W Washington Street Streetscape with Parking Lanes and Sidewalks is recommended for further detailed study and evaluation in conjunction with all intersection improvement alternatives. WV 51 Streetscaping Alternatives will be carried forward and discussed further with WVDOH and Charles Town.

II. PROJECT PURPOSE AND NEED

PURPOSE

The purpose of this project is to address facility deficiencies and improve safety. A primary goal of the project is to improve pedestrian mobility.

NEED

The needs of this project is facility deficiencies and safety.

- **Facility Deficiencies**
  - The current intersection of West Washington Street, Summit Point Road, and MLK Jr. Blvd. has poor geometry that results in a poor turning radius for vehicles making a right turn from MLK Blvd. onto West Washington Street. It is difficult for vehicles making that turning movement to do so without crossing the center line.
- **Safety**
  - Currently the intersection of West Washington Street, Summit Point Road, and MLK Blvd. is a modified all-way stop controlled Y-intersection with an uncontrolled continuous westbound right turn on WV 51. Geometry and sight distance are problems associated with this intersection.
  - The intersection of West Washington Street and West Street is a signalized four-way intersection. Geometry and sight distance are issues associated with this intersection.
  - The West Washington Street, Summit Point Road, and MLK Blvd intersection is currently experiencing poor levels of service during afternoon peak periods and the conditions are anticipated to worsen by 2039.

PROJECT GOALS

Project goals are to update and enhance the report "WV-51 Feasibility Study" which will address the traffic safety and pedestrian mobility improvements throughout the WB 51 corridor area also known as MLK Jr. Blvd. and West Washington Street in Charles Town.

III. PROJECT DESCRIPTION

This report summarizes the *Design Study* for West Washington Street in Charles Town, Jefferson County. Along WV 51 (W Washington Street / MLK Jr. Blvd.) the study begins at the intersection of WV 51 and Old Altona Lane and ends at the intersection of S. George Street in Charles Town. Along CR 13 (Summit Point Road) the study begins just west of the intersection of CR 13 and Naples Way and ends at the intersection with WV 51. This study builds upon the "WV-51 Feasibility Study", final report by Carpenter Marty Transportation, dated May 28, 2021, and is focused on the evaluation and development of potential intersection improvements to enhance traffic flow and improve traffic safety within the corridor. Potential improvements are focused on primary intersections within the WV 51 corridor, notably the intersections of WV 51 with CR 13 and WV 51 with West Street in Charles Town. Secondary intersections evaluated within the study include WV 51 at Eagle Avenue and CR 13 (Summit Point Road) with Naples Way. In addition, this study separately evaluates alternatives to address streetscape improvements on WV 51. **Figure 1** shows the general project limits, including a delineation of the corporation limits of Charles Town. **Figure 2** on the following page illustrates the primary and secondary intersections included within the study. This Preliminary Design Study is prepared in accordance with WVDOH Design Directives.

Figure 1: West Washington Street Project Overview

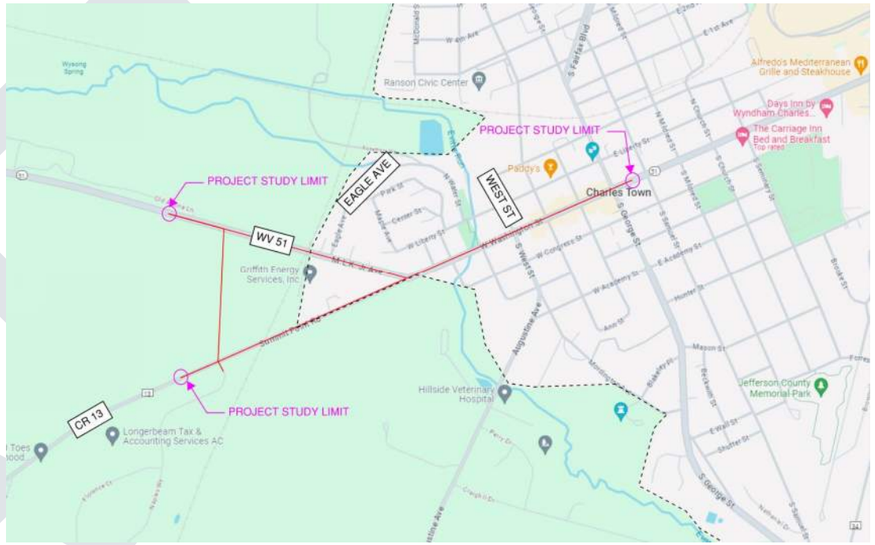
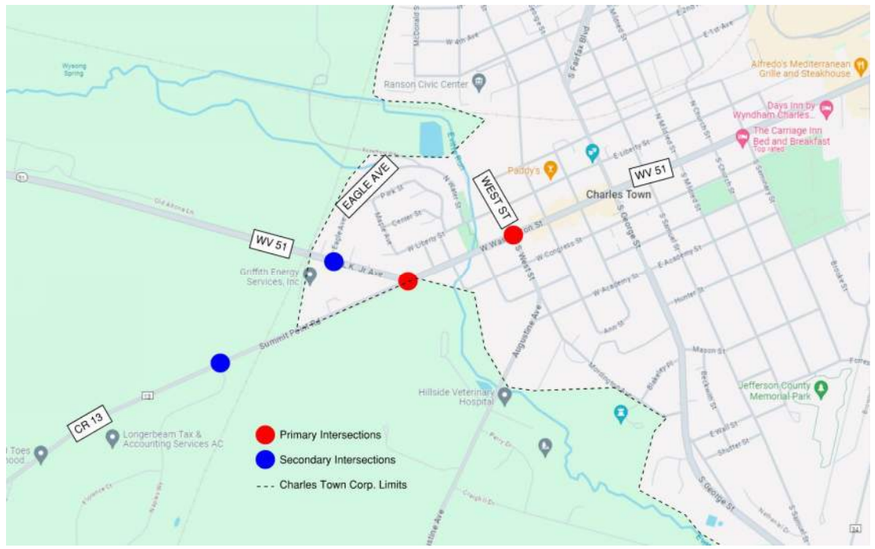


Figure 2: Primary and Secondary Intersections



IV. DESIGN CRITERIA

The following design standards and guidelines have been used in the development of this study:

- WVDOH Design Directives
- WVDOH Standard Specifications for Roads and Bridges (2017, with 2019 supplement)
- WVDOH Standard Details Volumes I, II, and III
- WVDOH Manual on Temporary Traffic Control for Streets and Highways
- WVDOH Drainage Manual
- WVDOH Design Guide for Signing
- WVDOH Traffic Engineering Directives
- WVDOH Structures Directives
- WVDOH Erosion and Sediment Control Manual
- AASHTO Policy on Geometric Design of Highways and Streets, 7th Edition
- AASHTO Roadside Design Guide, 4th Edition
- FHWA Manual on Uniform Traffic Control Devices (MUTCD), 2009
- Highway Capacity Manual, 6th Edition
- WVDEP Stormwater Management and Design Guidance Manual

Software used in this study includes:

- Bentley Open Roads Designer
- Synchro 11.1
- Sidra 9.1
- AutoTurn 11

Detailed information showing the specific design criteria for each route is contained in **Appendix A**.

V. EXISTING CONDITIONS

The following is a detailed description of the existing area primary roadway network. Existing project site photographs may be found in **Appendix I**.

WV 51 (W Washington Street / MLK Jr. Blvd.)

WV 51 is a two-lane two-way undivided east-west in Charles Town, Jefferson County. WV 51 is classified as a Minor Arterial under federal functional classification and a Feeder under state functional classification. WV 51 is labeled as W Washington Street east of CR 13 and labeled as MLK Jr. Blvd. west of CR 13. WV 51 in Jefferson County begins at the county line to the west and terminates at US 340 just east of Downtown Charles Town. WV 51 intersects CR 340/18 (S West Street) at a signalized intersection approximately 1,240 feet east of CR 13. The WV 51 intersection with CR 340/18 is the only other primary intersection included in the study area.

Lane configuration on WV 51 consists of an 11-foot lane with no shoulder in each direction west of the CR 13 intersection but widens to 11-foot lane with 8-foot parking shoulder in each direction east of CR 13. An exclusive left-turn lane is provided on the WV 51 westbound approach at the signalized intersection with CR 340/18; there are no exclusive turn lanes at the WV 51 and CR 13 intersection. WV 51 land use within Charles Town is primarily residential with increased commercial properties within Downtown Charles Town. West of the railroad, WV 51 is surrounded by agricultural properties. The speed limit on WV 51 is 25 mph (miles per hour) east of the NS railroad crossing, while the speed limit increases to 50 mph west of the NS railroad crossing. The Average Annual Daily Traffic (AADT) on WV 51 is 12,612 vpd (vehicles per day) east of CR 13 and 9,218 vpd west of CR 13. Vehicle classification data was collected along with AADT and it was determined that WV 51 AADT consists of about 4.7% truck traffic.

CR 13 (Summit Point Road)

CR 13 (Summit Point Road) is a two-lane two-way undivided northeast-southwest in the study area. CR 13 is classified as a Major Collector under federal functional classification and an Essential Arterial under state functional classification. CR 13 begins at the Jefferson County line to the west and terminates at the intersection with WV 51 in Charles Town. Land use along the north side of CR 13 within Charles Town is primarily residential with agricultural property to the south. West of the NS railroad, there is agricultural property to the north and there is a new subdivision development located just west of the railroad, on the south side of CR 13. The speed limit on CR 13 is 25 mph east of the railroad and 45 mph west of the railroad. The AADT on CR 13 is 3,682 vpd. Vehicle classification data was collected along with AADT, it was determined that CR 13 AADT consists of about 3.5% truck traffic. The lane configuration on CR 13 consists of an 11-foot lane with no shoulder in each direction. CR 13 crosses the same NS railroad approximately 1,690 feet west of WV 51.

CR 340/18 (S West Street) / N West Street

CR 340/18 (S West Street) is a two-lane two-way undivided north-south in the study area. CR 340/18 is classified as a Major Collector under federal functional classification and an Essential Arterial under state

functional classification. CR 340/18 begins at the intersection with US 340 to the south and terminates at the intersection with WV 51. The lane configuration on CR 340/18 consists of 11-foot lane with no shoulder in each direction but does provide on-street parking along the eastern side of the road. Land use along CR 340/18 is primarily residential with commercial properties located near the WV 51 intersection. The speed limit on CR 340/18 is 25 mph and the estimated AADT is 3,915 vpd. **Table 1** below provides a summary of the existing roadways in the study area roadway network. The 2024 existing intersection lane configuration and intersection control are shown on the following page in **Figure 3**.

Table 1: Roadway Facility Summary

Name	Code	State Functional Classification	Federal Functional Classification	Area	Direction	Speed Limit	Typical Roadway Paved Width (ft)	AADT (Year)	**Estimated Design AADT (2044)**
W Washington Street/MLK Jr Boulevard	WV 51	Feeder	Minor Arterial	Charles Town	E-W	25/50	38/22	10,915 (2024)	14,770
Summit Point Road	CR 13	Essential Arterial	Major Collector	Charles Town	N-S	25/45	22	3,682 (2024)	4,982
N West Street	CR 340/18	Essential Arterial	Major Collector	Charles Town	N-S	25	32	3,915 (2024)	5,298

The following is a detailed description of the existing area secondary roadways.

Eagle Avenue

Eagle Avenue is a two-lane two-way undivided north-south local roadway within the study area that intersects WV 51 (MLK Jr. Blvd.) at a tee intersection, just east of the railroad. The lane configuration on Eagle Avenue consists of 10-foot lane with no shoulder in each direction. Land use along Eagle Avenue is primarily residential. The speed limit is not posted but assumed to be 25 mph.

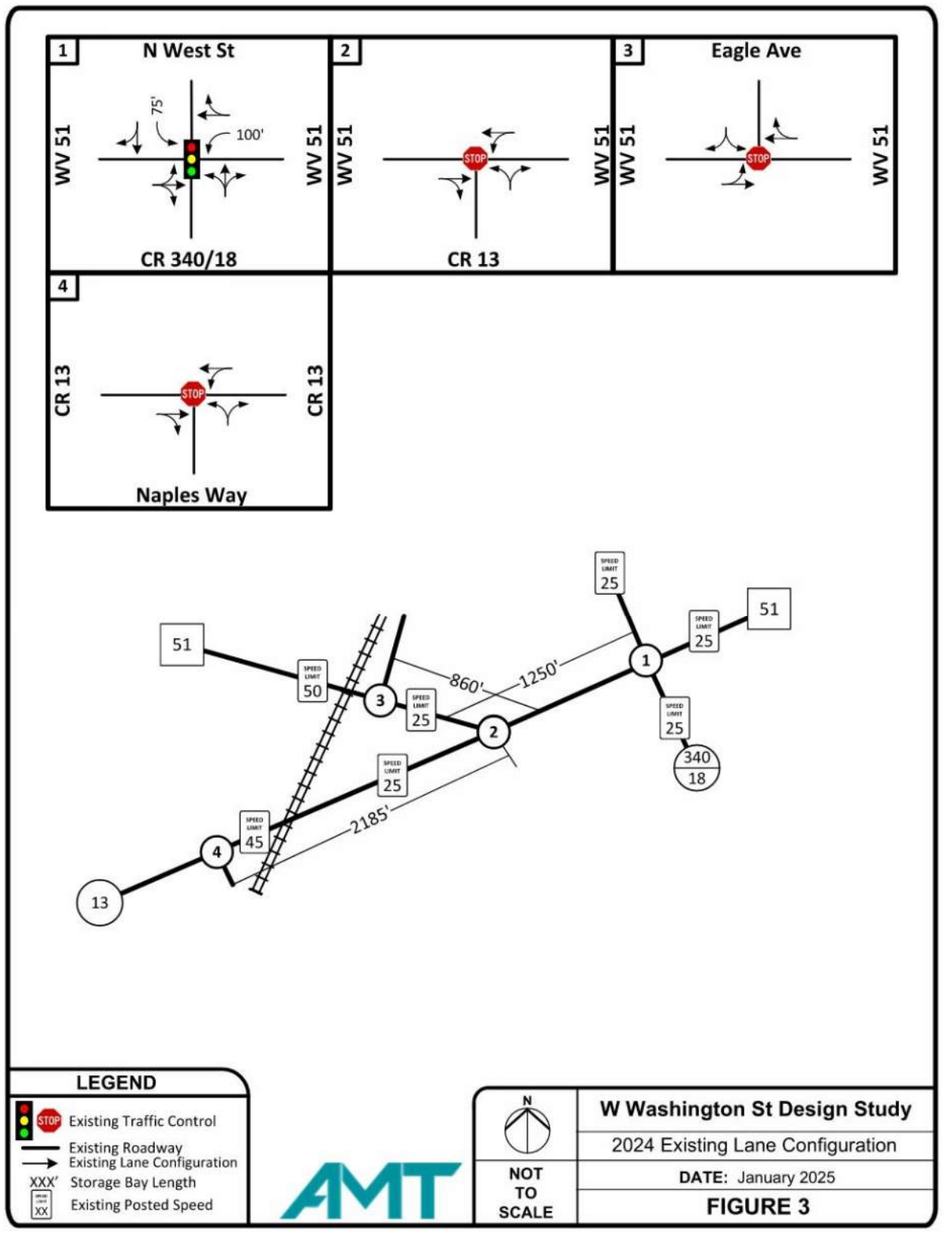
Naples Way

Naples Way is a two-lane two-way undivided north-south local roadway within the study area that intersects CR 13 (Summit Point Road) at a tee intersection, just west of the railroad. The lane configuration on Naples Way consist of an 11-foot lane and 1-foot shoulder in each direction. Naples Way is the only entrance roadway to a recently built subdivision. Land use along Naples Way is exclusively residential. The speed limit is not posted but assumed to be 25 mph.

Norfolk Southern (NS) Railroad

A NS railroad crosses WV 51 (W Washington Street / MLK Jr. Blvd.) at an at-grade crossing approximately 1,130 feet west of CR 13 (Summit Point Road) and crosses CR 13 (Summit Point Road) approximately 1,690 feet west of WV 51 (W Washington Street / MLK Jr. Blvd.). Per Federal Railroad Administration (FRA) rail crossing inventory forms, the NS railroad has up to a typical train speed range of 45 to 55-mph with approximately 15 trains per day, 7 day trains (6 AM to 6 PM) and 8 night trains (6 PM to 6 AM). The FRA crossing inventory forms may be found in **Appendix H** for additional information on crossing signs, advance warning signs, crossbuck assemblies, lights, pavement markings, and gates. Utilizing available aerial imagery, typical train lengths along this NS railroad vary from about 2,500 feet up to 8,000 feet. On some occasions, in particular during PM peak hour traffic, a longer length train may cause queueing of westbound WV 51 (W Washington Street / MLK Jr. Blvd.) that could reach the intersection with CR 13 (Summit Point Road) or beyond. On an occasion, a long train may also cause queueing of southbound CR 13 (Summit Point Road) that could potentially reach the intersection with WV 51 (W Washington Street / MLK Jr. Blvd.).

Figure 3: Existing Lane Configuration



The following is a detailed description of the existing area intersections, corresponding to the intersection numbers shown to the left in **Figure 3**.

1) WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street Intersection

The intersection of WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street is a four-leg signalized intersection located approximately 1,445 feet west of WV 115 and within Downtown Charles Town. CR 340/18 intersects with WV 51 from the south and N West Street intersects with WV 51 from the north. Exclusive left-turn lanes are located on the WV 51 westbound and N West Street southbound approaches. Both exclusive left movements operate under permitted signal phasing. On-Street parking is located on both sides of WV 51 beginning on the west side of the intersection.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

The intersection of WV 51 with CR 13 (Summit Point Road) is a three-leg skewed angle "T" intersection located approximately 1,250 feet west of CR 340/18. CR 13 is aligned directly opposite the WV 51 (W Washington Street) approach and operates under stop control. The WV 51 (MLK Jr. Blvd.) eastbound approach intersects at approximately 40-degrees and operates under stop control. The WV 51 (W Washington Street) westbound approach operates under stop control except for right turning motorists who may travel unimpeded through the intersection. Each approach at the intersection is served by a single lane. The skewed geometry, retaining wall, and close proximity of buildings to the roadway creates limited sight distance. The combination of the skewed approach, limited sight distance, narrow lanes, and minimal shoulders result in an intersection with less than ideal geometry.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection

The intersection of WV 51 (MLK Jr. Blvd.) with Eagle Avenue is a three-leg "T" intersection located approximately 860 feet northwest of CR 13. Eagle Avenue provides access to several residential properties and operates under stop control while traffic is free flow on WV 51. The NS railroad crossing is located approximately 245 feet west of Eagle Avenue.

4) CR 13 (Summit Point Road) with Naples Way Intersection

The intersection of CR 13 with Naples Way is a three-leg "T" intersection located approximately 2,185 feet southwest of WV 51. Naples Way was recently constructed and is the main roadway of a new residential subdivision of approximately 50 parcels. Naples Way does not access any other roadway and the intersection with CR 13 serves as the only means of entrance or exit. Construction of houses started in 2022 and should be completed sometime in 2024. Naples Way operates under stop control while traffic is free flow on CR 13. The NS railroad crossing is located approximately 510 feet east of Naples Way.

VI. PROPOSED INTERSECTION DESIGN ALTERNATIVES

1) WV 51 (W Washington Street) and CR 340/18 (S West Street)/N West Street Intersection Improvements

Based upon intersection capacity analysis, traffic signal modifications have been identified as potential improvements at the WV 51 and CR 340/18 intersection for the 2044 Design Year to operate safely and effectively. Improvements have been identified as not being necessary for the 2024 traffic volumes. The potential improvements to accommodate the future 2044 traffic volumes are as follows:

- WV 51 eastbound approach exclusive right-turn lane
- WV 51 westbound approach exclusive left-turn lane increased storage length
- CR 340/18 northbound approach addition of an exclusive left-turn lane
- N West Street southbound approach exclusive left-turn lane increased storage length

If the above potential improvements are implemented in the future, the CR 340/18 northbound left-turn movement would operate under protected/permitted phasing with the WV 51 eastbound right-turn movement operating under overlap phasing to the northbound left.

Based on review of intersection crash data, angle crashes resulting from red light running vehicles were common at this intersection. In addition, the WV 51 (W Washington Street) approaches are in the east-west direction and do not currently have backplates. The following low-cost safety countermeasures are recommended at the intersection of WV 51 (W Washington Street) with CR 340/18 (S West Street) / N West Street: 1) update change and clearance intervals; 2) eliminate late-night flashing operation; and 3) add backplates to the signal heads on the WV 51 (W Washington Street) approaches.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Preliminary alternatives for the WV 51 and CR 13 intersection improvements have been developed for this study based upon the original WV-51 Feasibility Study (dated May 28, 2021), along with a few additional alternatives. The following is a detailed description of each proposed alternative, including the No-Build, along with a concept for each of the build alternatives.

No-Build Alternative

The No-Build alternative would maintain the existing corridors of WV 51 and CR 13, as well as each existing intersection. The Traffic Operations Study details analysis of the future No-Build Condition for the project improvements. The No-Build Alternative would be considered as a comparison to each potential alternative improvement evaluated within the project limits.

Alternative No. 1 – Single-Lane Roundabout

Alternative No. 1 proposes to reconfigure the existing intersection of WV 51 and CR 13 from a stop-controlled intersection to a single-lane roundabout. The proposed roundabout is to be centered east of the existing intersection and would include realignment of the CR 13 approach. Property access to the first six (6) properties on the CR 13 approach would be combined into one access point to the realigned CR 13 approach.

Figure 4: Alternative No. 1 Concept



Alternative No. 2 – WV 51 and CR 13 Connector Road

Alternative No. 2 proposes to stub the CR 13 approach at the WV 51 intersection while constructing a new connector road between WV 51 and CR 13. This alternative would use traffic signals at each of the two new connector road intersections and include appropriate exclusive turn lanes.

Figure 5: Alternative No. 2 Concept



Alternative No. 3a – WV 51 and CR 13 Connector Road (One-way WV 51 WB / One-way CR 13 NB)

Alternative 3 from the prior WV-51 Feasibility has been renamed as Alternative No. 3a in this study. Alternative No. 3a would construct a new connector road between WV 51 and CR 13, coupled with a one-way conversion to WV 51 (WB only) and CR 13 (NB only). WV 51 and CR 13 would function as a one-way pair between the new connector road and the WV 51 and CR 13 intersection. This alternative would use traffic signals at each of the two new connector road intersections and include appropriate exclusive turn lanes.

Figure 6: Alternative No. 3a Concept



Alternative No. 3b – WV 51 and CR 13 Connector Road (One-way WV 51 EB / One-way CR 13 SB)

Alternative No. 3b proposes to construct a new connector road between WV 51 and CR 13, coupled with a one-way conversion to WV 51 (EB only) and CR 13 (SB only). WV 51 and CR 13 would function as a one-way pair between the new connector road and the WV 51 and CR 13 intersection. This alternative would use traffic signals at each of the two new connector road intersections and include appropriate exclusive turn lanes.

Figure 7: Alternative No. 3b Concept



Alternative No. 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13

Alternative No. 4a proposes to stub WV 51 prior to the NS railroad crossing, realigning WV 51 to intersect CR 13, aligning opposite Naples Way, at a new single-lane roundabout with a right-turn only slip lane for the westbound approach to the roundabout.

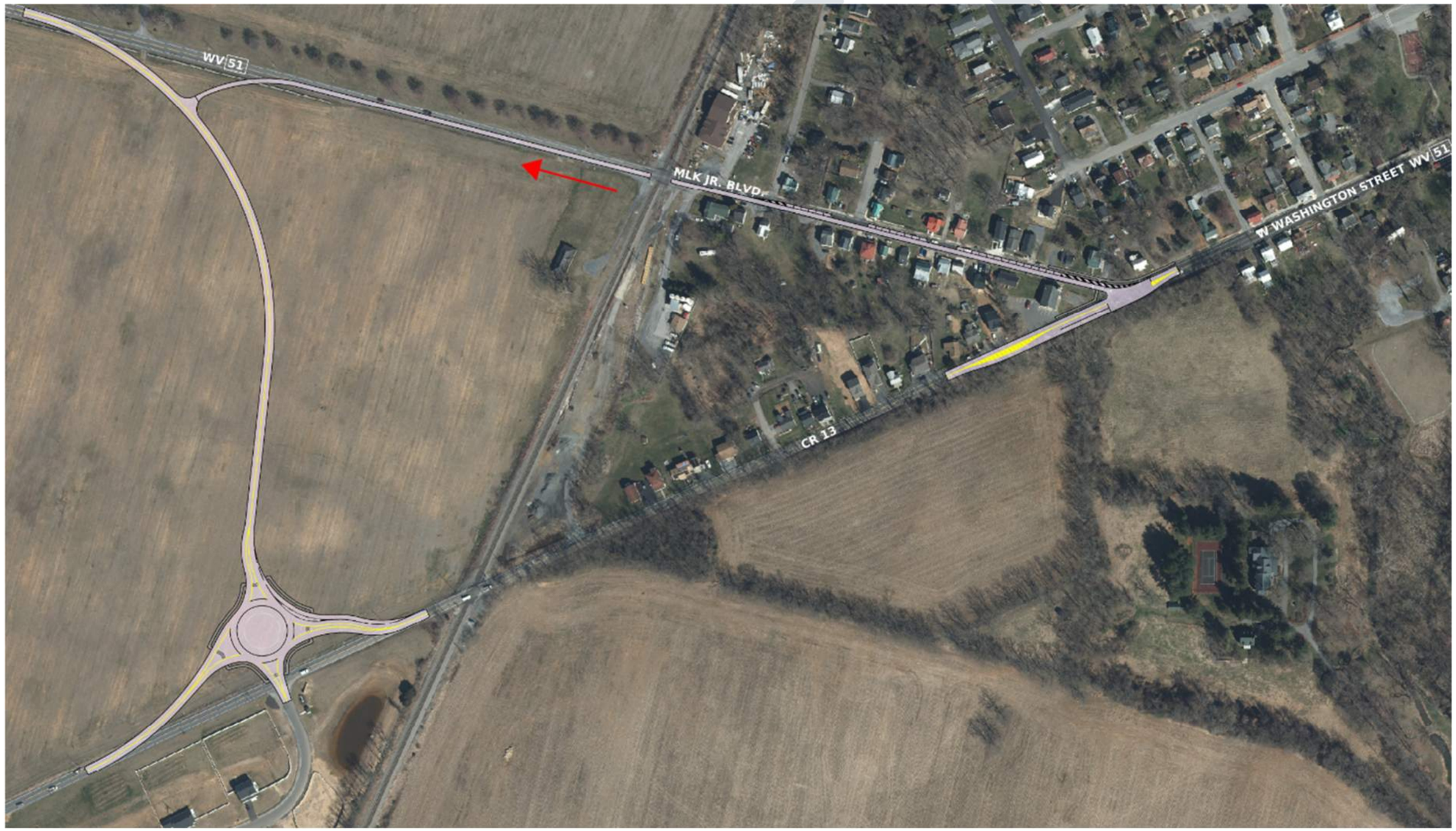
Figure 8: Alternative No. 4a Concept



Alternative No. 4b – WV 51 Realignment to Single-Lane Roundabout at CR 13 with One-Way WB MLK Jr. Blvd.

Alternative No. 4b proposes to realign WV 51 to intersect CR 13, aligning opposite Naples Way, at a new single-lane roundabout with a right-turn only slip lane for the westbound approach to the roundabout. MLK Jr. Blvd. would remain as a one-way westbound direction only MLK Jr. Blvd between CR 13 (Summit Point Road).

Figure 9: Alternative No. 4b Concept



Alternative No. 5 – WV 51 at CR 13 Traffic Signal

Alternative No. 5 proposes to enhance the existing WV 51 at CR 13 intersection with the installation of a new traffic signal and providing appropriate exclusive lanes on the approaches.

Figure 10: Alternative No. 5 Concept



VII. PROPOSED WV 51 STREETSCAPE ALTERNATIVES

Proposed alternatives for streetscape enhancements to WV 51 (MLK Jr. Blvd. / W. Wash St.) have been developed for consideration as part of this study. These alternatives seek to improve the overall MLK Jr. Blvd. and W Washington Street corridor appeal and maximize the existing corridor right-of-way width to provide adequate facilities for multiple modes of transportation. Where streetscaping is implemented, narrow strips of permanent or temporary right-of-way may be necessary to enable construction for grading or short retaining walls. Where site conditions of the existing typical section do not allow for narrow strips of permanent or temporary right-of-way due to a residential structure, segments may need to be omitted from streetscaping. These would be further developed during preliminary engineering. The desired area for these streetscape enhancements are highlighted in **Figure 11** below, from the railroad at the west end to the intersection with CR 13 for the MLK Jr. Blvd. segment, and then to West Street at the east end for the W Washington Street segment.

Figure 11: WV 51 Streetscape Area



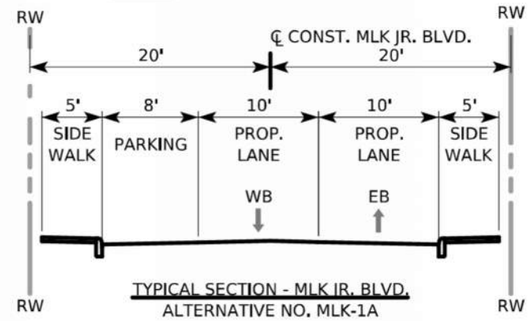
<u>No-Build Alternative</u>

The No-Build alternative would maintain the existing corridors of WV 51 (MLK Jr. Blvd.) and no streetscape improvements would be made. This alternative maintains the status quo and does not incur any impacts. The No-Build Alternative would be considered as a comparison to each potential alternative improvement evaluated within the project limits.

<u>Alternative No. MLK-1a – Two-Way Traffic with WB Parking Lane and Sidewalks</u>

This alternative, depicted in **Figure 12**, closely matches the existing condition but would better define the travel lanes, parking lane, and pedestrian facilities. A 10’ wide travel lane would be used for both the EB and WB WV 51 (MLK Jr. Blvd.) directions with an 8’ wide parking lane for the WB side. Raised sidewalks 5’ in width would be provided in both EB and WB directions. This alternative would be possible in conjunction with WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) intersection improvements Alternative No. 1, Alternative No. 2, Alternative No. 4a, and Alternative No. 5 for the WV 51 and CR 13 intersection.

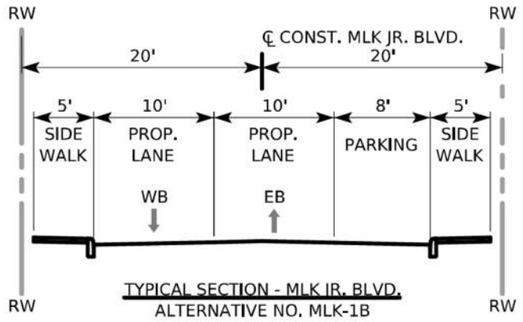
Figure 12: Alternative No. MLK-1a Streetscape Concept



Alternative No. MLK-1b – Two-Way Traffic with EB Parking Lane and Sidewalks

This alternative, depicted in **Figure 13**, is the reverse typical section as Alternative No. MLK-1a, with the parking lane in the opposite direction. A 10’ wide travel lane would be used for both the EB and WB WV 51 (MLK Jr. Blvd.) directions with an 8’ wide parking lane for the EB side. Raised sidewalks 5’ in width would be provided in both EB and WB directions. This alternative would be possible in conjunction with WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) intersection improvements Alternative No. 1, Alternative No. 2, Alternative No. 4a, and Alternative No. 5 for the WV 51 and CR 13 intersection.

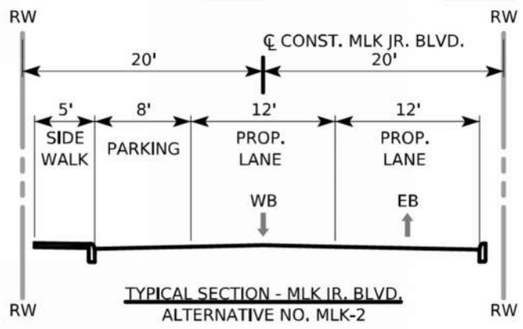
Figure 13: Alternative No. MLK-1b Streetscape Concept



Alternative No. MLK-2 – Two-Way Traffic with Sharrows, WB Parking Lane and WB Sidewalk

This alternative, depicted in **Figure 14**, includes pedestrian and bicyclist facilities on WV 51 (MLK Jr. Blvd.). A 12’ wide shared travel lane would be used for both the EB and WB directions with an 8’ wide parking lane for the WB side. A raised sidewalk 5’ in width would be provided in the WB direction. This alternative would be possible in conjunction with WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) intersection improvements Alternative No. 1, Alternative No. 2, Alternative No. 4a, and Alternative No. 5 for the WV 51 and CR 13 intersection.

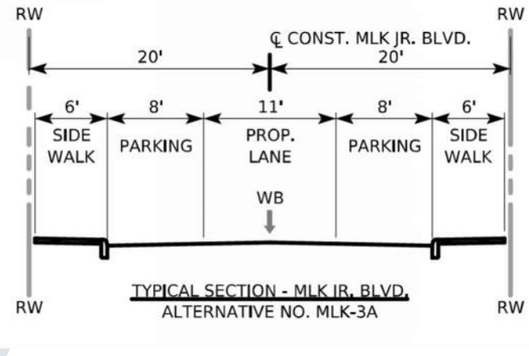
Figure 14: Alternative No. MLK-2 Streetscape Concept



Alternative No. MLK-3a – One-Way Traffic WB with Dual WB Parking Lane and Sidewalks

This alternative, depicted in **Figure 15**, would provide WV 51 (MLK Jr. Blvd.) as a one-way roadway in the WB direction. An 11’ wide travel lane would be used for the WB WV 51 (MLK Jr. Blvd.) direction with an 8’ wide parking lane on both sides of the travel lane. Raised sidewalks 6’ in width would be provided on both sides of the roadway. This alternative would be possible in conjunction with WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) intersection improvements Alternatives No. 3a and 4b.

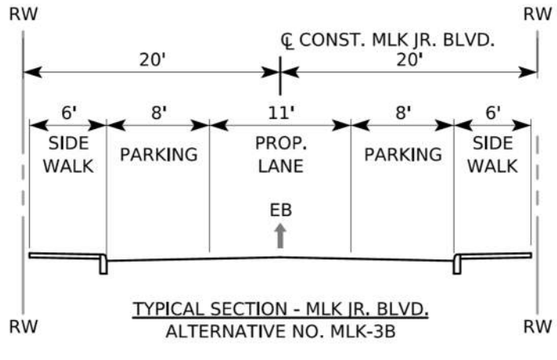
Figure 15: Alternative No. MLK-3a Streetscape Concept



Alternative No. MLK-3b – One-Way Traffic EB with Dual EB Parking Lane and Sidewalks

This alternative, depicted in **Figure 16**, is the reverse typical section as Alternative No. 3a and would provide WV 51 (MLK Jr. Blvd.) as a one-way roadway in the EB direction. A 11’ wide travel lane would be used for the EB WV 51 (MLK Jr. Blvd.) direction with an 8’ wide parking lane on both sides of the travel lane. Raised sidewalks 6’ in width would be provided on both sides of the roadway. This alternative would be possible in conjunction with WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) intersection improvements Alternative No. 3b only.

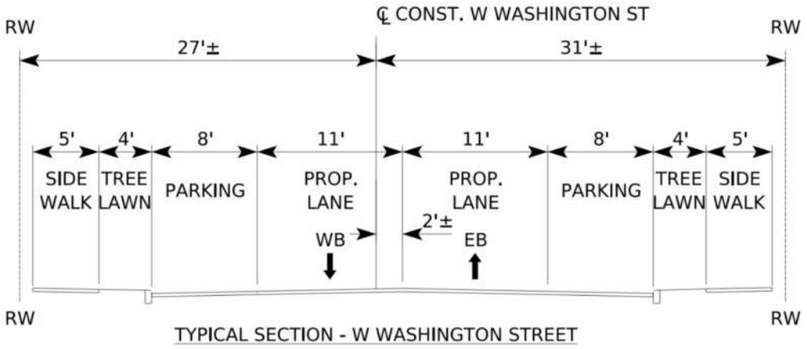
Figure 16: Alternative No. MLK-3b Streetscape Concept



W Washington Street Streetscape with Parking Lanes and Sidewalks

This streetscape concept, depicted in **Figure 17**, would provide WV 51 (W Washington Street) with improved pedestrian facilities on WV 51 (W Washington Street). An 11' wide travel lane and an 8' wide parking lane would be used for both directions of WV 51 (W Washington Street). A raised sidewalks 5' in width with a 4' tree lawn would be provided in the both directions. This alternative would be possible for use in conjunction with all WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) intersection improvements alternatives. Per discussions with WVDOH and Charles Town, there is a long-term pedestrian connectivity plan to connect into Evitts Run Park and cross WV 51 (W Washington Street) and traverse southward, potentially along S Water Street. A concept for this, in conjunction with W Washington Street streetscaping is also shown in **Figure 17**, as a midblock crossing with bumpouts.

Figure 17: W Washington Street Streetscape Concept





VIII. TRAFFIC CONDITIONS

Traffic Volumes

2024 Existing Traffic Conditions

13-hour turning movement counts were collected at the existing intersections on Wednesday April 10, 2024, during the hours of 6 AM – 7 PM. On this date, Jefferson County Schools were fully functional with in classroom instruction for all students. In addition, peak hour turning movement counts were collected at the existing intersections on Saturday April 13, 2024, between the hours of 11 AM – 2 PM.

For the WV 51 and CR 13 intersection, the overall peak hour was found to occur between 4:30 PM – 5:30 PM when 1241 vehicles entered the intersection. This includes 289 vehicles on the MLK Jr. Blvd. eastbound approach, 776 vehicles on the W Washington Street westbound approach, and 176 vehicles on the Summit Point Road northbound approach. Overall, trucks and heavy vehicles constitute 4.6% of all vehicles entering the intersection. The heaviest truck movement is the W Washington Street westbound approach with 4.9% of all traffic on that approach. The MLK Jr. Blvd. eastbound approach includes 4.5% trucks, and the Summit Point Road northbound approach includes 3.6% trucks.

Pedestrian and bicycle data was collected as part of the turning movement counts. Pedestrian volumes are low throughout all hours of the collected data, with only 20 pedestrians in total traversing the WV 51 and CR 13 intersection in all hours collected. Within the study area, pedestrian volumes are highest at the intersection WV 51 with CR 340/18, with 137 total pedestrians counted on Wednesday and 55 counted on Saturday. Pedestrian volumes are much lower at the intersection of WV 51 with CR 13, with only 16 total pedestrians counted on Wednesday and four counted on Saturday. Only one pedestrian was counted at the intersection of WV 51 with Eagle Avenue and eight pedestrians were counted at the intersection of CR 13 with Naples Way.

There is an existing sidewalk on the north side of WV 51 that begins just west of Eagle Avenue and extends through Downtown Charles Town. In addition, an existing sidewalk is located on the south side of WV 51 that begins at S Water Street and extends through Downtown Charles Town. There are no existing bike lanes within the immediate study area. The traffic counts were utilized to determine weekday AM, weekday PM, and Saturday Midday peak hours. The traffic count data is in **Appendix D** and the 2024 Existing peak hour volumes are shown in **Figure 18.**

2024 Proposed Traffic Conditions

Since some of the proposed alternatives include rerouting traffic movements, additional figures were created to display the 2024 peak hour volumes applied to each alternative. The 2024 Alternative No. 1 volumes are shown in **Figure 19**; 2024 Alternative No. 2 volumes are shown in **Figure 20**; 2024 Alternative No. 3a volumes are shown in **Figure 21**; 2024 Alternative No. 3b volumes are shown in **Figure 22**; 2024 Alternative No. 4a volumes are shown in **Figure 23**; 2024 Alternative No. 4b volumes are shown in **Figure 24**; 2024 Alternative No. 5 volumes are shown in **Figure 25**.

Figure 18: 2024 Existing Traffic Volumes

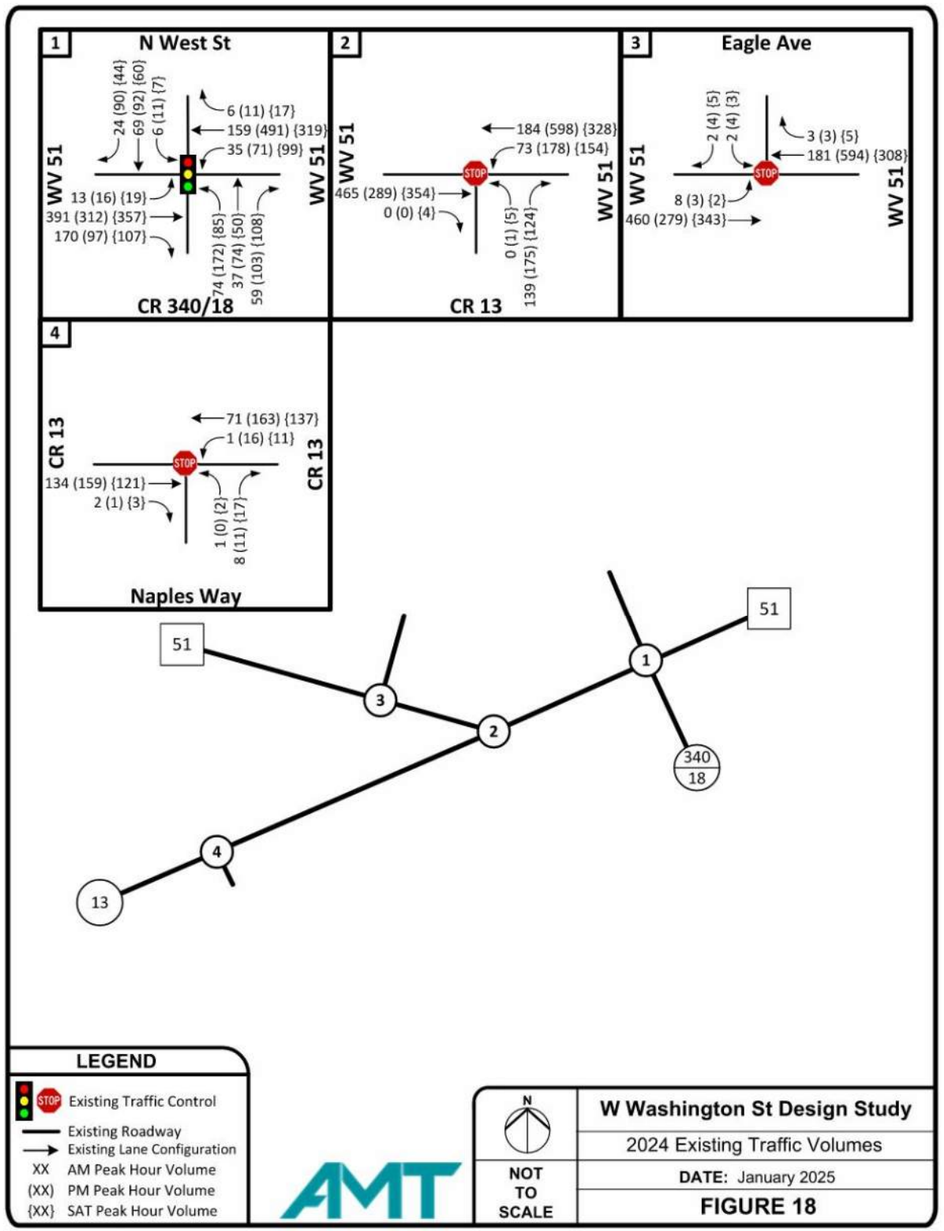


Figure 19: 2024 Alternative No. 1 Traffic Volumes

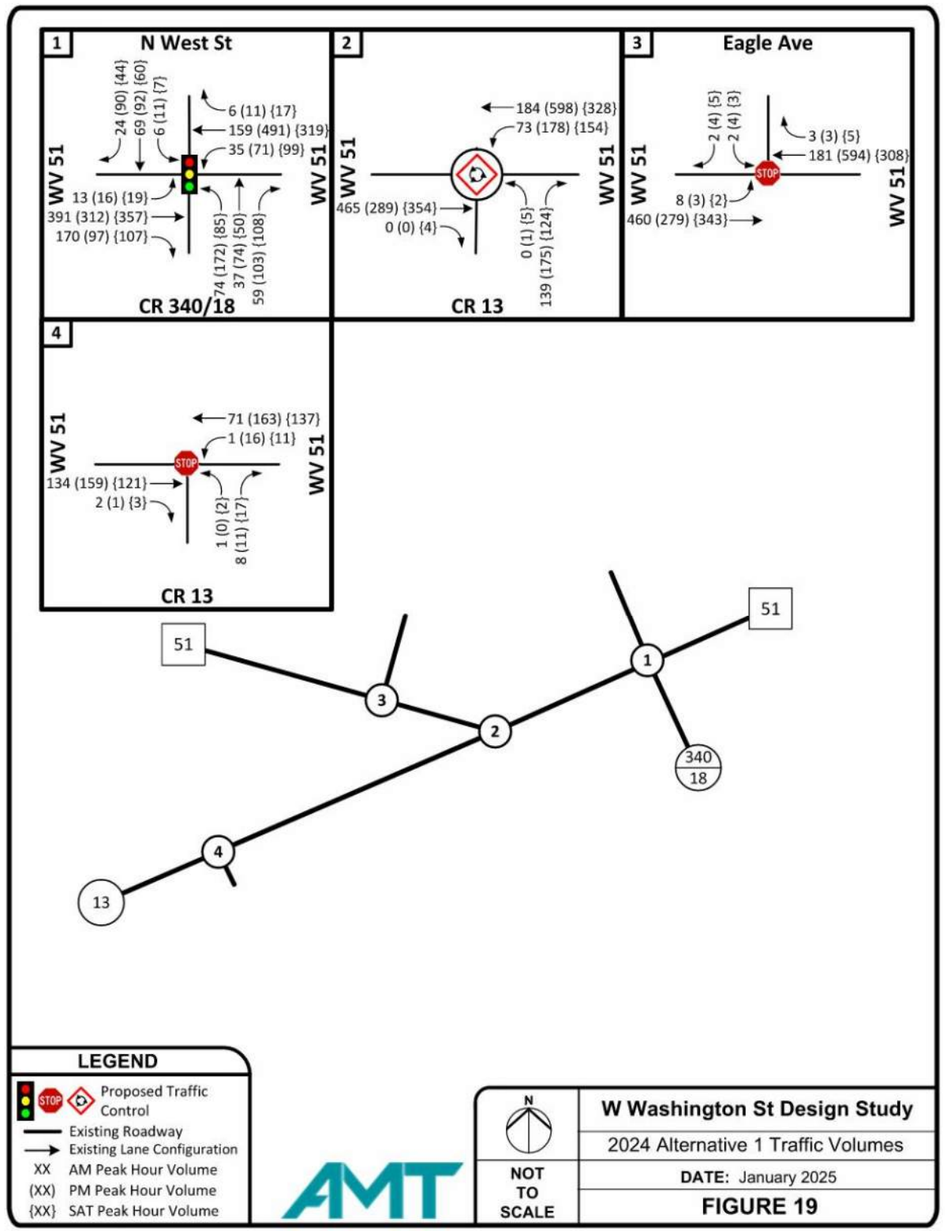


Figure 20: 2024 Alternative No. 2 Traffic Volumes

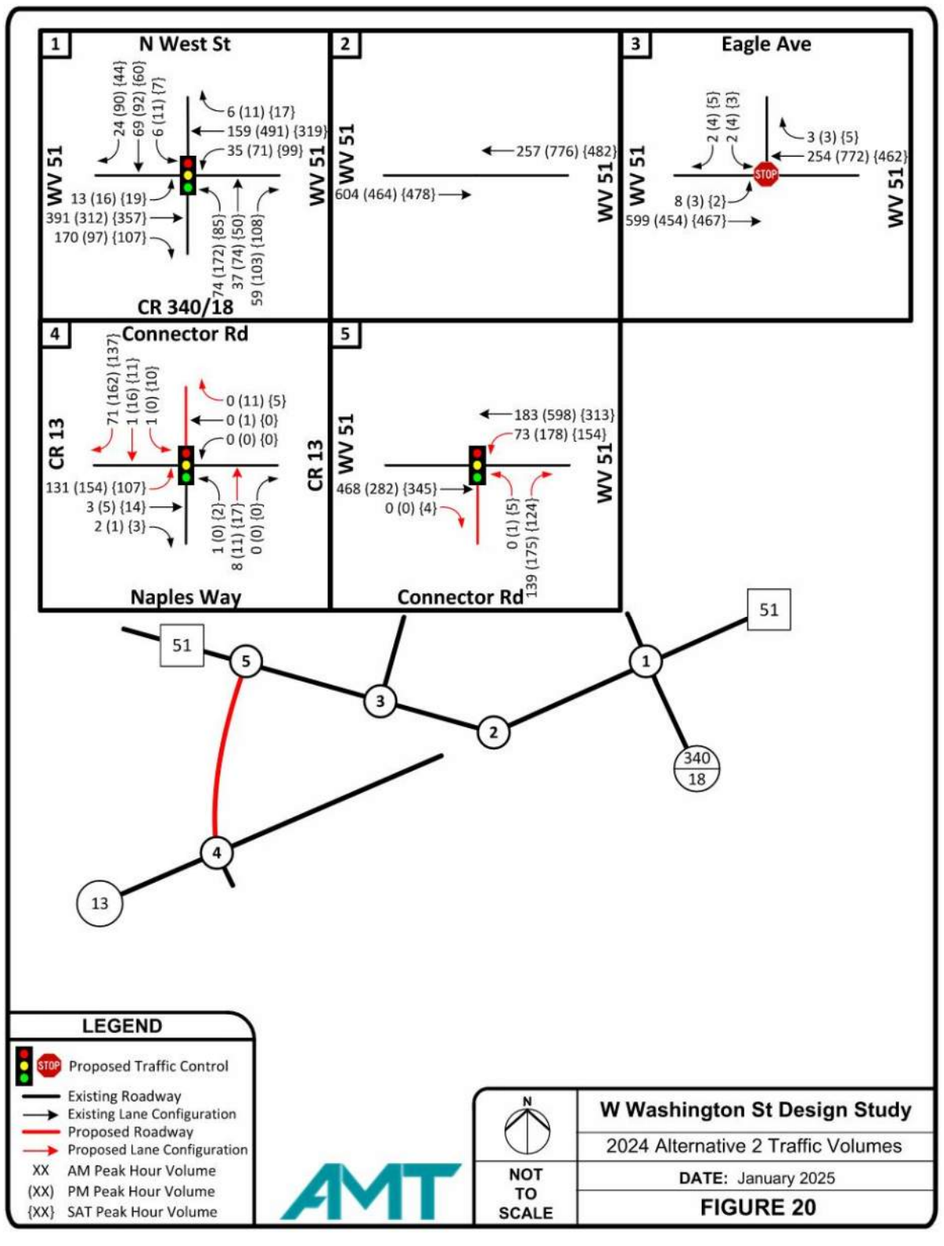


Figure 21: 2024 Alternative No. 3a Traffic Volumes

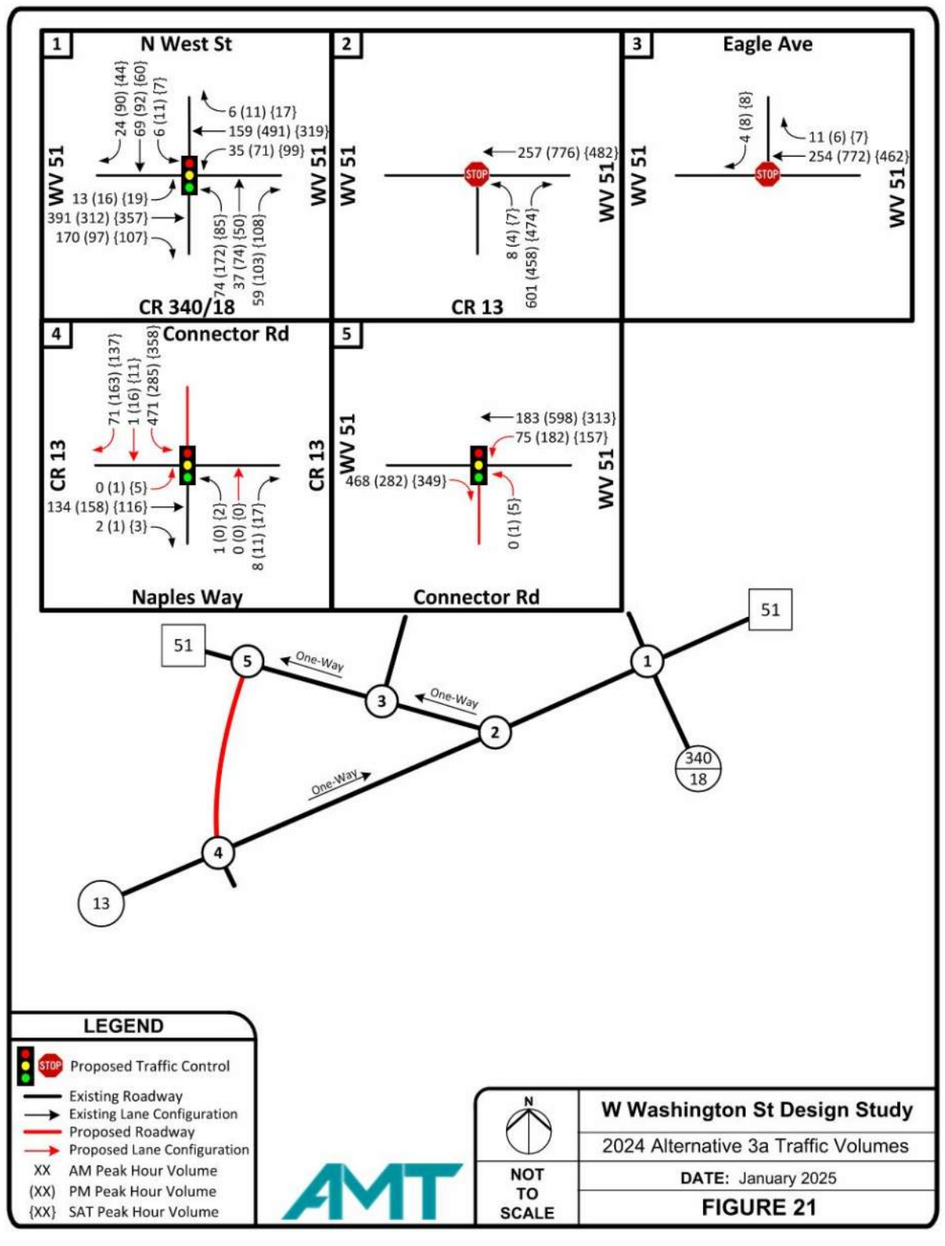


Figure 22: 2024 Alternative No. 3b Traffic Volumes

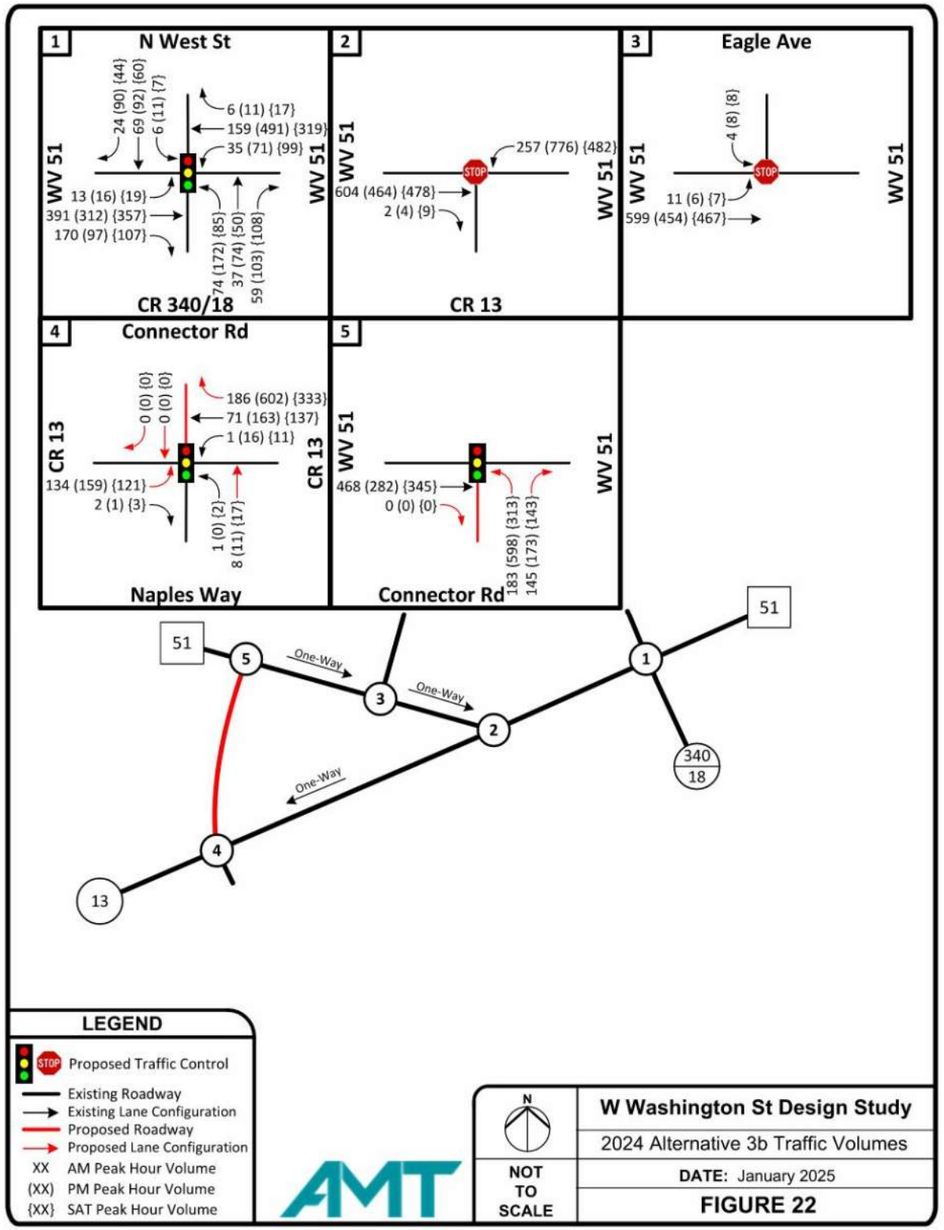


Figure 23: 2024 Alternative No. 4a Traffic Volumes

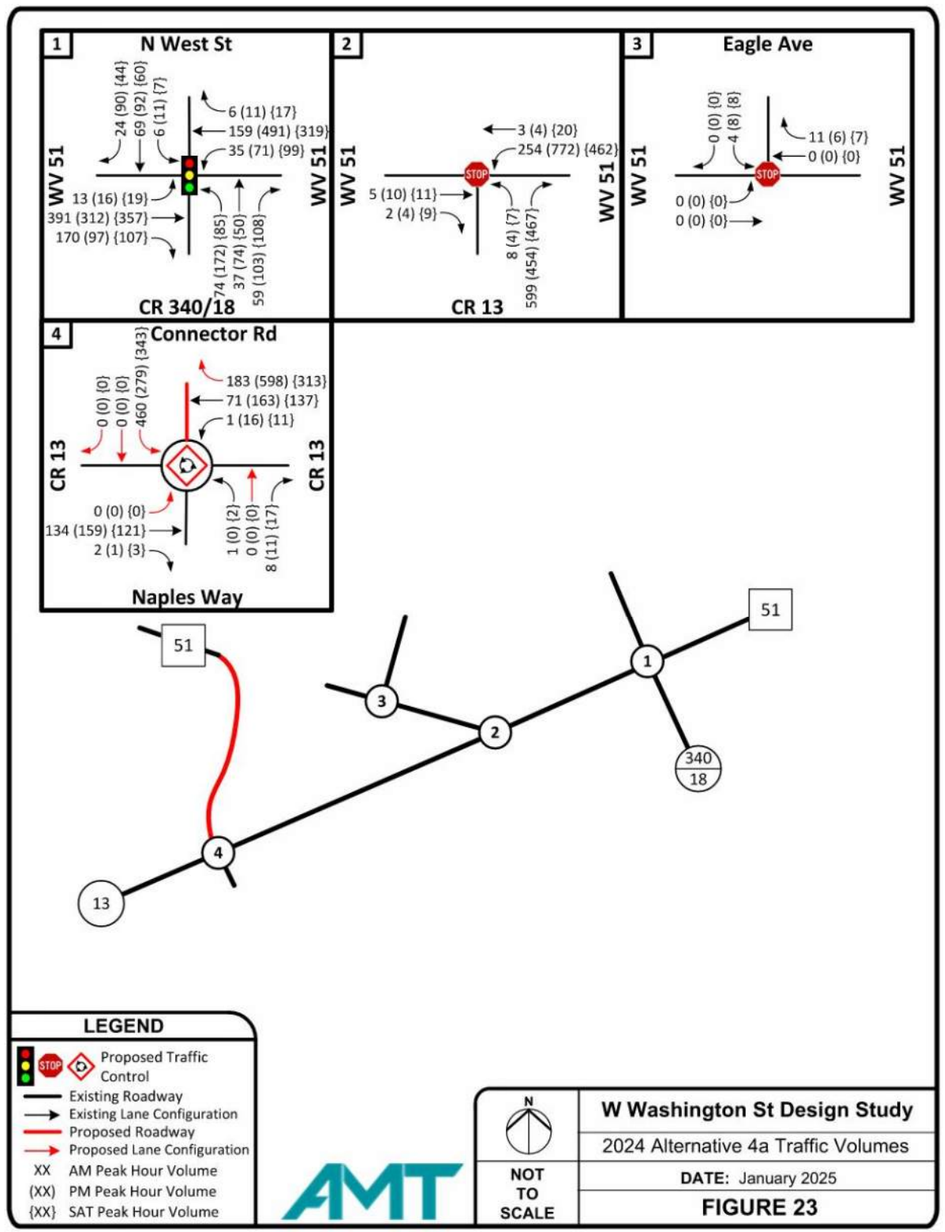


Figure 24: 2024 Alternative No. 4b Traffic Volumes

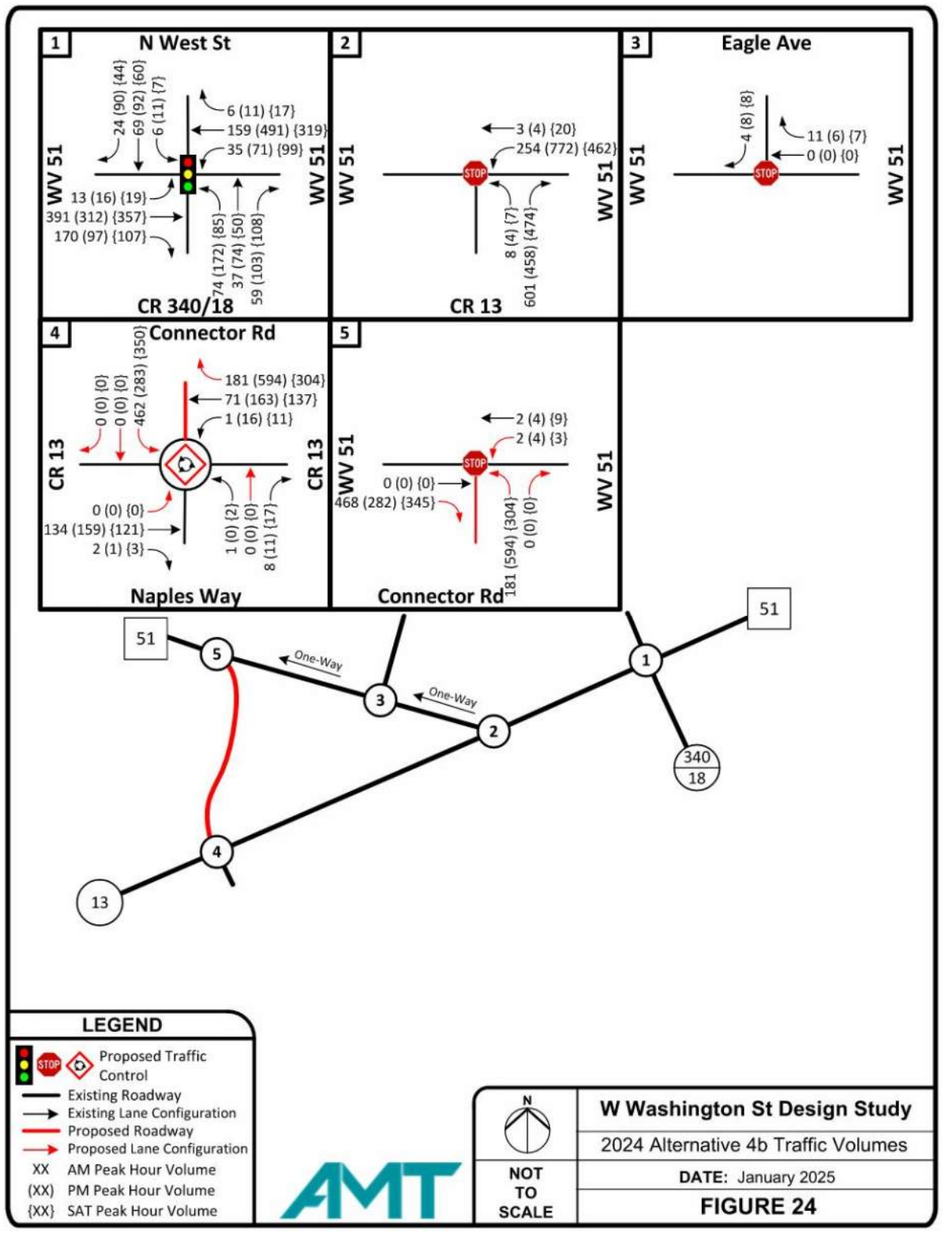


Figure 25: 2024 Alternative No. 5 Traffic Volumes

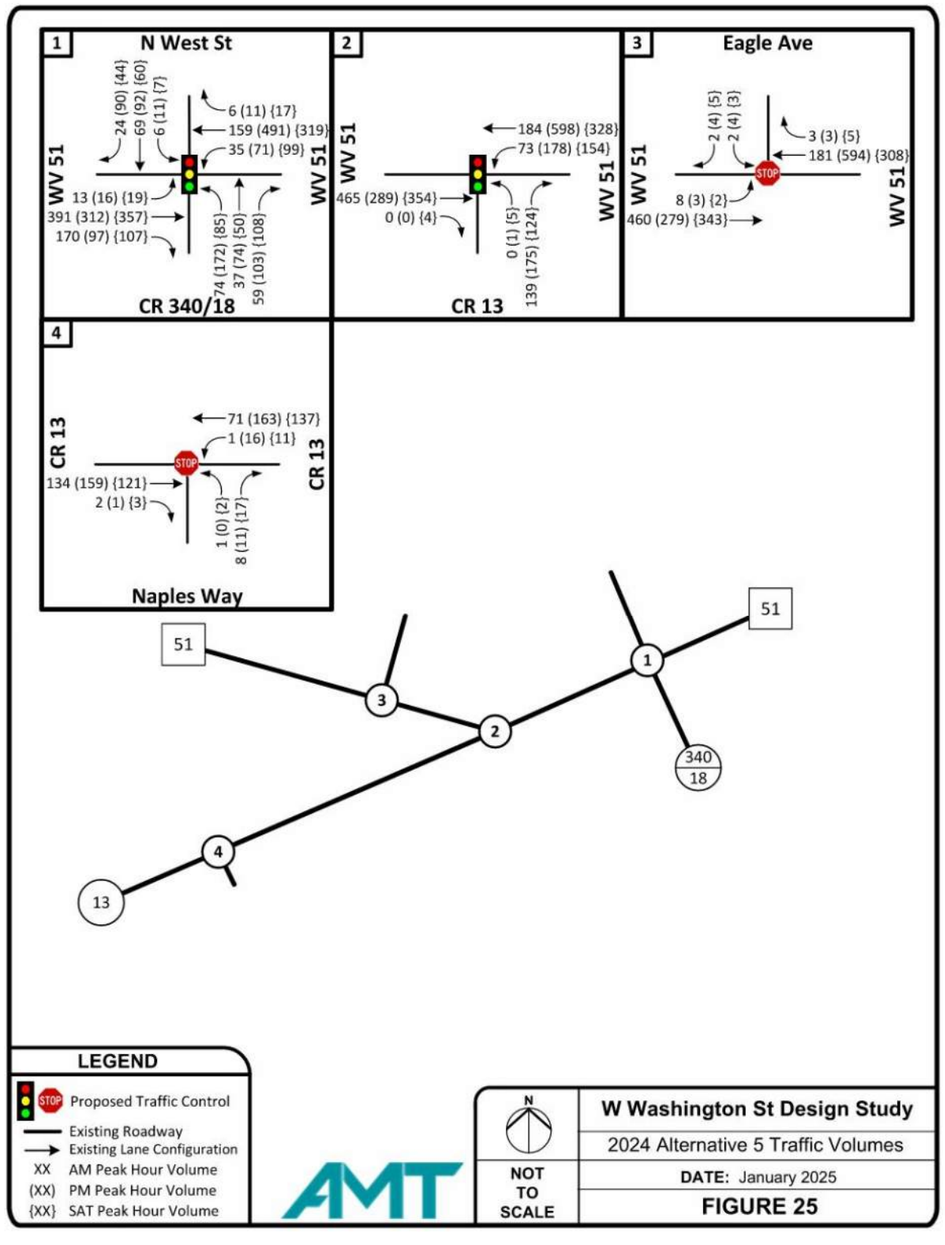


Table 8 provides a LOS summary for the study intersections during the weekday AM, weekday PM, and Saturday Midday peak hours for the existing configuration and each alternative for 2024 traffic conditions.

2044 Design Year Traffic Conditions

Design Year volumes were derived to evaluate intersection performance in 2044. Design Year traffic volumes were developed using an annual growth rate of 1.52% provided by the WVDOH Traffic Engineering Division for the next 20 years.

Future volumes were applied to evaluate all build alternatives in comparison to the current baseline configuration for projected 2044 traffic conditions. The 2044 Design traffic volumes are shown in **Figure 26.** Since some of the proposed alternatives include rerouting traffic movements, additional figures were created to display the 2044 peak hour volumes for each alternative. The 2044 Alternative No. 1 volumes are shown in **Figure 27**; 2044 Alternative No. 2 volumes are shown in **Figure 28**; 2044 Alternative No. 3a volumes are shown in **Figure 29**; 2044 Alternative No. 3b volumes are shown in **Figure 30**; 2044 Alternative No. 4a volumes are shown in **Figure 31**; 2044 Alternative No. 4b volumes are shown in **Figure 32**; 2044 Alternative No. 5 volumes are shown in **Figure 33**.

The peak hour traffic forecast calculations are provided in **Appendix D**.

Figure 26: 2044 Design Traffic Volumes

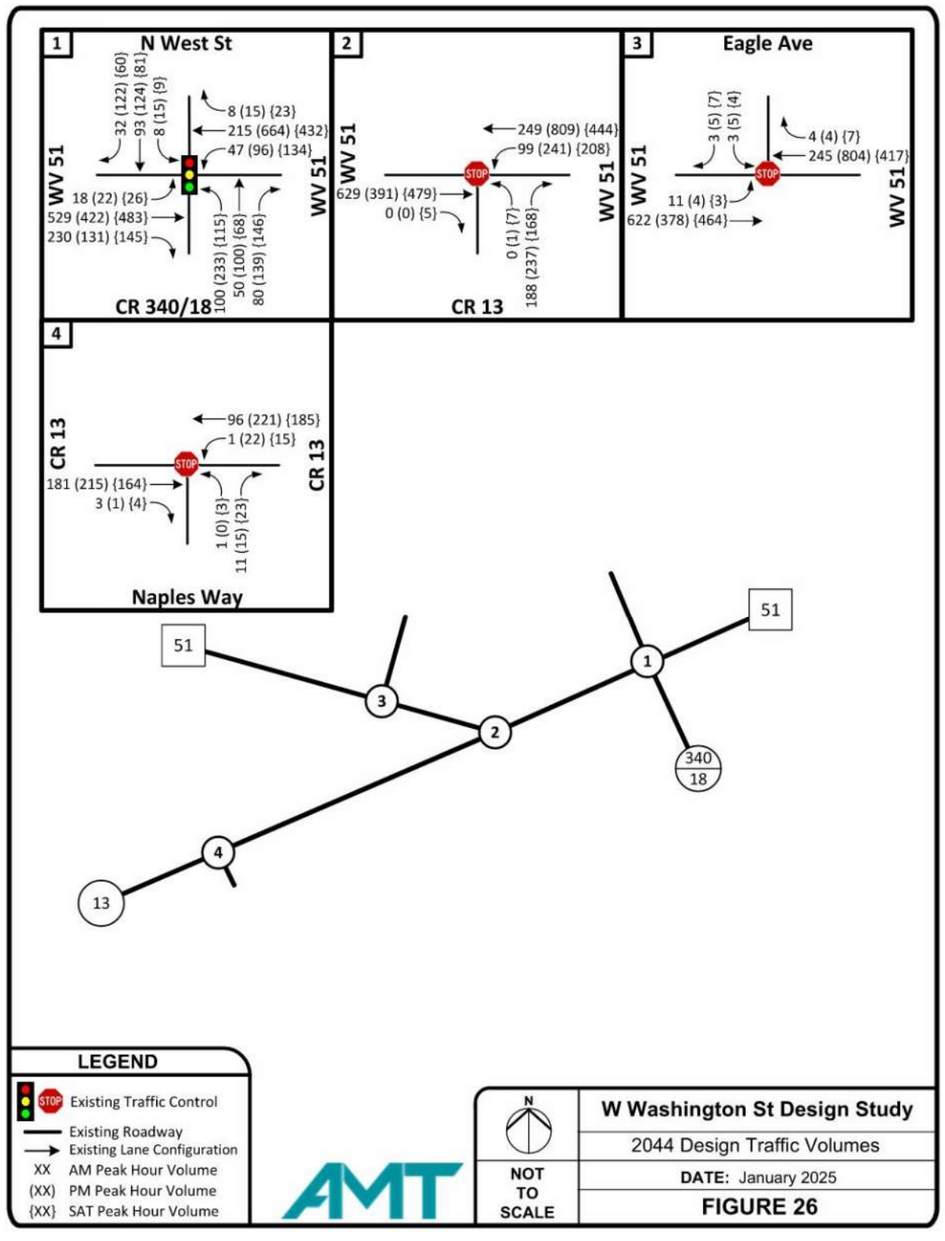


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Figure 27: 2044 Alternative No. 1 Traffic Volumes

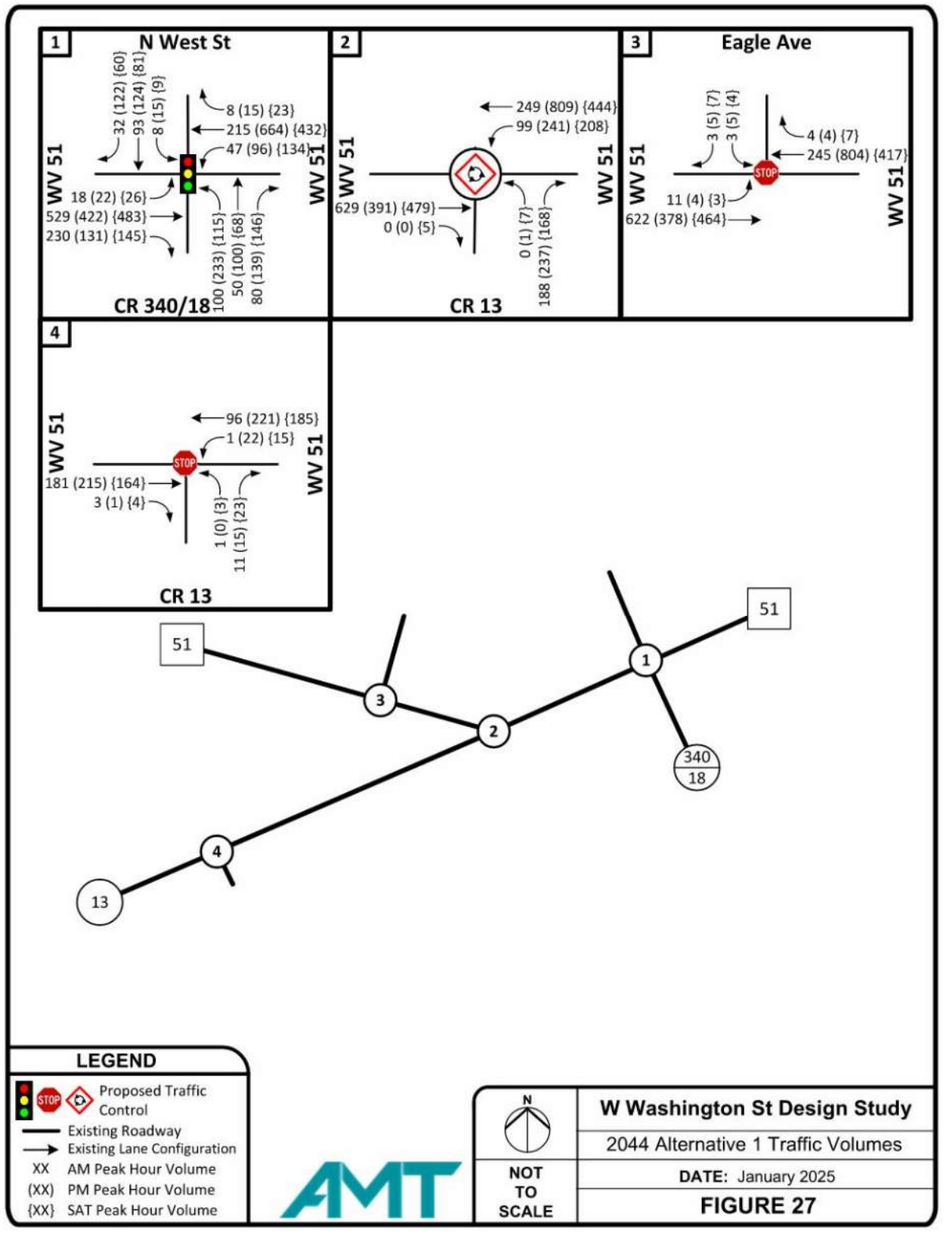


Figure 28: 2044 Alternative No. 2 Traffic Volumes

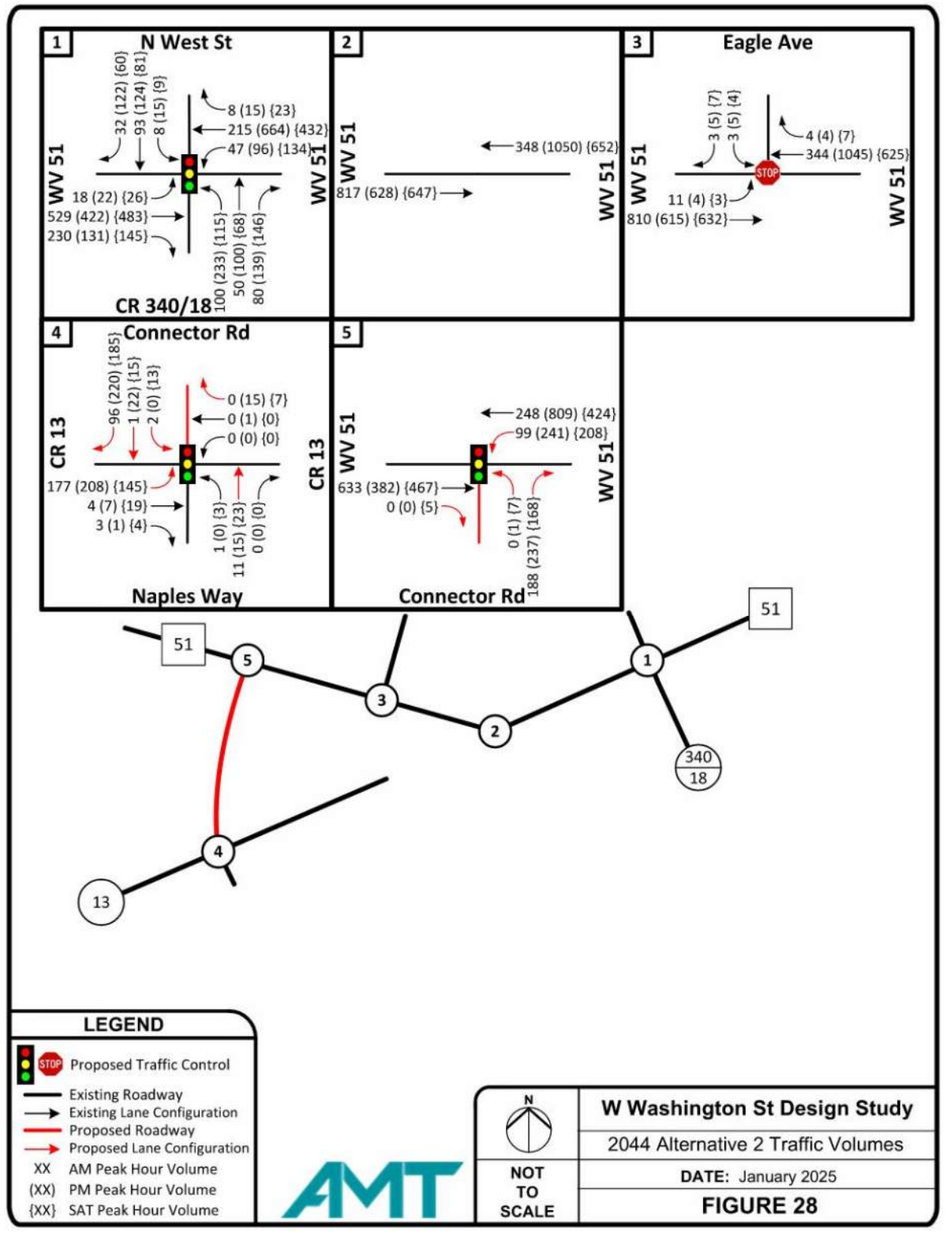


Figure 29: 2044 Alternative No. 3a Traffic Volumes

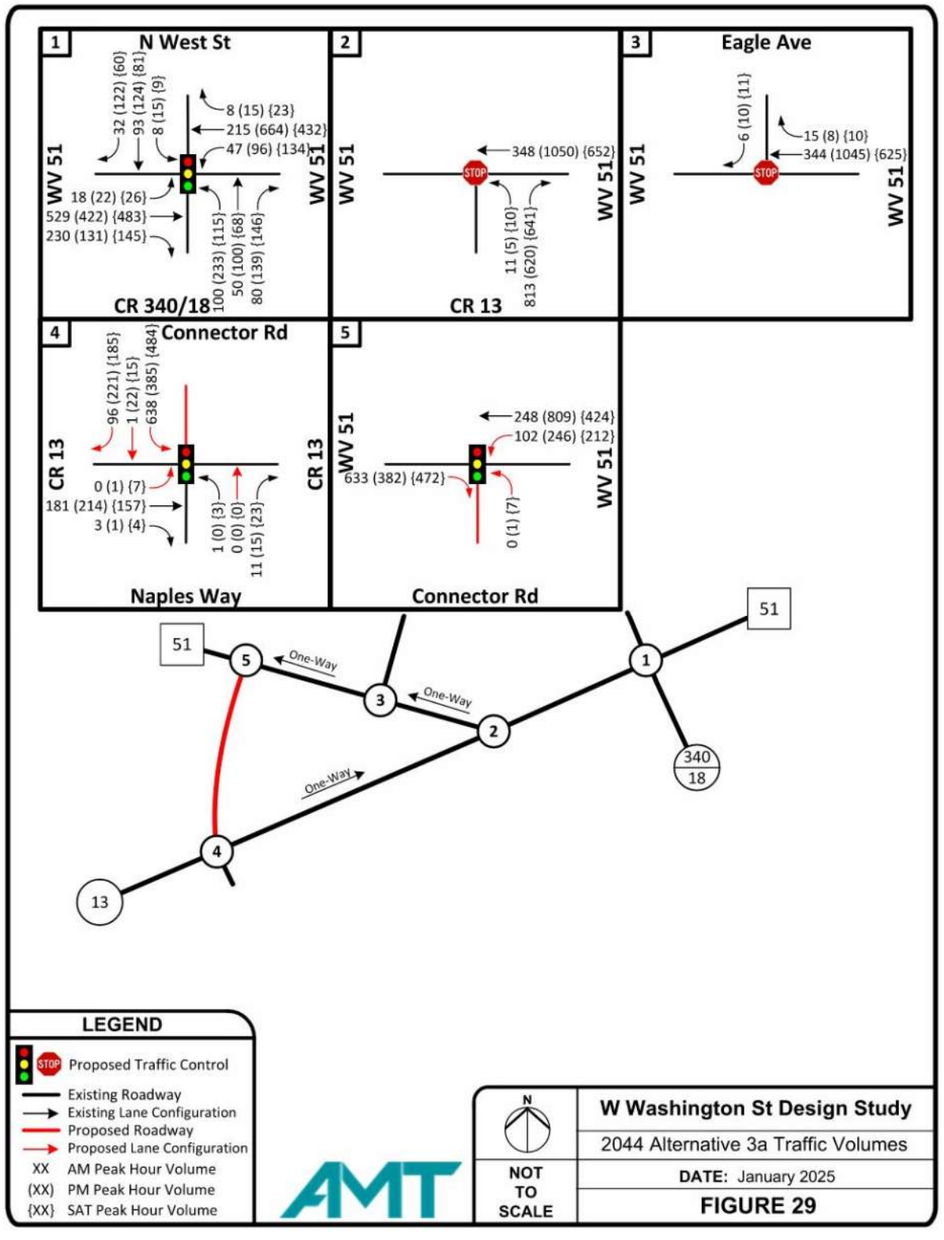


Figure 30: 2044 Alternative No. 3b Traffic Volumes

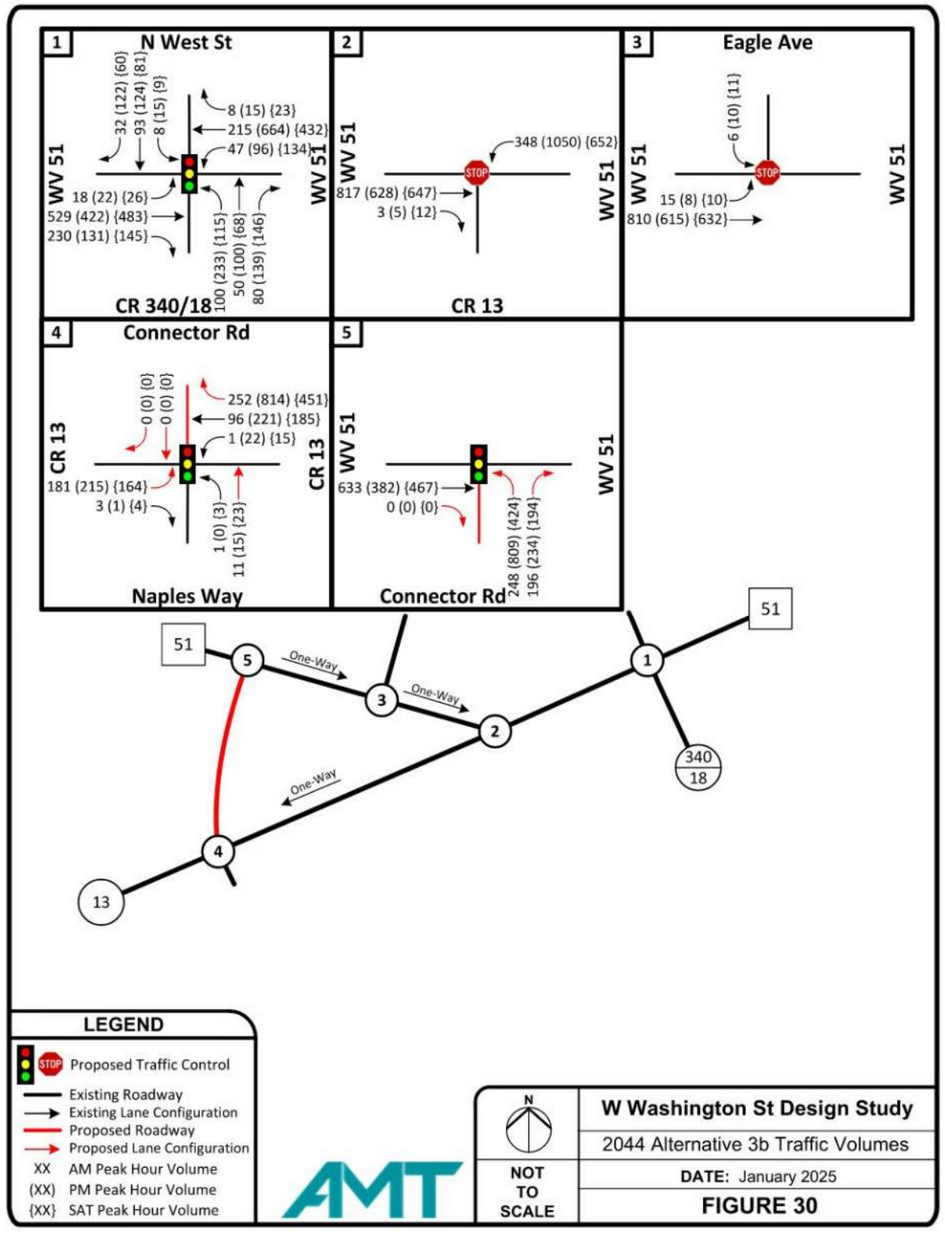


Figure 31: 2044 Alternative No. 4a Traffic Volumes

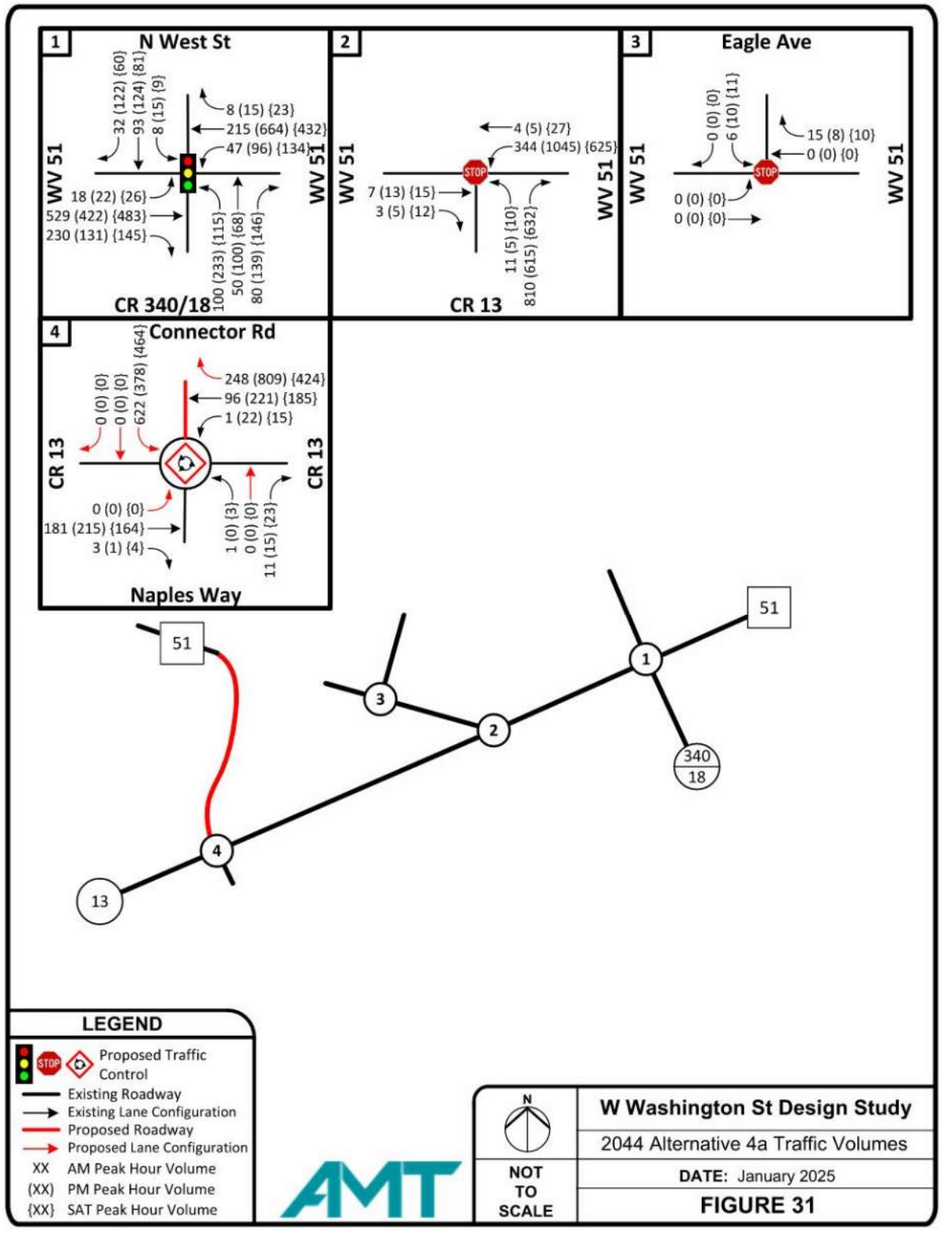


Figure 32: 2044 Alternative No. 4b Traffic Volumes

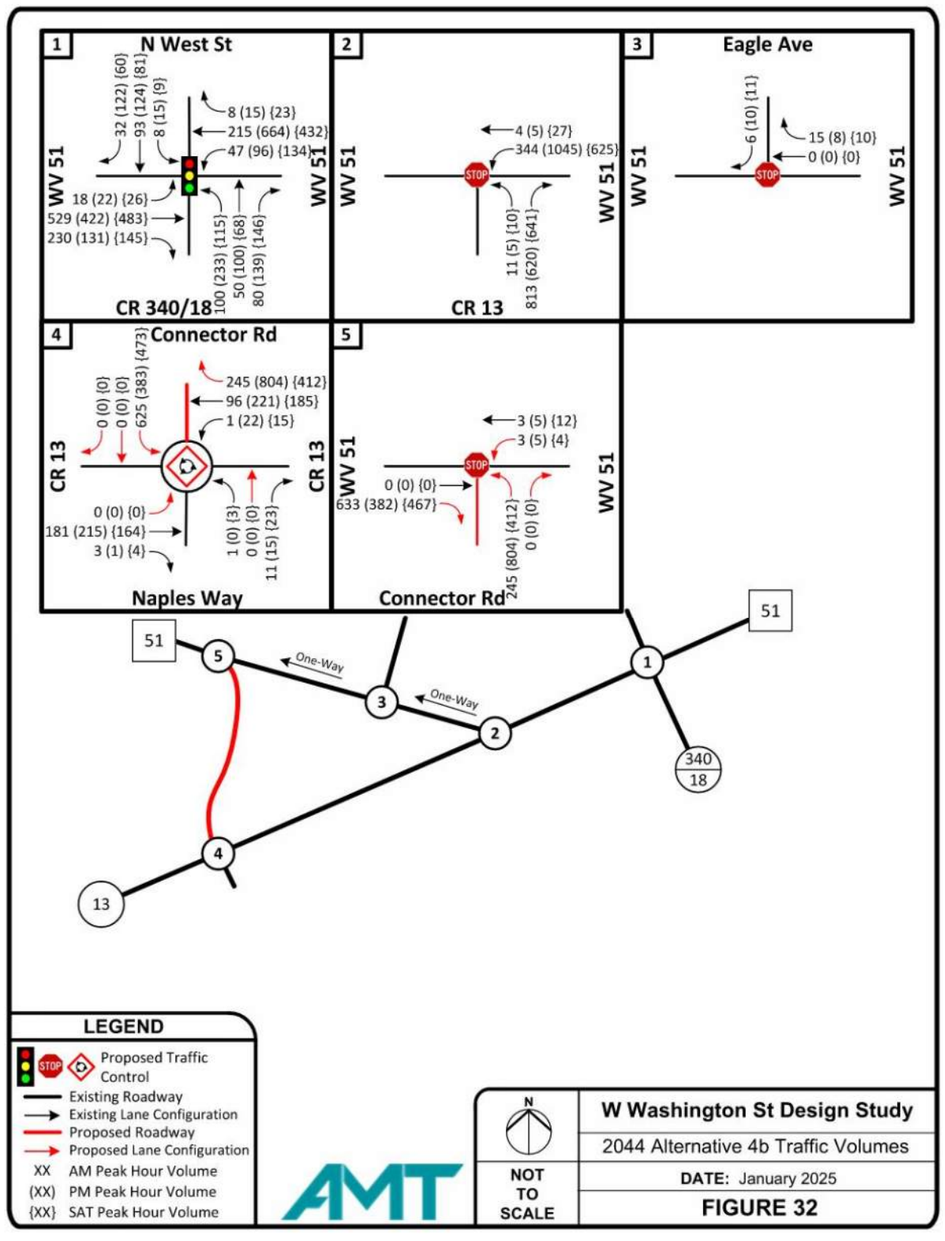
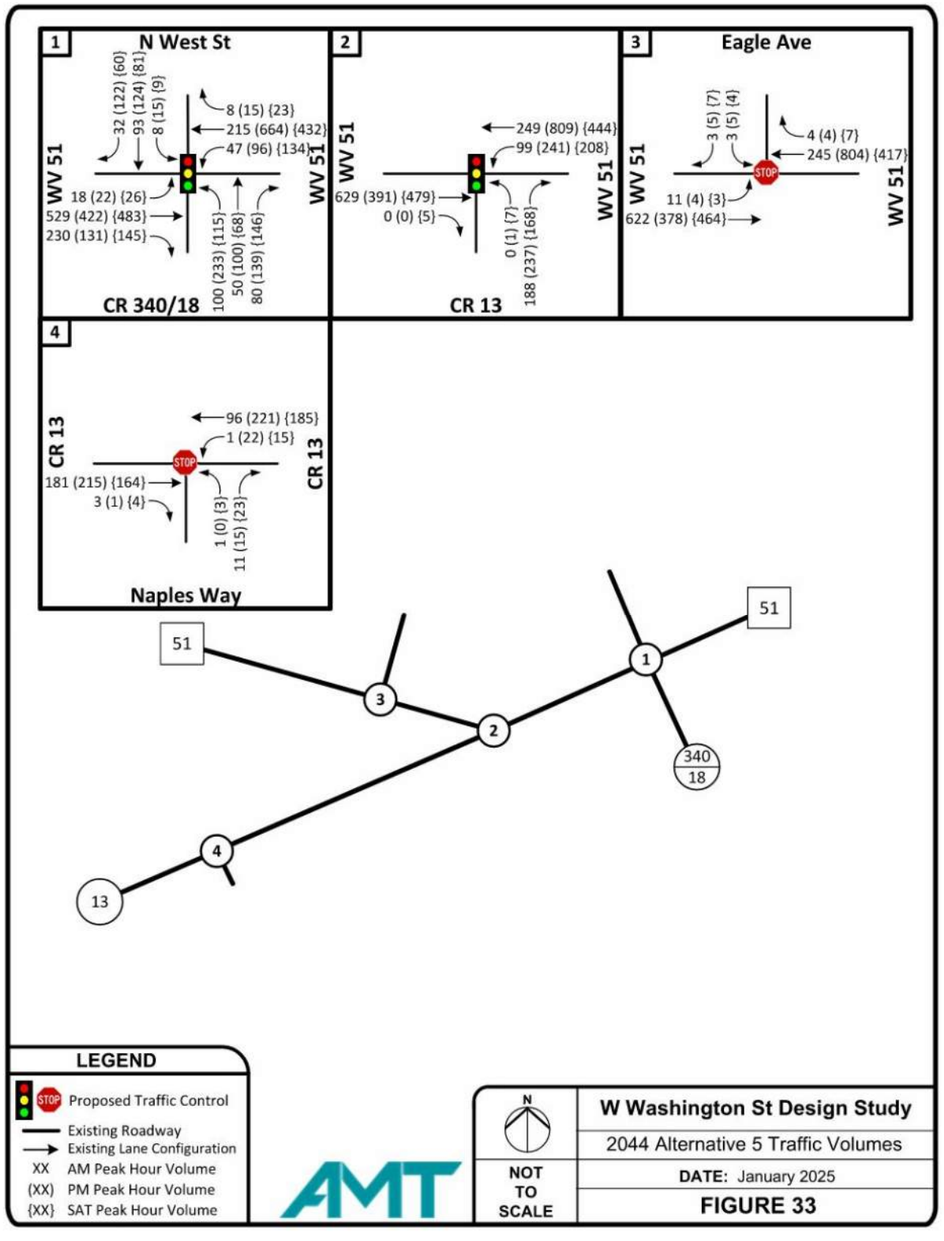


Figure 33: 2044 Alternative No. 5 Traffic Volumes



Crash Data

Crash data was obtained from the WVDOH AASHTOWare Safety portal for the five-year period from January 1, 2017, to December 31, 2021. Crash data was collected along WV 51 between the railroad crossing to the west and the intersection of CR 340/18 to the east. Crash data was also collected along CR 13 between Naples Way to the west and WV 51 to the east. Over the five-year study period, a combined total of 51 crashes were reported to occur within the study area, 10 of those crashes occurring at the WV 51 with CR 13 intersection. Of the 51 crashes, 10 occurred on wet pavement and 36 occurred during daylight hours. Only 15 injury crashes were reported over the five-year period resulting in one Type A (incapacitating injury), four Type B (non-incapacitating injury), and 10 Type C (possibly injury) crashes. **Table 2** provides a summary of the total number of crashes, severity, and classification of events.

Table 2: Crash Data by Crash Severity (2017-2021)

Crash Type	Number of Crashes	Percent of Total
Total Crashes	51	100.00%
Fatal Crashes	0	0.00%
Non-Fatal Injury Crashes	15	29.41%
Property Damage Only Crashes	37	72.55%
Daylight Crashes	36	70.59%
Dark Crashes	15	29.41%
Dry Crashes	41	80.39%
Wet Crashes	10	19.61%

The 51 total reported crashes include 26 rear end crashes, 11 angle crashes, eight single vehicle crashes, five sideswipe (same direction) crash, and one sideswipe (opposite direction) crash. The most prevalent crash type to occur were rear end (slow or stop) crashes, accounting for 51% of reported crashes. Rear end crashes are common at intersections for signal and stop controlled approaches. Angle crashes accounted for 22% of reported crashes. Angle crashes are the most likely to result in injuries and are potentially mitigated by installation of a traffic signal or roundabout. Single vehicle, sideswipe (same direction), and sideswipe (opposite direction) crashes accounted for 16%, 10%, and 2% of reported crashes, respectively. No cyclist crashes were reported to occur in the previous five years. **Table 3** provides a summary of the crash types in the study area for the five-year period from 2017 to 2021. The crash data used for this analysis is shown in **Appendix G**.

Table 3: Crash Data by Crash Types (2017-2021)

Crash Type	Number of Crashes	Percent of Total
Right Angle	9	17.65%
Angle (Front to Side) Opposite Direction	2	3.92%
Angle (Front to Side) Same Direction	0	0.00%
Head On	0	0.00%
Single Vehicle	8	15.69%
Rear End	26	50.98%
Sideswipe, Opposite Direction	1	1.96%
Sideswipe, Same Direction	5	9.80%

The WV 51 corridor crash rate from the Railroad crossing to the west and the intersection with CR 340/18 is 569 crashes per million vehicle miles traveled (CPMVMT). WV 51 is classified as an Urban Minor Arterial with the WV Statewide Average Crash Rate being 290 CPMVMT. While the rate for WV 51 exceeds the statewide average, it is a relatively short segment that contains several intersections and it is prudent to evaluate the individual intersections than as a segment. **Table 4** provides the corridor crash rate for the five-year period from 2017 to 2021.

Table 4: WV 51 Corridor Crash Rate (2017-2021)

Segment	Length	ADT (2024)	Crashes	Years	Crash Rate	Statewide Average Crash Rate (2020)	Above Statewide Average? (Y/N)
RR to CR 340/18	0.45	10,915	51	5	569	290	Yes

No reported crashes occurred along the CR 13 segment between Naples Way and WV 51.

Of the 51 reported crashes, 23 occurred at the intersection of WV 51 with CR 340/18. The 23 reported intersection crashes include 10 rear end crashes, eight angle crashes, three sideswipe (same direction) crashes, and two single vehicle crashes. The 23 reported intersection crashes resulted in one Type A and five Type C injury crashes. The WV 51 with CR 340/18 intersection crash rate is 0.674 crashes per million entering vehicles (CPMEV), which is not an elevated rate compared with similar intersections.

Of the eight angle crashes at the intersection, three resulted from red light running, three resulted from failure to stop on flashing red, and two resulted from failure to yield right-of-way. **Table 5** provides the WV 51 with CR 340/18 intersection crash rate for the five-year period from 2017 to 2021.

Table 5: WV 51 (W Wash St.) with CR 340/18 (S West St.)/N West St. Intersection Crash Rate (2017-2021)

Intersection	EV	Crashes	Years	Crash Rate
WV 51 WITH CR 340/18	18,689	23	5	0.674

Of the 51 reported crashes, 10 occurred at the intersection of WV 51 with CR 13. The 10 reported intersection crashes include six rear end crashes, two angle crashes, one single vehicle crash, and one sideswipe (opposite direction) crash. The nine reported intersection crashes resulted in one Type B and two Type C injury crashes. The WV 51 with CR 13 intersection crash rate is 0.426 CPMEV, which is not an elevated rate compared with similar intersections. **Table 6** provides the WV 51 with CR 13 intersection crash rate for the five-year period from 2017 to 2021.

Table 6: WV 51 (W Wash St. / MLK Jr. Blvd.) with CR 13 (Summit Point Rd.) Intersection Crash Rate (2017-2021)

Intersection	EV	Crashes	Years	Crash Rate
WV 51 WITH CR 13	12,862	10	5	0.426

Figure 34 displays the crash intensity map for the study area. Intersection collision diagrams are shown for the WV 51 with CR 13 and WV 51 with CR 340/18 intersections in **Figure 35** and **Figure 36,** respectively.

Figure 34: Crash Intensity Map – 2017-2021

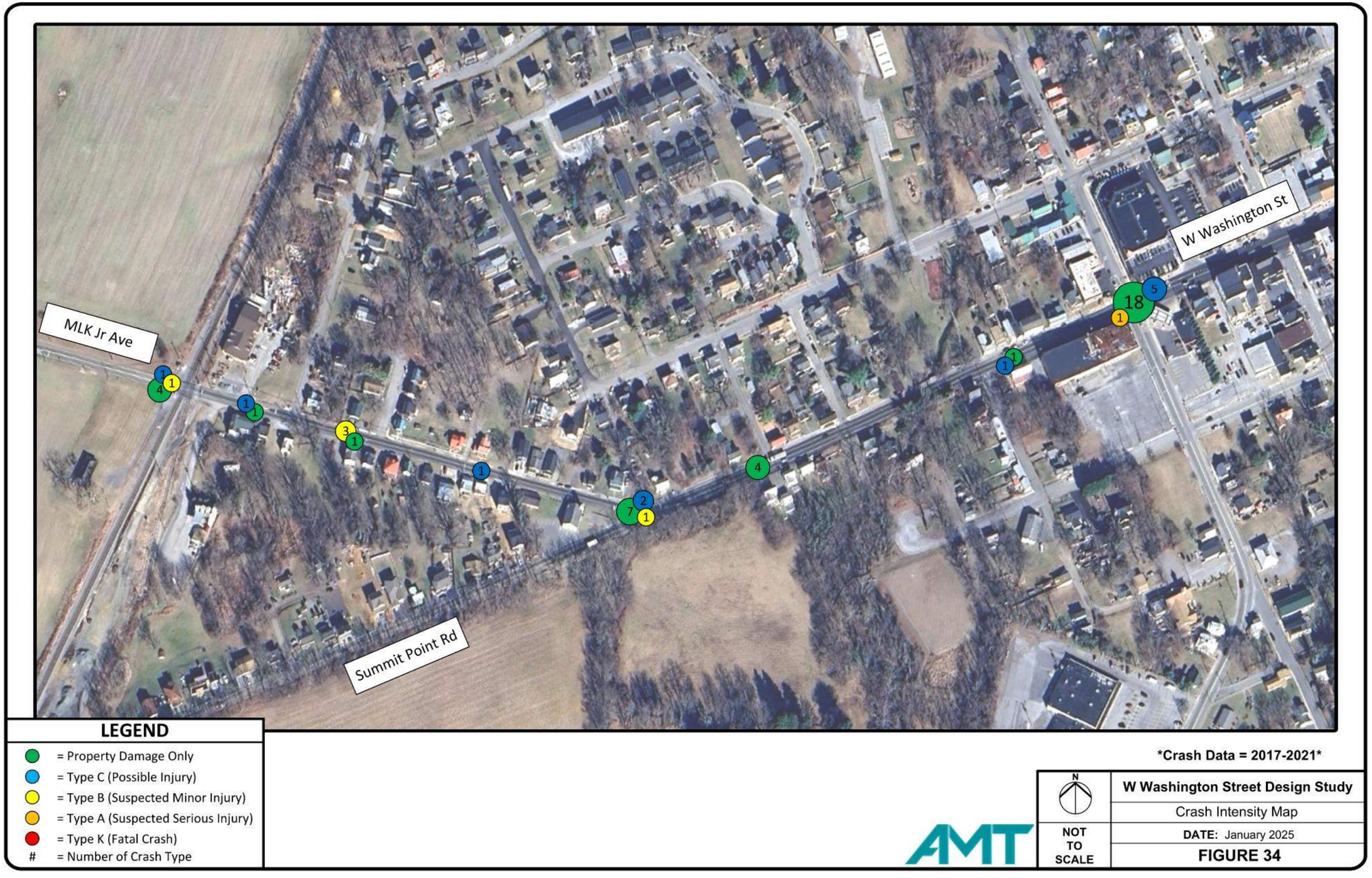
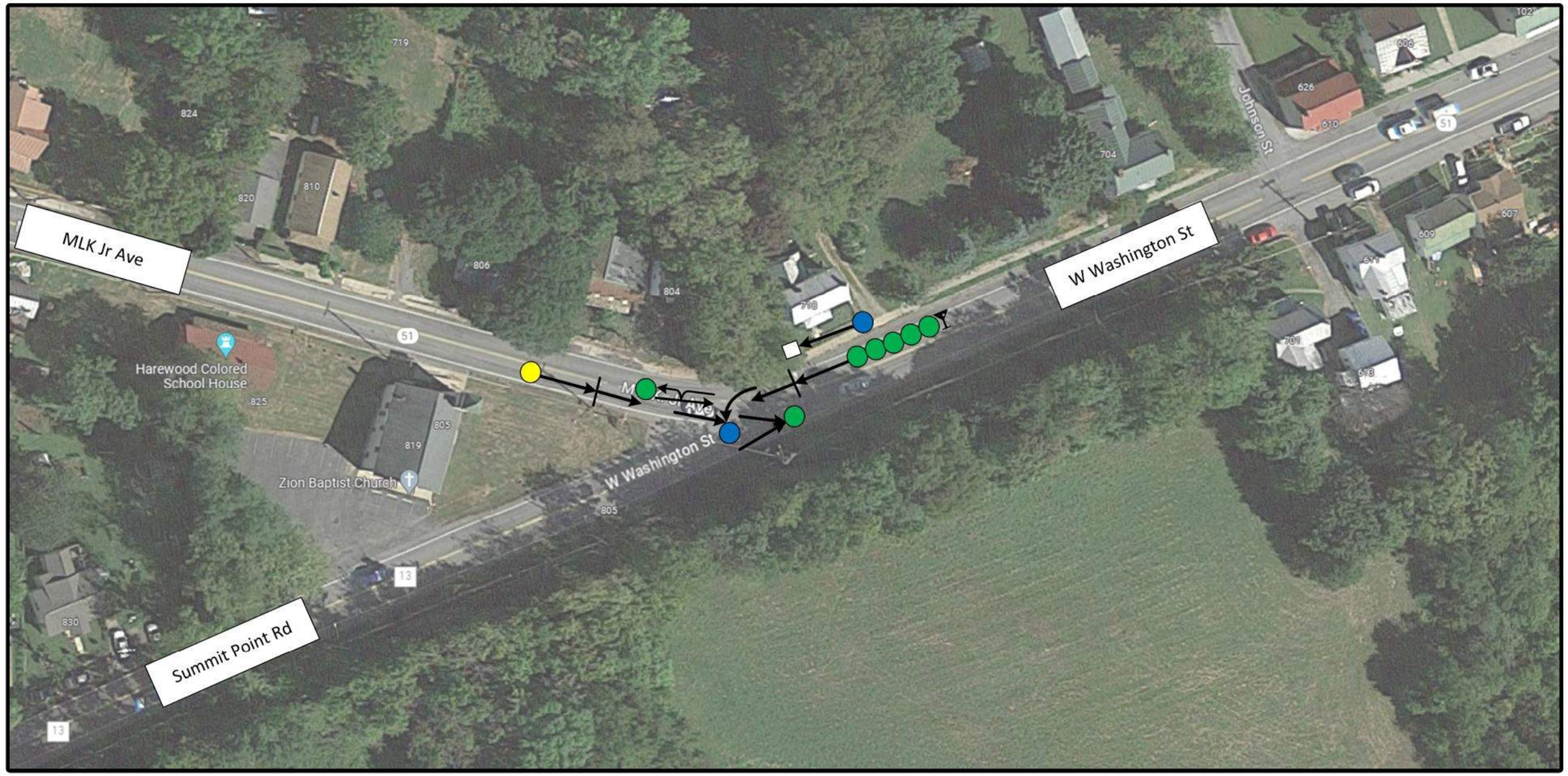


Figure 35: Collision Diagram – WV 51 with CR 13

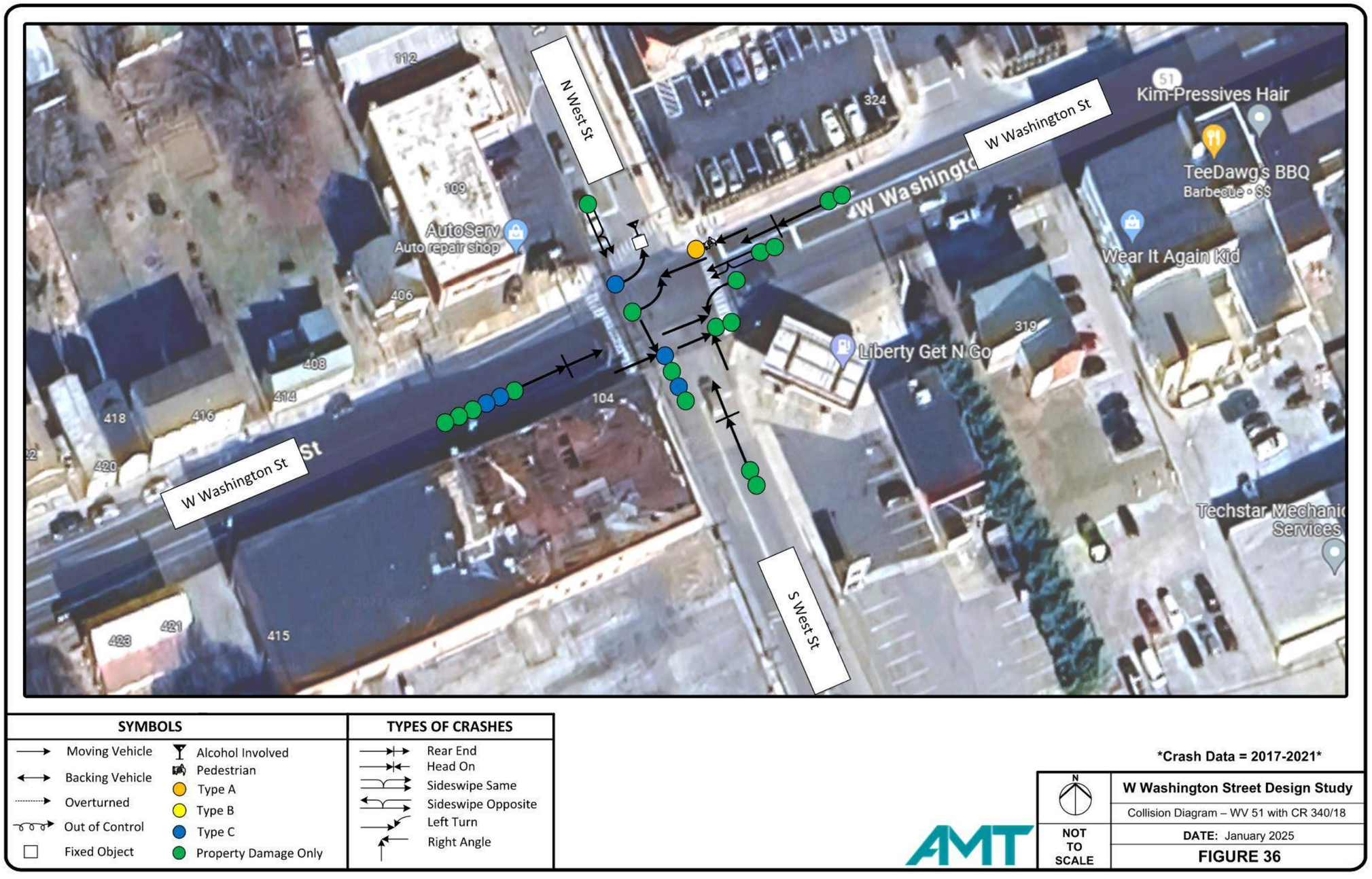


SYMBOLS		TYPES OF CRASHES
Moving Vehicle	Alcohol Involved	Rear End
Backing Vehicle	Type A	Head On
Overturned	Type B	Sideswipe Same
Out of Control	Type C	Sideswipe Opposite
Fixed Object	Property Damage Only	Left Turn
		Right Angle

Crash Data = 2017-2021

N	**W Washington Street Design Study**
	Collision Diagram – WV 51 with CR 13
NOT TO SCALE	**DATE:** January 2025
	FIGURE 35

Figure 36: Collision Diagram – WV 51 with CR 340/18



SYMBOLS		TYPES OF CRASHES
Moving Vehicle	Alcohol Involved	Rear End
Backing Vehicle	Pedestrian	Head On
Overturned	Type A	Sideswipe Same
Out of Control	Type B	Sideswipe Opposite
Fixed Object	Type C	Left Turn
	Property Damage Only	Right Angle

Crash Data = 2017-2021

N	**W Washington Street Design Study**
NOT TO SCALE	Collision Diagram – WV 51 with CR 340/18
	DATE: January 2025
	FIGURE 36

Intersection Capacity Analysis

The *Highway Capacity Manual (HCM)* defines capacity as the maximum suitable flow rate at which vehicles reasonably can be expected to traverse a point during a specified time period. Capacity uses the measure of efficiency, Level-of-Service (LOS), to describe the traffic performance at intersections. LOS is defined for the overall intersection delay for signalized intersections. An acceptable LOS for a signalized intersection is considered to be LOS D or better (i.e., A, B, C or D).

At unsignalized intersections, the LOS is defined by the control delay for the movement that must yield right-of-way. It may be typical for stop-controlled minor streets to experience long delays during peak periods, while the majority of the traffic flows through the intersection on the major street travel unimpeded.

The procedures outlined in the *Highway Capacity Manual*; 6th Edition were used as guidelines for the analysis of the study area intersections. This manual provides procedures for the analysis of both signalized and unsignalized intersections. LOS categories range from LOS "A" (best) to "F" (worst) as shown in **Table 7**.

Table 7: Level of Service Criteria

Level of Service (LOS)	SIGNALIZED Intersection Control Delay (sec/veh)	UNSIGNALIZED Intersection Control Delay (sec/veh)	Intersection LOS Description
A	≤ 10.0	≤ 10.0	Free flow, insignificant delays.
B	10.1-20.0	10.1-15.0	Stable operation, minimal delays.
C	20.1-35.0	15.1-25.0	Stable operation, acceptable delays.
D	35.1-55.0	25.1-35.0	Restricted flow, common delays.
E	55.1-80.0	35.1-50.0	Maximum capacity, extended delays. Volumes at or near capacity. Long queues form upstream from intersection.
F	> 80.0	> 50.0	Forced flow, excessive delays. Represents jammed conditions. Intersection operates below capacity with low volumes. Queues may block upstream intersections.

LOS analysis was completed through the use of Synchro, version 11.1. The software package categorizes the LOS based on *HCM* methodology and criteria. According to industry standards, any signalized intersection or any approach of an unsignalized intersection is considered acceptable if the average delay is at LOS D or better with LOS A representing little or no delay. Any signalized intersection or approach with a LOS of E or F is considered substandard and may need solutions to improve the operational performance. LOS analysis of roundabout intersections was completed through the use of SIDRA, version 9.1. Copies of the Synchro and SIDRA analyses outputs for each analysis year/scenario are shown in **Appendix E**.

2024 Existing Conditions

1) WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street Intersection

The intersection is under four-way traffic signal control. The WV 51 eastbound approach currently operates at LOS A during the AM peak hour, LOS B during the PM peak hour, and LOS A during the Saturday Midday peak hour under signal control. The WV 51 westbound approach currently operates at LOS A during the AM peak hour, LOS B during the PM peak hour, and LOS A during the Saturday Midday peak hour. The CR 340/18 northbound approach presently operates at LOS D during the AM, PM, and Saturday Midday peak hours. The N West Street southbound approach presently operates at LOS C during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection currently operates at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour. The WV 51 (W Washington Street) westbound left-turn movement to CR 340/18 queue currently exceeds storage during the PM peak hour.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Existing stop control at the intersection consists of modified All-Way Stop-Control (AWSC). All approaches have STOP signs but the WV 51 westbound approach STOP sign has a supplemental "EXCEPT WHEN TURNING RIGHT" sign which allows those desiring to continue on WV 51 to proceed freely. HCM cannot analyze this stop control configuration and thus the intersection was analyzed under typical AWSC.

Analysis reveals that the WV 51 eastbound approach operates at LOS D during the AM peak hour, LOS C during the PM peak hour, and LOS C during the Saturday Midday peak hour under stop control. The WV 51 westbound approach operates at LOS B during the AM peak hour, LOS F during the PM peak hour, and LOS D during the Saturday Midday peak hour. The CR 13 northbound approach currently operates at LOS B during the AM, PM, and Saturday Midday peak hours. The overall AWSC intersection currently operates at LOS C during the AM peak hour, LOS F during the PM peak hour, and LOS C during the Saturday Midday peak hour. The WV 51 (W Washington Street / MLK Jr. Blvd.) westbound approach to CR 13 (Summit Point) currently has a queue length of 675 feet during the PM peak hour.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection

Analysis indicates the WV 51 eastbound left-turn movement to Eagle Avenue currently operates at LOS A during the AM, PM, and Saturday Midday peak hours. The WV 51 westbound approach operates as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach currently operates at LOS B during the AM, PM, and Saturday Midday peak hours under stop control.

4) CR 13 (Summit Point Road) with Naples Way Intersection

The CR 13 eastbound approach operates as free-flow traveling unimpeded through the intersection. The CR 13 westbound left-turn movement to Naples Way currently operates at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach operates at LOS A during the AM, PM, and Saturday Midday peak hours under stop control.

Figure 37 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2024 Existing Conditions for each lane group movement at each study intersection.

2024 Proposed Conditions

Alternative No. 1 – Single-Lane Roundabout

Alternative No. 1 consists of constructing a single-lane roundabout just for the intersection of WV 51 with CR 13. All three existing approaches are proposed to utilize the roundabout. Property access to the first six (6) properties on the CR 13 approach would be combined into one access point to the proposed CR 13 realigned approach. No additional study area improvements are included in Alternative No. 1.

Analysis is provided for the Alternative No. 1 scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2024 Existing Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Following construction of the proposed roundabout, analysis indicates that the WV 51 eastbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under roundabout yield control. The WV 51 westbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The CR 13 northbound approach to WV 51 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The overall roundabout intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. Only one queue length would exceed 100 feet for any approach during the peak hours analyzed, which is the WV 51 (W Washington Street / MLK Jr. Blvd.) westbound approach to CR 13 (Summit Point Road) during the PM peak hour.

Figure 38 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2024 Alternative No. 1 Conditions for each lane group movement at each study intersection.

Alternative No. 2 – WV 51 and CR 13 Connector Road

Alternative No. 2 consists of constructing a connector road between WV 51 west of the railroad crossing and CR 13 opposite Naples Way. Traffic signals are proposed at the two intersections with the connector road. In addition, CR 13 would be stubbed and converted to a dead-end cul-de-sac just shy WV 51. Existing traffic volumes utilizing the WV 51 with CR 13 intersection are diverted to the connector road intersections. No additional improvements are included in Alternative No. 2.

Analysis is provided for the Alternative No. 2 scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2024 Existing Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Following removal of the CR 13 northbound approach, traffic traveling on WV 51 would operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 approaches are removed in this alternative. Queue lengths are not expected to exceed 150 feet for any movement during the peak hours analyzed.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue

Analysis indicates the WV 51 eastbound left-turn movement to Eagle Avenue would continue to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The WV 51 westbound approach to Eagle Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour under stop control.

Delay on the Eagle Avenue southbound approach to WV 51 increases minimally due to the increase in traffic on WV 51.

4) CR 13 (Summit Point Road) with Naples Way/Connector Road

Following installation of a traffic signal and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under signal control. The CR 13 westbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours. The Connector Road southbound approach to CR 13 is expected to operate at LOS D during the AM peak hour, LOS C during the PM peak hour, and LOS C during the Saturday Midday peak hour. The overall signalized intersection is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours.

5) WV 51 with Connector Road Intersection

Following installation of a traffic signal and construction of the connector road, analysis indicates the WV 51 eastbound approach to Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under signal control. The WV 51 westbound approach to Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Connector Road northbound approach to WV 51 is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

Figure 39 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2024 Alternative No. 2 Conditions for each lane group movement at each study intersection.

Alternative No. 3a – WV 51 and CR 13 Connector Road (One-way WV 51 WB / One-way CR 13 NB)

Alternative No. 3a consists of constructing the same connector road detailed in Alternative No. 2 with the traffic signals installed. However, instead of stubbing the CR 13 approach to WV 51, it is proposed WV 51 and CR 13 be converted to one-way traffic. WV 51 would be one-way westbound from CR 13 to the connector road and CR 13 would be one-way northbound from the connector road to WV 51. This diverts the heavy WV 51 westbound left-turn movement from CR 13 to the connector road and allows CR 13 northbound right-turn traffic to operate as free-flow onto WV 51. Left-turns from CR 13 northbound to WV 51 westbound will continue to be permitted. No additional improvements are included in Alternative No. 3a.

Analysis is provided for the Alternative No. 3a scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2024 Existing Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection
Following implementation of one-way conversion, the WV 51 eastbound approach is removed and traffic traveling on WV 51 westbound would operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 westbound approach is removed in this alternative. The CR 13 northbound left-turn movement is expected to operate at LOS A during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour under stop control while the CR 13 northbound right-turn movement operates as free-flow traveling unimpeded through the intersection. Queue lengths are not expected to exceed 150 feet for any movement during the peak hours analyzed.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection
Following implementation of one-way conversion, the WV 51 eastbound approach is removed and the Eagle Avenue southbound approach would be modified to right-turn only. The WV 51 westbound approach to Eagle Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS A during the AM peak hour, LOS B during the PM peak hour, and LOS B during the Saturday Midday peak hour under stop control.

Delay on the Eagle Avenue southbound approach to WV 51 decreases minimally due to the modification to lane configuration on the approach.

4) CR 13 with Naples Way/Connector Road Intersection
Following installation of a traffic signal and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours under signal control. The Naples Way northbound approach to CR 13 is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours. The Connector Road southbound approach to CR 13 is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS B during the Saturday Midday peak hour. The overall signalized intersection is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours.

5) WV 51 with Connector Road Intersection
Following installation of a traffic signal and construction of the connector road, analysis indicates the WV 51 eastbound approach to Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under signal control. The WV 51 westbound approach to Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Connector Road northbound approach to WV 51 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

Figure 40 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2024 Alternative No. 3a Conditions for each lane group movement at each study intersection.

Alternative No. 3b – WV 51 and CR 13 Connector Road (One-way WV 51 EB / One-way CR 13 SB)
Alternative No. 3b is similar to Alternative No. 3a but with the one-way conversion flipped. WV 51 would be one-way eastbound from the connector road to CR 13 and CR 13 would be one-way southbound from WV 51 to the connector road. This diverts all CR 13 northbound traffic at WV 51 to the new connector road intersection with WV 51. In addition, all WV 51 westbound traffic is diverted to left-turns onto CR 13. No additional improvements are included in Alternative No. 3b.

Analysis is provided for the Alternative No. 3b scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2024 Existing Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection
Following implementation of flipped one-way conversion, traffic traveling on WV 51 eastbound would operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 eastbound approach is removed in this alternative. The WV 51 westbound left-turn movement is expected to operate at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour. Existing stop-control on the WV 51 westbound approach is removed in this alternative. The CR 13 northbound approach to WV 51 is removed during this alternative. Queue lengths are not expected to exceed 400 feet for any movement during the peak hours analyzed.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection
Following implementation of one-way conversion, the WV 51 westbound approach is removed and the Eagle Avenue southbound approach would be modified to left-turn only. Analysis indicates the WV 51 eastbound left-turn movement to Eagle Avenue would continue to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours under stop control.

4) CR 13 with Naples Way/Connector Road Intersection
Following installation of a traffic signal and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under signal control. The CR 13 westbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 is expected to operate at LOS C during the AM peak hour, LOS D during the PM peak hour, and LOS C during the Saturday Midday peak hour. The Connector Road southbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

5) WV 51 with Connector Road Intersection

Following installation of a traffic signal and construction of the connector road, analysis indicates the WV 51 eastbound approach to Connector Road is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours under signal control. The Connector Road northbound approach to WV 51 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours.

Figure 41 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2024 Alternative No. 3b Conditions for each lane group movement at each study intersection.

Alternative No. 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13

Alternative No. 4a is similar to Alternative No. 2 in that a connector road is proposed between WV 51 and CR 13. However, instead of the connector road intersecting WV 51, WV 51 would be diverted to the south intersecting CR 13 opposite Naples Way at a single-lane roundabout. In addition, WV 51 would be stubbed just east of the existing railroad crossing to eliminate one of the two crossings in the study area. All WV 51 traffic would be diverted to utilize the proposed rerouted WV 51 approach. No additional improvements are included in Alternative No. 4a.

Analysis is provided for the Alternative No. 4a scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2024 Existing Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Following implementation of rerouting WV 51, traffic traveling on WV 51 eastbound is significantly reduced with the original eastbound through traffic being diverted to CR 13 northbound right-turns. In addition, nearly all original WV 51 through traffic is diverted to left-turns onto CR 13.

The WV 51 eastbound approach would operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 eastbound approach is removed in this alternative. The WV 51 westbound left-turn movement is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. Existing stop-control on the WV 51 westbound approach is removed in this alternative. The CR 13 northbound approach to WV 51 is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours under stop control. Queuing is not expected to exceed 200 feet for any movement during the peak hours analyzed.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection

Following stubbing the WV 51 approach east of the railroad crossing, traffic on the WV 51 eastbound approach is significantly reduced. Analysis indicates the WV 51 eastbound left-turn movement to Eagle Avenue is not expected to generate vehicular volume during the AM, PM, and Saturday Midday peak hours. The WV 51 westbound approach to Eagle Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under stop control.

4) CR 13 with Naples Way/Realigned WV 51 Intersection

Following installation of a roundabout and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under roundabout yield control. The CR 13 westbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Connector Road southbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The overall roundabout intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

The CR 13 westbound approach is proposed to consist of a shared left/thru lane and a right-turn slip lane with 225 feet of full-width storage to mitigate queues on the approach extending to the adjacent railroad crossing.

Figure 42 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2024 Alternative No. 4a Conditions for each lane group movement at each study intersection.

Alternative No. 4b – WV 51 Realignment to Single-Lane Roundabout at CR 13 with One-Way WB MLK Jr. Blvd.

Alternative No. 4b is similar to Alternative No. 4a in that WV 51 would be diverted to the south intersecting CR 13 opposite Naples Way at a single-lane roundabout. In addition, MLK Jr. Blvd. would be a one-way westbound only movement from the intersection at CR 13 (Summit Point Road) and W Washington Street. All WV 51 traffic would be diverted to utilize the proposed rerouted WV 51. No additional improvements are included in Alternative No. 4b.

Analysis is provided for the Alternative No. 4b scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2024 Existing Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Following implementation of one-way conversion and rerouting WV 51, traffic traveling on WV 51 eastbound (MLK Boulevard) is eliminated with the original eastbound through traffic being diverted to CR 13 northbound right-turns. Left-turns from CR 13 northbound to WV 51 westbound will continue to be permitted. In addition, nearly all original WV 51 through traffic is diverted to left-turns onto CR 13.

The WV 51 eastbound approach is eliminated with the existing stop-control on the WV 51 eastbound approach removed in this alternative. The WV 51 westbound approach is expected to operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 westbound approach is removed in this alternative. The CR 13 northbound left-turn movement to WV 51 is expected to operate at LOS B during the AM, LOS E during the PM, and LOS C during the Saturday Midday peak hours under stop control while the adjacent right-turn movement operates as free-flow traveling unimpeded through the intersection. Queuing is not expected to exceed 50 feet for any movement during the peak hours analyzed.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection

Following one-way conversion of WV 51, traffic on the WV 51 eastbound approach is eliminated. Analysis indicates the WV 51 westbound approach to Eagle Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach (right-turn only) to WV 51 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under stop control.

4) CR 13 with Naples Way/Realigned WV 51 Intersection

Following installation of a roundabout and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under roundabout yield control. The CR 13 westbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Connector Road southbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The overall roundabout intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

Figure 43 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2024 Alternative No. 4b Conditions for each lane group movement at each study intersection.

Alternative No. 5 – WV 51 at CR 13 Traffic Signal

Alternative No. 5 consists of installing a traffic signal at the existing intersection of WV 51 with CR 13. All three existing approaches are proposed to utilize the traffic signal. No additional improvements are included in Alternative No. 5.

Analysis is provided for the Alternative No. 5 scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2024 Existing Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Following installation of a traffic signal, analysis indicates that the WV 51 eastbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under signal control. The WV 51 westbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The CR 13 northbound approach to WV 51 is expected to operate at LOS D during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS A during the Saturday Midday peak hour. Queuing is not expected to exceed 200 feet for any movement during the peak hours analyzed.

Figure 44 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2024 Alternative No. 5 Conditions for each lane group movement at each study intersection.

Table 8 provides a LOS summary for the study intersections during the weekday AM, weekday PM, and Saturday Midday peak hours for the existing configuration and each alternative for 2024 traffic conditions.

Table 8: 2024 Level of Service Analysis Summary

Intersection	Movement	2024 Existing Conditions						2024 Alternative 1 Conditions						2024 Alternative 2 Conditions					
		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak	
		LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
Intersection 1 - WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street	EB Left/Thru/Right	A	8.0	B	14.7	A	9.3	A	8.0	B	14.7	A	9.3	A	8.0	B	14.7	A	9.3
	EB Approach	A	8.0	B	14.7	A	9.3	A	8.0	B	14.7	A	9.3	A	8.0	B	14.7	A	9.3
	WB Left-Turn	A	4.2	B	11.5	A	7.4	A	4.2	B	11.5	A	7.4	A	4.2	B	11.5	A	7.4
	WB Thru/Right	A	4.3	B	14.8	A	7.1	A	4.3	B	14.8	A	7.1	A	4.3	B	14.8	A	7.1
	WB Approach	A	4.3	B	14.5	A	7.2	A	4.3	B	14.5	A	7.2	A	4.3	B	14.5	A	7.2
	NB Left/Thru/Right	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0
	NB Approach	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0
	SB Left-Turn	C	31.0	B	19.7	C	27.3	C	31.0	B	19.7	C	27.3	C	31.0	B	19.7	C	27.3
	SB Thru/Right	C	33.2	C	22.1	C	29.2	C	33.2	C	22.1	C	29.2	C	33.2	C	22.1	C	29.2
	SB Approach	C	33.1	C	22.0	C	29.1	C	33.1	C	22.0	C	29.1	C	33.1	C	22.0	C	29.1
Existing Four-Leg Signalized Intersection	Overall	B	14.8	C	20.3	B	15.6	B	14.8	C	20.3	B	15.6	B	14.8	C	20.3	B	15.6
Intersection 2 - WV 51 (W Washington Street/MLK Jr Boulevard) with CR 13 (Summit Point Road)	EB Thru/Right	D	26.3	C	17.1	C	20.5	A	7.3	A	6.0	A	7.0	N/A	FREE	N/A	FREE	N/A	FREE
	EB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	D	26.3	C	17.1	C	20.5	A	7.3	A	6.0	A	7.0	N/A	0.0	N/A	0.0	N/A	0.0
	WB Left/Thru	B	12.8	F	94.9	D	25.1	A	3.9	A	5.9	A	5.2	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE
	WB Approach	B	12.8	F	94.9	D	25.1	A	3.9	A	5.9	A	5.2	N/A	0.0	N/A	0.0	N/A	0.0
	NB Left/Right	B	10.3	B	11.8	B	10.7	A	7.3	A	5.6	A	5.9	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (AWSC)	NB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Three-Leg Unsignalized Intersection (TWSC, Alt 3a,	NB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alt 4a, & 4b)	NB Approach	B	10.3	B	11.8	B	10.7	A	7.3	A	5.6	A	5.9	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Three-Leg Signalized Intersection (Alt 5)	Overall	C	19.7	F	65.0	C	21.5	A	6.3	A	5.9	A	6.0	N/A	N/A	N/A	N/A	N/A	N/A
Intersection 3 - WV 51 (MLK Jr Boulevard) with Eagle Avenue	EB Left-Turn	A	7.7	A	8.7	A	7.9	A	7.7	A	8.7	A	7.9	A	7.9	A	9.4	A	8.4
	EB Approach	N/A	0.1	N/A	0.1	N/A	0.0	N/A	0.1	N/A	0.1	N/A	0.0	N/A	0.1	N/A	0.1	N/A	0.0
	WB Thru/Right	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	WB Approach	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	SB Left/Right	B	12.0	B	14.8	B	11.6	B	12.0	B	14.8	B	11.6	B	14.2	C	20.0	B	14.0
	SB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (TWSC)	SB Approach	B	12.0	B	14.8	B	11.6	B	12.0	B	14.8	B	11.6	B	14.2	C	20.0	B	14.0
Intersection 4 - CR 13 (Summit Point Road) with Naples Way/Connector Road	EB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	2.0	A	3.7	A	3.3
	EB Thru/Right	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	A	1.7	A	2.9	A	2.8
	EB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	A	2.0	A	3.6	A	3.2
	WB Left-Turn	A	7.5	A	7.6	A	7.5	A	7.5	A	7.6	A	7.5	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	0.0	A	2.9	A	2.8
	WB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Approach	N/A	0.1	N/A	0.7	N/A	0.6	N/A	0.1	N/A	0.7	N/A	0.6	A	0.0	A	2.9	A	2.8
	NB Left/Right	A	9.2	A	9.2	A	9.3	A	9.2	A	9.2	A	9.3	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	26.2	C	22.2	C	22.7
	NB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Approach	A	9.2	A	9.2	A	9.3	A	9.2	A	9.2	A	9.3	C	26.2	C	22.2	C	22.7
	SB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	26.0	C	22.2	C	22.7
	SB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	D	37.4	C	30.2	C	30.1
	SB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (TWSC)	SB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Four-Leg Signalized Intersection (Alt 3a & 3b)	SB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	D	37.1	C	29.5	C	29.1
Proposed Four-Leg Roundabout Intersection (Alt 4a & 4b)	Overall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	14.8	B	16.9	B	17.8
Intersection 5 - WV 51 (MLK Jr Boulevard) with Connector Road	EB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	4.4	A	4.1	A	3.5
	EB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	4.4	A	4.1	A	3.5
	WB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	5.7	A	6.2	A	5.1
	WB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	3.1	A	6.3	A	3.3
	WB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	3.8	A	6.2	A	3.9
	NB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	0.0	C	21.6	C	23.8
	NB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	32.9	C	31.0	C	33.4
	NB Left/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	32.9	C	31.0	C	33.0
Proposed Three-Leg Signalized Intersection	Overall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	8.8	A	9.3	A	7.7

Intersection	Movement	2024 Alternative 3a Conditions						2024 Alternative 3b Conditions						2024 Alternative 4a Conditions					
		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak	
		LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
Intersection 1 - WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street	EB Left/Thru/Right	A	8.0	B	14.7	A	9.3	A	8.0	B	14.7	A	9.3	A	8.0	B	14.7	A	9.3
	EB Approach	A	8.0	B	14.7	A	9.3	A	8.0	B	14.7	A	9.3	A	8.0	B	14.7	A	9.3
	WB Left-Turn	A	4.2	B	11.5	A	7.4	A	4.2	B	11.5	A	7.4	A	4.2	B	11.5	A	7.4
	WB Thru/Right	A	4.3	B	14.8	A	7.1	A	4.3	B	14.8	A	7.1	A	4.3	B	14.8	A	7.1
	WB Approach	A	4.3	B	14.5	A	7.2	A	4.3	B	14.5	A	7.2	A	4.3	B	14.5	A	7.2
	NB Left/Thru/Right	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0
	NB Approach	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0
	SB Left-Turn	C	31.0	B	19.7	C	27.3	C	31.0	B	19.7	C	27.3	C	31.0	B	19.7	C	27.3
	SB Thru/Right	C	33.2	C	22.1	C	29.2	C	33.2	C	22.1	C	29.2	C	33.2	C	22.1	C	29.2
	SB Approach	C	33.1	C	22.0	C	29.1	C	33.1	C	22.0	C	29.1	C	33.1	C	22.0	C	29.1
Existing Four-Leg Signalized Intersection	Overall	B	14.8	C	20.3	B	15.6	B	14.8	C	20.3	B	15.6	B	14.8	C	20.3	B	15.6
Intersection 2 - WV 51 (W Washington Street/MLK Jr Boulevard) with CR 13 (Summit Point Road)	EB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	EB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0
	WB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	7.8	A	9.5	A	8.4
	WB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	B	11.0	C	17.8	B	12.7	N/A	N/A	N/A	N/A	N/A	N/A
	WB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	WB Approach	N/A	0.0	N/A	0.0	N/A	0.0	B	11.0	C	17.8	B	12.7	N/A	7.7	N/A	9.5	N/A	8.1
	NB Left/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	14.9	B	12.9	B	13.0
Existing Three-Leg Unsignalized Intersection (AWSC)	NB Left-Turn	B	10.2	C	15.4	B	12.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Three-Leg Unsignalized Intersection (TWSC, Alt 3a,	NB Right-Turn	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alt 4a, & 4b)	NB Approach	B	10.2	C	15.4	B	12.3	N/A	N/A	N/A	N/A	N/A	N/A	B	14.9	B	12.9	B	13.0
Proposed Three-Leg Signalized Intersection (Alt 5)	Overall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Intersection 3 - WV 51 (MLK Jr Boulevard) with Eagle Avenue	EB Left-Turn	A	0.0	A	0.0	A	0.0	A	0.0	A	0.0	A	0.0	A	0.0	A	0.0	A	0.0
	EB Approach	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0
	WB Thru/Right	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	WB Approach	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	SB Left/Right	B	12.0	B	14.8	B	11.6	B	12.0	B	14.8	B	11.6	N/A	N/A	N/A	N/A	N/A	N/A
	SB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	B	14.1	B	11.7	B	12.0	A	8.6	A	8.6	A	8.6
	SB Right-Turn	A	9.9	B	14.5	B	11.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (TWSC)	SB Approach	A	9.9	B	14.5	B	11.3	B	14.1	B	11.7	B	12.0	A	8.6	A	8.6	A	8.6
Intersection 4 - CR 13 (Summit Point Road) with Naples Way/Connector Road	EB Left-Turn	A	0.0	C	23.0	C	24.2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Thru/Right	C	30.7	C	30.0	C	31.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	A	1.4	A	2.4	A	1.7	A	7.3	A	5.6	A	6.1
	EB Approach	C	30.7	C	29.9	C	31.0	A	1.4	A	2.4	A	1.7	A	7.3	A	5.6	A	6.1
	WB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	3.0	A	3.4	A	3.3
	WB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	A	1.5	A	4.1	A	2.6	N/A	N/A	N/A	N/A	N/A	N/A
	WB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	3.6	A	5.4	A	4.2
	WB Approach	N/A	N/A	N/A	N/A	N/A	N/A	A	1.5	A	4.1	A	2.6	A	3.4	A	4.9	A	3.9
	NB Left/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	5.8	A	4.6	A	5.1
	NB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	C	29.9	D	39.1	C	29.7	N/A	N/A	N/A	N/A	N/A	N/A
	NB Approach	N/A	N/A	N/A	N/A	N/A	N/A	C	29.9	D	39.1	C	29.7	A	5.8	A	4.6	A	5.1
	SB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Left-Turn	B	12.4	B	11.4	B	10.9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Thru/Right	A	7.1	A	9.2	A	7.9	A	0.0	A	0.0	A	0.0	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (TWSC)	SB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	7.4	A	6.1	A	7.1
Proposed Four-Leg Signalized Intersection (Alt 3a & 3b)	SB Approach	B	11.7	B	10.6	B	10.0	A	0.0	A	0.0	A	0.0	A	7.4	A	6.1	A	7.1
Proposed Four-Leg Roundabout Intersection (Alt 4a & 4b)	Overall	B	15.6	B	15.6	B	14.3	A	2.1	A	4.2	A	3.2	A	6.2	A	5.3	A	5.4
Intersection 5 - WV 51 (MLK Jr Boulevard) with Connector Road	EB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	C	23.3	C	28.9	C	24.7	N/A	N/A	N/A	N/A	N/A	N/A
	EB Right-Turn	A	0.6	A	0.3	A	0.4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	A	0.6	A	0.3	A	0.4	C	23.3	C	28.9	C	24.7	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left-Turn	A	3.3	A	3.1	A	3.2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Thru	A	3.6	A	5.3	A	3.7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Approach	A	3.5	A	4.8	A	3.5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left-Turn	A	0.0	D	47.0	D	46.0	A	8.5	A	7.5	A	6.7	N/A	N/A	N/A	N/A	N/A	N/A
	NB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	A	0.0	A	0.0	A	0.0	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Approach	A	0.0	D	47.0	D	46.0	A	8.5	A	7.5	A	6.7	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Three-Leg Signalized Intersection	Overall	A	1.6	A	3.7	A	2.4	B	19.2	B	14.3	B	16.2	N/A	N/A	N/A	N/A	N/A	N/A

Intersection	Movement	2024 Alternative 4b Conditions						2024 Alternative 5 Conditions					
		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak	
		LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
Intersection 1 - WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street	EB Left/Thru/Right	A	8.0	B	14.7	A	9.3	A	1.7	C	20.9	C	23.8
	EB Approach	A	8.0	B	14.7	A	9.3	A	1.7	C	20.9	C	23.8
	WB Left-Turn	A	4.2	B	11.5	A	7.4	A	4.0	B	12.1	A	9.3
	WB Thru/Right	A	4.3	B	14.8	A	7.1	A	4.3	B	14.8	A	7.1
	WB Approach	A	4.3	B	14.5	A	7.2	A	4.2	B	14.5	A	7.6
	NB Left/Thru/Right	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0
	NB Approach	D	39.3	D	35.9	D	37.0	D	39.3	D	35.9	D	37.0
	SB Left-Turn	C	31.0	B	19.7	C	27.3	C	31.0	B	19.7	C	27.3
	SB Thru/Right	C	33.2	C	22.1	C	29.2	C	33.2	C	22.1	C	29.2
	SB Approach	C	33.1	C	22.0	C	29.1	C	33.1	C	22.0	C	29.1
Existing Four-Leg Signalized Intersection	Overall	B	14.8	C	20.3	B	15.6	B	11.3	C	22.1	C	21.2
Intersection 2 - WV 51 (W Washington Street/MLK Jr Boulevard) with CR 13 (Summit Point Road)	EB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	A	8.4	A	7.7	A	7.2
	EB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	N/A	0.0	N/A	0.0	N/A	0.0	A	8.4	A	7.7	A	7.2
	WB Left/Thru	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left-Turn	A	4.5	A	4.4	A	4.0	N/A	N/A	N/A	N/A	N/A	N/A
	WB Thru	N/A	N/A	N/A	N/A	N/A	N/A	A	0.2	A	0.9	A	0.4
	WB Approach	N/A	0.0	N/A	0.0	N/A	0.0	A	1.4	A	1.7	A	1.6
	NB Left/Right	D	47.3	D	46.1	D	47.9	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (AWSC)	NB Left-Turn	B	12.8	E	37.2	C	20.1	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Three-Leg Unsignalized Intersection (TWSC, Alt 3a,	NB Right-Turn	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
Alt 4a, & 4b)	NB Approach	B	12.8	E	37.2	C	20.1	D	47.3	D	46.1	D	47.9
Proposed Three-Leg Signalized Intersection (Alt 5)	Overall	N/A	N/A	N/A	N/A	N/A	N/A	B	12.6	A	9.4	A	9.9
Intersection 3 - WV 51 (MLK Jr Boulevard) with Eagle Avenue	EB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	A	7.7	A	8.7	A	7.9
	EB Approach	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.1	N/A	0.1	N/A	0.0
	WB Thru/Right	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	WB Approach	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	SB Left/Right	N/A	N/A	N/A	N/A	N/A	N/A	B	12.0	B	14.8	B	11.6
	SB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Right-Turn	A	8.4	A	8.4	A	8.4	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (TWSC)	SB Approach	A	8.4	A	8.4	A	8.4	B	12.0	B	14.8	B	11.6
Intersection 4 - CR 13 (Summit Point Road) with Naples Way/Connector Road	EB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE
	EB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	A	7.4	A	5.7	A	6.1
	EB Approach	N/A	N/A	N/A	N/A	N/A	N/A	A	7.4	A	5.7	A	6.1
	WB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	A	7.5	A	7.6	A	7.5
	WB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.1	N/A	0.7	N/A	0.6
	NB Left/Right	N/A	N/A	N/A	N/A	N/A	N/A	A	9.2	A	9.2	A	9.3
	NB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Approach	A	5.9	A	4.6	A	5.2	A	9.2	A	9.2	A	9.3
	SB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (TWSC)	SB Left/Thru/Right	A	7.4	A	6.1	A	7.2	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Four-Leg Signalized Intersection (Alt 3a & 3b)	SB Approach	A	7.4	A	6.1	A	7.2	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Four-Leg Roundabout Intersection (Alt 4a & 4b)	Overall	A	6.2	A	5.3	A	5.4	N/A	N/A	N/A	N/A	N/A	N/A
Intersection 5 - WV 51 (MLK Jr Boulevard) with Connector Road	EB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Approach	B	11.7	C	15.3	B	11.2	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left-Turn	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	NB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left/Right

Figure 37: 2024 Existing Level of Service Analysis

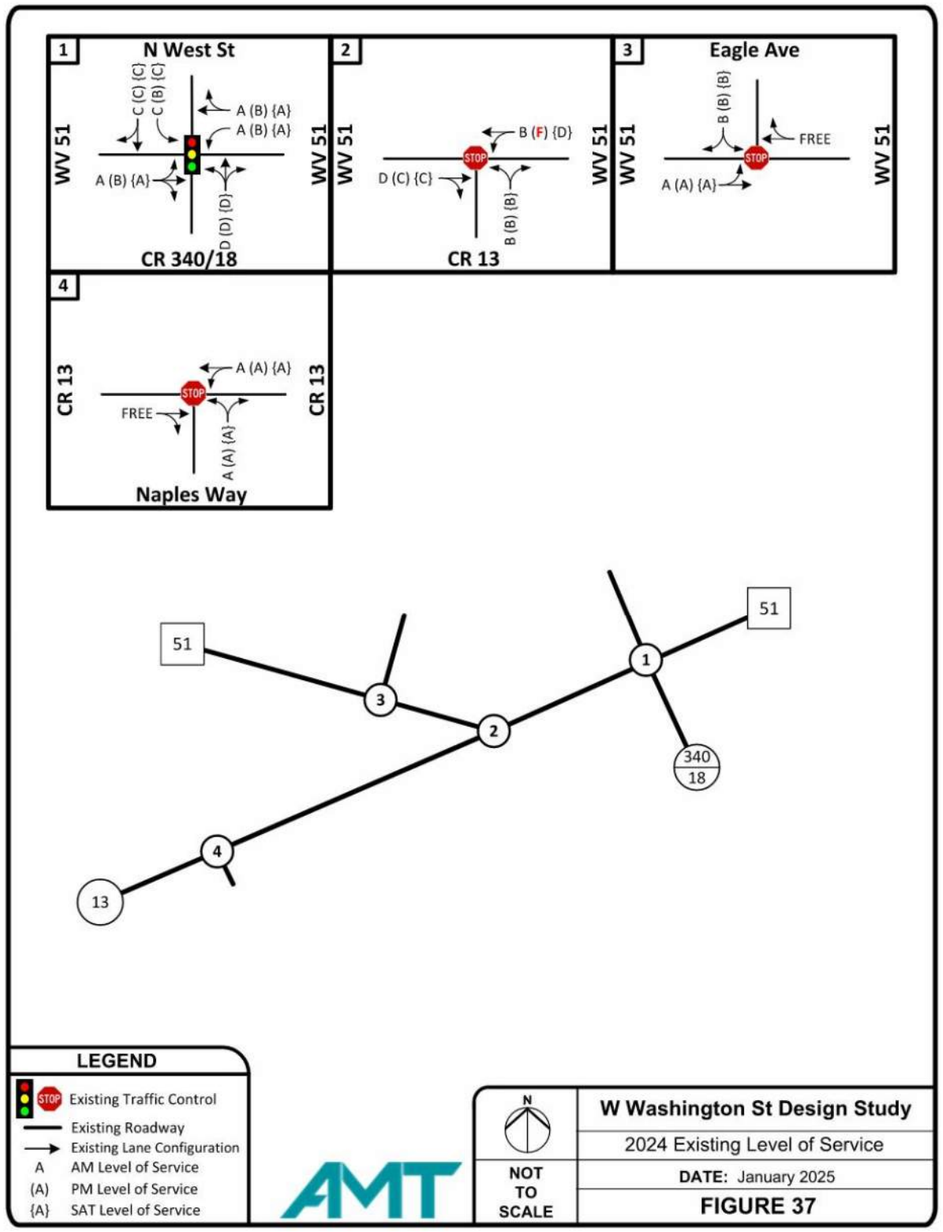


Figure 38: 2024 Alternative No. 1 Level of Service Analysis

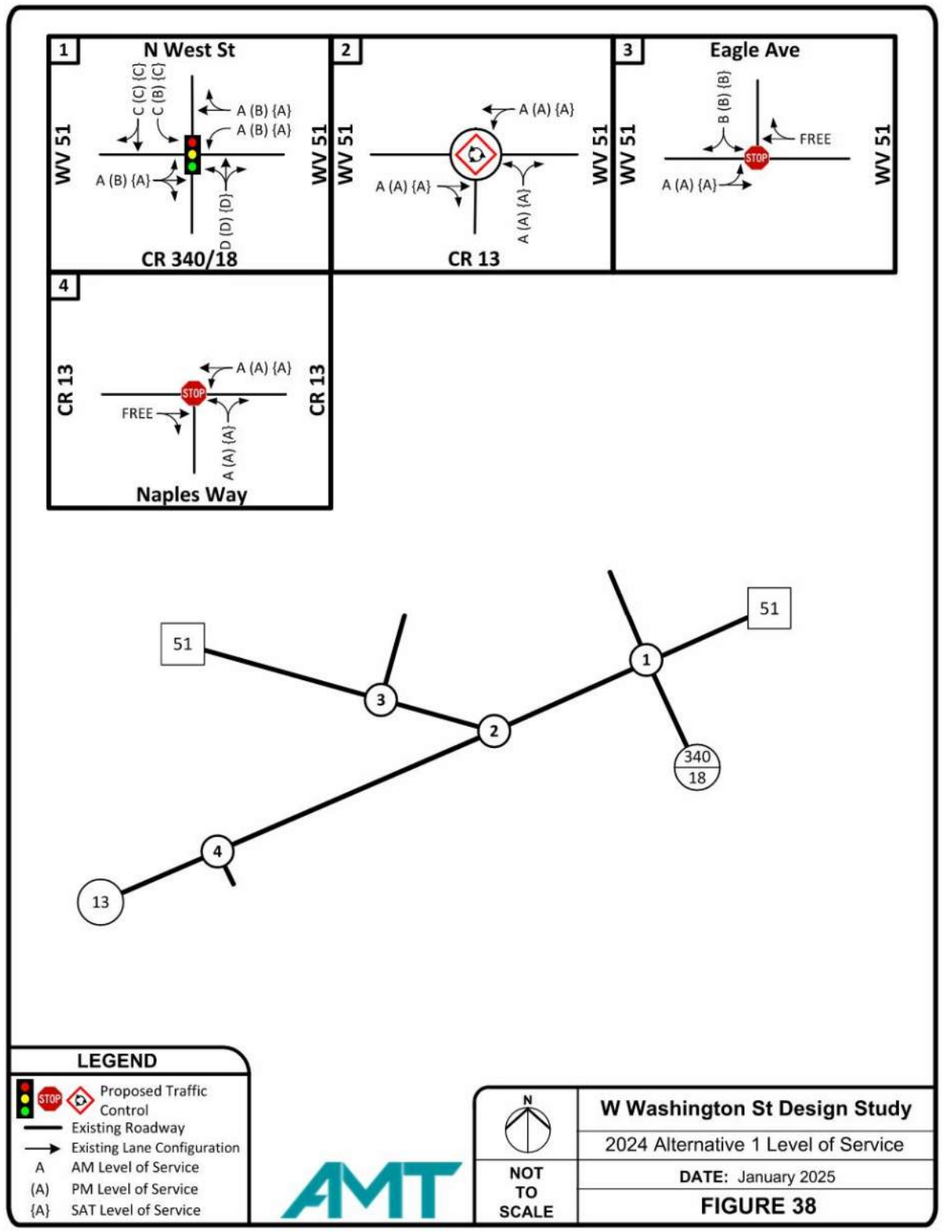


Figure 39: 2024 Alternative No. 2 Level of Service Analysis

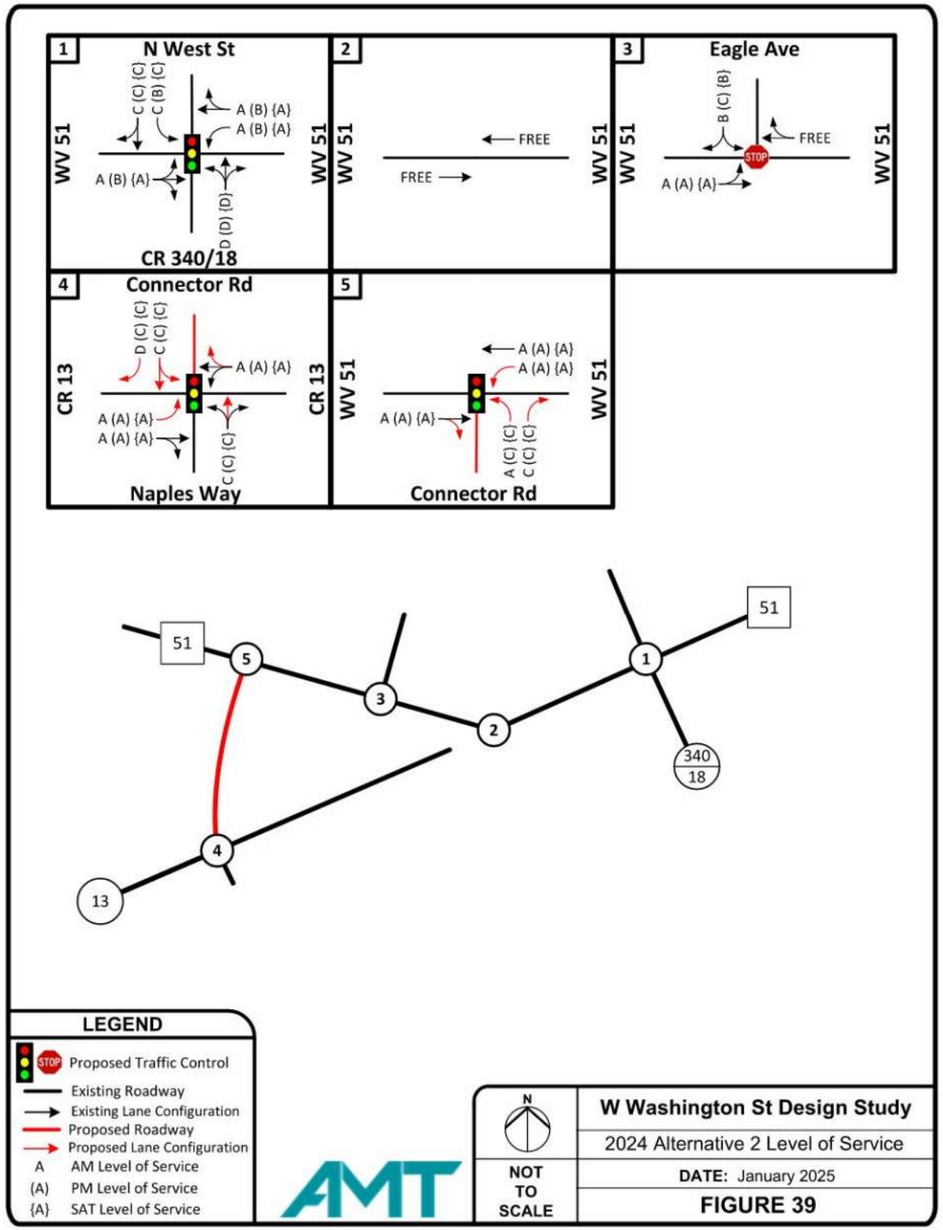


Figure 40: 2024 Alternative No. 3a Level of Service Analysis

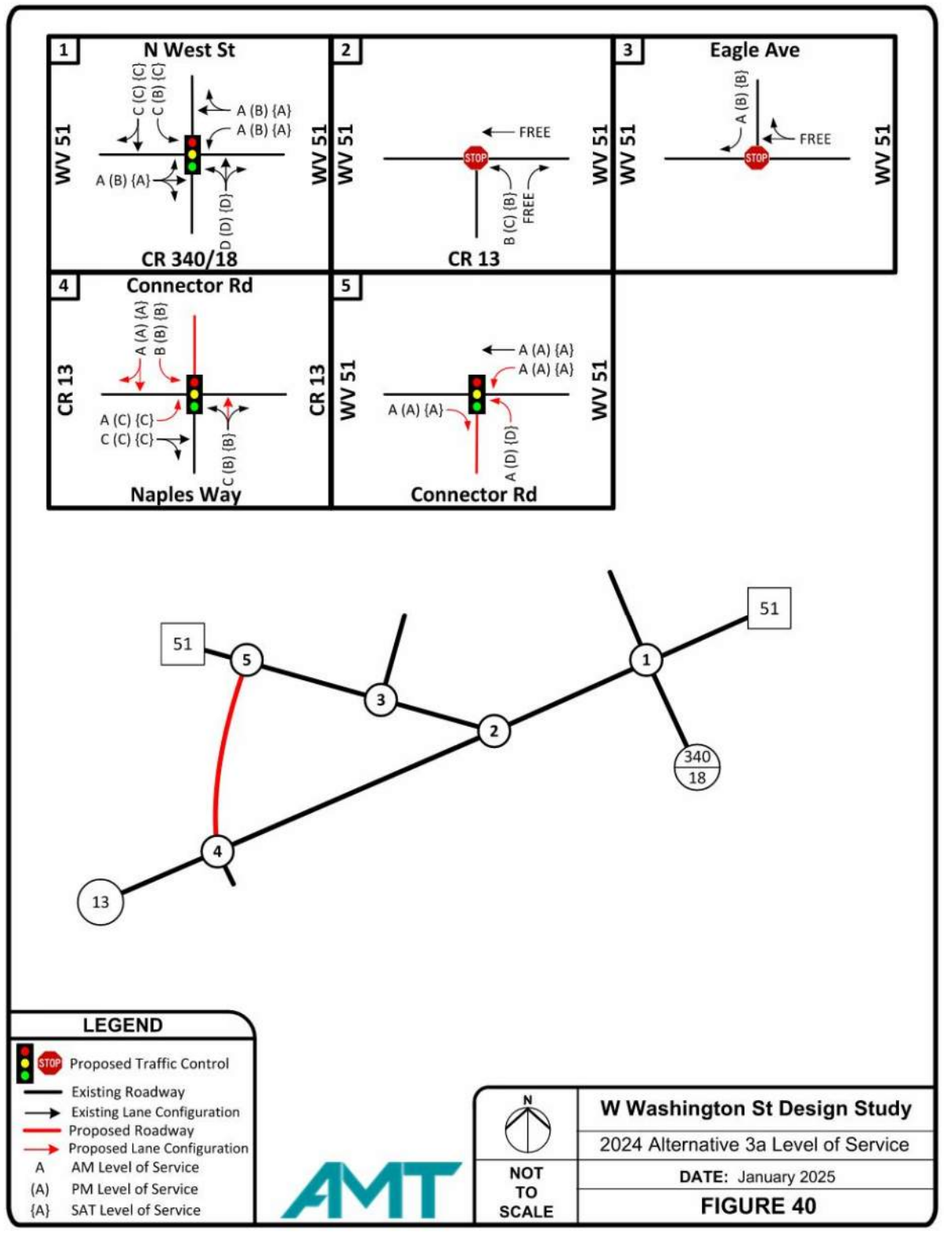


Figure 41: 2024 Alternative No. 3b Level of Service Analysis

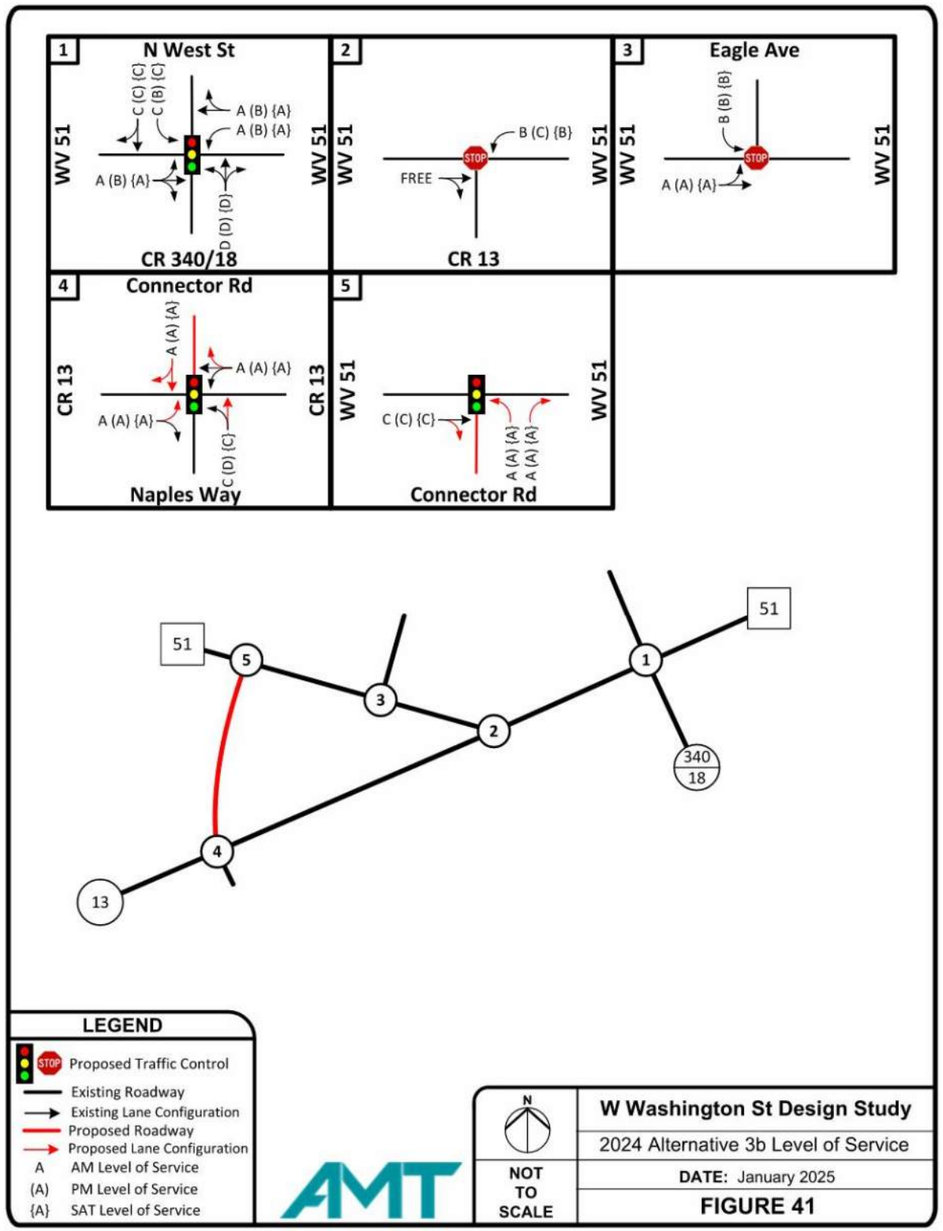


Figure 42: 2024 Alternative No. 4a Level of Service Analysis

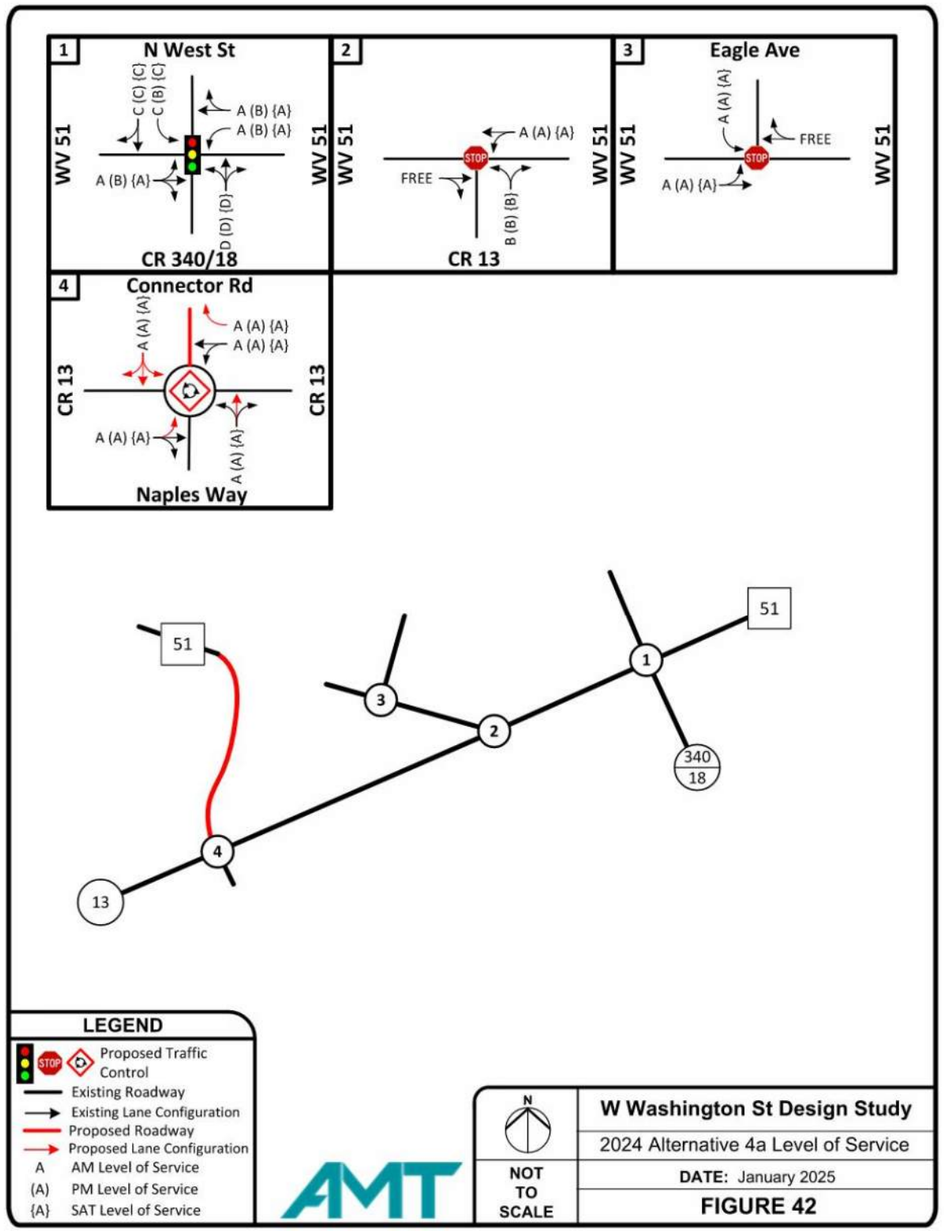


Figure 43: 2024 Alternative No. 4b Level of Service Analysis

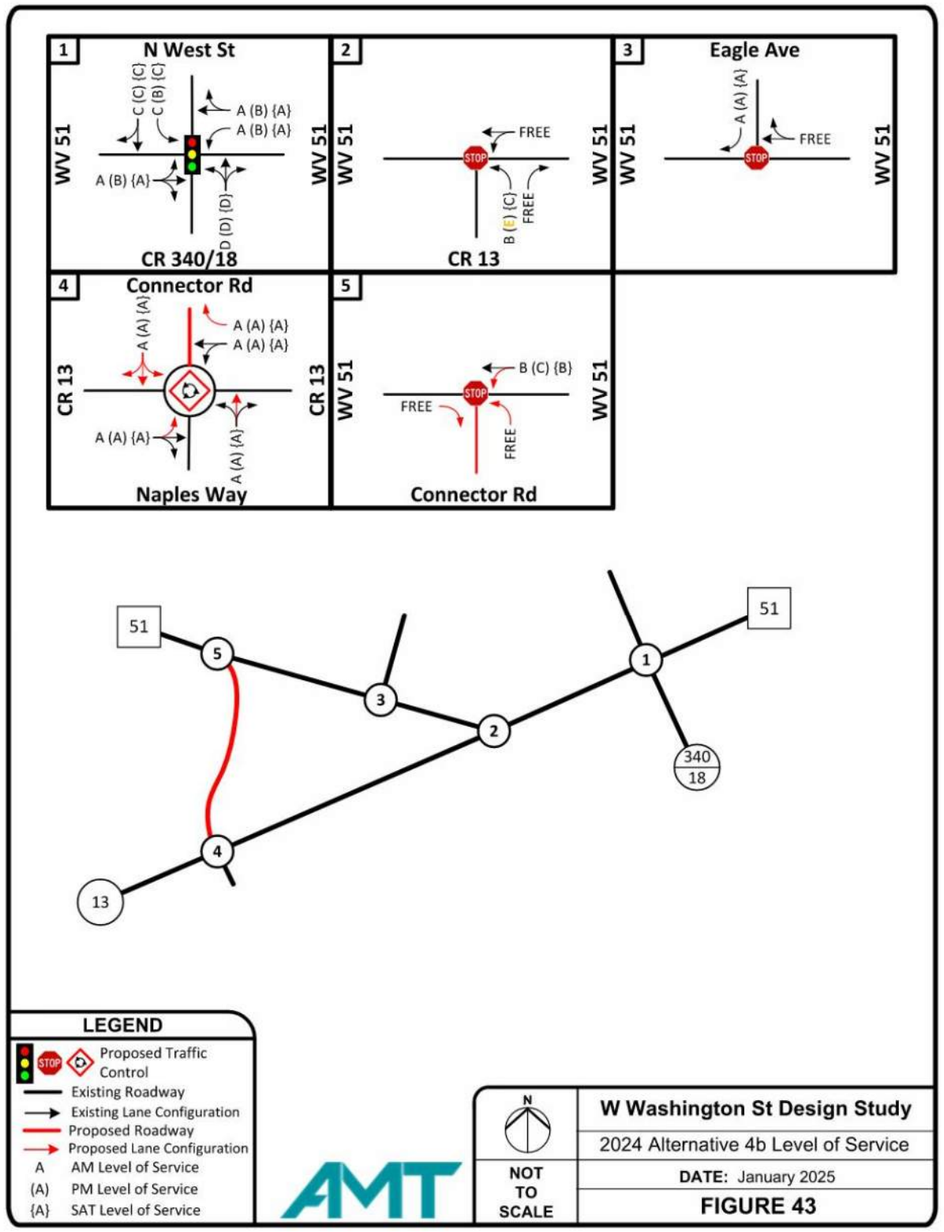
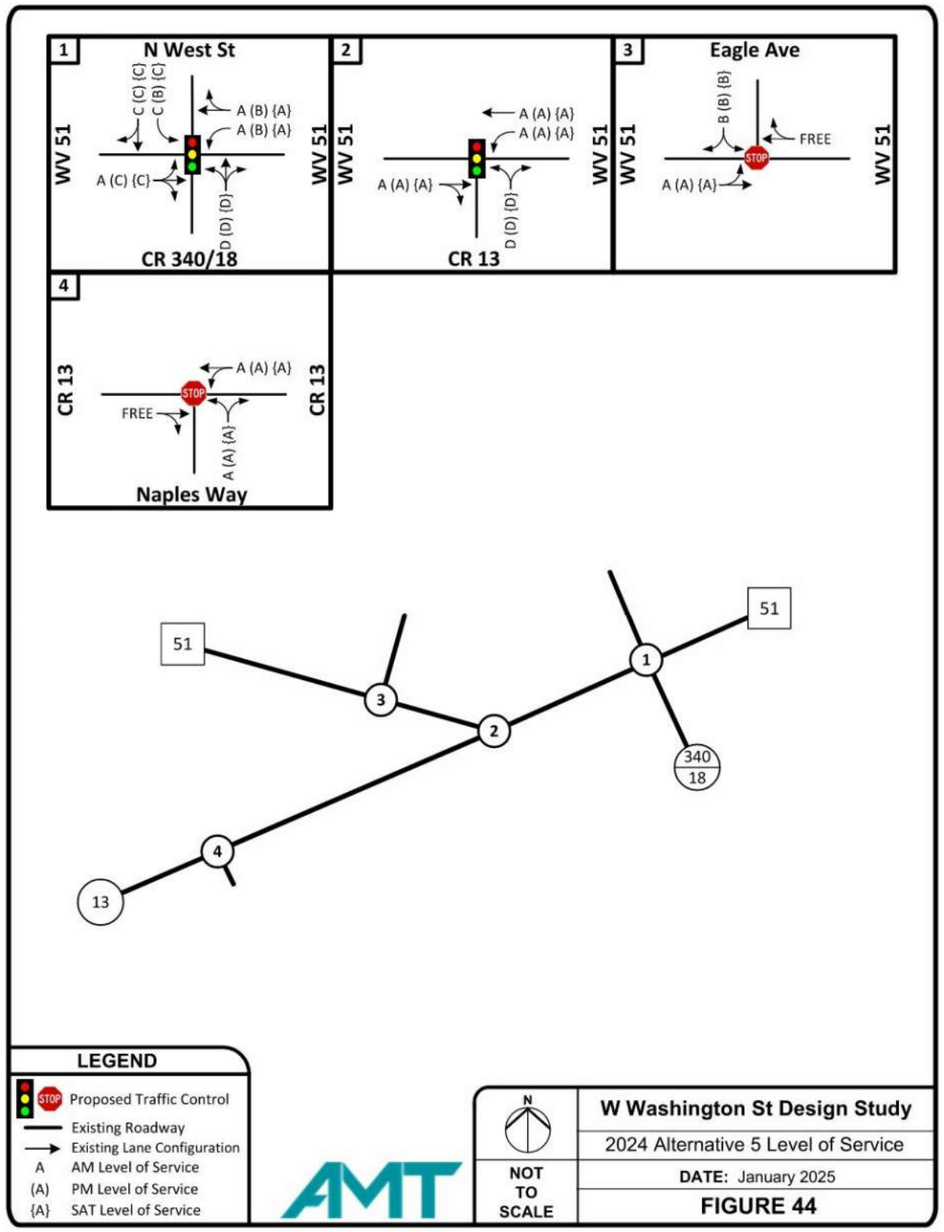


Figure 44: 2024 Alternative No. 5 Level of Service Analysis



2044 Proposed Conditions

No-Build

Design Year volumes were derived to evaluate intersection performance in 2044. Design Year traffic volumes were developed using an annual growth rate of 1.52% provided by the WVDOH Traffic Engineering Division for the next 20 years.

1) WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street Intersection

Capacity analysis indicates the WV 51 eastbound approach to CR 340/18/N West St is expected to operate at LOS B during the AM peak hour, LOS D during the PM peak hour, and LOS B during the Saturday Midday peak hour under signal control. The WV 51 westbound approach to CR 340/18/N West St is expected to operate at LOS A during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour. The CR 340/18 northbound approach to WV 51 is expected to operate at LOS D during the AM peak hour, LOS E during the PM peak hour, and LOS D during the Saturday Midday peak hour. The N West Street southbound approach to WV 51 is expected to operate at LOS C during the AM peak hour, LOS B during the PM peak hour, and LOS C during the Saturday Midday peak hour. The overall signalized intersection is expected to operate at LOS C during the AM peak hour, LOS D during the PM peak hour, and LOS C during the Saturday Midday peak hour.

If 2044 traffic volumes follow the proposed 1.52% growth rate, infrastructure improvements would be required at the intersection to mitigate expected capacity issues. Analysis with potential improvements implemented is detailed further in the report.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Analysis indicates that the WV 51 eastbound approach to CR 13 is expected to operate at LOS F during the AM peak hour, LOS D during the PM peak hour, and LOS F during the Saturday Midday peak hour under stop control. The WV 51 westbound approach to CR 13 is expected to operate at LOS C during the AM peak hour, LOS F during the PM peak hour, and LOS F during the Saturday Midday peak hour. The CR 13 northbound approach to WV 51 is expected to operate at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour. The overall AWSC intersection is expected to operate at LOS F during the AM, PM, and Saturday Midday peak hours.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection

Analysis indicates the WV 51 eastbound left-turn movement to Eagle Avenue would continue to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The WV 51 westbound approach to Eagle Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour under stop control.

4) CR 13 (Summit Point Road) with Naples Way Intersection

Analysis indicates the CR 13 eastbound approach to Naples Way would continue to operate as free-flow traveling unimpeded through the intersection. The CR 13 westbound left-turn movement to Naples Way would continue to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 would continue to operate at LOS A during the AM, PM, and Saturday Midday peak hours under stop control.

Figure 45 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2044 Design Conditions for each lane group movement at each study intersection.

Alternative No. 1 – Roundabout

Analysis is provided for the Alternative No. 1 scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2044 Design Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Following construction of the proposed roundabout, analysis indicates that the WV 51 eastbound approach to CR 13 is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS B during the Saturday Midday peak hour under roundabout yield control. The WV 51 westbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The CR 13 northbound approach to WV 51 is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS A during the Saturday Midday peak hour. The overall roundabout intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. Only one queue length would exceed 150 feet for any approach during the peak hours analyzed, which is the WV 51 (W Washington Street / MLK Jr. Blvd.) westbound approach to CR 13 (Summit Point Road) during the PM peak hour.

Figure 46 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2044 Alternative No. 1 Conditions for each lane group movement at each study intersection.

Alternative No. 2 – WV 51 and CR 13 Connector Road

Analysis is provided for the Alternative No. 2 scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2044 Design Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Following removal of the CR 13 northbound approach, traffic traveling on WV 51 would operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 approaches are removed in this alternative. Queue lengths are not expected to exceed 250 feet for any approach during the peak hours analyzed.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection

Analysis indicates the WV 51 eastbound left-turn movement to Eagle Avenue would continue to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The WV 51 westbound approach to Eagle

Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS C during the AM peak hour, LOS D during the PM peak hour, and LOS C during the Saturday Midday peak hour under stop control.

4) CR 13 with Naples Way/Connector Road Intersection
Following installation of a traffic signal and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under signal control. The CR 13 westbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 is expected to operate at LOS C during the AM peak hour, LOS B during the PM peak hour, and LOS C during the Saturday Midday peak hour. The Connector Road southbound approach to CR 13 is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours.

5) WV 51 with Connector Road Intersection
Following installation of a traffic signal and construction of the connector road, analysis indicates the WV 51 eastbound approach to Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under signal control. The WV 51 westbound approach to Connector Road is expected to operate at LOS A during the AM peak hour, LOS B during the PM peak hour, and LOS A during the Saturday Midday peak hour. The Connector Road northbound approach to WV 51 is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS B during the AM peak hour, LOS B during the PM peak hour, and LOS A during the Saturday Midday peak hour.

Figure 47 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2044 Alternative No. 2 Conditions for each lane group movement at each study intersection.

Alternative No. 3a – WV 51 and CR 13 Connector Road (One-way WV 51 WB / One-way CR 13 NB)
Analysis is provided for the Alternative No. 3a scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2044 Design Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection
Following implementation of one-way conversion, the WV 51 eastbound approach is removed and traffic traveling on WV 51 westbound would operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 westbound approach is removed in this alternative. The CR 13 northbound left-turn movement is expected to operate at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour under stop control while the CR 13 northbound right-turn movement operates as free-flow traveling unimpeded through the intersection. Queue lengths are not expected to exceed 200 feet for any movement during the peak hours analyzed.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection
Following implementation of one-way conversion, the WV 51 eastbound approach is removed and the Eagle Avenue southbound approach would be modified to right-turn only. The WV 51 westbound approach to Eagle Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour under stop control.

4) CR 13 with Naples Way/Connector Road Intersection
Following installation of a traffic signal and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours under signal control. The Naples Way northbound approach to CR 13 is expected to operate at LOS C during the AM peak hour, LOS B during the PM peak hour, and LOS B during the Saturday Midday peak hour. The Connector Road southbound approach to CR 13 is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours.

5) WV 51 with Connector Road Intersection
Following installation of a traffic signal and construction of the connector road, analysis indicates the WV 51 eastbound approach to Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under signal control. The WV 51 westbound approach to Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Connector Road northbound approach to WV 51 is expected to operate at LOS A during the AM peak hour, LOS B during the PM peak hour, and LOS B during the Saturday Midday peak hour. The overall signalized intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

Figure 48 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2044 Alternative No. 3a Conditions for each lane group movement at each study intersection.

Alternative No. 3b – WV 51 and CR 13 Connector Road (One-way WV 51 EB / One-way CR 13 SB)
Analysis is provided for the Alternative No. 3b scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2044 Design Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection
Following implementation of flipped one-way conversion, traffic traveling on WV 51 eastbound would operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 eastbound approach is removed in this alternative. The WV 51 westbound left-turn movement is expected to operate at LOS C during the AM peak hour, LOS F during the PM peak hour, and LOS D during the Saturday Midday peak hour. Existing stop-control on the WV 51 westbound approach is removed in this alternative. The CR 13 northbound approach to WV 51 is removed during this alternative. Queue lengths are not

expected to significantly increase with the WV 51 (W Washington Street / MLK Jr. Blvd.) westbound approach to CR 13 (Summit Point Road) expected to exceed 1300 feet.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection
Following implementation of one-way conversion, the WV 51 westbound approach is removed and the Eagle Avenue southbound approach would be modified to left-turn only. Analysis indicates the WV 51 eastbound left-turn movement to Eagle Avenue would continue to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS C during the AM peak hour, LOS B during the PM peak hour, and LOS B during the Saturday Midday peak hour under stop control.

4) CR 13 with Naples Way/Connector Road Intersection
Following installation of a traffic signal and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM peak hour, LOS B during the PM peak hour, and LOS A during the Saturday Midday peak hour under signal control. The CR 13 westbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 is expected to operate at LOS C during the AM peak hour, LOS D during the PM peak hour, and LOS C during the Saturday Midday peak hour. The Connector Road southbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

5) WV 51 with Connector Road
Following installation of a traffic signal and construction of the connector road, analysis indicates the WV 51 eastbound approach to Connector Road is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours under signal control. The Connector Road northbound approach to WV 51 is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS C during the AM peak hour, LOS C during the PM peak hour, and LOS B Saturday Midday peak hour.

Figure 49 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2044 Alternative No. 3b Conditions for each lane group movement at each study intersection.

Alternative No. 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13
Analysis is provided for the Alternative No. 4a scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2044 Design Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection
Following implementation of rerouting WV 51, traffic traveling on WV 51 eastbound is significantly reduced with the original eastbound through traffic being diverted to CR 13 northbound right-turns. In addition, nearly all original WV 51 through traffic is diverted to left-turns onto CR 13. The WV 51 eastbound approach would operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 eastbound approach is removed in this alternative. The WV 51 westbound left-turn movement is expected to operate at LOS A during the AM peak hour, LOS B during the PM peak hour, and LOS A during the Saturday Midday peak hour. Existing stop-control on the WV 51 westbound approach is removed in this alternative. The CR 13 northbound approach to WV 51 is expected to operate at LOS D during the AM peak hour, LOS E during the PM peak hour, and LOS D during the Saturday Midday peak hour under stop control. Queuing is expected to increase significantly, with the CR 13 (Summit Point Road) northbound approach to WV 51 (W Washington Street / MLK Jr. Blvd.) expected to have a queue exceeding 675 feet.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection
Following stubbing the WV 51 approach east of the railroad crossing, traffic on the WV 51 eastbound approach is significantly reduced. Analysis indicates the WV 51 eastbound left-turn movement to Eagle Avenue is not expected to generate vehicular volume during the AM, PM, and Saturday Midday peak hours. The WV 51 westbound approach to Eagle Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach to WV 51 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under stop control.

4) CR 13 with Naples Way/Realigned WV 51 Intersection
Following installation of a roundabout and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS A during the Saturday Midday peak hour under roundabout yield control. The CR 13 westbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Connector Road southbound approach to CR 13 is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS B during the Saturday Midday peak hour. The overall roundabout intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

The CR 13 westbound approach is proposed to consist of a shared left/thru lane and a right-turn slip lane with 225 feet of full-width storage to mitigate queues on the approach extending to the adjacent railroad crossing.

Figure 50 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2044 Alternative No. 4a Conditions for each lane group movement at each study intersection.

Alternative No. 4b – WV 51 Realignment to Single-Lane Roundabout at CR 13 with One-Way WB MLK Jr. Blvd.
Analysis is provided for the Alternative No. 4b scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2044 Design Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection
Following implementation of one-way conversion and rerouting WV 51, traffic traveling on WV 51 eastbound (MLK Boulevard) is eliminated with the original eastbound through traffic being diverted to CR 13 northbound right-turns. Left-turns from CR 13 northbound to WV 51 westbound will continue to be permitted. In addition, nearly all original WV 51 through traffic is diverted to left-turns onto CR 13.

The WV 51 eastbound approach is eliminated with the existing stop-control on the WV 51 eastbound approach removed in this alternative. The WV 51 westbound approach is expected to operate as free-flow traveling unimpeded through the intersection. Existing stop-control on the WV 51 westbound approach is removed in this alternative. The CR 13 northbound left-turn movement to WV 51 is expected to operate at LOS C during the AM, LOS F during the PM, and LOS D during the Saturday Midday peak hours under stop control while the adjacent right-turn movement operates as free-flow traveling unimpeded through the intersection. Queuing is not expected to exceed 100 feet for any movement during the peak hours analyzed.

Although the CR 13 northbound left-turn movement is expected to operate at LOS F, the highest expected 2044 peak hour volume is only 11 vehicles with minimal queuing expected. It is common for stop controlled minor road left-turn movements turning onto a major roadway to operate inefficiently.

3) WV 51 (MLK Jr. Blvd.) with Eagle Avenue Intersection
Following one-way conversion of WV 51, traffic on the WV 51 eastbound approach is eliminated. Analysis indicates the WV 51 westbound approach to Eagle Avenue would continue to operate as free-flow traveling unimpeded through the intersection. The Eagle Avenue southbound approach (right-turn only) to WV 51 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours under stop control.

4) CR 13 with Naples Way/Realigned WV 51 Intersection
Following installation of a roundabout and construction of the connector road, analysis indicates the CR 13 eastbound approach to Naples Way/Connector Road is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS A during the Saturday Midday peak hour under roundabout yield control. The CR 13 westbound approach to Naples Way/Connector Road is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Naples Way northbound approach to CR 13 is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. The Connector Road southbound approach to CR 13 is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS B during the Saturday Midday peak hour. The overall roundabout intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours.

5) WV 51 with Connector Road
Following construction of the connector road, analysis indicates the WV 51 eastbound approach (right-turn only) to Connector Road is expected to operate as free-flow traveling unimpeded through the intersection. The WV 51 westbound approach is expected to operate at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour under stop control. The Connector Road northbound approach (left-turn only) to WV 51 is expected to operate as free-flow traveling unimpeded through the intersection.

Figure 51 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2044 Alternative No. 4b Conditions for each lane group movement at each study intersection.

Alternative No. 5 – WV 51 at CR 13 Traffic Signal
Analysis is provided for the Alternative No. 5 scenario for intersections with proposed improvements. The remaining intersections would operate as described in the 2044 Design Conditions.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection
Following installation of a traffic signal, analysis indicates that the WV 51 eastbound approach to CR 13 is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours under signal control. The WV 51 westbound approach to CR 13 is expected to operate at LOS B during the AM peak hour, LOS A during the PM peak hour, and LOS A during the Saturday Midday peak hour. The CR 13 northbound approach to WV 51 is expected to operate at LOS D during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS B during the AM, PM, and Saturday Midday peak hours. Queuing is expected to increase significantly, with the CR 13 (Summit Point Road) northbound approach to WV 51 (W Washington Street / MLK Jr. Blvd.) expected to have a queue exceeding 1050 feet.

Figure 52 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for the 2044 Alternative No. 5 Conditions for each lane group movement at each study intersection.

Table 9 provides a LOS summary for the study intersections during the weekday AM, weekday PM, and Saturday Midday peak hours for the existing configuration and each alternative for 2044 traffic conditions.

Table 9: 2044 Level of Service Analysis Summary

Intersection	Movement	2044 Design (No-Build) Conditions						2044 Alternative 1 Conditions						2044 Alternative 2 Conditions						2044 Alternative 3a Conditions						2044 Alternative 3b Conditions						2044 Alternative 4a Conditions						2044 Alternative 4b Conditions						2044 Alternative 5 Conditions					
		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak	
		LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
Intersection 1 - WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street	EB Left/Thru/Right	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	16.3	E	59.9	D	35.4
	EB Approach	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	18.1	D	47.5	B	19.7	B	16.3	E	59.9	D	35.4
	WB Left-Turn	A	8.2	D	38.7	C	20.9	A	8.2	D	38.7	C	20.9	A	8.2	D	38.7	C	20.9	A	8.2	D	38.7	C	20.9	A	8.2	D	38.7	C	20.9	A	8.2	D	38.7	C	20.9	A	8.2	D	38.7	C	20.9	A	8.2	D	38.7	C	27.7
	WB Thru/Right	A	6.5	C	29.2	B	12.1	A	6.5	C	29.2	B	12.1	A	6.5	C	29.2	B	12.1	A	6.5	C	29.2	B	12.1	A	6.5	C	29.2	B	12.1	A	6.5	C	29.2	B	12.1	A	6.5	C	29.2	B	12.1	A	6.5	C	29.2	B	12.1
	WB Approach	A	6.8	C	30.4	B	14.1	A	6.8	C	30.4	B	14.1	A	6.8	C	30.4	B	14.1	A	6.8	C	30.4	B	14.1	A	6.8	C	30.4	B	14.1	A	6.8	C	30.4	B	14.1	A	6.8	C	30.4	B	14.1	A	6.8	C	30.4	B	15.6
	NB Left/Thru/Right	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9
	NB Approach	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9	D	41.5	E	56.2	D	39.9
	SB Left-Turn	C	27.0	B	15.3	C	22.3	C	27.0	B	15.3	C	22.3	C	27.0	B	15.3	C	22.3	C	27.0	B	15.3	C	22.3	C	27.0	B	15.3	C	22.3	C	27.0	B	15.3	C	22.3	C	27.0	B	15.3	C	22.3	C	27.0	B	15.3	C	22.3
	SB Thru/Right	C	29.3	B	17.9	C	24.4	C	29.3	B	17.9	C	24.4	C	29.3	B	17.9	C	24.4	C	29.3	B	17.9	C	24.4	C	29.3	B	17.9	C	24.4	C	29.3	B	17.9	C	24.4	C	29.3	B	17.9	C	24.4	C	29.3	B	17.9	C	24.4
	SB Approach	C	29.2	B	17.7	C	24.3	C	29.2	B	17.7	C	24.3	C	29.2	B	17.7	C	24.3	C	29.2	B	17.7	C	24.3	C	29.2	B	17.7	C	24.3	C	29.2	B	17.7	C	24.3	C	29.2	B	17.7	C	24.3	C	29.2	B	17.7	C	24.3
Existing Four-Leg Signalized Intersection	Overall	C	20.8	D	39.4	C	22.0	C	20.8	D	39.4	C	22.0	C	20.8	D	39.4	C	22.0	C	20.8	D	39.4	C	22.0	C	20.8	D	39.4	C	22.0	C	20.8	D	39.4	C	22.0	C	20.8	D	39.4	C	22.0	C	20.8	D	39.4	C	28.5
Intersection 2 - WV 51 (W Washington Street/MLK Jr Boulevard) with CR 13 (Summit Point Road)	EB Thru/Right	F	121.9	D	29.3	F	61.3	B	10.5	A	8.0	B	10.1	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	13.2	B	11.8	B	11.3
	EB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	F	121.9	D	29.3	F	61.3	B	10.5	A	8.0	B	10.1	N/A	0.0	N/A	0.0	N/A	0.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	13.2	B	11.8	B	11.3
	WB Left/Thru	C	20.1	F	**	F	134.7	A	4.3	A	7.0	A	6.5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	8.0	B	12.0	A	9.2	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	15.8	F	108.7	D	28.9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	8.8	A	6.4	A	6.5
	WB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	13.8	A	1.2	A	0.7
	WB Approach	C	20.1	F	**	F	134.7	A	4.3	A	7.0	A	6.5	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	C	15.8	F	108.7	D	28.9	N/A	7.9	N/A	12.0	N/A	8.8	N/A	0.0	N/A	0.0	N/A	0.0	B	12.4	A	2.4	A	2.5
	NB Left/Right	B	12.9	C	15.2	B	13.5	B	11.1	A	7.4	A	8.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	D	31.3	E	42.3	D	25.2	N/A	N/A	N/A	N/A	N/A	N/A	D	51.7	D	50.0	D	49.6
Existing Three-Leg Unsignalized Intersection (AWSC)	NB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	11.1	C	20.4	B	14.6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	15.4	F	81.7	D	31.7	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Three-Leg Unsignalized Intersection (TWSC, Alt 3a, Alt 4a, & 4b)	NB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	NB Approach	B	12.9	C	15.2	B	13.5	B	11.1	A	7.4	A	8.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	11.1	C	20.4	B	14.6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	15.4	F	81.7	D	31.7	D	51.7	D	50.0	D	49.6
Proposed Three-Leg Signalized Intersection (Alt 5)	Overall	A	8.8	A	7.3	A	8.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	19.2	B	11.4	B	12.1
Intersection 3 - WV 51 (MLK Jr Boulevard) with Eagle Avenue	EB Left-Turn	A	7.8	A	9.5	A	8.2	A	7.8	A	9.5	A	8.2	A	8.1	B	10.6	A	8.9	N/A	N/A	N/A	N/A	N/A	N/A	A	0.0	A	0.0	A	0.0	A	0.0	A	0.0	A	0.0	N/A	N/A	N/A	N/A	N/A	N/A	A	7.8	A	9.5	A	8.2
	EB Approach	N/A	0.1	N/A	0.1	N/A	0.0	N/A	0.1	N/A	0.1	N/A	0.0	N/A	0.1	N/A	0.1	N/A	0.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	0.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.1	N/A	0.1	N/A	0.1
	WB Thru/Right	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	WB Approach	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE
	SB Left/Right	B	14.5	C	19.7	B	13.4	B	14.5	C	19.7	B	13.4	C	19.1	D	32.3	C	18.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	14.5	C	19.7	B	13.4
	SB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	10.6	C	17.8	B	13.5	B	14.0	A	8.6	A	8.6	A	8.6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	10.6	C	19.1	B	13.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	8.4	A	8.4	A	8.4	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (TWSC)	SB Approach	B	14.5	C	19.7	B	13.4	B	14.5	C	19.7	B	13.4	C	19.1	D	32.3	C	18.3	B	10.6	C	19.1	B	13.0	C	17.8	B	13.5	B	14.0	A	8.6	A	8.6	A	8.6	A	8.4	A	8.4	A	8.4	B	14.5	C	19.7	B	13.4
Intersection 4 - CR 13 (Summit Point Road) with Naples Way/Connector Road	EB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	2.5	A	5.2	A	4.5	A	0.0	C	21.1	C	22.5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Thru/Right	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	A	2.1	A	3.8	A	3.7	C	28.9	C	28.4	C	29.4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	1.7	B	10.3	A	2.8	B	11.3	A	7.5	A	8.4	B	11.3	A	7.5	A	8.5	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	N/A	FREE	A	2.5	A	5.1	A	4.3	C	28.9	C	28.4	C	29.1	A	1.7	B	10.3	A	2.8	B	11.3	A	7.5	A	8.4	B	11.3	A	7.5	A	8.5	N/A	FREE	N/A	FREE	N/A	FREE
	WB Left-Turn	A	7.7	A	7.7	A	7.7	A	7.7	A	7.7	A	7.7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	3.1	A	3.7	A	3.6	A	3.1	A	3.7	A	3.6	A	7.7	A	7.7	A	7.7
	WB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	0.0	A	3.9	A	3.6	N/A	N/A	N/A	N/A	N/A	N/A	A	1.9	A	8.9	A	3.9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	3.9	A	6.3	A	4.8	A	3.9	A	6.3	A	4.7	N/A	N/A	N/A	N/A	N/A	N/A
	WB Approach	N/A	0.1	N/A	0.7	N/A	0.6	N/A	0.1	N/A	0.7	N/A	0.6	A	0.0	A	3.9	A	3.6	N/A	N/A	N/A	N/A	N/A	N/A	A	1.9	A	8.9	A	3.9	A	3.7	A	5.7	A	4.4	A	3.7	A	5.7	A	4.4	N/A	0.1	N/A	0.7	N/A	0.6
	NB Left/Right	A	9.5	A	9.6	A	9.7	A	9.5	A	9.6	A	9.7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	9.5	A	9.6	A	9.7
	NB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	24.8	B	20	C	20.7	C	25.6	B	17.4	B	15.0	N/A	N/A	N/A	N/A	N/A	N/A	A	7.8	A	5.6	A	6.4	A	7.8	A	5.6	A	6.4	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	29.9	D	37.2	C	29.5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Approach	A	9.5	A	9.6	A	9.7	A	9.5	A	9.6	A	9.7	C	24.8	B	20	C	20.7	C	25.6	B	17.4	B	15.0	C	29.9	D	37.2	C	29.5	A	7.8	A	5.6	A	6.4	A	7.8	A	5.6	A	6.4	A	9.5	A	9.6	A	9.7
	SB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	24.6	C	20.1	C	20.7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	34	C	28.4	C	28.5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	18.5	B	11.1	B	13.9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	7.4	A	8.7	A	8.3	A	0.0	A	0.0	A	0.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Existing Three-Leg Unsignalized Intersection (TWSC)	SB Left/Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	10.7	A	8.2	B	10.2	B	10.8	A	8.3	B	10.4	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Four-Leg Signalized Intersection (Alt 3a & 3b)	SB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	33.7	C	27.6	C	27.4	B	17.0	B	10.2	B	12.3	A	0.0	A	0.0	A	0.0	B	10.7	A	8.2	B	10.2	B	10.8	A	8.3	B	10.4	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Four-Leg Roundabout Intersection (Alt 4a & 4b)	Overall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	13.9	B	16.7	B	17.2	B	19.5	B	14.9	B	15.7	A	2.4	A	9.5	A	4.5	A	8.7	A	6.5	A	7.1	A	8.8	A	6.5	A	7.2	N/A	N/A	N/A	N/A	N/A	N/A
Intersection 5 - WV 51 (MLK Jr Boulevard) with Connector Road	EB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	7.0	A	6.0	A	5.1	N/A	N/A	N/A	N/A	N/A	N/A	C	26.0	C	34.1	C	26.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	EB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	0.9	A	0.4	A	0.6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	EB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	7.0	A	6.0	A	5.1	A	0.9	A	0.4	A	0.6	C	26.0	C	34.1	C	26.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	10.9	B	11.3	A	9.5	A	0.1	A	1.1	A	1.2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	4.2	B	12.3	A	4.8	A	0.2	A	2.7	A	1.5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	13.7	C	20.8	B	12.9	N/A	N/A	N/A	N/A
	WB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	6.1	B	12.1	A	6.3	A	0.1	A	2.3	A	1.4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	13.7	C	20.8	B	12.9	N/A	N/A	N/A	N/A
	NB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A	0.0	B	19.3	C	21.9	A	0.0	B	16.0	B	11.7	B	12.6	B	19.8	B	10.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
	NB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	30.5	C	31.2	C	30.8	N/A	N/A	N/A	N/A	N/A	N/A	A	0.0	A	0.0	A	0.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left/Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	NB Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	C	30.5	C	31.1	C	30.5	A	0.0	B	16.0	B	11.7	B	12.6	B	19.8	B	10.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FREE	N/A	FREE	N/A	FREE	N/A	N/A	N/A	N/A	N/A	N/A
Proposed Three-Leg Signalized Intersection	Overall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	B	10.5	B	13.4	A	9.2	A	0.6	A	1.8	A	1.1	C	22.2	C	24.4	B	18.7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

** = Delay exceeding 225 sec/veh

Figure 45: 2044 Design Level of Service Analysis

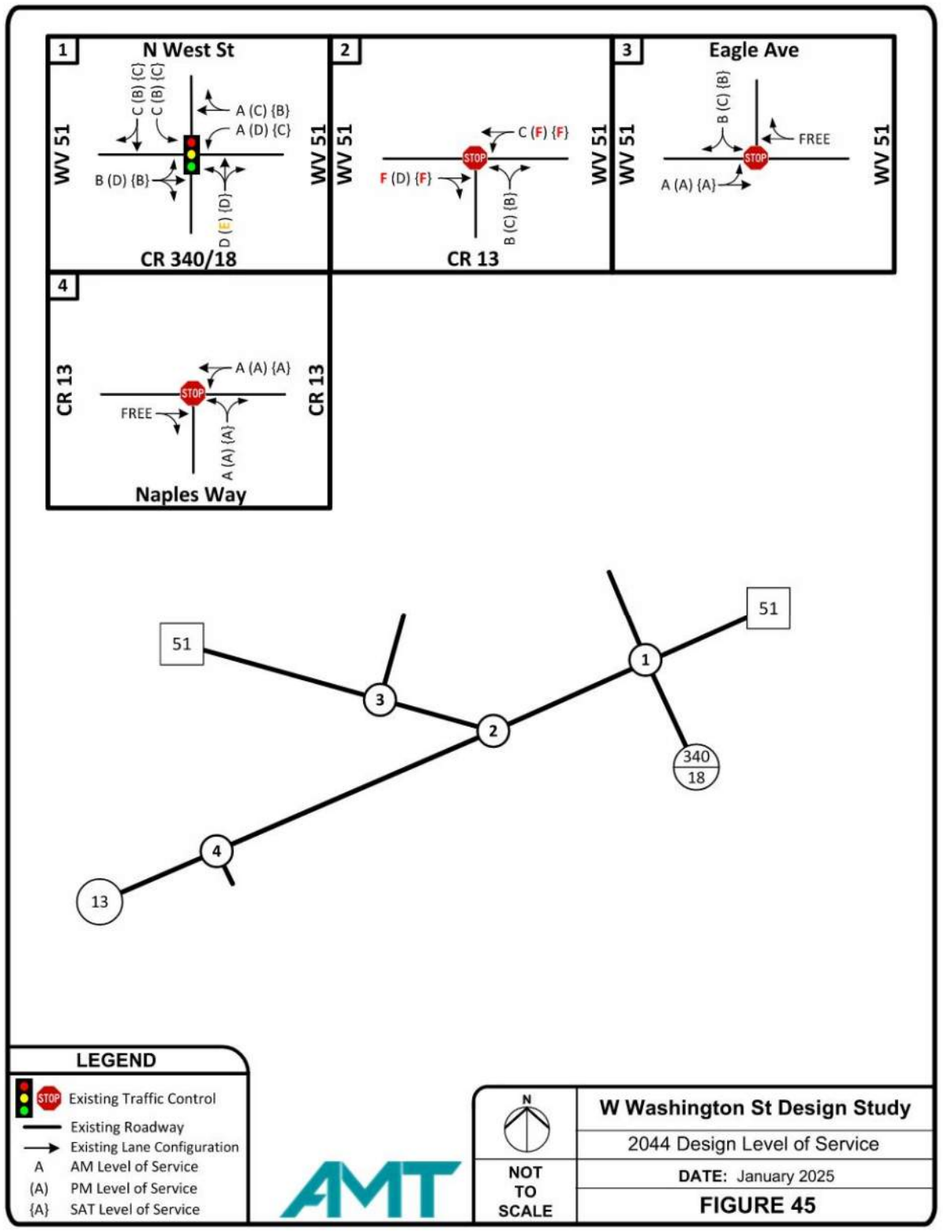


Figure 46: 2044 Alternative No. 1 Level of Service Analysis

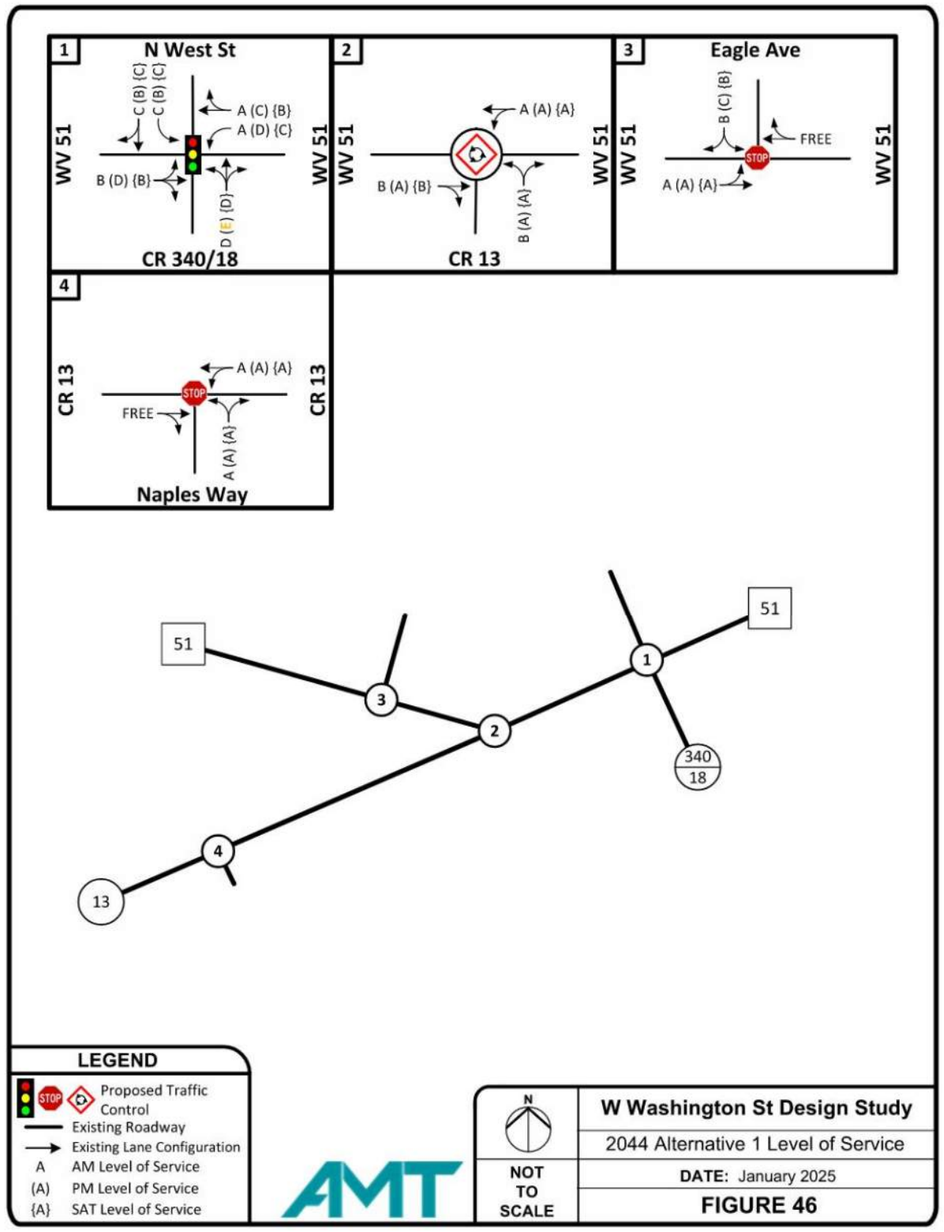


Figure 47: 2044 Alternative No. 2 Level of Service Analysis

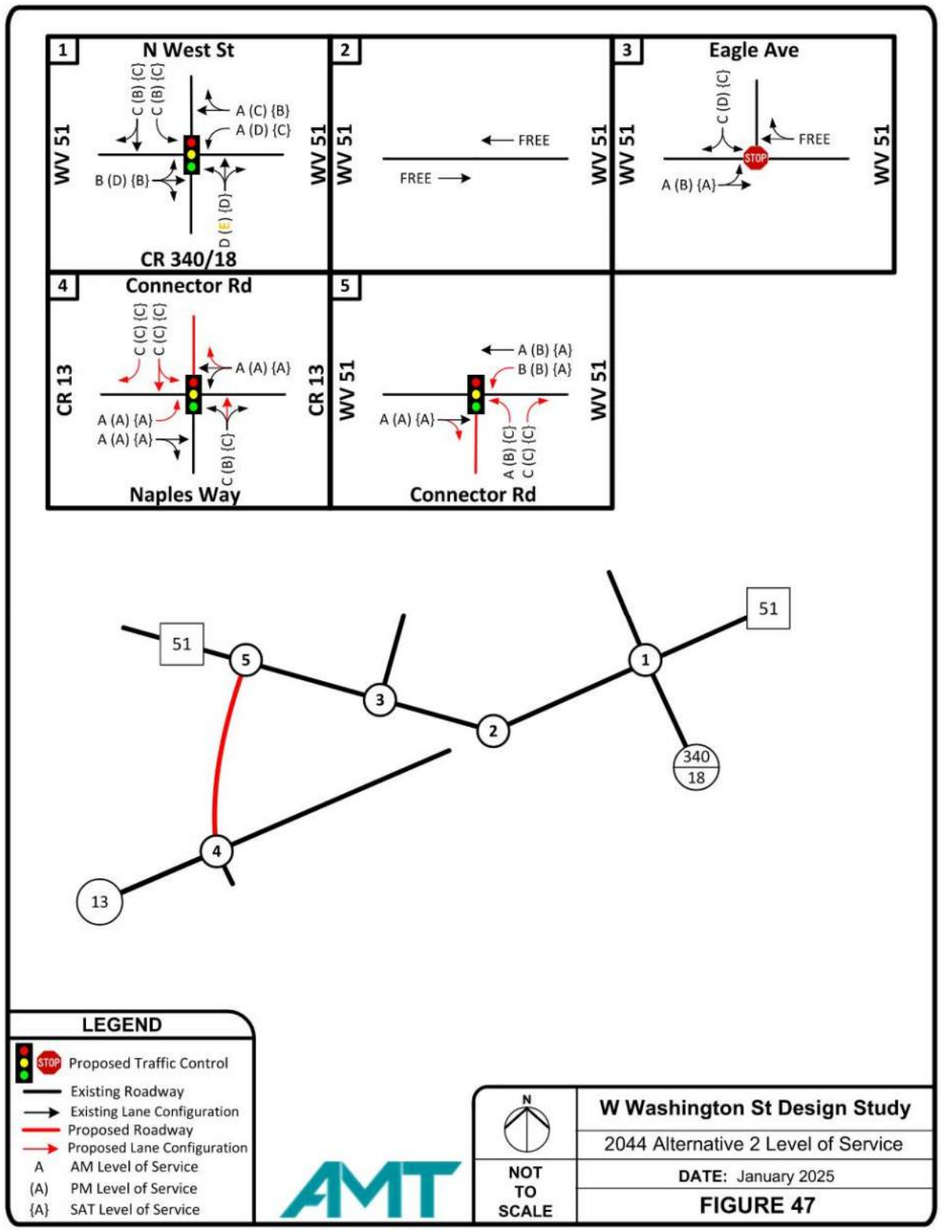


Figure 48: 2044 Alternative No. 3a Level of Service Analysis

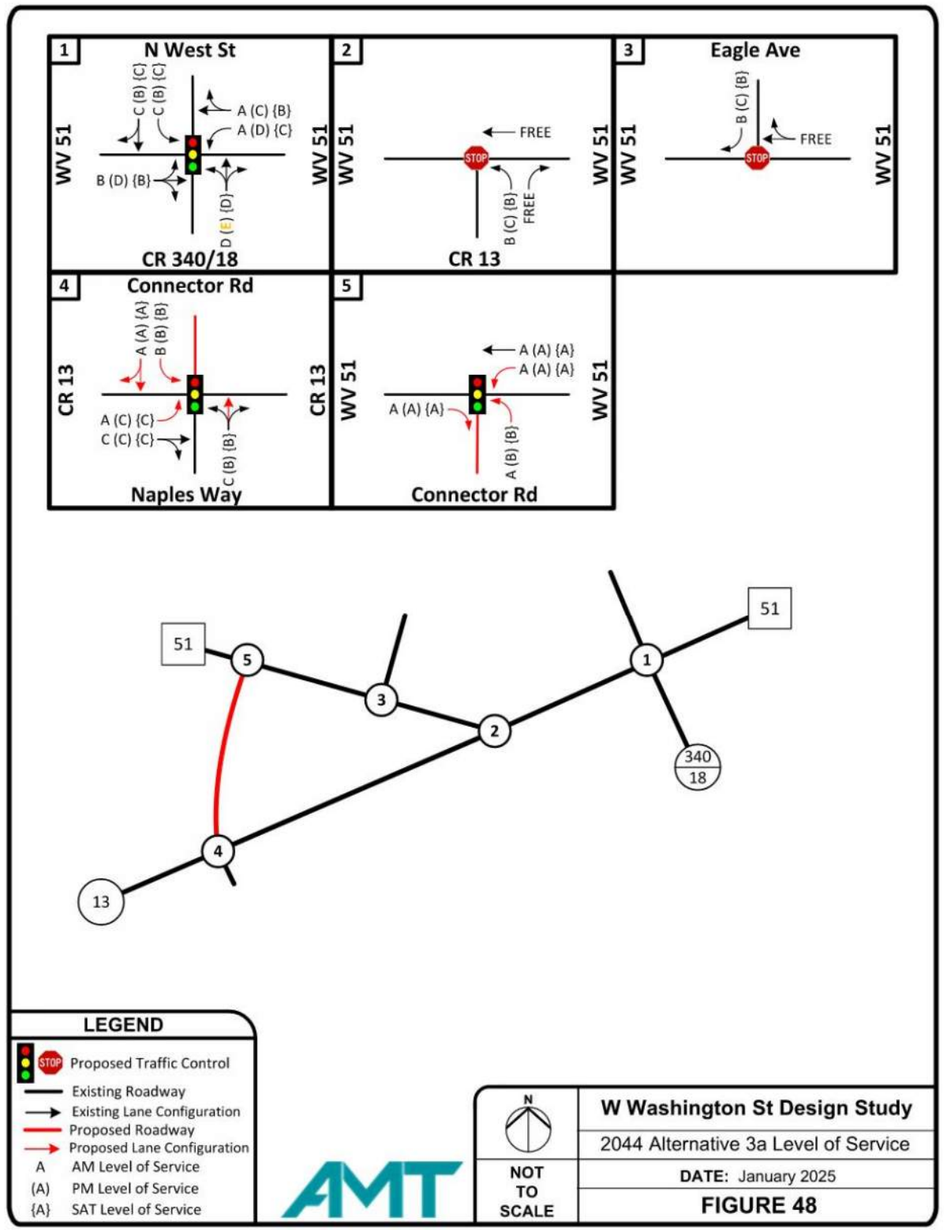


Figure 49: 2044 Alternative No. 3b Level of Service Analysis

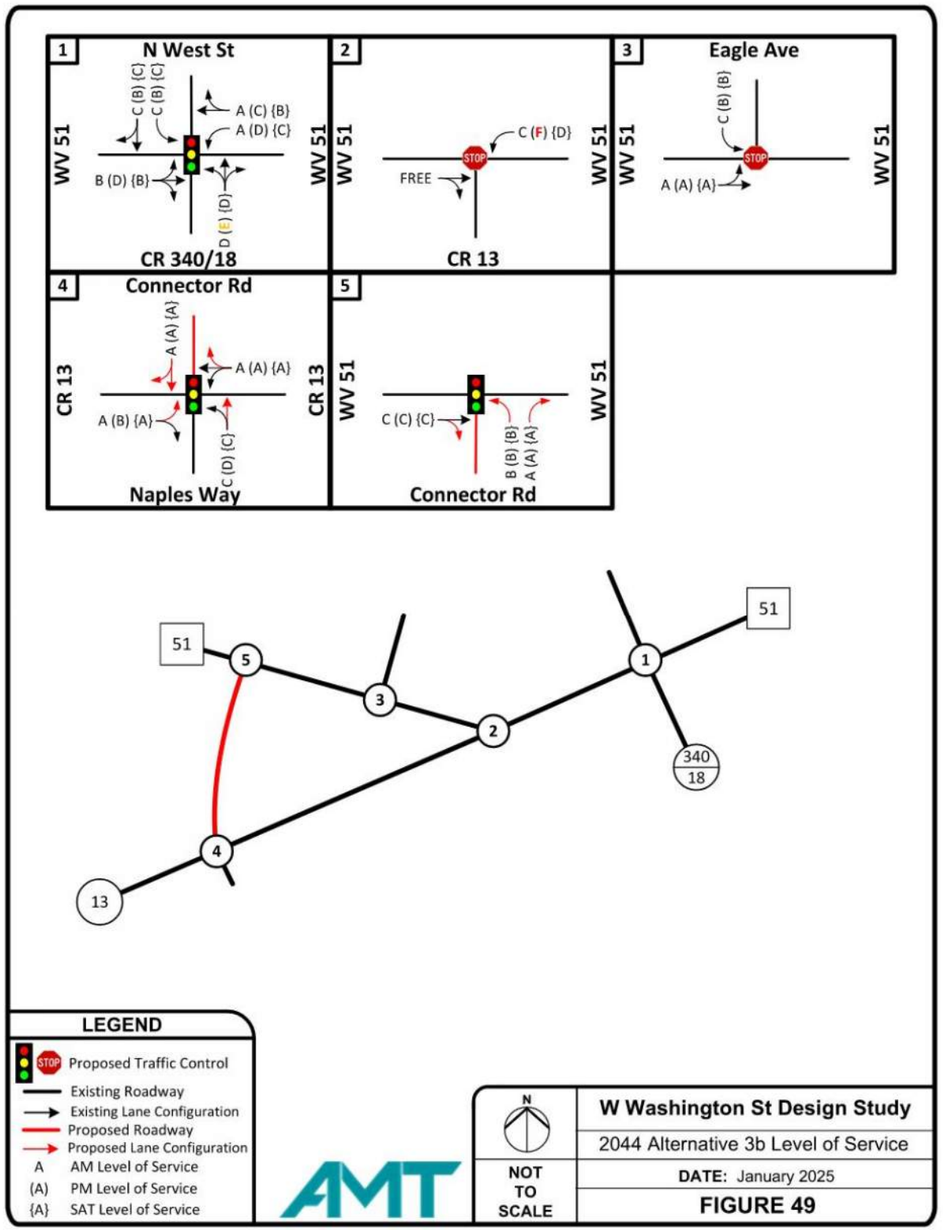


Figure 50: 2044 Alternative No. 4a Level of Service Analysis

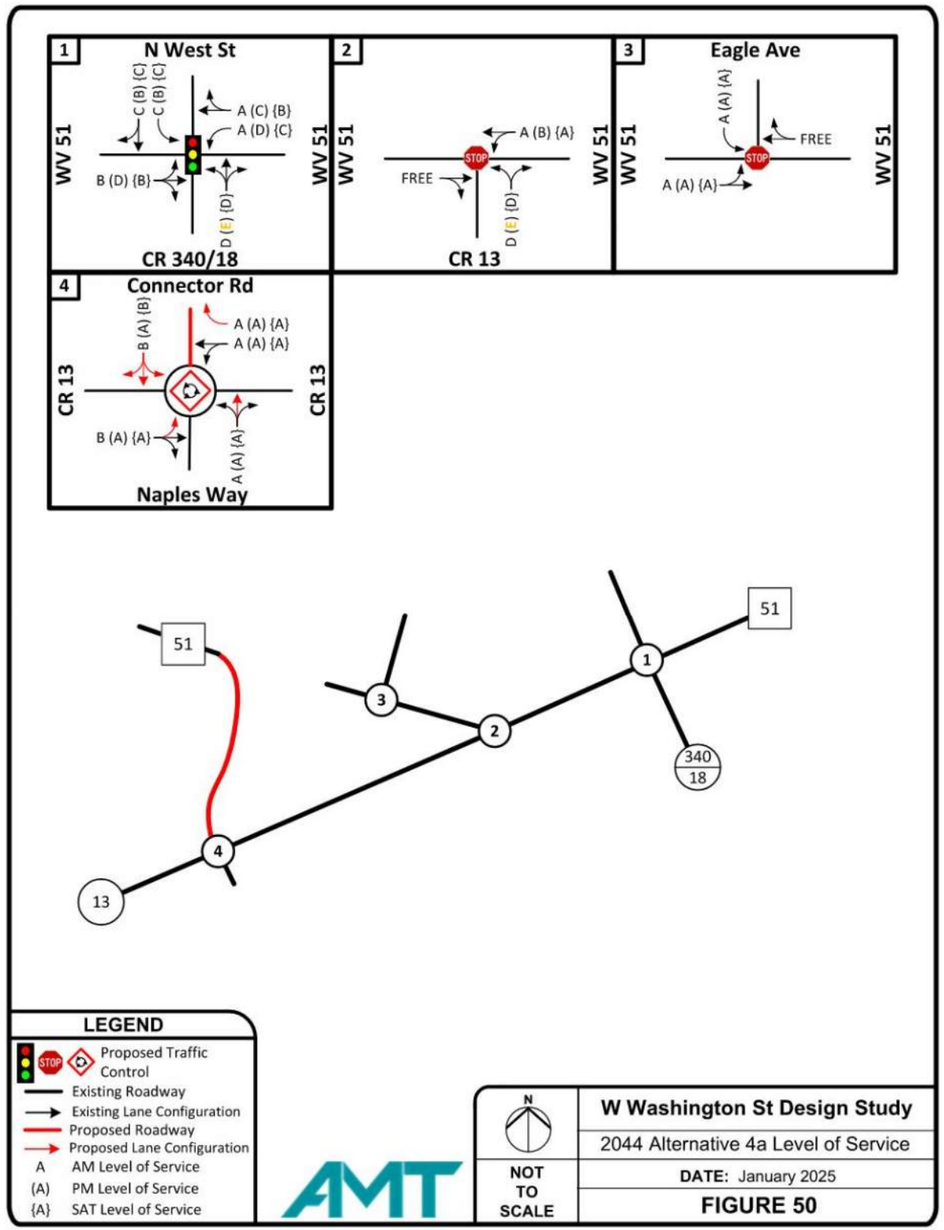


Figure 51: 2044 Alternative No. 4b Level of Service Analysis

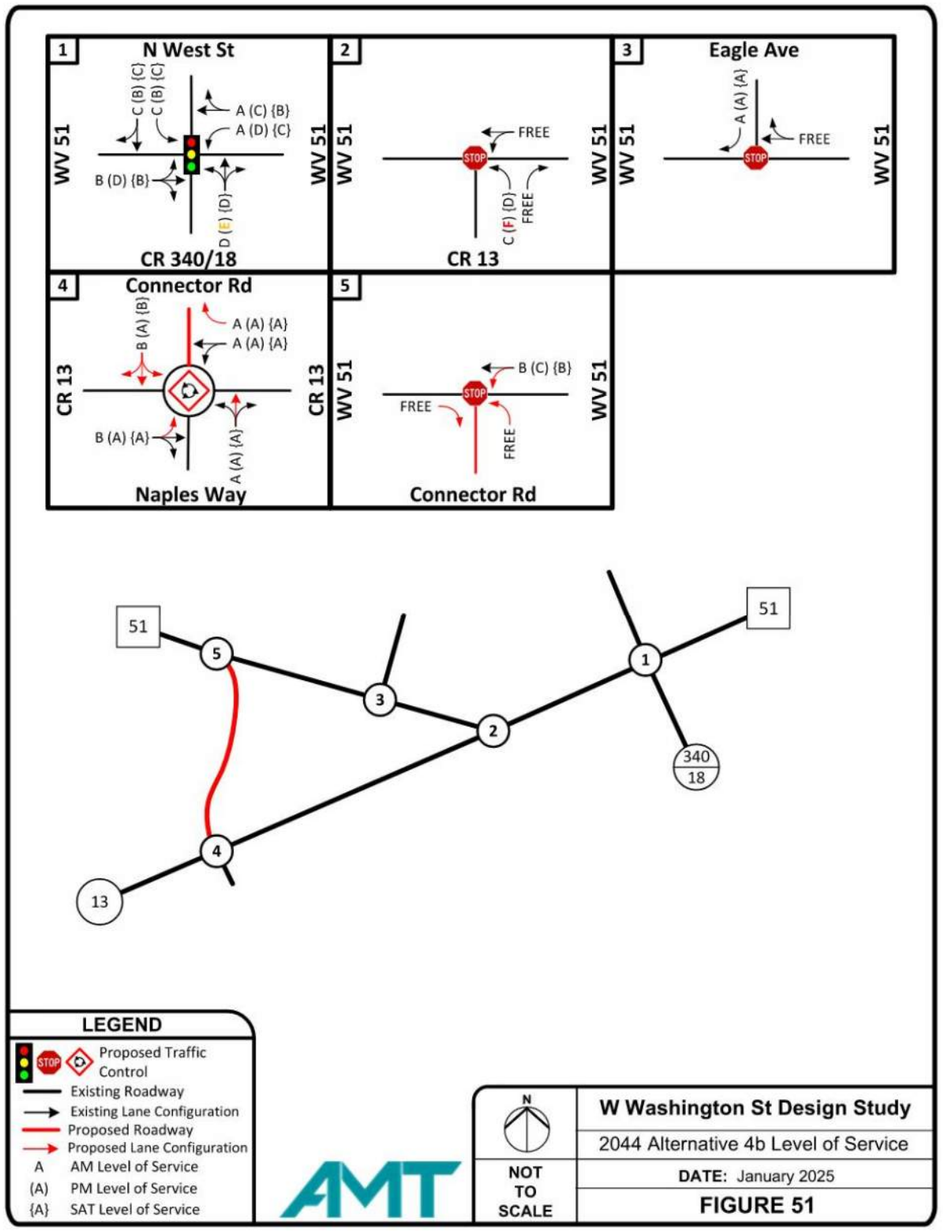
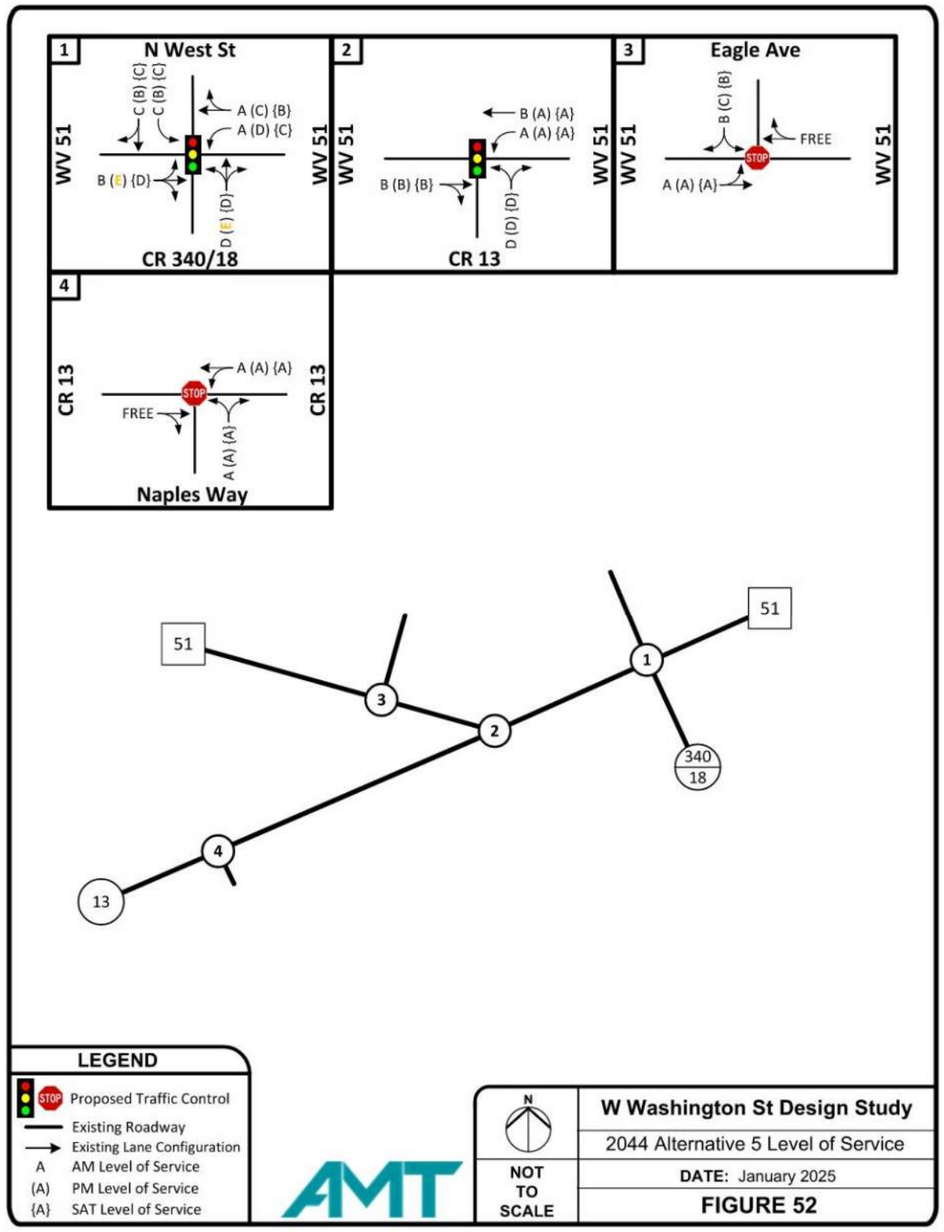


Figure 52: 2044 Alternative No. 5 Level of Service Analysis



Signal Warrant Analysis

The *Manual on Uniform Traffic Control Devices (MUTCD)* contains nine (9) warrants for investigating the need for a traffic signal at a particular intersection. The satisfaction of a signal warrant or warrants may indicate the need for the installation of a traffic signal. Three (3) warrants deal directly with traffic volumes; two (2) focus on pedestrian issues; one (1) focuses on safety; one (1) on grade crossings; one (1) on traffic signal progression; and one (1) on a Planning level (non-data-based) analysis. All Warrants were considered at the intersection of WV 51 with CR 13. Copies of the signal warrant analysis are contained in **Appendix F**.

Data Collection

Full 13-hour intersection turning movement counts were collected on Wednesday April 10, 2024, during the hours of 6 AM – 7 PM. On this date, Jefferson County Schools were fully operational with in classroom instruction for all students. Traffic volume data is located in **Appendix D.**

***MUTCD* Warrant Evaluation**

In accordance with *MUTCD* procedures, the impact of right turning traffic from the side street approaches was assessed to determine appropriate consideration as a component of the signal warrant analysis. Left turning motorists or those crossing the intersection are those most benefiting from a traffic signal, as right turning maneuvers typically can be made easily without a signal. Due to the substantial skewed approach of CR 13 to WV 51, minor right-turn volumes were not reduced.

Warrant 1 – Eight-Hour Vehicular Volume

This warrant is intended for application at locations where there is a large volume of intersecting traffic. To meet Warrant 1, the major street traffic (total of both approaches) must meet or exceed 350 vehicles per hour while the minor street traffic (one direction only) must meet or exceed 105 vehicles per hour for any eight hours of the day (Condition A – Minimum Vehicular Volume), or the major street traffic (total of both approaches) must meet or exceed 525 vehicles per hour while the minor street traffic (one direction only) must meet or exceed 53 vehicles per hour for any eight hours of the day (Condition B – Interruption of Continuous Traffic).

The minimum thresholds and conditions for this warrant as listed in the *MUTCD* are located on **Table 10.**

It is intended that warrant 1 be treated as a single warrant. If condition A is satisfied, then the criteria for warrant 1 is satisfied; therefore, condition B and the combination of condition A and B are not needed. Also, if condition B is satisfied, then the criteria for Warrant 1 is satisfied and the combination of conditions A and B is not needed. Warrant 1 is considered the primary warrant for the installation of a signal and is often considered as singular standalone criteria.

Table 10: *MUTCD* Table 4C-1, Warrant 1 Eight-Hour Volume

Table 4C-1. Warrant 1, Eight-Hour Vehicular Volume

Condition A—Minimum Vehicular Volume

Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
Major Street	Minor Street	100%[a]	80%[b]	70%[c]	56%[d]	100%[a]	80%[b]	70%[c]	56%[d]
1	1	500	400	350	280	150	120	105	84
2 or more	1	600	480	420	336	150	120	105	84
2 or more	2 or more	600	480	420	336	200	160	140	112
1	2 or more	500	400	350	280	200	160	140	112

Condition B—Interruption of Continuous Traffic

Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
Major Street	Minor Street	100%[a]	80%[b]	70%[c]	56%[d]	100%[a]	80%[b]	70%[c]	56%[d]
1	1	750	600	525	420	75	60	53	42
2 or more	1	900	720	630	504	75	60	53	42
2 or more	2 or more	900	720	630	504	100	80	70	56
1	2 or more	750	600	525	420	100	80	70	56

[a] Basic minimum hourly volume
[b] Used for combination of Conditions A and B after adequate trial of other remedial measures
[c] May be used when the major-street speed exceeds 40 mph or in an isolated community with a population of less than 10,000
[d] May be used for combination of Conditions A and B after adequate trial of other remedial measures when the major-street speed exceeds 40 mph or in an isolated community with a population of less than 10,000

After applying the warrant criteria to the 2024 Existing Conditions, 12 hours meet the combined criteria set for Warrant 1A (only 8 hours are required), 11 hours meet the criteria for Warrant 1B, and 12 hours meet the criteria for combination of Warrant 1A & 1B of the Major and Minor Street volumes set in the “70%” conditions.

Warrant 1 is **MET**.

Warrant 2 – Four-Hour Vehicular Volumes

This warrant is intended for locations where, for a brief period of the day, minor road traffic experiences excessive delays in attempting to enter or cross the major street. Warrant 2 requires that the combination of the major street traffic (total of both approaches) and minor street traffic (one direction only) reaches a designated minimum volume during any four hours of any average day.

After applying the warrant criteria to the 2024 Existing Conditions, 12 of the 13 hours counted meet the combined criteria for Warrant 2.

Warrant 2 is **MET.**

Warrant 3 – Peak Hour Vehicular Volumes

This warrant is intended to be used where large numbers of vehicles are attracted or discharged for brief periods and minor street traffic suffers excessive delay when entering or crossing the major street. Warrant 3 requires that the combination of the major street traffic (total of both approaches) and the minor street traffic (one approach only) reaches a designated minimum volume during any one hour of an average day.

For 2024 Existing Conditions, five of the 13 hours counted meet the criteria established for Warrant 3.

Warrant 3 is **MET**.

Warrant 4 – Pedestrian Volume

The pedestrian volume signal warrant is intended for locations where traffic volumes on the major street are such that pedestrians experience excessive delay in crossing the major street. Warrant 4 requires a minimum of 75 pedestrians for each of any four hours or 93 pedestrians during the peak hour.

The volume of pedestrians at the intersection is far below the threshold required by the *MUTCD*.

Warrant 4 is **NOT MET**.

Warrant 5 – School Crossing

This warrant is intended for application where school children must cross the major street is the principal reason to consider the installation of a traffic control signal.

A signal at the subject intersection does not serve to create a controlled school crossing due to no existing schools within the area. Pedestrian volumes are low throughout all hours of the collected data, with only 16 pedestrians in total traversing the intersection during weekday hours collected.

Warrant 5 is **NOT MET**.

Warrant 6 – Coordinated Signal System

This warrant is intended for intersections that fall within an existing coordinated signal system in order to maintain proper vehicle progression.

The subject intersection is located approximately 1,200 feet west of an existing traffic signal and could be coordinated if installed.

Warrant 6 is **MET**.

Warrant 7 – Crash Experience

This warrant is intended for applications where the severity and frequency of crashes are the principal reasons to consider installing a traffic control signal. Warrant 7 is applicable where five or more crashes that are potentially preventable by the installation of a traffic signal have occurred in a 12-month period and the intersection traffic volumes meet the 80% column from *MUTCD* Table 4C-1.

Based upon an evaluation of the intersection crash data, there was not a period where five correctable right-angle crashes occurred within a one-year period. The occurrence of angle crashes at the intersection is low, with no reported crashes in the five-year period evaluated.

Warrant 7 is **NOT MET**.

Warrant 8 – Roadway Network

A signal may be justified to encourage concentration and organization of traffic flow on a roadway network. According to the *MUTCD*, Warrant 8 can be considered when two or more major routes intersect and a minimum total entering volume of at least 1,000 vehicles during the peak hour of a typical weekday and has 5-year projected traffic volumes that meet one or more of Warrants 1, 2, and 3.

The subject intersection does not involve the crossing of two major routes and peak hour volumes do not surpass the 1,000 vph (vehicles per hour) threshold.

Warrant 8 is **NOT APPLICABLE**.

Warrant 9 – Intersection Near a Grade Crossing

This warrant is intended for use at a location where the proximity to the intersection of a grade crossing on an intersection approach controlled by a stop or yield sign is the principal reason to consider installing a traffic control signal.

There is a railroad crossing west of the intersection that potentially impacts traffic flow. The railroad crosses WV 51 approximately 1,120 feet northwest of CR 13 and crosses CR 13 approximately 1,665 feet west of WV 51. According to the *MUTCD*, Warrant 9 can be considered when a stop or yield approach is within 140 feet of a grade crossing.

Warrant 9 is **NOT APPLICABLE**.

Four of the nine *MUTCD* warrants are satisfied for the intersection of WV 51 with CR 13 under existing conditions. **Table 11** details a summary of the intersections evaluated in comparison with the nine signal warrants.

Table 11: Signal Warrant Summary by Intersection (2024 Existing Conditions)

Intersection	Satisfaction of MUTCD Warrants (2009 Edition)								
	#1	#2	#3	#4	#5	#6	#7	#8	#9
WV 51 with CR 13	YES	YES	YES	NO	NO	YES	NO	N/A	N/A

Long-Term 2044 Intersection Countermeasures

1) WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street Intersection

As previously detailed in the No-Build conditions, infrastructure improvements may be required at this intersection to mitigate capacity issues by 2044. Potential improvements include constructing an exclusive right-turn lane on the WV 51 eastbound approach, lengthening storage of the existing exclusive left-turn lane on the WV 51 westbound approach, constructing an exclusive left-turn lane on the CR 340/18 northbound approach, and lengthening storage of the existing exclusive left-turn lane on the N West Street southbound approach. The CR 340/18 northbound left-turn movement would operate under protected/permitted phasing with the WV 51 eastbound right-turn movement operating under overlap phasing to the northbound left.

Following implementation of all the above potential improvements, capacity analysis indicates the WV 51 eastbound approach to CR 340/18/N West St is expected to operate at LOS B during the AM peak hour, LOS C during the PM peak hour, and LOS B during the Saturday Midday peak hour under signal control. The WV 51 westbound approach to CR 340/18/N West St is expected to operate at LOS A during the AM peak hour, LOS B during the PM peak hour, and LOS B during the Saturday Midday peak hour. The CR 340/18 northbound approach to WV 51 is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours. The N West Street southbound approach to WV 51 is expected to operate at LOS D during the AM, PM, and Saturday Midday peak hours. The overall signalized intersection is expected to operate at LOS C during the AM, PM, and Saturday Midday peak hours.

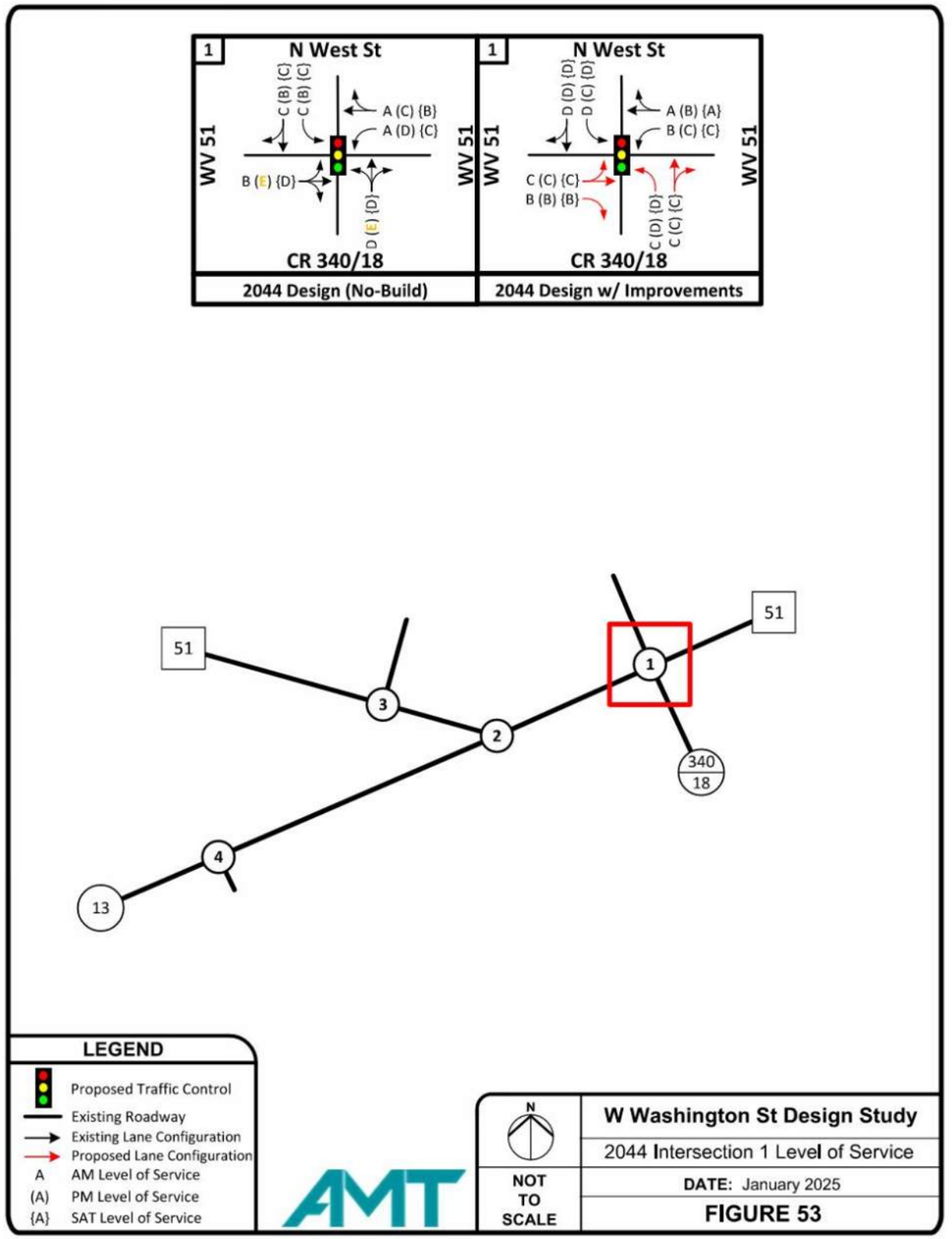
Figure 53 shows the LOS during the weekday AM, weekday PM, and Saturday Midday peak hours for Intersection 1 during 2044 No-Build and 2044 Design Conditions for each lane group movement at the intersection.

Table 12 provides a LOS summary for the study intersections during the weekday AM, weekday PM, and Saturday Midday peak hours for the existing configuration and design alternative for 2044 traffic conditions.

Table 12: Long-Term 2044 Intersection Countermeasures Level of Service Analysis Summary

Intersection	Movement	2044 Design (No-Build) Conditions						2044 Design (Int 1 Improvements) Conditions					
		AM Peak		PM Peak		SAT Peak		AM Peak		PM Peak		SAT Peak	
		LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
Intersection 1 - WV 51 (W Washington Street) with CR 340/18 (S West Street)/N West Street	EB Left/Thru/Right	B	18.1	D	47.5	B	19.7	N/A	N/A	N/A	N/A	N/A	N/A
	EB Left/Thru	N/A	N/A	N/A	N/A	N/A	N/A	C	22.9	C	25.9	C	22.3
	EB Right-Turn	N/A	N/A	N/A	N/A	N/A	N/A	B	11.3	B	11.2	B	10.8
	EB Approach	B	18.1	D	47.5	B	19.7	B	19.4	C	22.5	B	19.7
	WB Left-Turn	A	8.2	D	38.7	C	20.9	B	20.0	C	24.6	C	23.4
	WB Thru/Right	A	6.5	C	29.2	B	12.1	A	6.2	B	18.4	A	8.1
	WB Approach	A	6.8	C	30.4	B	14.1	A	8.7	B	19.2	B	11.6
	NB Left/Thru/Right	D	41.5	E	56.2	D	39.9	N/A	N/A	N/A	N/A	N/A	N/A
	NB Left-Turn	N/A	N/A	N/A	N/A	N/A	N/A	C	33.3	D	38.0	D	37.2
	NB Thru/Right	N/A	N/A	N/A	N/A	N/A	N/A	C	30.2	C	23.7	C	33.1
	NB Approach	D	41.5	E	56.2	D	39.9	C	31.6	C	30.8	C	34.5
	SB Left-Turn	C	27.0	B	15.3	C	22.3	D	36.6	C	31.5	D	37.0
	SB Thru/Right	C	29.3	B	17.9	C	24.4	D	45.3	D	53.8	D	45.0
	SB Approach	C	29.2	B	17.7	C	24.3	D	44.8	D	52.5	D	44.5
Existing Four-Leg Signalized Intersection	Overall	C	20.8	D	39.4	C	22.0	C	21.7	C	26.9	C	21.9

Figure 53: Long-Term 2044 Intersection Countermeasures Level of Service Analysis



IX. GEOTECHNICAL OVERVIEW

As part of the study phase of the project, GAI has performed a cursory review of available geologic, mining, and other literature along with obtainable historic topographic maps and aerial photos.

Soils

The Project area is mapped within the U.S. Geological Survey (USGS) Charles Town, WV (7.5 Minute Series) Quadrangle Map, at the western edge of Charles Town, WV along Martin Luther King Jr. (MLK Jr.) Boulevard (WV-51) and West Washington Street (CR-13) approximately 4.1 miles west of the Shenandoah River, and 6.25 miles west of the border with Virginia. The Soil Report generated for the Project area using the USDA-NRCS WebSoilSurvey site indicates that the soils along Martin Luther King Jr. Blvd., W. Washington Street, and adjacent properties that may be encountered within the proposed alternate roadway improvements are members of (from north to south) the Poplimento silt loam (PmB/PmC), Hagerstown silt loam (HbB), Urban Land-Hagerstown (UwC), Fairplay silt loam (Fa), Massanetta loam (Mn), and Urban Land (Ub). These soil types generally consist of calcareous loamy marl and clayey residuum weathered from limestone and siltstone.

Topography and Existing Features

The existing site is generally flat and is located within agricultural and commercial areas. The NS railroad crosses southwest-northeast within the project site. Evitts Run, trending north-south, crosses perpendicular to W. Washington Street between the intersection of W. Washington Street and MLK Jr. Boulevard and the intersection of W. Washington Street and South Water Street. Several existing retaining walls of varying height and apparent age were observed along W. Washington Street and MLK Jr. Boulevard. The apparent wall types include stacked stone, stone masonry, and concrete walls. These existing walls may impact any proposed roadway widening if required for the alternate roadway improvements.

Figure 54: Existing agricultural field SW of WV-51, just west of the NS railroad



Figure 55: Existing Stacked Stone Retaining Wall at WV 51 with CR 13 Intersection



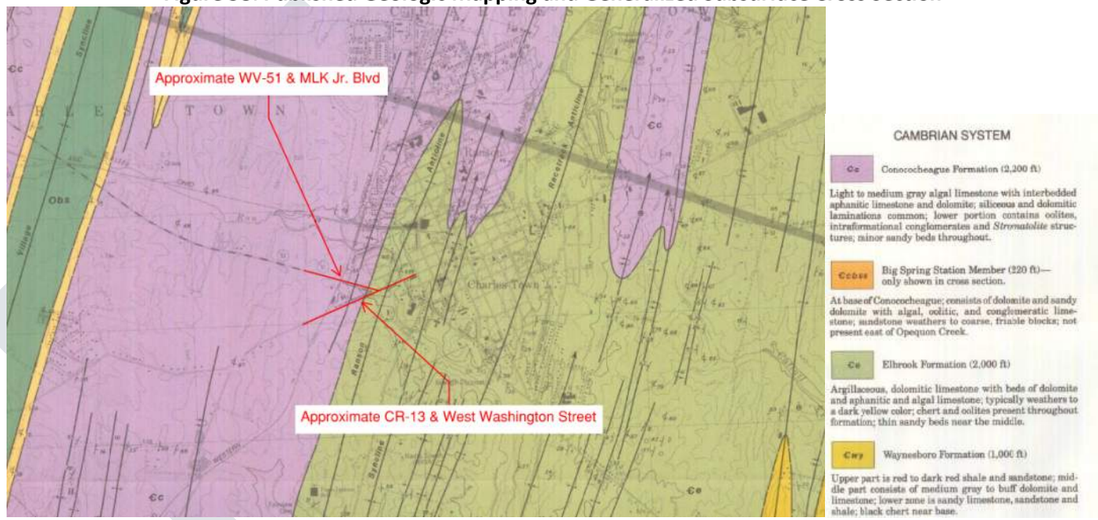
Figure 56: Existing Concrete Wall and Culvert along CR 13

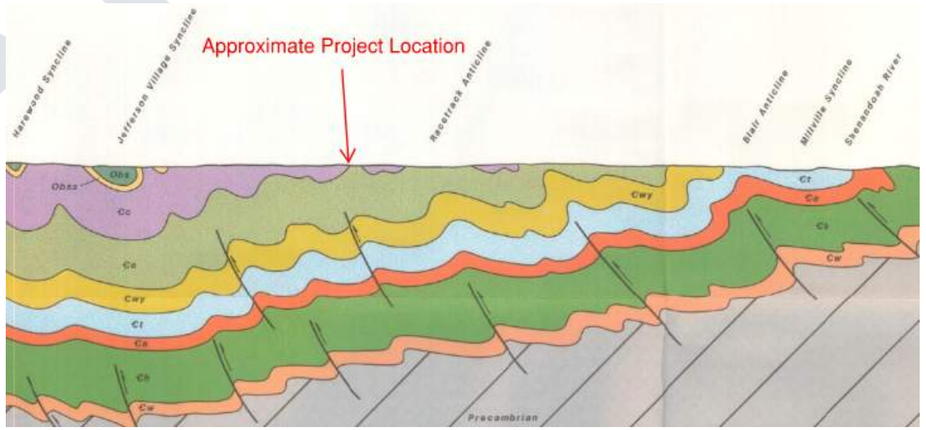


Figure 57: Existing Concrete and Stone Masonry Wall Along CR 13



Figure 58: Published Geologic Mapping and Generalized Subsurface Cross Section





The May 28, 2021 WV-51 Feasibility Study final report for the existing WV-51 corridor study area indicates that there are existing capacity and safety concerns. There was an observable trend of rear end crashes on the westbound approach of the Y-intersection. Analysis has also shown that the intersection would not function properly if the Y-intersection transitioned to a true all-way stop-controlled intersection. Therefore, other roadway improvements would be necessary for this location. At the time of this review, six alternatives have been provided for possible roadway improvements, which generally include areas within the existing roadway right of way, possible round-about solutions in place of the existing Y-intersection, and the possibility of a new connector road located west of the existing NS railway between WV-51 and CR-13. Roadway widening would be limited in commercial areas due to the proximity to existing buildings and structures. Alternates currently presented may impact adjacent farm properties (e.g., south of CR-13 opposite of the Zion Baptist Church, and west of the NS railroad between WV-51 and CR-13).

Geologic Setting:

The project area is heavily folded and faulted. The Ranson Anticline, trending northeast-southwest, bisects West Washington Street east of the intersection with MLK Jr. Blvd. Based on the West Virginia Geological and Economic Survey (WVGES) and USGS digital mapping services, the geologic units near the surface of the proposed roadway improvements are within the Cambrian-aged Conococheague Formation and the Elkbrook Formation. The Conococheague Formation consists mostly of limestone with interbeds of dolomite. This formation extends from the west to the Y-intersection of WV-51 and CR-13. The Elkbrook Formation underlies the Conococheague Formation. The Elkbrook Formation consists mostly of limestone and shale. This formation extends east of the Y-intersection of WV-51 and CR-13. Due to the folding and faulting, strike will generally trend northeast-southwest but the dip direction and degree will greatly vary.

Potential Geo-Hazards:

A review of the online WVGES coal mapping indicated that no mining has occurred within the project area. A review of the WVGES oil and gas well mapping indicated that no oil and gas wells are located within the project area.

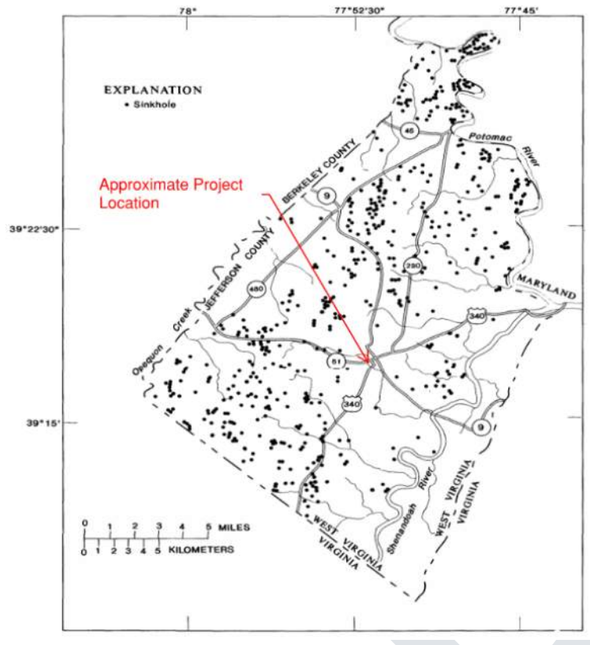
A review of available WVGES and USGS mapping indicates the project site is located within karst topography. Karst topography is a landscape formed by the dissolution of carbonate bedrock, commonly characterized by sinkholes, caves, pinnacled top-of-rock and underground drainage cavities. Both the Conococheague

Formation and the Elkbrook Formation consist of carbonate bedrock which commonly contain karst features. The Conococheague Formation is known for having a high density of sinkholes located within the limestone bedrock.

It is recommended that all slopes along the roadway be 2:1 (H:V) or flatter.

Based on our overview, the only unusual geologic or geotechnical hazard that may be encountered within the project area is karst topography. Karst hazards can be minimized by limiting construction in karst terrain and having appropriate mitigation measures, such as proper drainage. As mentioned above, additional geotechnical concerns include the potential impact to the numerous existing retaining walls that are immediately adjacent to W. Washington Street (CR-13) and MLK Jr. Boulevard (WV-51). The potential for landslides would be minimal due to the project area consisting of flat terrain and can be further minimized by proper cut and fill design, construction of new retaining walls and/or the purchase of additional Right-Of-Way. The presence of karst features and stability of the slopes will need to be confirmed during final design once a geotechnical field reconnaissance and the soil borings have been completed.

Figure 59: Published Sink Hole Mapping for Project Area

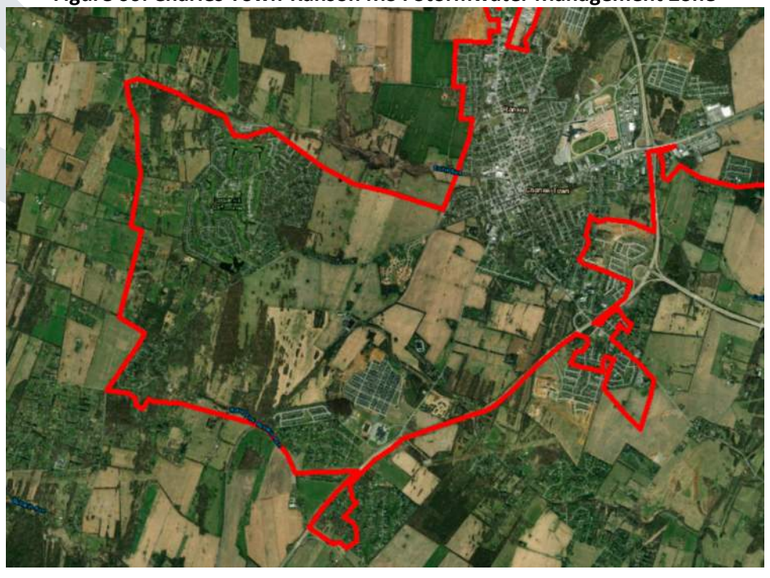


X. STORMWATER AND DRAINAGE OVERVIEW

Stormwater Management (MS4-Charles Town-Ranson)

All proposed design alternatives for this project would be located within the existing MS4 Stormwater Management Zone for Charles Town-Ranson. If the total net impervious area increases beyond 5,000 square feet within the project limits, then stormwater management (SWM) facilities would be required. All proposed alternatives except Alternative No. 5 are expected to increase the total net impervious area beyond 5,000 square feet. Proposed SWM facilities that are to be maintained by WVDOH shall be placed within WVDOH right-of-way. Treatment would be required for the first 1-Inch of rainfall for the 24-hour storm per the guidance documents. A more in-depth geotechnical analysis would be required to determine the extent of Karst within the project limits. If a large amount of Karst are found, the extent of the stormwater designs will need to be evaluated further. Review by West Virginia Department of Environmental Protection (WVDEP) would be required for approval of the proposed stormwater facilities. The figure below outlines the existing MS4 boundary in red.

Figure 60: Charles Town-Ranson MS4 Stormwater Management Zone



Major Drainage

The WVDOH defines a major drainage structure as any drainage facility culvert with bends, culverts 36” in diameter or greater, and channel changes. Within the project limits for all alternatives except for Alternative No. 4a and Alternative No. 4b, there are two box culverts approximately 275’ southwest of the intersection of WV 51 and CR 13 intersection.

No-Build Alternative
The No-Build alternative will maintain the existing corridors of WV 51 and CR 13, as well as each existing intersection. If the existing drainage does not meet current standards, these deficiencies could be noted but no new drainage would be performed.

Alternative No. 1 – Single-Lane Roundabout
This alternative would require a major drainage modification and possible extension in both directions of the existing box culverts. A new culvert hydraulically equal in size would be required beneath the realigned CR 13 approach to the roundabout. A new conveyance channel between the existing and proposed culverts would be required. Adequate conveyance within a non-erosive channel would be required beyond the proposed culvert under the realigned CR-13.

Alternative No. 2 – WV 51 and CR 13 Connector Road
This alternative would not require any major drainage modification or extensions to existing structures.

Alternative No. 3a – WV 51 and CR 13 Connector Road (One-way WV 51 WB / One-way CR 13 NB)
This alternative would not require any major drainage modification or extensions to existing structures.

Alternative No. 3b – WV 51 and CR 13 Connector Road (One-way WV 51 EB / One-way CR 13 SB)
This alternative would not require any major drainage modification or extensions to existing structures.

Alternative No. 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13
This alternative would not require any major drainage modifications.

Alternative No. 4b – WV 51 Realignment to Single-Lane Roundabout at CR 13 with One-Way WB MLK Jr. Blvd.
This alternative would not require any major drainage modifications.

Alternative No. 5 – WV 51 at CR 13 Traffic Signal
This alternative would not require any major drainage modification or extensions to existing structures.

Miscellaneous Drainage
For all proposed alternatives, all proposed storm drain and ditch designs will consider existing flow patterns to ensure adequate conveyance through the project site. Proposed minor drainage storm drain and ditches would be design per the West Virginia Drainage Manual. Where curb and gutter is proposed, spread would be checked to ensure it meets WVDOH standards. Where a proposed roadway or driveway would traverse an existing roadside ditch, new small culverts would be required.

XI. ENVIRONMENTAL OVERVIEW

Environmental studies and the preparation of the NEPA document related to this project study is being prepared via a separate WVDOH contract with HDR. HDR has established an Environmental Constraints Zone (ECZ) for the environmental assessment. The ECZ would be coordinated with HDR historians and archaeologists to establish their Area of Potential Effects (APE). HDR will then send the ECZ and APE to WVDOH and the State Historic Preservation Office (SHPO) for approval prior to commencement of field work. HDR will also be conducting wetland studies, farmland studies, noise analysis, threatened and endangered species studies, and public involvement.

XII. ALTERNATIVES EVALUATION

Potential design alternatives have been developed as the basis for evaluation within the design study based upon results of the traffic operations. Preliminary design was performed for each alternative utilizing a combination of aerial mapping and ground topographic survey.

1) WV 51 (W Washington Street) and CR 340/18 (S West Street)/N West Street Intersection

Proposed traffic signal modifications to the WV 51 and CR 340/18 intersection have been considered with this study. To address intersection crashes, particularly angle crashes resulting from red light running vehicles, adjustments to change and clearance intervals are necessary and would be a cost-effective improvement. Additionally, late-night flashing operations would also be another minimal-cost improvement to address overnight crashes. The addition of signal head backplates on the WV 51 (W Washington Street) approaches would be a minimal-cost improvement to address crashes caused by sunlight glare.

Based upon traffic projections to 2044 future conditions, the following improvements should be considered for implementation to improve traffic operations in the future at this intersection. Each of these could be implemented for relatively low-cost, except alterations to add a turn lane or increase storage length would come as the expense of some downtown parking spots.

- WV 51 eastbound approach addition of an exclusive right-turn lane
- WV 51 westbound approach exclusive left-turn lane increase in storage length
- CR 340/18 northbound approach addition of an exclusive left-turn lane
- N West Street southbound approach exclusive left-turn lane increased storage length

The CR 340/18 northbound left-turn movement would operate under protected/permitted phasing with the WV 51 eastbound right-turn movement operating under overlap phasing to the northbound left.

Any of these intersection improvement alternatives could be implemented as companion to the WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection improvements through coordination with Charles Town and WVDOH.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

The proposed design alternatives for the WV 51 and CR 13 intersection improvements have been evaluated within this study. The following is an evaluation of each proposed alternative, including the No-Build. An environmental evaluation of each alternative has not been performed. Detailed geotechnical evaluations for each alternative has not been performed.

No-Build Alternative

The No-Build alternative will maintain the existing corridors of WV 51 and CR 13, as well as each existing intersection. Traffic analysis of the No-Build Alternative reveals that the overall intersection LOS would be LOS C for AM peak hour, LOS F for PM peak hour, and LOS C during the Saturday midday peak hour. There are no property impacts, no utility impacts, and no major drainage impacts associated with this alternative. The No-Build Alternative does not address any intersection safety concerns or long-term capacity issues.

The No-Build Alternative **does not meet** the project's Purpose and Need.

Alternative No. 1 – Single-Lane Roundabout

Conversion of a traditional stop-controlled intersection to a roundabout is challenging in terms of Maintenance of Traffic (MOT). MOT would likely require multiple construction phases to construct the roundabout in stages in order to maintain adequate traffic movement along WV 51 and CR 13. Nighttime closures may be utilized and closures of individual approaches should be expected. Temporary pavement within splitter islands and the central island is also anticipated to facilitate turning movements.

In terms of property impacts, conceptual right-of-way needs for Alternative No. 1 is approximately 2.55 acres, impacting 4 parcels. This alternative would have a significant impact on the Perry Farm properties along the southeast side of CR 13. Alternative No. 1 will have major drainage structure and channel impacts due to the CR 13 realignment to the proposed roundabout. SWM facilities would be required for this alternative. Overhead and underground utilities at the existing WV 51 with CR 13 intersection would be impacted and utility relocations would be necessary. Earthwork requirements for this alternative is moderate.

In terms of traffic operation, Alternative No. 1 provides significant LOS improvement in comparison to 2024 and 2044 No-Build Conditions. For 2024 proposed conditions, the overall roundabout intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. For 2044 proposed conditions, the overall roundabout intersection is expected to operate at LOS A during the AM, PM, and Saturday Midday peak hours. Pedestrian mobility improvements will be included at the roundabout intersection with new sidewalks, curb ramps and crosswalks but limited improvements along MLK Jr. Blvd. will be possible.

Alternative No. 1 **meets** the project's Purpose and Need and is a viable alternative.

Conceptual plans for this alternative can be found **Appendix D**.

The engineering construction estimate for the improvements of **Alternative No. 1** is approximately **$4,105,000.** The estimate of right of way costs for the improvements of **Alternative No. 1** is **$459,000**. The estimate of utility relocation costs for the improvements of **Alternative No. 1** is **$779,400**. A breakdown of construction costs, right of way costs, and utility costs can be found **Appendix E**.

Alternative No. 2 – WV 51 and CR 13 Connector Road

Construction of this alternative would be less challenging for MOT than Alternative No. 1 as the majority of construction is outside of the existing roadway network. Construction of the new intersections with WV 51 and CR 13 would likely require multiple construction phases to construct in stages in order to maintain adequate traffic movement along WV 51 and CR 13. It is not anticipated that nighttime closures or closures of individual approaches would be required for construction of this alternative. Temporary pavement for this alternative is anticipated to be minimal.

In terms of property impacts, conceptual right-of-way needs for Alternative No. 2 is approximately 3.80 acres on 3 parcels. This alternative would have a significant impact on farm property to the west of NS railroad. Alternative No. 2 would not have any major drainage structure or channel impacts. SWM facilities would be required for this alternative. Minor overhead and underground utility impacts are expected for the new intersections at WV 51 and CR 13. Earthwork requirements for this alternative is between moderate and significant.

In terms of traffic operation, Alternative No. 2 provides a free-flow WV 51 at the existing CR 13 intersection. For 2024 proposed conditions, all movements are expected to operate at acceptable levels of LOS C or better. For 2044 Design Year conditions, all movements operate at acceptable levels of LOS C or better, except the Eagle Avenue southbound approach to WV 51 which is expected to operate at LOS D in the PM peak hour. Pedestrian mobility improvements will be included at the intersection with new sidewalks, curb ramps and crosswalks but limited improvements along MLK Jr. Blvd. will be possible.

Alternative No. 2 **meets** the project's Purpose and Need and is a viable alternative.

Conceptual plans for this alternative can be found **Appendix B**.

The engineering construction estimate for the improvements of **Alternative No. 2** is **$5,365,000.** The estimate of right of way costs for the improvements of **Alternative No. 2** is **$63,000**. The estimate of utility relocation costs for the improvements of **Alternative No. 2** is **$796,800**. A breakdown of construction costs, right of way costs, and utility costs can be found **Appendix C**.

Alternative No. 3a – WV 51 and CR 13 Connector Road (One-way WV 51 WB / One-way CR 13 NB)

Construction of Alternative No. 3a would be nearly identical to Alternative No. 2 and less challenging than Alternative No. 1. In terms of property impacts, this alternative is similar to Alternative No. 2 but impacts slightly less. Conceptual right-of-way needs for Alternative No. 3b is approximately 3.70 acres on 2 parcels. This alternative would have a significant impact on farm property to the west of NS railroad. Alternative No. 3a would not have any major drainage structure or channel impacts. SWM facilities would be required for this alternative. Minor overhead and underground utility impacts are expected for the new intersections at WV 51 and CR 13. Earthwork requirements for this alternative is between moderate and significant.

In terms of traffic operation, Alternative No. 3a differs from Alternative No. 2 by providing one-way pairs for WV and CR 13. For 2024 proposed conditions, all movements are expected to operate at acceptable levels of LOS C or better. For 2044 Design Year conditions, all movements are expected to operate at acceptable levels of LOS C or better. Pedestrian mobility improvements will be included at the intersection with new sidewalks, curb ramps and crosswalks while significant improvements along MLK Jr. Blvd. will be possible.

Alternative No. 3a **meets** the project's Purpose and Need and is a viable alternative.

Conceptual plans for this alternative can be found **Appendix B**.

The engineering construction estimate for the improvements of **Alternative No. 3a** is **$5,455,000.** The estimate of right of way costs for the improvements of **Alternative No. 3a** is **$62,000**. The estimate of utility relocation costs for the improvements of **Alternative No. 3a** is **$796,800**. A breakdown of construction costs, right of way costs, and utility costs can be found **Appendix C**.

Alternative No. 3b – WV 51 and CR 13 Connector Road (One-way WV 51 EB / One-way CR 13 SB)

Construction of Alternative No. 3b would be identical to Alternative No. 3a. Property impacts, utility impacts, major drainage impacts, and earthwork impacts would be identical to Alternative No. 3a. The only difference between Alternatives 3a and 3b would be in terms of traffic operations.

In terms of traffic operation, Alternative No. 3b differs from Alternative No. 3b by providing one-way pairs for WV and CR 13 in the opposite direction. For 2024 proposed conditions, all movements are expected to operate at acceptable levels of LOS C or better. For 2044 Design Year conditions, all movements are expected to operate at acceptable levels of LOC C or better, except the WV 51 westbound left-turn movement at CR 13 which is expected to operate at LOS F during the PM peak hour and LOS D during the Saturday Midday peak hour, and the Naples Way northbound approach to CR 13 during the PM peak hour. Pedestrian mobility improvements will be included at the intersection with new sidewalks, curb ramps and crosswalks while significant improvements along MLK Jr. Blvd. will be possible.

Alternative No. 3b **does not meet** the project's Purpose and Need for future traffic conditions and is not a viable alternative.

Conceptual plans for this alternative can be found **Appendix B**.

The engineering construction estimate for the improvements of **Alternative No. 3b** is **$5,375,000.** The estimate of right of way costs for the improvements of **Alternative No. 3b** is **$62,000**. The estimate of utility relocation costs for the improvements of **Alternative No. 3b** is **$796,800**. A breakdown of construction costs, right of way costs, and utility costs can be found **Appendix C**.

Alternative No. 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13

Conversion of the roundabout intersection and WV 51 realignment for Alternative No. 4a will not be as challenging as Alternative No. 1 but would likely require multiple construction phases to construct the roundabout in stages in order to maintain adequate traffic movement along WV 51 and CR 13. Nighttime closures may be utilized and closures of individual approaches should be expected. Temporary pavement is also anticipated to facilitate traffic movements.

In terms of property impacts, conceptual right-of-way needs for Alternative No. 4a is significant and are approximately 6.90 acres, impacting 4 parcels. This alternative would have a significant impact on farm property to the west of NS railroad. Alternative No. 4a would not have any major drainage structure or channel impacts. SWM facilities would be required for this alternative. Minor overhead and underground utility impacts are expected for the new intersections at WV 51 and CR 13. Earthwork requirements for this alternative is expected to be significant.

In terms of traffic operation, Alternative No. 4a provides LOS improvements. For 2024 proposed conditions, all movements are expected to operate at acceptable levels of LOS B or better. For 2044 Design Year conditions, all movements are expected to operate at acceptable levels of LOS B or better, except the CR 13 northbound approach to WV 51 which is expected to operate at LOS D during the AM peak hour, LOS E during the PM peak hour, and LOS D during the Saturday Midday peak hour. Pedestrian mobility improvements will be included at the intersection with new sidewalks, curb ramps and crosswalks but limited improvements along MLK Jr. Blvd. will be possible.

Alternative No. 4a **meets** the project's Purpose and Need for future traffic conditions and is a viable alternative.

Conceptual plans for this alternative can be found **Appendix B**.

The engineering construction estimate for the improvements of **Alternative No. 4a** is **$7,500,000.** The estimate of right of way costs for the improvements of **Alternative No. 4a** is **$109,000**. The estimate of utility relocation costs for the improvements of **Alternative No. 4a** is **$417,600**. A breakdown of construction costs, right of way costs, and utility costs can be found **Appendix C**.

Alternative No. 4b – WV 51 Realignment to Single-Lane Roundabout at CR 13 with One-Way WB MLK Jr. Blvd.

This alternative will have similar construction impacts and MOT as Alternative No. 4a. Nighttime closures may be utilized and closures of individual approaches should be expected. Temporary pavement is also anticipated to facilitate traffic movements.

In terms of property impacts, drainage impacts, and utility impacts this alternative will be identical to Alternative No. 4a, the only tangible differences are construction costs and traffic operations.

In terms of traffic operation, Alternative No. 4b provides LOS improvements. For 2024 proposed conditions, all movements are expected to operate at acceptable levels of LOS B or better, except the CR 13 northbound left-turn movement to WV 51 is expected to operate at LOS E during the PM, and LOS C during the Saturday Midday peak hours under stop control. For 2044 Design Year conditions, all movements are expected to operate at acceptable levels of LOS B or better, except the CR 13 northbound left-turn movement to WV 51 is expected to operate at LOS C during the AM, LOS F during the PM, and LOS D during the Saturday Midday peak hours under stop control while the adjacent right-turn movement operates as free-flow traveling unimpeded through the intersection. Pedestrian mobility improvements will be included at the intersection with new sidewalks, curb ramps and crosswalks while significant improvements along MLK Jr. Blvd. will be possible.

Alternative No. 4b **does not meet** the project's Purpose and Need for future traffic conditions and is not a viable alternative.

Conceptual plans for this alternative can be found **Appendix B**.

The engineering construction estimate for the improvements of **Alternative No. 4b** is **$7,870,000.** The estimate of right of way costs for the improvements of **Alternative No. 4b** is **$109,000**. The estimate of utility relocation costs for the improvements of **Alternative No. 4b** is **$417,600**. A breakdown of construction costs, right of way costs, and utility costs can be found **Appendix C**.

Alternative No. 5 – WV 51 at CR 13 Traffic Signal

Construction of Alternative No. 5 is not expected to be challenging compared to other alternatives. MOT phasing would be required to construct pavement widening and to place signal equipment, but should be for short durations. Closures are not anticipated with this alternative. Temporary pavement is expected to be minimal.

In terms of property impacts, conceptual right-of-way needs is approximately 0.16 acres on 3 parcels to accommodate pavement widening and signal equipment. Parcels impacted are on the corners of the WV 51 with CR 13 intersection. Alternative No. 5 should not have any major drainage structure or channel impacts. SWM facilities are not likely to be required for this alternative. Minor overhead and underground utility impacts may be required due to pavement widening and placement of signal equipment. Earthwork requirements for this alternative is expected to be minimal.

In terms of traffic operation, Alternative No. 5 provides LOS improvements. For 2024 proposed conditions, all movements are expected to operate at acceptable levels of LOS C or better except the CR 13 northbound approach to WV 51 which is expected to be at LOS D for AM, PM, and Saturday Midday peak hours. For 2044 proposed conditions, all movements are expected to operate at acceptable levels of LOS C or better except the CR 13 northbound approach to WV 51 which is expected to be at LOS D for AM, PM, and Saturday Midday peak hours. Pedestrian mobility improvements will be included at the intersection with new sidewalks, curb ramps and crosswalks but limited improvements along MLK Jr. Blvd. will be possible.

Alternative No. 5 **meets** the project's Purpose and need and is a viable alternative.

Conceptual plans for this alternative can be found **Appendix B**.

The engineering construction estimate for the improvements of **Alternative No. 5** is **$2,070,000**. The estimate of right of way costs for the improvements of **Alternative No. 5** is **$29,000**. The estimate of utility relocation costs for the improvements of **Alternative No. 5** is **$307,800**. A breakdown of construction costs, right of way costs, and utility costs can be found **Appendix C**.

Shown in **Table 13** on the following page is a weighted matrix used to evaluate the potential improvements. The evaluation criteria shown in the table are prioritized by importance to add more weight to the particular criteria, with raw scores ranging from 1 to 5 and 5 being best. Environmental impacts are subjective at this stage as environmental work is not included as part of this design study but is being performed under a separate contract between WVDOH and HDR.

Table 13: WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection Weighted Matrix

WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection Weighted Matrix															
EVALUATION CRITERIA	WEIGHT	ALTERNATIVE NO.													
		1		2		3a		3b		4a		4b		5	
		RAW	WEIGHTED	RAW	WEIGHTED	RAW	WEIGHTED	RAW	WEIGHTED	RAW	WEIGHTED	RAW	WEIGHTED	RAW	WEIGHTED
INTERSECTION SAFETY	5	5	25	3	15	3	15	2	10	4	20	4	20	4	20
TRAFFIC OPERATIONS	4	5	20	3	12	3	12	1	4	4	16	1	4	3	12
PEDESTRIAN MOBILITY	4	2	8	2	8	5	20	5	20	2	8	5	20	2	8
CONSTRUCTION COST	4	4	16	3	12	3	12	3	9	2	8	1	4	5	20
ENVIRONMENTAL IMPACTS	3	3	9	3	9	3	9	3	9	3	9	3	9	5	15
RIGHT-OF-WAY & UTILITY IMPACTS	3	1	3	2	6	2	6	2	6	3	9	3	9	4	12
DRAINAGE IMPACTS	1	2	2	3	3	3	3	3	3	3	3	3	3	5	5
WEIGHTED TOTAL		83		65 #		77		61 #		73		69 #		92	

Alternatives Do Not Meet Purpose and Need

WV 51 (MLK Jr. Blvd.) Streetscape Improvements

Proposed alternatives for streetscape enhancements to MLK Jr. Blvd. have been evaluated with this study. The following is an evaluation of each proposed alternative, including the No-Build.

No-Build Alternative

The No-Build alternative will maintain the existing corridor of WV 51 (MLK Jr. Blvd.) and no streetscape improvements would be made. This alternative maintains the status quo and does not provide any corridor benefits nor incur any negative impacts.

Alternative No. MLK-1a – Two-Way Traffic with WB Parking Lane and Sidewalks

This alternative provides an improvement over the existing condition by providing a more aesthetically pleasing typical section with dedicated parking for WB WV 51 and raised sidewalks on both sides of the roadway. Utility pole and roadway drainage structure modifications would be required to implement this typical section. Bicycle facilities are not implemented for this alternative, only pedestrian. This alternative could be coupled with Alternatives No. 1, 2, 4a and 5 of the WV 51 with CR 13 intersection improvements.

Alternative No. MLK-1b – Two-Way Traffic with EB Parking Lane and Sidewalks

This alternative provides a similar improvement as Alternative No. 1a, but with a parking lane on EB WV 51 instead of WB. Utility pole and roadway drainage structure modifications would be required to implement this typical section. Bicycle facilities are not implemented for this alternative, only pedestrian. This alternative could be coupled with Alternatives No. 1, 2, 4a, and 5 of the WV 51 with CR 13 intersection improvements.

Alternative No. MLK-2 – Two-Way Traffic with Sharrows, WB Parking Lane and WB Sidewalk

This alternative provides an improvement over the existing condition by providing a more aesthetically pleasing typical section with dedicated parking and a raised sidewalk for the WB WV 51 side of the roadway. Utility pole and roadway drainage structure modifications would be required to implement this typical section. Bicycle facilities are implemented for this alternative with the use of sharrows, but pedestrian facilities are only on the WB side of WV 51. This alternative could be coupled with Alternatives No. 1, 2, 4a and 5 of the WV 51 with CR 13 intersection improvements.

Alternative No. MLK-3a – One-Way Traffic WB with Dual WB Parking Lane and Sidewalks

This alternative would provide a more aesthetically pleasing typical section and be uniform in providing a parking lane and raised sidewalk on both sides of WV 51. Utility pole and roadway drainage structure modifications would be required to implement this typical section. Bicycle facilities are not implemented for this alternative, only pedestrian. This alternative could be coupled with Alternatives No. 3a and 4b of the WV 51 with CR 13 intersection improvements, for one-way WB WV 51 traffic.

Alternative No. MLK-3b – One-Way Traffic EB with Dual EB Parking Lane and Sidewalks

This alternative would provide a more aesthetically pleasing typical section and be uniform in providing a parking lane and raised sidewalk on both sides of WV 51. This alternative could be coupled with Alternative No. 3b of the WV 51 with CR 13 intersection improvements, for one-way EB WV 51 traffic. Utility pole and roadway drainage structure modifications would be required to implement this typical section. Bicycle facilities are not implemented for this alternative, only pedestrian.

W Washington Street Streetscape with Parking Lanes and Sidewalks

This alternative would provide an aesthetically pleasing typical section and be uniform in providing a parking lane, tree lawn, and sidewalk on both sides of WV 51. This alternative could be coupled with any of the intersection improvements and streetscaping along MLK Jr. Blvd. Utility pole modifications may be required to implement this typical section. Bicycle facilities are not implemented for this streetscaping, only pedestrian.

XIII. ASSUMPTIONS/NOTES

The following assumptions have been made for cost estimating purposes at this preliminary stage in the design study phase:

- Quantities are based upon conceptual design and would be further refined for those alternatives carried forward in the final design study submittal.
- Cost estimate unit pricing is preliminary and would be further refined for final design study submittal.
- Construction cost estimates assume a 30% contingency to account for unknowns at this stage of the project, and to account for potential inflation price escalation of construction materials.
- Engineering design services are assumed to be 20% of construction cost estimates.
- Earthwork quantities were derived from conceptual corridor models developed for the project and based upon the topographic survey along WV 51 and CR 13.
- Approximately 50% of regular excavation is assumed to be suitable for fill material.
- The proposed new pavement section is based on 6” of subgrade, fabric for separation, 12” of free draining base, 9” of base I, 3” of base II, and 1” of wearing course. Where existing pavement is re-purposed for the proposed alternatives, a 1” milling and resurfacing was assumed.
- Proposed Stormwater Management BMP and drainage related quantities were estimated and were not designed as part of this study.
- Roadway lighting was assumed for each of the roundabout options as a lump sum cost.
- Traffic signal costs for Alternatives 2, 3a, 3b, and 5 were assumed as a lump sum cost per intersection installation.
- Pavement markings and traffic signing were assumed as a lump sum cost for each alternative.
- Incidental costs are assumed as percentages of construction cost: Clearing and Grubbing – 3%, Erosion Control – 2%, Mobilization – 5%. Maintenance of Traffic costs assumed to be 5% for Alternatives 1 and 2.5% for all other alternatives.
- Noise Walls are not anticipated to be required for any alternatives to this project.
- Environmental mitigation costs, if deemed necessary by the separate HDR contract with WVDOH, are not accounted for or included in the total construction cost estimates.
- Detailed quantities for utility relocations are unknown, but estimated based upon assumed impacts. Costs associated with these relocations are based upon costs stated in *Cost Estimate Data for Utility Relocation in Conjunction with Highway* Projects, WVDOH Right of Way Division (February 1995), and through coordination with WVDOH.
- Right-of-way costs are estimated based on an estimated property take and an approximate market value from West Virginia Property Viewer.
- Potential costs for future improvements to the WV 51 (W Washington Street) and CR 340/18 (S West Street)/N West Street Intersection Improvements were not estimated as part of this study.
- Potential costs for streetscape improvements WV 51 (MLK Jr. Blvd.) were not estimated as part of this study.

XIV. RECOMMENDATIONS/CONCLUSIONS

The study was initiated to evaluate the potential for intersection improvements based upon previously identified safety concerns on WV 51 (W Washington Street / MLK Jr. Blvd.) from CR 340/18 (S West Street) / N West Street in the downtown Charles Town area to the Norfolk Southern railroad, with a focus on the intersection of WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road). Evaluation for the intersection improvements at this location considered safety, traffic operations, pedestrian mobility, construction costs, right of way costs, utility costs, environmental, and drainage. The impact of potential intersection improvement was also evaluated regarding the impact to improve the streetscape configuration and interaction with the railroad line.

The study found the intersection crash rates within the corridor to be typical compared with similar intersections statewide and only identified Level of Service (LOS) deficiency on the CR 13 approach to WV 51. Further, evaluation of the corridor determined that streetscape improvements can be implemented on WV 51 using the existing configuration and right of way with one lane of travel in each direction. With the primary identified deficiency being the geometry of the intersection of WV 51 with CR 13, the study concludes that improvement scenarios should be primarily focused on intersection configuration and operation.

Recommendations are as follows:

1) WV 51 (W Washington Street) and CR 340/18 (S West Street)/N West Street Intersection
The following recommendations are intended to address the occurrence of intersection crashes

- Update the existing change and clearance intervals utilized for the existing traffic signal. Based upon the accepted ITE recommended practice for the known intersection parameters, the yellow change interval should be 4.5 seconds and the red clearance interval should be 1.2 seconds.
- Eliminate the late-night flash operation at West Street. The crash data identified three late night angle crashes that occurred during the period where the traffic signal is operated in flash mode. During flash operation, mainline WV 51 is free flow with stop control on West Street. From the stop line locations on West Street, sight distance is obstructed by buildings, as the stop lines are placed for signal operation. With proper maintenance of actuation with the signal resting on mainline recall, signal change during low volume periods should be a minimal issue.
- Add backplates to the signal heads on both WV 51 approaches to the intersection. WV 51 is an east-west roadway and sunlight obstruction is likely during short periods of the year, in the eastbound direction during early morning and in the westbound direction during the evening.

2) WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

Alternative No. 1 – Single Lane Roundabout, Alternative No. 3a, Alternative No. 4a, and Alternative No. 5 – WV 51 at CR 13 Traffic Signal appear to be the most prudent intersection improvements at this location. Each of the alternatives directly address the root issues to varying degrees, which is intersection geometry, traffic operations, and pedestrian mobility. The remaining alternatives are all considered improvements the do not meet the project's purpose and need. The alternatives being carried forward will be further evaluated through coordination with WVDOH, Charles Town, and HDR as the project continues to be developed.

Based upon the overall assessment of the intersection alternatives presented in this study at this time, the recommendation is to focus on more detail at the intersection itself and carry forward **Alternative No. 1 – Single Lane Roundabout, Alternative No. 3a – WV 51 and CR 13 Connector Road (One-way WV 51 WB / One-way CR 13 NB)**, **Alternative No. 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13**, and **Alternative No. 5 – WV 51 at CR 13 Traffic Signal** for further detailed study and evaluation through additional coordination with WVDOH and Charles Town.

As such, the following WV 51 (MLK Jr. Blvd.) Streetscape alternatives are recommended to be carried forward: **Alternative No. MLK-1a – Two-Way Traffic with WB Parking Lane and Sidewalks**, **Alternative No. MLK-1a – Two-Way Traffic with WB Parking Lane and Sidewalks**, and **Alternative No. MLK-2 – Two-Way Traffic with Sharrows, WB Parking Lane and WB Sidewalk** for further detailed study and evaluation in conjunction with intersection improvements Alternative No. 1, Alternative, No. 4a, and Alternative No. 5. Streetscape alternatives recommended to be carried forward in conjunction with Alternative No. 3a: **Alternative No. MLK-3a – One-Way Traffic WB with Dual WB Parking Lane and Sidewalks** for further detailed study and evaluation through additional coordination with WVDOH and Charles Town. W Washington Street Streetscape with Parking Lanes and Sidewalks is recommended for further detailed study and evaluation in conjunction with all intersection improvement alternatives, including the potential midblock crossing with bumpouts adjacent to Evitts Run Park.

West Washington Street (WV 51) and MLK Jr. Avenue Design Study

PUBLIC MEETING

JANUARY 29, 2025

THE CITY OF CHARLES TOWN WEST VIRGINIA

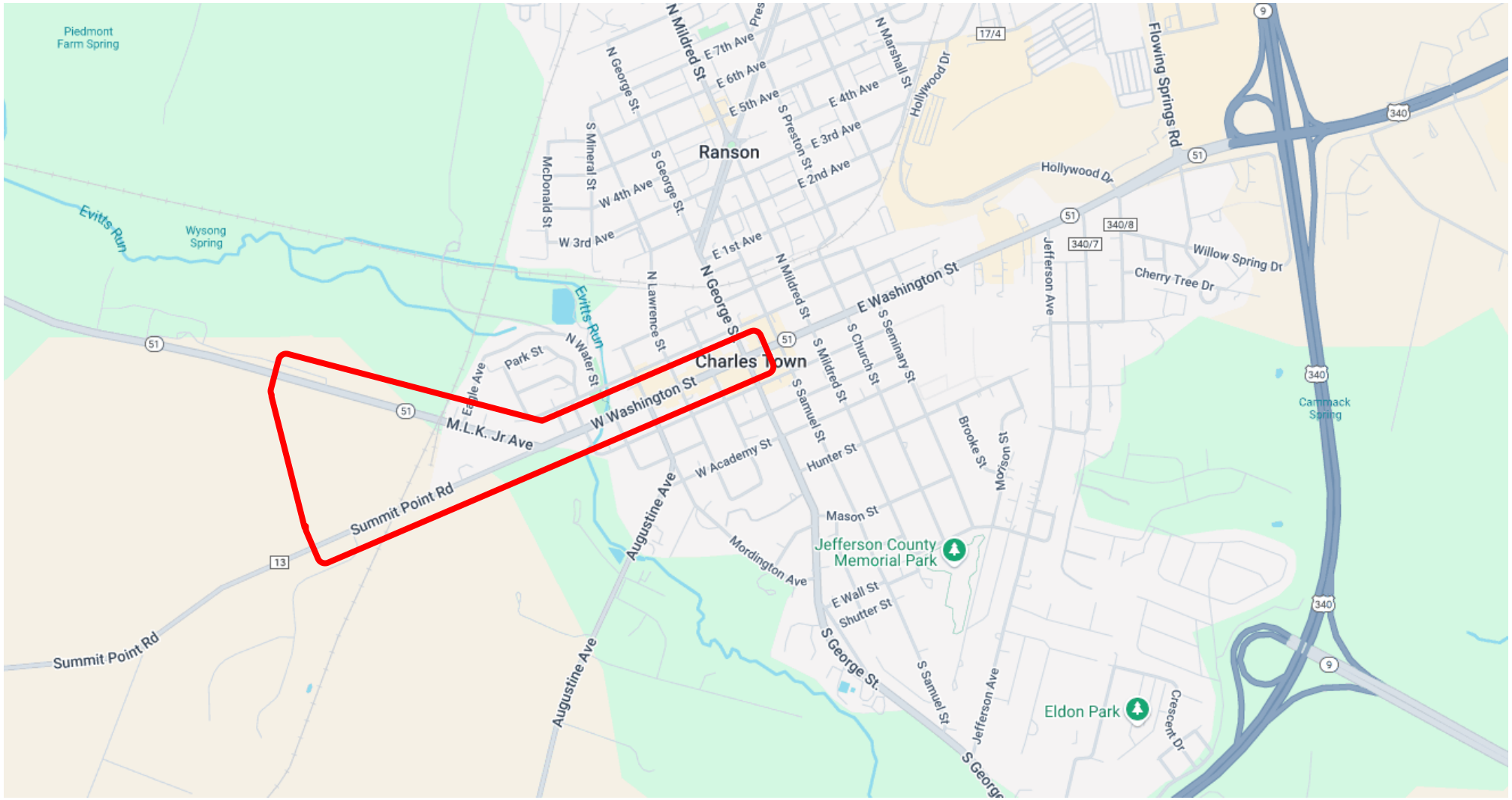
Agenda

- Study Area
- Background
- West Washington Street and West Street
- West Washington Street/MLK Jr. Avenue and Summit Point Road
- MLK Jr. Avenue Streetscape
- Recommendations

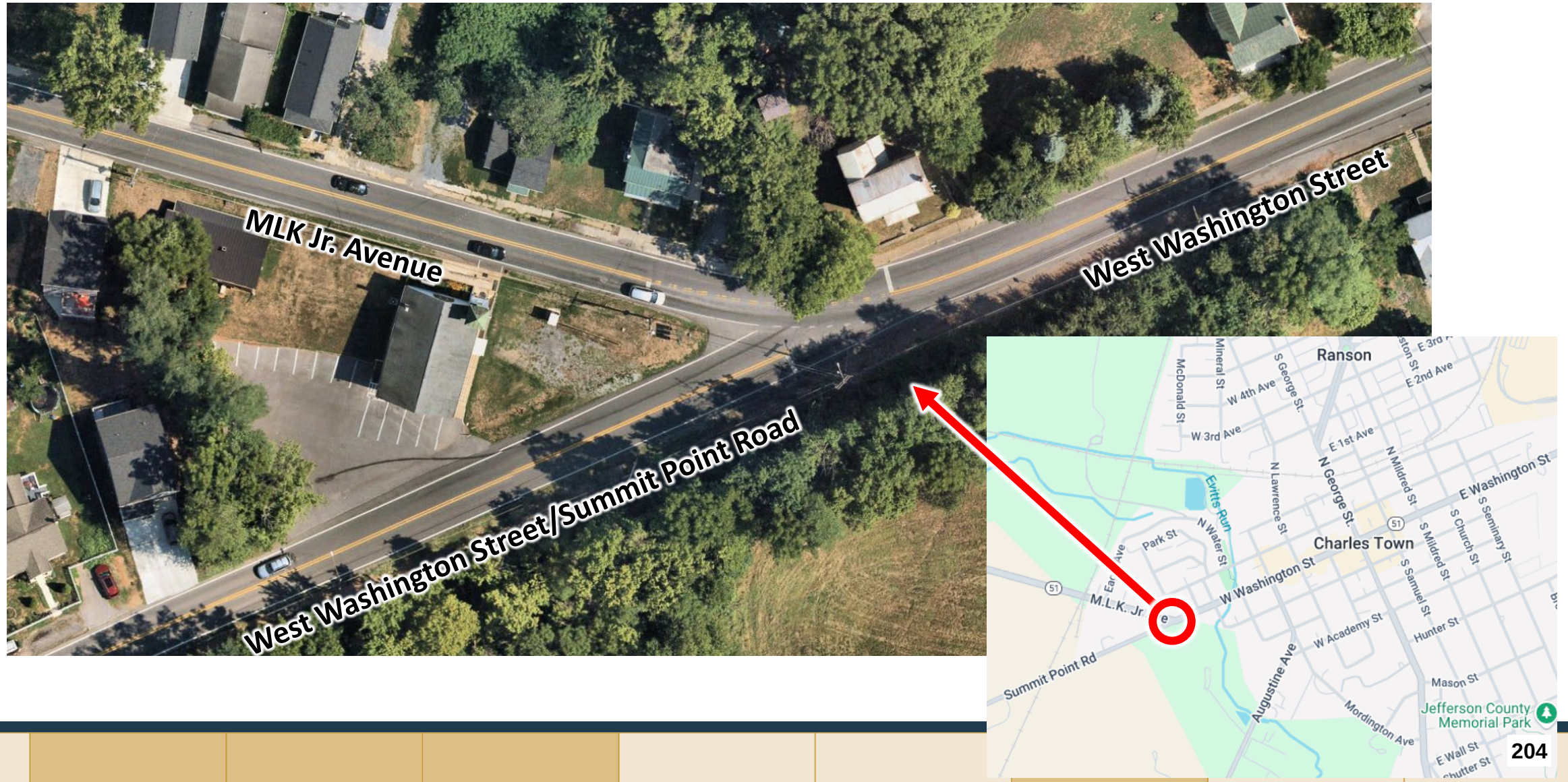
THE CITY OF CHARLES TOWN WEST VIRGINIA



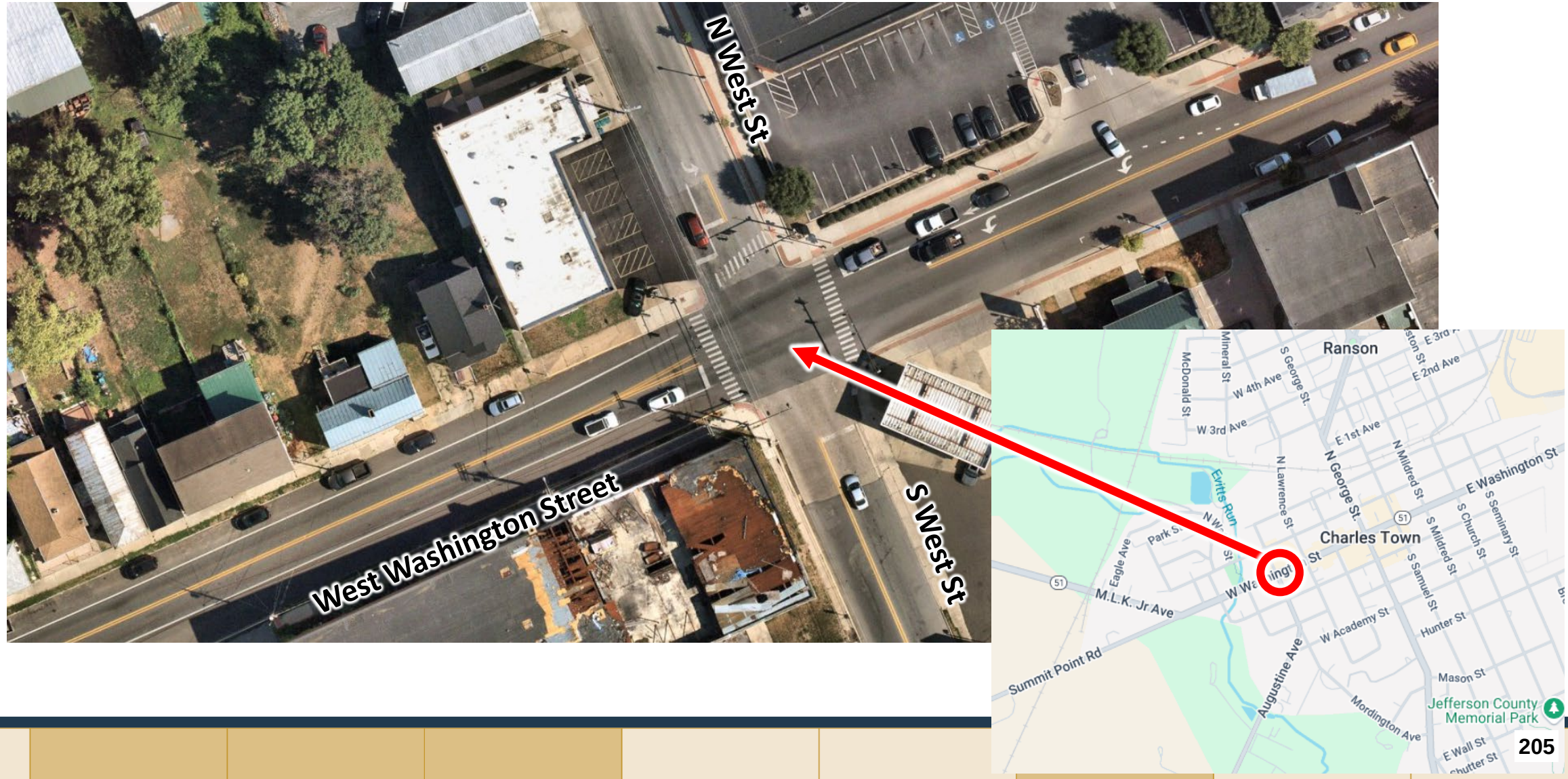
Study Area


Piedmont Farm Spring
Evitts Run
Wysong Spring
Ranson
Charles Town
E Washington St
W Washington St
M.L.K. Jr Ave
Summit Point Rd
Augustine Ave
Jefferson County Memorial Park
Eldon Park
Cannack Spring
Flowing Springs Rd
Hollywood Dr
Willow Spring Dr
Cherry Tree Dr
Jefferson Ave
N Mildred St
S Mildred St
N George St
S George St
S Samuel St
S Seminary St
S Church St
Brooke St
Morson St
Hunter St
Mason St
W Academy St
Mordington Ave
E Wall St
Shutter St
Crescent Dr
N Water St
Park St
N Lawrence St
McDonald St
S Mineral St
W 4th Ave
W 3rd Ave
E 7th Ave
E 6th Ave
E 5th Ave
E 4th Ave
E 3rd Ave
E 2nd Ave
E 1st Ave
S Preston St
N Marshall St
51
340
340/8
340/7
9
13
17/4

Study Intersections



Study Location



Background

- **2021 –** West Virginia Division of Highways (WVDOH) and Carpenter Marty initiate feasibility study to explore corridor improvements on W Washington Street / MLK Jr. Avenue (WV 51)
- **April 8, 2021** – Virtual Public Meeting to present and seek input on Draft WV51 Feasibility Study
- **May 2021** – WV 51 Feasibility Study Finalized
  - Unacceptable congestion in the westbound direction during the PM peak period.
  - Signal warrants not met
  - Westbound rear-end crash trend
  - Parking, access management, and multimodal improvements recommended
  - Three alternatives evaluated (roundabout, new connector road and cul-de-sac, new connector with one-way)
- **July 2022** – Presentation to City Council and letter of support to WVDOH
- **September 2024** – Draft Design Study completed by WVDOH and AMT
  - Includes traffic, safety, geotechnical, design, and NEPA studies

Existing Conditions

- Daily volume (vehicles per day)
  - MLK Jr. Avenue: 9,200
  - West Washington Street: 12,600
  - Summit Point Road: 3,700
  - West Street: 3,900
- Signal is warranted at West Washington Street/MLK Jr. Avenue and Summit Point Road
- 15 trains per day (45-55 mph) crossing MLK Jr. Avenue

	AM Peak	PM Peak	Saturday
West Washington Street/MLK Jr. Avenue and Summit Point Road	C	F	C
West Washington Street and West Street	B	C	B

Traffic Level of Service (LOS)

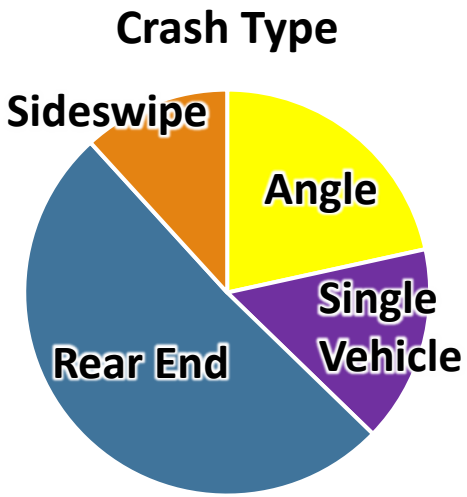
A: Free Flow Few delays	
B: Reasonable Free Flow Few delays	
C: Stable Flow Moderate delays	
D: Nearing Capacity Longer delays	
E: At Capacity Unacceptable delay	
F: Breakdown Flow Unacceptable delay	

Crash Analysis

- approximately 1/4 non-fatal injury and 3/4 property damage only
- Frequent rear end crashes for westbound approach at Summit Point Road
- Comparable crash rate







West Washington Street and West Street

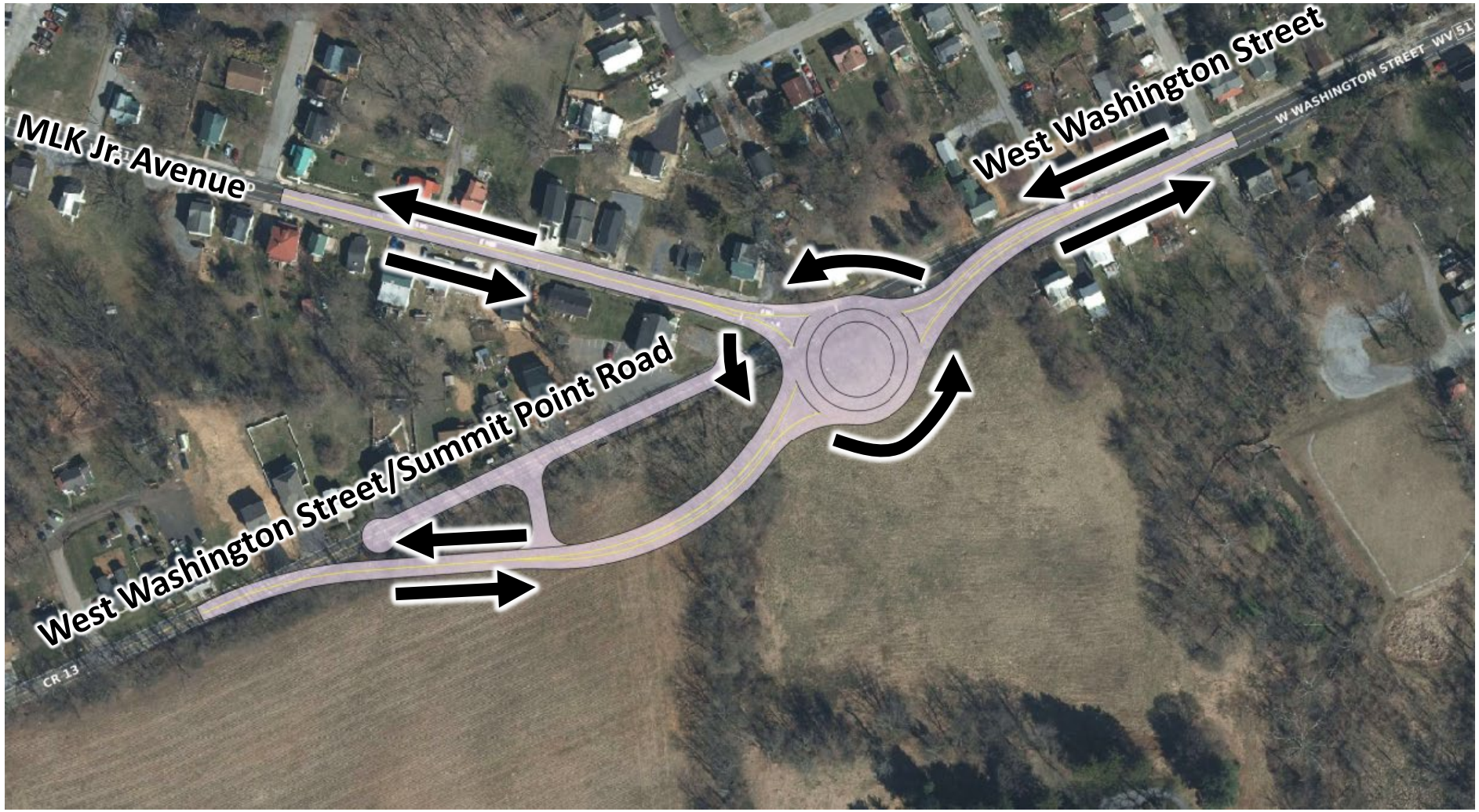


- Southbound exclusive left-turn lane increased storage length
- Westbound exclusive left-turn lane increased storage length
- Eastbound exclusive right-turn lane
- Northbound exclusive left-turn lane with protected (green arrow)
- Increased clearance (yellow and red) time
- Eliminate late-night flash operation
- Add backplates to the signal heads

West Washington Street/MLK Jr/ Avenue and Summit Point Road

- **No-Build:** No improvements
- **Alternative 1:** Single-lane Roundabout
  - Realignment of Summit Point Road
  - Single access point for six properties along west side of Summit Point Road
- **Alternative 2:** Connector Road
  - Summit Point Road cul-de-sac
- **Alternative 3a:** Connector Road
  - Summit Point Road one-way eastbound
  - MLK Jr. Avenue one-way westbound
- **Alternative 3b:** Connector Road
  - Summit Point Road one-way westbound
  - MLK Jr. Avenue one-way eastbound
- **Alternative 4:** Realignment and Summit Point Road Roundabout
- **Alternative 5:** Signalized Intersection

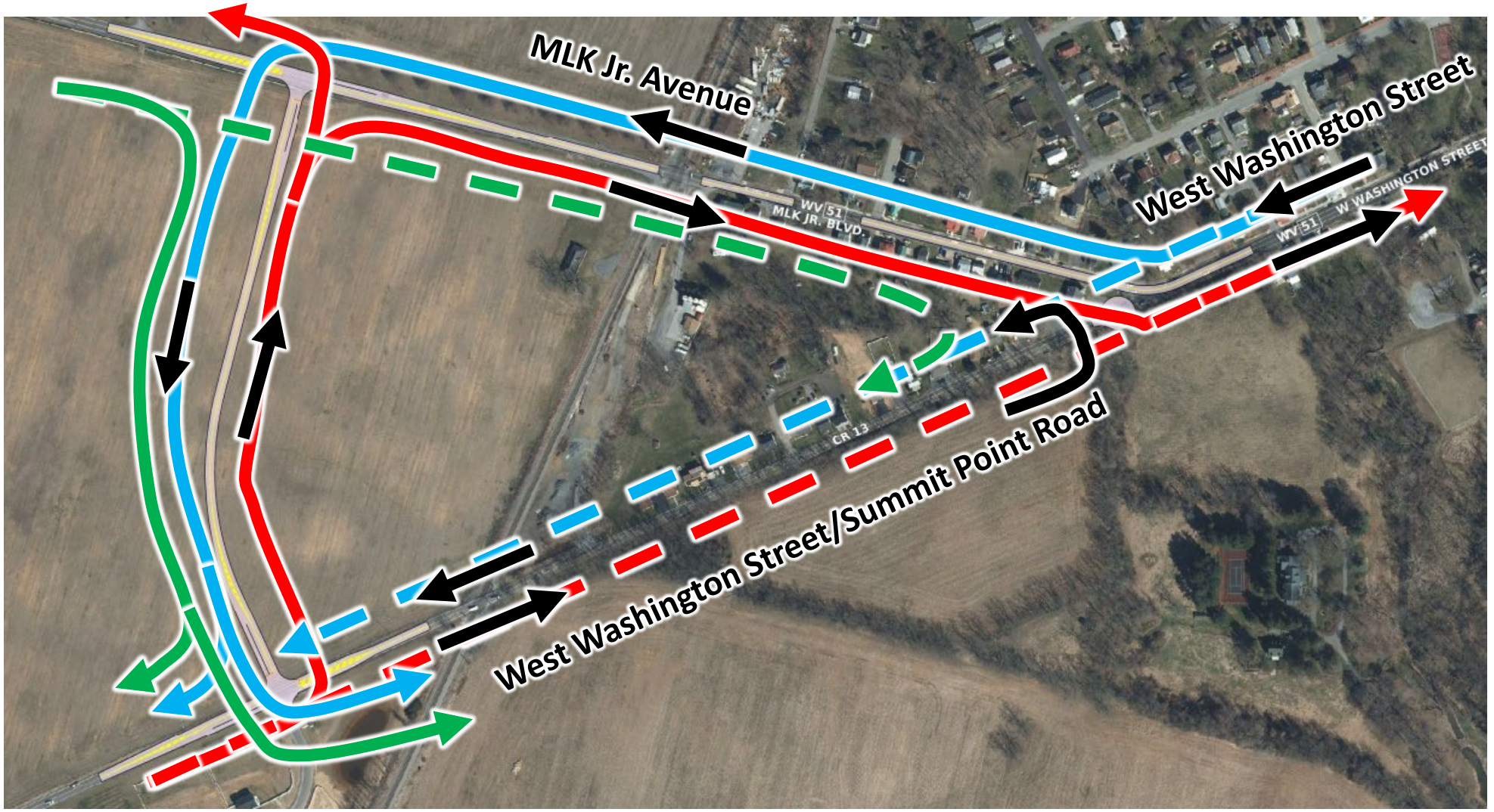
Alternative 1: Single-lane Roundabout



Alternative 2: Connector Road

Existing Access

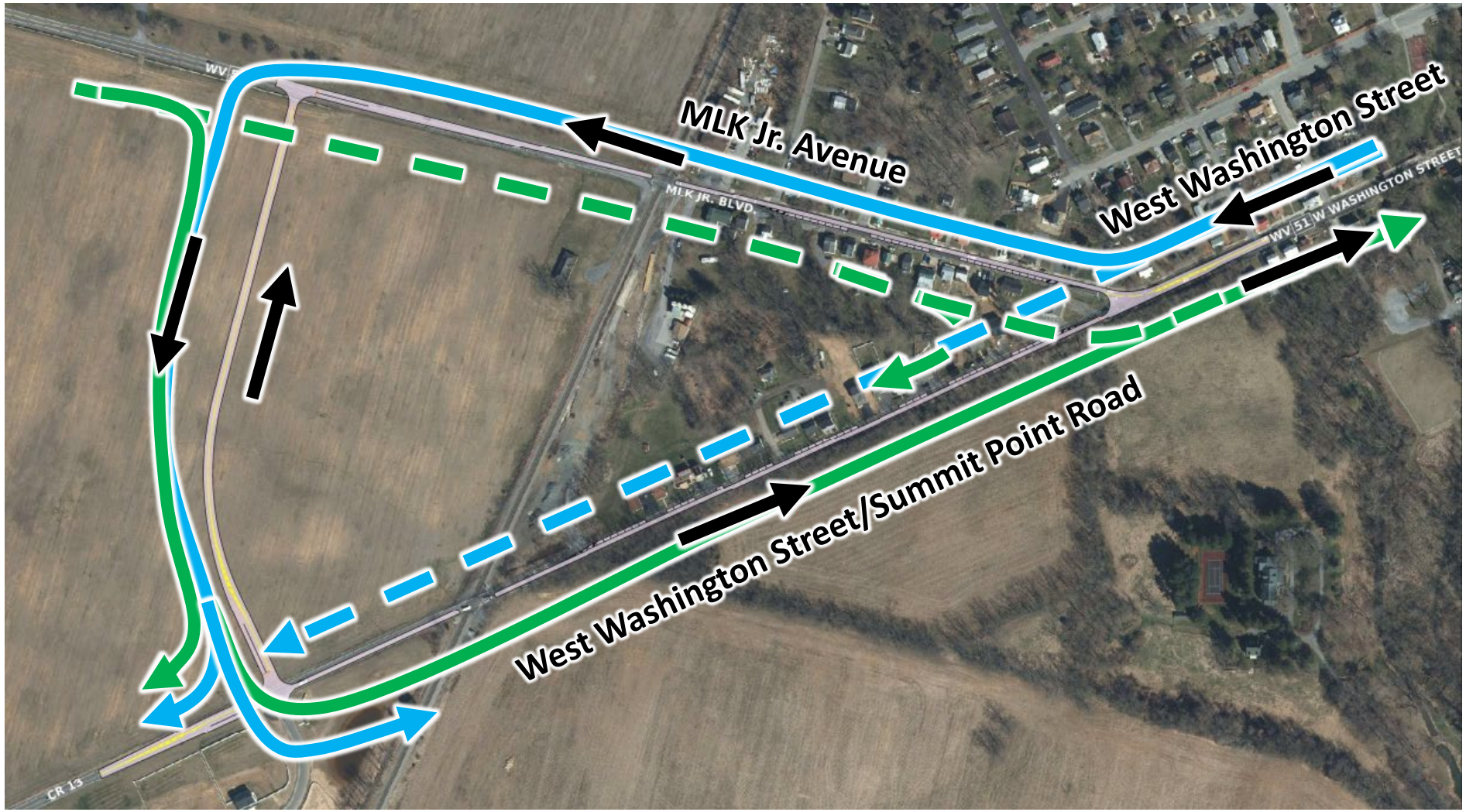
Proposed Access



Alternative 3A: Connector Road One-way Pair

Existing Access

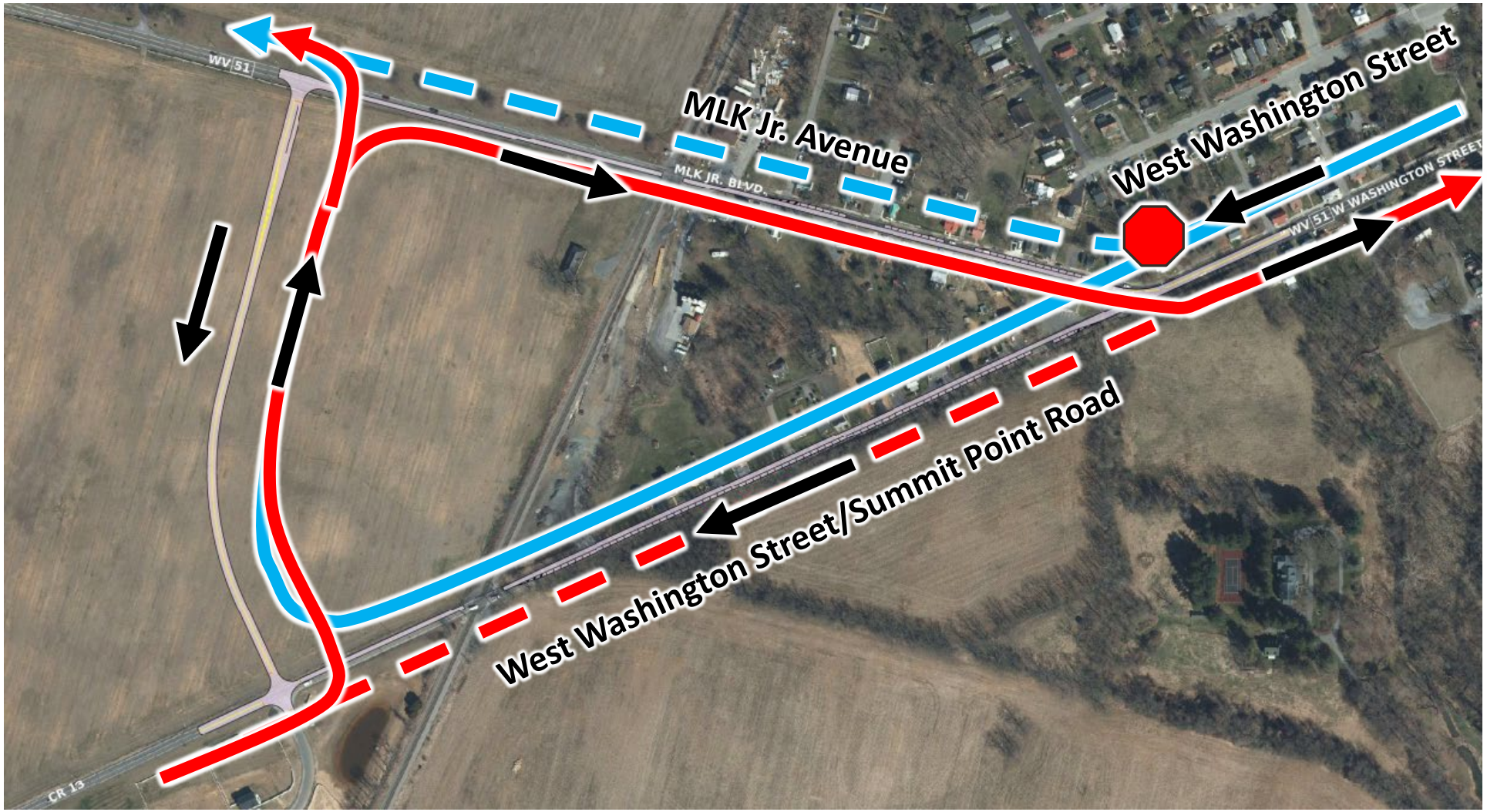
Proposed Access



Alternative 3B: Connector Road One-way Pair

Existing Access

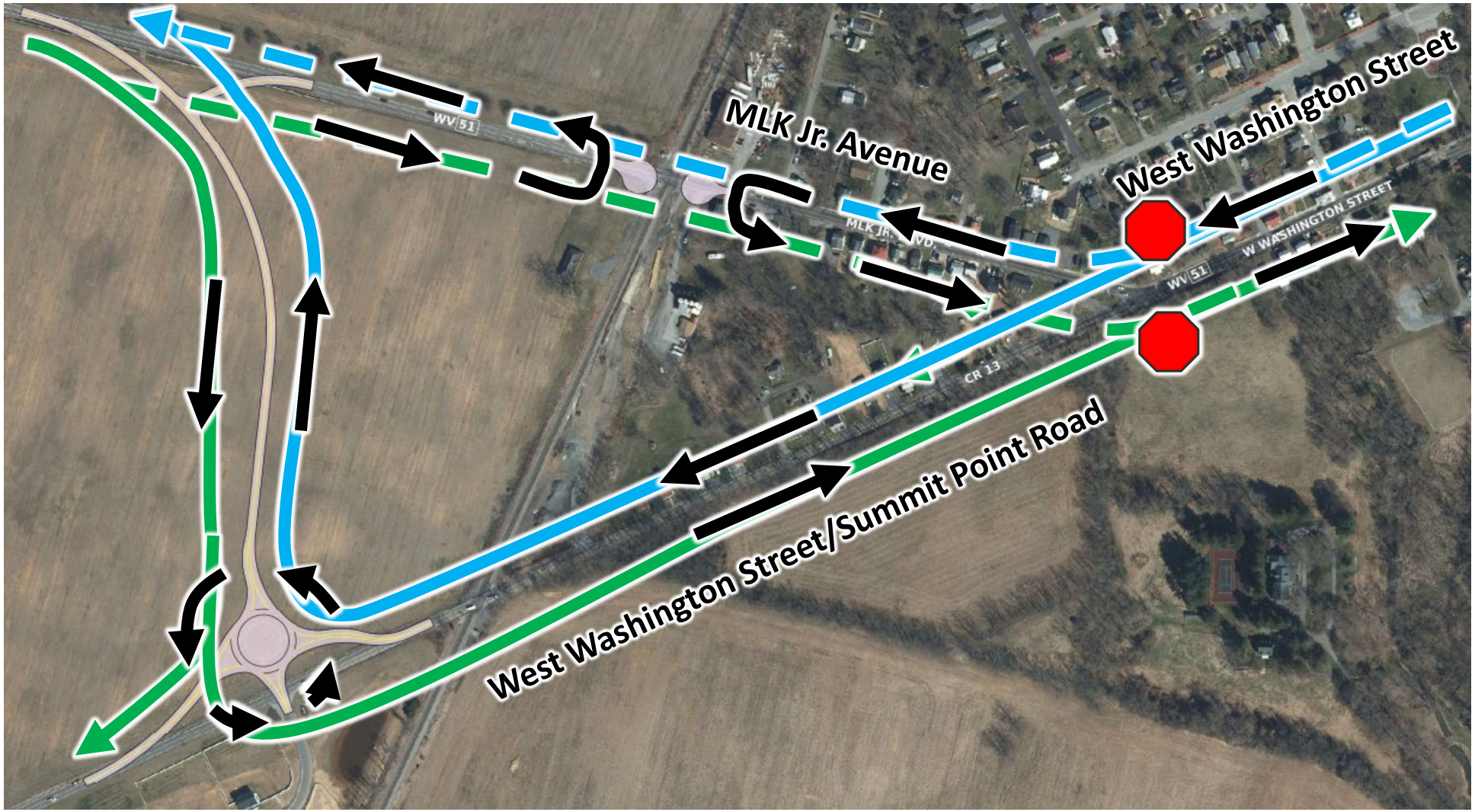
Proposed Access



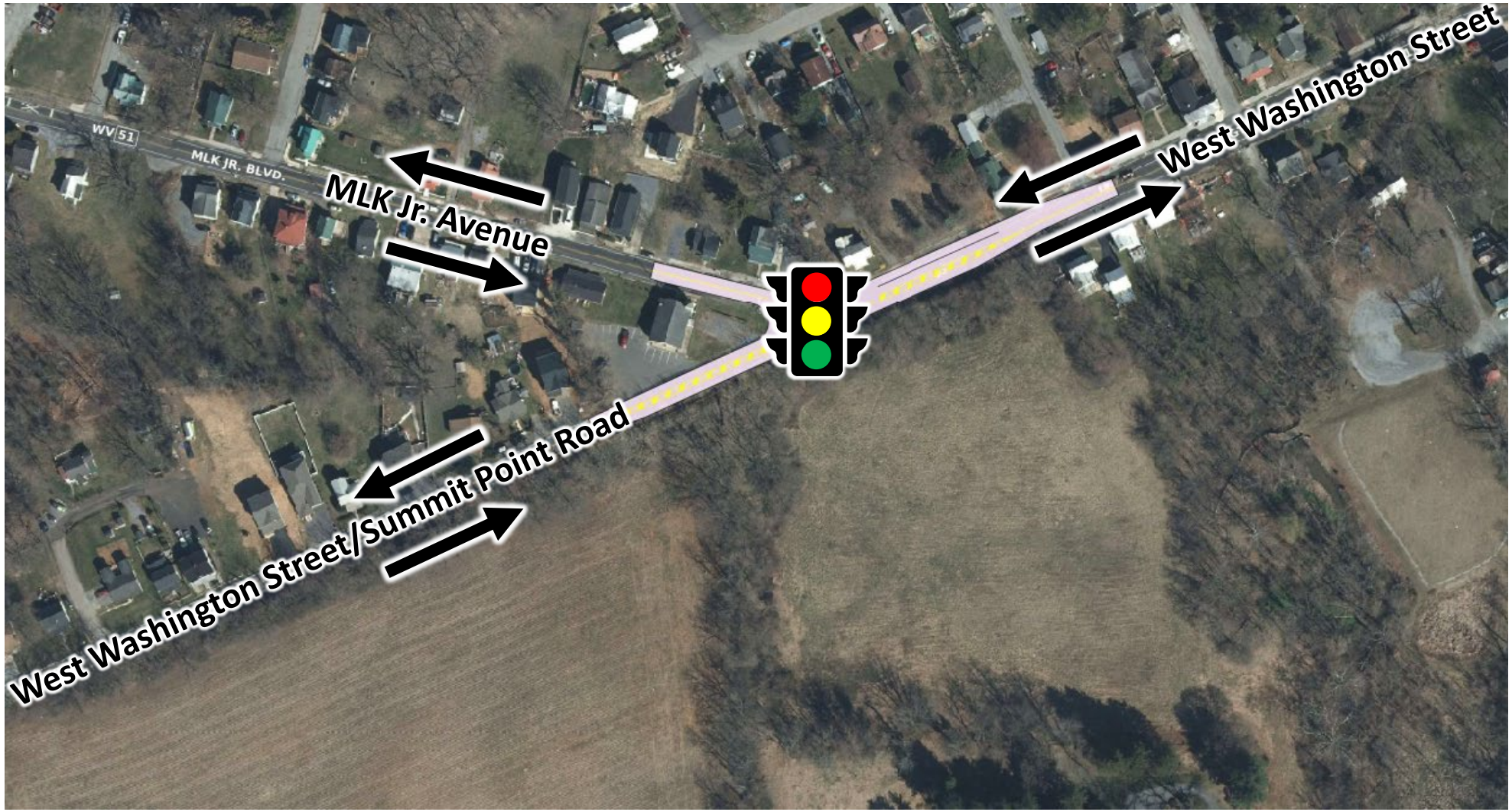
Alternative 4: Realignment and Roundabout

Existing Access

Proposed Access



Alternative 5: Traffic Signal



2044 Proposed Conditions (PM Peak)

- 1.52% Annual growth

Meets Purpose and Need: ✗ ✓ ✓ ✓ ✗ ✗ ✓

	Alternative						
	NB	1	2	3a	3b	4	5
West Washington Street and West Street	D	D	D	D	D	D	D
West Washington Street/MLK Jr. Avenue and Summit Point Road	F	A	-	C	F	E	B
MLK Jr. Avenue and Eagle Avenue	C	C	D	C	B	A	C
Summit Point Road and Naples Way	-	-	B	B	A	A	-
MLK Jr. Avenue and Connector Road	-	-	B	A	C	-	-
Cost (in Millions)	-	$4.5	$4.9	$ 5.6	$ 5.3	$6.7	$2.8

Decision Matrix

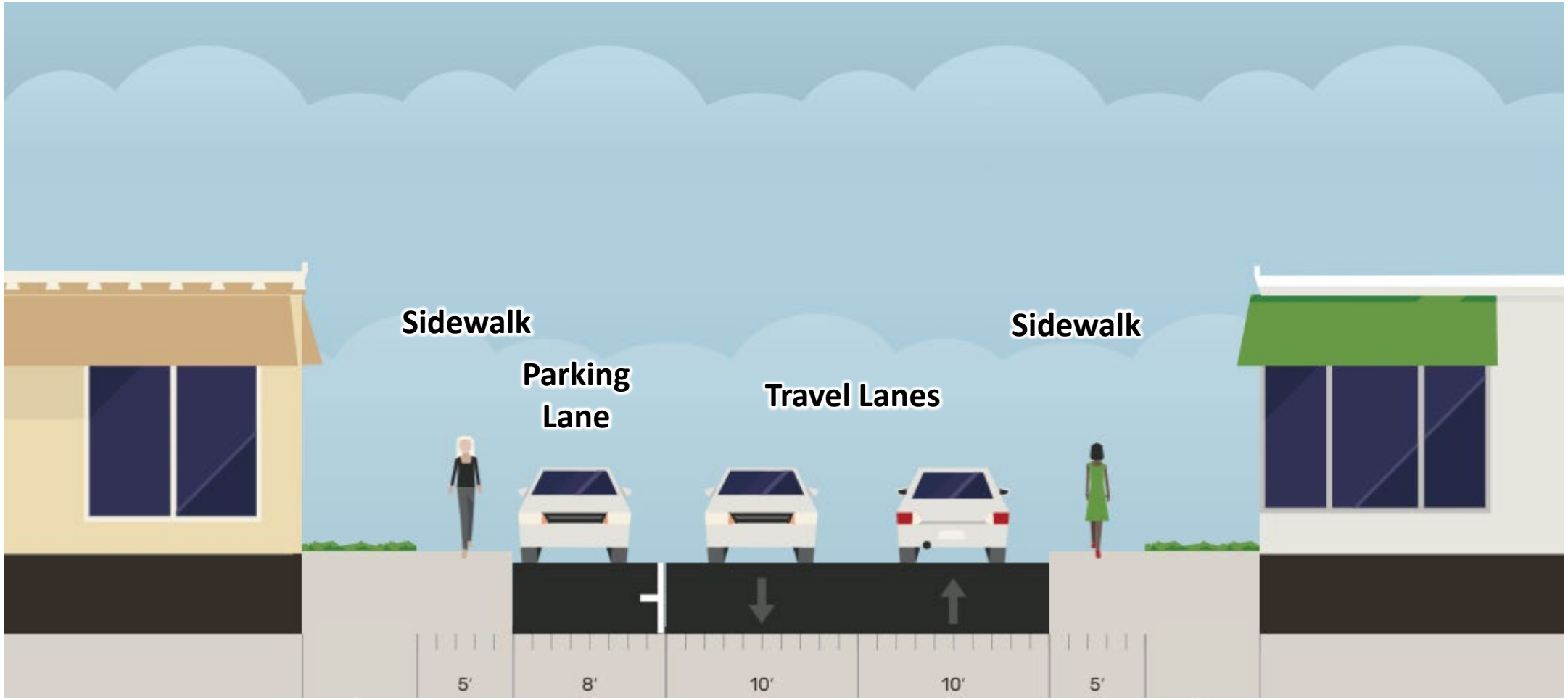
WV 51 (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection Weighted Matrix													
EVALUATION CRITERIA	WT.	ALTERNATIVE NO.											
		1		2		3A		3B		4		5	
		RAW	WT.	RAW	WT.	RAW	WT.	RAW	WT.	RAW	WT.	RAW	WT.
INTERSECTION SAFETY	5	5	25	3	15	3	15	2	10	3	15	4	20
TRAFFIC OPERATIONS	4	5	20	3	12	3	12	1	4	2	8	3	12
CONSTRUCTION COST	4	4	16	3	12	2	8	2	8	1	4	5	20
ENVIRONMENTAL IMPACTS	3	3	9	3	9	3	9	3	9	2	6	5	15
RIGHT-OF-WAY & UTILITY IMPACTS	3	2	6	2	4	2	4	2	4	3	9	4	12
DRAINAGE IMPACTS	1	3	3	3	3	3	3	3	3	3	3	5	5
WEIGHTED TOTAL		79		55		51		38		45		84	

MLK Jr. Avenue Streetscape

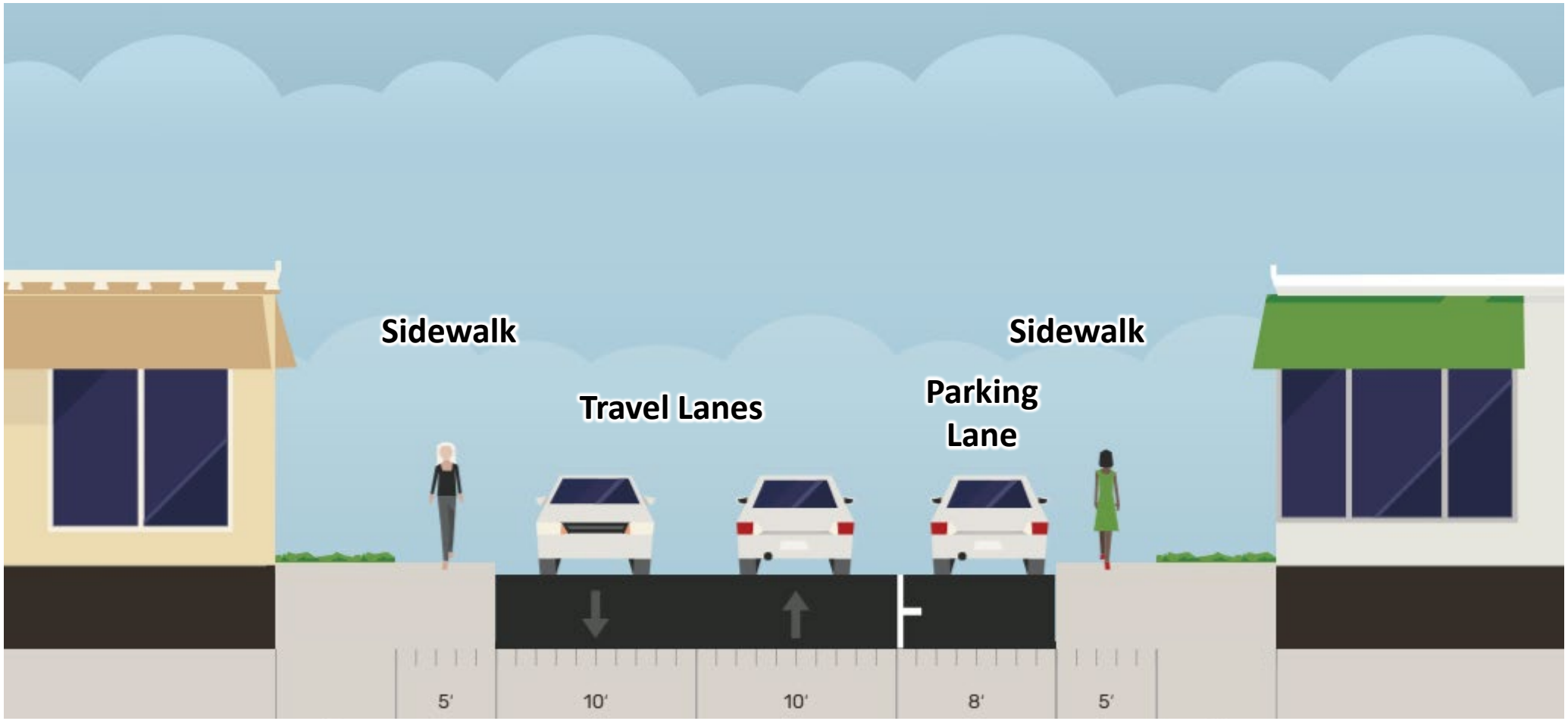
- Improve the overall corridor appeal and provide multimodal transportation facilities
- Narrow strips of right-of-way acquisition may be necessary

- **No-Build Alternative**
- **Alternative 1a:** Two-Way Traffic with Sidewalks and Westbound Parking Lane
- **Alternative 1b:** Two-Way Traffic with Sidewalks and Eastbound Parking Lane
- **Alternative 2:** Two-Way Traffic with Sharrows and Westbound Parking Lane and Sidewalk
- **Alternative 3a:** One-Way Traffic Westbound with Dual Parking Lanes and Sidewalks
- **Alternative 3b:** One-Way Traffic Eastbound with Dual Parking Lanes and Sidewalks
- **Alternative 4:** One-Way Traffic Westbound with Bike Lane, Parking Lane, and Sidewalk

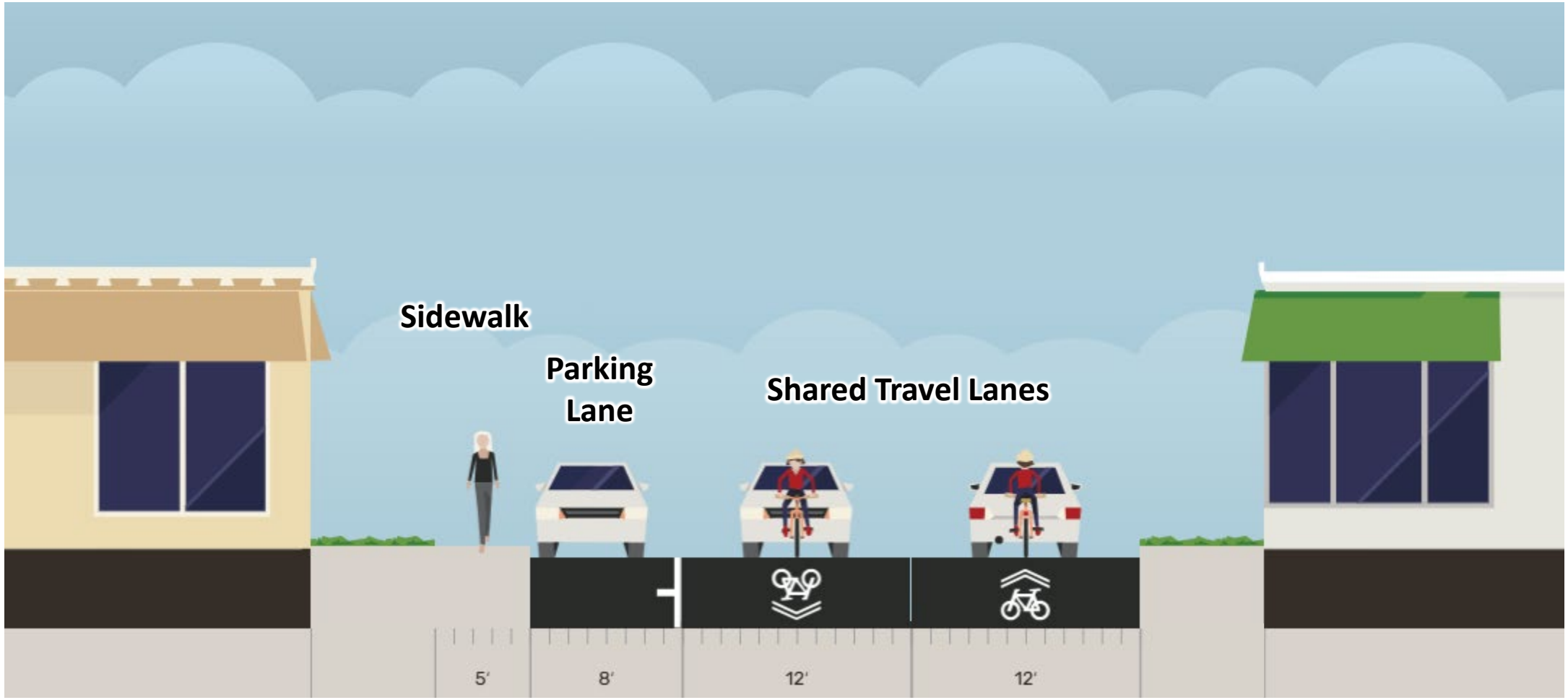
Alternative 1a: Two-Way Traffic with Sidewalks and Westbound Parking Lane



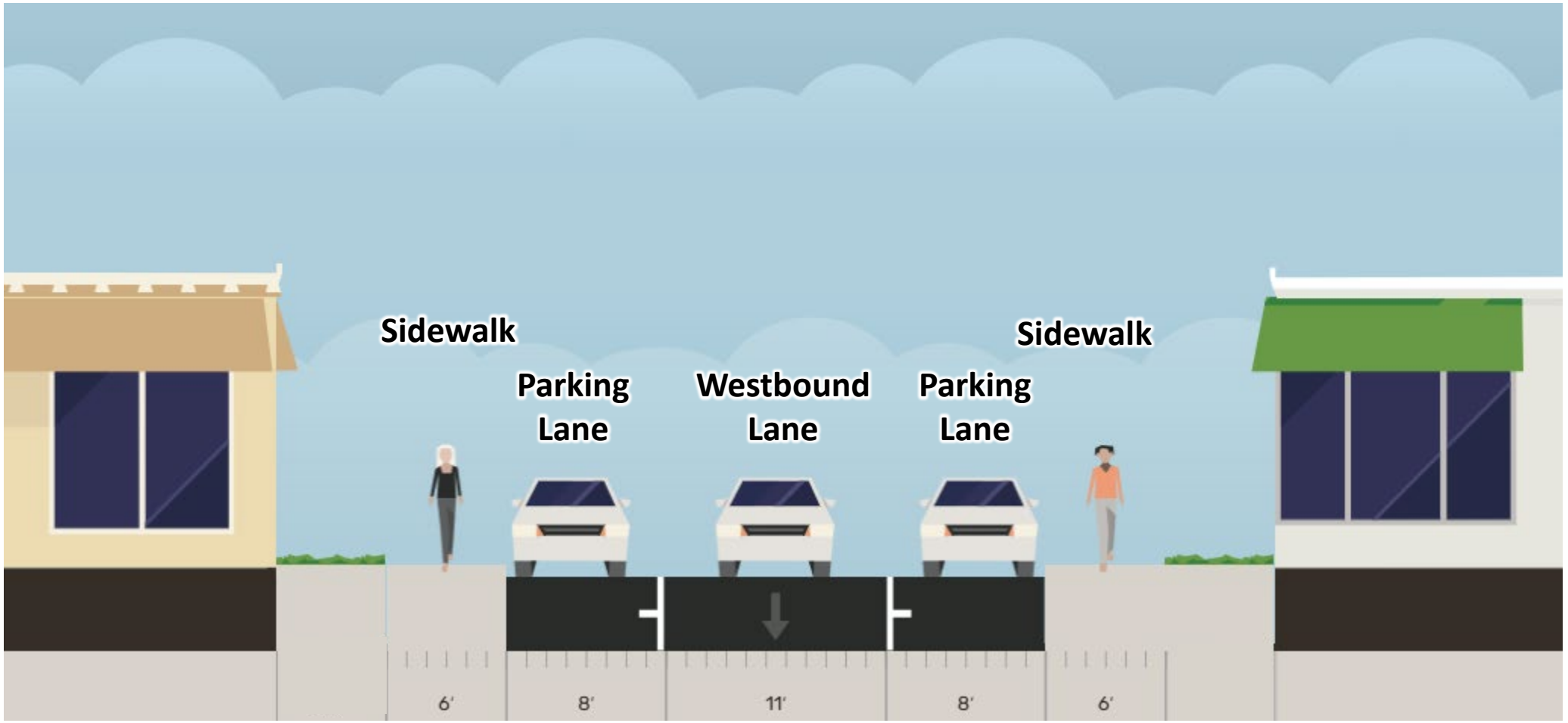
Alternative 1b: Two-Way Traffic with Sidewalks and Eastbound Parking Lane



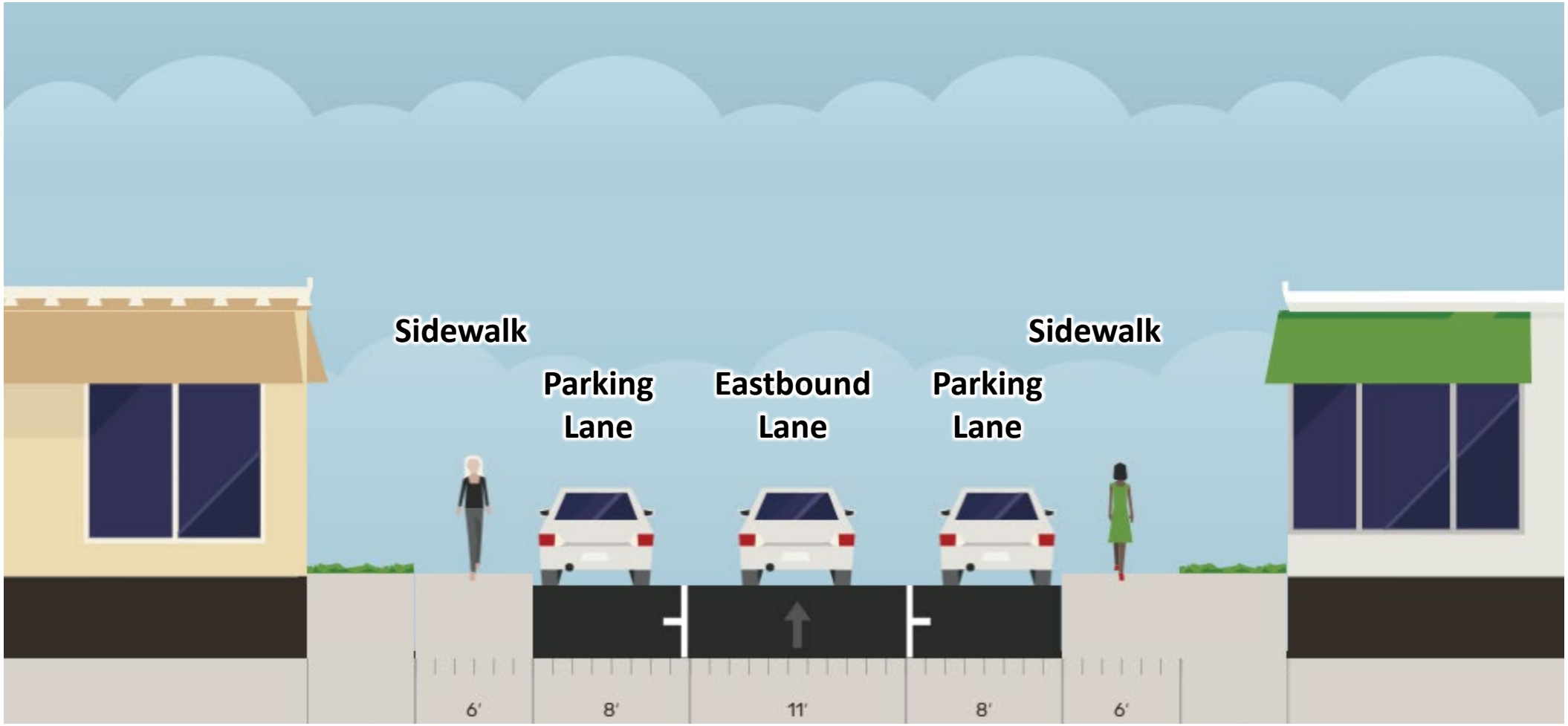
Alternative 2: Two-Way Traffic with Sharrows and Westbound Parking Lane and Sidewalk



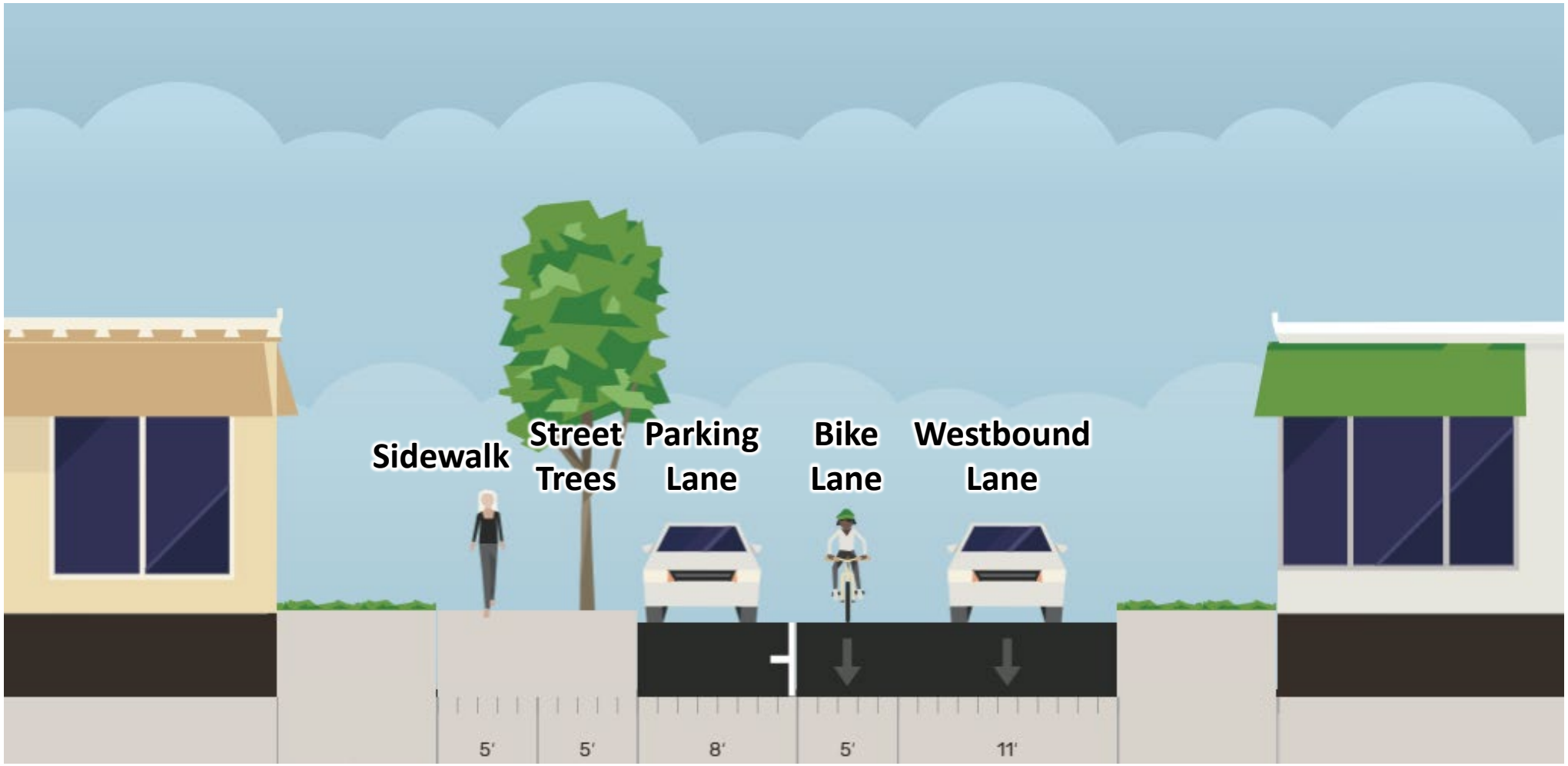
Alternative 3a: One-Way Traffic Westbound with Dual Parking Lanes and Sidewalks



Alternative 3b: One-Way Traffic Eastbound with Dual Parking Lanes and Sidewalks



Alternative 4: One-Way Traffic Westbound with Bike Lane, Parking Lane, and Sidewalk



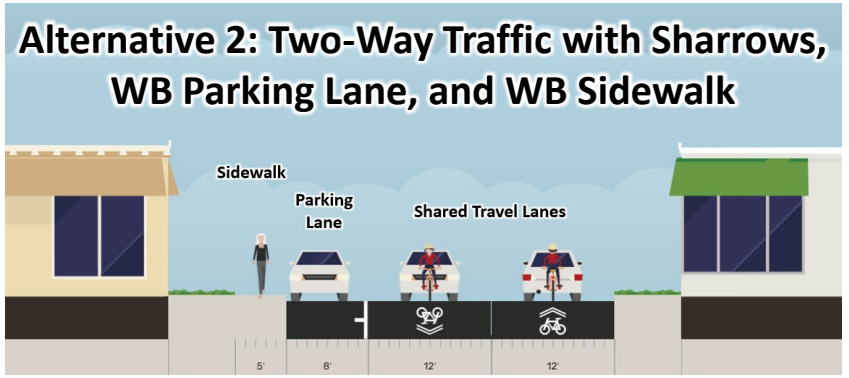
WVDOH Recommendations











Questions?

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-937: Charles Washington Hall Leases

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-818: Board of Parks and Recreation Vacancy Interview/Appointments

1 term serving until December 31, 2026
1 term serving until December 31, 2028

ATTACHMENTS:

- Parks and Rec Application - Cover Letter - Resume - Kevin Derr - 7-26-25.pdf
- Boards and Commissions Application - 2025.pdf
- Resume - S. Galleher.pdf
- Boards and Commissions Application - Matt Printz.pdf
- letter of endorsement.pdf
- Olivia Loy Charles Town Board of Parks and Recreation Application.pdf
- Olivia Loy 2025 Resume.pdf
- CT Parks App Pkge - AQuinn.pdf

Kevin Derr
453 Lord Fairfax St.
Charles Town, WV 25141
7/26/25

Charles Town City Council
101 E Washington St.
Charles Town, WV 25414

Subject: Cover Letter For City Parks & Rec Application

Dear Councilmembers,

I was lucky to grow up close to grandparents that had lots of land. My childhood memories are full of building forts in the woods, roaming fields, catching crayfish in the creek and swimming in the pond. As an adult, I still find respite in the peace and tranquility that nature provides. In 2018, my wife, Jess, and I moved to Charles Town with our then six month old son Jack. We absolutely love our neighborhood and this community. However, like many of my fellow Charles Town residents, we live on a very small lot with a very small yard. We don't even have room for a swingset. Because of this, we are constantly visiting the parks and playgrounds in the area. Evitt's Run is one of our favorites because of the pavilions, creek access, and great climbing equipment. We also regularly frequent Jefferson Memorial Park (one of the few places that still has actual seesaws). It's pretty cool that Charles Town has its own skate park, and we look forward to enjoying that area as they get a little older. We're also looking forward to the completion of the Augustine Trail that will eventually connect our neighborhood to downtown. One of our favorite climbing trees in Charles Town is at Happy Retreat!

As Charles Town and the surrounding communities continue to rapidly expand, these sorts of play spaces and quiet retreats will only become more valuable. My kids are only five and seven. We will be splashing in creeks, scrambling around playgrounds, and chasing friends and balls through fields for many years to come. I would be thrilled to leverage my background in customer service, team projects, project coordination and management, team leading, and property management to help shape the future of our parks and recreation areas. It would be an honor to give back to our community by serving in this capacity.

During my life, I've milked cows, run point on customer service, trained staff, managed teams, developed curriculum, written SOPs and drafted legal documents. I've mowed yards, cut trees down, built things, demolished things, organized and run events. I've worked with kids, taught students, and educated adults. I have a pragmatic, team based approach to solving problems, and firmly believe in the power of respectful, frank, and open communication. I love to dream big. But as a small business owner enjoying semi-retirement at 36, I also understand the

importance of realistic and strategic planning, discipline, compromise, and having the flexibility to adjust to an ever-changing world.

Thank you for your consideration, and thank you for all each of you is doing to serve the people of Charles Town. It's easy to complain and wish for changes. But only a few people, such as yourselves, take action to be the change they want to see.

Cheers,

Kevin A. Derr
304-885-9966
kevinaderr@gmail.com

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 7/26/25

- ☑ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Kevin Derr

Address: 453 Lord Fairfax St, Charles Town, WV 25414

Email: kevinaderr@gmail.com

Phone: 304-885-9966

Length of time lived in the City of Charles Town: Seven years.

Have you ever been a member of a local government board or commission? No.

If yes, when, where, and in what capacity? _____

List present memberships in any relevant community, service, or civic associations.

Explain your interest in the board/commission and how it would benefit from your participation.

See attached cover letter. But in a nutshell, I have little kids that utilize our parks and recreation a lot and want to be part of serving and shaping Charles Town's Parks & Rec for the years to come. I would bring my cooperative, pragmatic, and logical perspective to the table. I am dependable, honest, and care about clear communication.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the assistant city manager by phone at 304-724-3253. Applications can be emailed to ameeks@charlestownwv.us or cvezzosi@charlestownwv.us

Kevin Derr
kevinaderr@gmail.com
304-885-9966
Charles Town, WV

Summary: Multifaceted operations and project management professional with over a decade of experience spanning real estate, property management, technical instruction, systems administration, and security operations. Strong background in team leadership, curriculum development, technical training, and communications systems support. Proven ability to develop and implement operational systems, manage personnel, and deliver client-focused solutions across both commercial and government sectors. Skilled communicator with a history of leadership roles in real estate, defense contracting, and public service.

Education & Certifications: BA in Government, WV Real Estate Salesperson License, General Dynamics TACLANE Cryptographic Equipment Certification (expired), Cinemassive Field Service Representative (expired)

Employment History:

- **Panhandle Premier Properties**, WV, 2024-Present
  - Co-owner, head of operations, property manager for PPP portfolio.
- **Revive Properties,** WV, 2023-Present
  - Co-owner, head of operations, project manager, lead designer.
- **Elevation Properties,** WV: 2023-24
  - Co-owner, board secretary, project management advisor.
- **Aurora Home Solutions,** WV: 2021-Present
  - Property manager. Manage residential rental portfolio for clients, to include lease listings, applicant screening, tenant placement, inspections, and maintenance management. Created and documented AHS systems and processes for onboarding clients & properties, tenant placement, maintenance & inspections. Drafts leases and other official documentation for attorney review.
  - Backup showing assistant.
  - Operations Support Manager for AHS and the Beall Team.
  - Intern Manager for AHS and the Beall Team.
  - Social Media Manager for AHS and the Beall Team.

- **Adams Communication & Engineering Technology,** MD & VA, Nov 2016 – Aug 2022
  - **Site Manager** (Oct 2019 – Aug 2022): Oversaw all company personnel on contract. Managed scheduling, approved timecards, travel authorizations, reviews and corporate training. Advised ACET PM on possible applicants and personnel issues. Liaison with contract PM for both corporate and contract related growth and development.
  - **Senior Technical Instructor** (Dec 2019 – Aug 2022): Duties same as below with additional responsibilities to manage the training program, particularly drafting future training plans and material. Revamped, formalized, and created physical content for Level I training material. Created Level I Annual Recertification

program. Modernized existing Level I Lite Annual Recertification. Revived defunct Level II training program, updating it to meet current operational goals, created initial curriculum and started systematic implementation to certify all Watch Operations staff on the contract. Created operations manual for the training department.
    - **Technical Instructor** (Feb 2019 – Dec 2019): Created curriculum and educated new technicians on tier I & II technical support and customer service. Supported Operations Management in drafting, updating and maintaining various program policy, SOPs and best practices. Provided regular briefings and training to program Technicians and Engineers to keep them up-to-date with aforementioned changes. Coordinating between operations and engineering departments to draft and implement technical and procedural changes to streamline processes, increase efficiency, and enhance products.
    - **Commsec Custodian** (Feb 2019 - Aug 2021): Managed cryptographic equipment for clients to include replacing old equipment, updating software, managing cryptographic key material, and maintaining proper inventory records.
    - **System Administrator** (Jan 2018 – Feb 2019): Created and managed user accounts and network connections within customer infrastructure.
    - **Senior Technician** (Jan 2018 -Feb 2019): Tier 1, 2, & 3 technical support. Monitoring & troubleshooting customer communications networks. Customer service. Data Transfer Officer.
    - **Technician** (Oct 2016 – Jan 2018): Tier 1 & 2 technical support. Monitoring & troubleshooting customer communications networks. Customer service. Data Transfer Officer.

- **General Dynamics Information Technology**, VA, Mar 2016 – Oct 2016
    - **Analyst:** Database research & analysis, drafting and coordination interdepartmental memos & official reports.

- **Omniplex World Service**, VA & MD, Jun 2014 – Nov 2018
    - **Senior Global Alarm Monitoring Technician** (Jun 2016 -Jun 2018): Same duties below: Additionally, auditing alarm incident databases, submitting analytical review of current SOP. Providing specific options for improving operations, material, and personnel management. Training new Technicians.
    - **Global Alarm Monitoring Technician** (Jun 2015 – Jun 2016): Incident reporting, data entry & reproduction. Technical support & troubleshooting with clients, direct contact and coordination with Technicians, Engineers, and site management for issue resolution. Customer service.
    - **Armed Access Control Officer** (Jun 2014 – Jun 2015): Physical security, alarm respondent, access control, customer service.

- **Costco Distribution Depot,** MD, February 2013-June 2014
    - **Service Clerk**: Assembled goods for distribution to Costco stores, did quality control checks and inventory verification.
    - **Certified pallet jack and forklift operator**
- **Intern, Carroll County Commissioners Office**, MD, Summer 2012
    - Public relations, scheduling, research, note-taking, drafted personal and official emails, letters, and documents.
- **Patrick Henry College Campus Safety,** VA, August 2011-December 2012
    - **Security officer, Squad Leader:** Physical security, alarm respondent, access control (issuing badges, escort), tickets, official notices, emergency response and

coordination with local emergency response personnel. Public relations and customer service. Maintained and tracked department inventory. Trained new officers and led a five man squad.

- **Chick-Fil-A,** MD, 2009-Summer 2011
    - **Assistant Manager:** Public relations, accounting, inventory management, staff and operations management, food prep, quality control. Opening and closing manager.

Pre-College:

- **Camp Echoing Hills,** Warsaw, OH: Volunteer for three summers: Provided personal care for individuals with physical and mental disabilities. Assisted with organization and management of volunteers.
- **Maryland State Board of Elections– Election Judge:** (2006, 2008, 2010 elections). Maintained polling station voter index network, public relations, public education of voter system and processes.
- **Runkles Construction,** MD, VA: Assistant to general contractor. Glorified go-for. Demolition, cleaning, materials organization etc.
- **Arrington Family Farm**, MD: Farm work. Milking, painting, spraying, etc.
- **BK Lawn Mowing:** Maintained lawns and landscaping for multiple clients, including a church and cemetery.
- **Cedar Ridge Adventures**, MD: Ropes Course Technician. Assisted guests with equipment operation and obstacle navigation, enforced safety protocols, performed equipment inspections, and led team-building exercises.

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 7/20/2025

- ☑ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Steve Galleher

Address: 623 S Mildred St, Charles Town, WV 25414

Email: sgalleher.60@gmail.com or esgalleher@gmail.com

Phone: 240-344-6461

Length of time lived in the City of Charles Town: 1 year 2 months

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? _____

List present memberships in any relevant community, service, or civic associations.

Explain your interest in the board/commission and how it would benefit from your participation.

I have always strived to find ways to serve the community in which I am a part of. Whether coaching at various levels, serving as a firefighter, or working with children, embedding myself into the process of helping improve my community has always been a priority.

I am excited to be seeking out a place on the City of Charles Town Board of Park & Rec and feel I have much to offer our community in this role. Having served as a Coach, Group Exercise Instructor, Trainer, and Counselor in the past, I would love to delve back into this type of role, which is close to my heart.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the assistant city manager by phone at 304-724-3253. Applications can be emailed to ameeks@charlestownwv.us or cvezzosi@charlestownwv.us

Stephen Galleher

623 S Mildred St, Charles Town, WV 25414 | 240-344-6461 | sgalleher.60@gmail.com

PROFESSIONAL EXPERIENCE

Frederick County Division of Utilities & Solid Waste Management **November 2015 – Present**
Frederick, MD

Assistant Chief Operator- Water Purification & Distribution *October 2024 – Present*

- Oversee the operations of and personnel assigned to water treatment facilities throughout the County with a concentration on 9 Small Systems water plants and various tanks and booster pump stations.
- Conduct performance evaluations and assist employees with career advancement through on the job proficiency training.
- Evaluate and enforce all safety directives.
- Coordinate a strict preventative maintenance program for equipment.
- Develop and assess Standard Operating Procedures to ensure optimal efficiency.
- Maintain manual and computerized records and compile and prepare reports to be submitted to regulatory authorities.
- Assist in preparation of reports, budgets, directives, and work order processing and participate in the review of system expansion plans.
- Maintain inventories of equipment, chemicals, reagents, etc. and order, track, and verify purchases and procurements.
- Coordinate facility and equipment repairs, maintenance and inspections.
- Direct general labor tasks to maintain buildings and grounds.
- Investigate customer complaints and aid in providing timely resolutions.
- Assume additional administrative and supervisory duties of the Chief Operator in their absence.

Water Treatment Operator *November 2015 – October 2024*

- Help ensure high drinking water standards are met in accordance with the Clean Water Act.
- Continuous monitoring of facilities, water sample testing, adjusting water flow and chemical doses.
- Work in a laboratory and facility environment to produce high quality drinking water for the residents of Frederick County.
- Extensive experience as a lead shift operator spearheading a team as well as overseeing and maintaining my own Small Systems plants and sites throughout the County.
- Utilize Cartegraph and Excel as important tools to document work, projects, and assign tasks as necessary.

St. Thomas More Academy March 2013 – June 2015
Middletown, MD

Classroom Teacher

- Develop curriculum and present lesson plans for core subjects such as English, Math and Science for third, fourth and fifth grade students.
- Additionally, responsible for developing physical education curriculum and serving as the PE instructor for all grades, Pre-K – Eighth.
- Evaluate and grade student's performance in class and meet with parents to discuss progress and development plans.
- Functioned as the directing coordinator for events such as Jump Rope for Heart and the school-wide Field Day.

The Jefferson School May 2010 – January 2015
Jefferson, MD

Residential Counselor/Resource Staff/Equine Therapy Support

- Served in numerous capacities at the residential treatment center for court-appointed youth.
- Enforcement of Individualized Treatment Plans,
- Maintain a safe environment for residents and staff on the milieu and in the school
- Implement verbal de-escalation skills to prevent residents from going into crisis. If crisis did occur, enact therapeutic crisis management and intervention techniques.

EDUCATION

Frostburg State University Frostburg, Maryland
Bachelor of Science December 2009
Major in Physiology; Concentration in Health & Fitness, Minor in Coaching

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** _____

- ☑ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Matt Printz

Address: 629 S George St Charles Town WV 25414

Email: matt@kronaconstruction.com

Phone: 5404507334

Length of time lived in the City of Charles Town: 14

Have you ever been a member of a local government board or commission? yes

If yes, when, where, and in what capacity? Current member of contractor appeals board

List present memberships in any relevant community, service, or civic associations.

While not officially tied to any organization, my family and I are big supporters of the City, Charles Town Now, and a variety of charities, philanthropic efforts and volunteerism.

Explain your interest in the board/commission and how it would benefit from your participation.

With deep family roots in Charles Town, a strong investment in its economic and cultural vitality, and a hands-on understanding of its downtown landscape, I would bring a unique and valuable perspective to the Parks and Recreation Board. As a contractor who has contributed to many local projects, and as someone whose family enjoys and benefits from our community parks, I am committed to enhancing these shared spaces to serve residents and visitors alike. My experience, outlook, and dedication to Charles Town's future would help guide thoughtful, impactful improvements to our parks and recreational offerings.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the assistant city manager by phone at 304-724-3253. Applications can be emailed to ameeks@charlestownwv.us or cvezzosi@charlestownwv.us

MATT WARD

502 SOUTH SAMUEL STREET
CHARLES TOWN, WV 25414
202.422.2411
MATT.WARD@STRATEGIESDC.COM

July 12, 2025

The Honorable Mayor Michael George &
The Honorable City Councilmembers
City of Charles Town, WV

Dear Mayor and City Councilmembers:

I write as a private citizen living in the City of Charles Town to convey my strong support for the appointment of Matty Printz as a member of the Charles Town Board of Parks & Recreation. Matty is a man of good character who is making major, positive contributions to our community, including our Parks & Recreational system. I encourage Council to embrace and cultivate the volunteer contributions of valuable, generous, and effective citizens such as Matty Printz.

Now is an important time for good, solid and effective members of Parks & Recreation, as the board has been more proactive recently than at any time in my 28 years of being part of the Charles Town community, with major park expansions and improvements in the works.

Matty has made clear that he wants to make Charles Town an even more wonderful place to live, work, and build community – a community that the Printz family has been part of for multiple generations, reflected by the house where Matty, Jessy and their daughter live that was built by Matty's grandfather. Matty's role has included:

- Being part of the inspirational force that led to the creation of the **Depot District Park**. As the city figures out how to upgrade this park to be a vibrant and active space, we know that Matty will bring positive progress.
- Supporting the long-term vision of creating a waterside trail and park system along the Evitts Run Creek in the West End of Charles Town, with the construction of high-quality **pedestrian bridges** in two locations.
- Massive investment in the historic, yet vacant and dilapidated **Depot Building** that will extend our downtown hub into an underutilized brownfield corridor.
- Many hours and many contributions to the **downtown Charles Town economy** through key participation in Charles Town Now, downtown events, and downtown investments.

This is the kind of citizen contribution that makes Charles Town historically hip, and I really value Matty's role in the community. I encourage you to select him to play a more significant role on Parks & Recreation.

Sincerely,

Matt Ward

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 7/2/2025

- [x] Board of Park and Recreation
- [ ] Board of Zoning Appeals
- [ ] Building Commission
- [ ] Historic Landmarks Commission
- [ ] Planning Commission
- [ ] Tree Board
- [ ] Utility Board
- [ ] Vacant Properties
- [ ] Other: _____

Name: Olivia Lay

Address: 211 N. Mildred St. Charles Town, WV 25414

Email: meetoliviaLay2.0@gmail.com

Phone: 304 995 4651

Length of time lived in the City of Charles Town: 3 months

Have you ever been a member of a local government board or commission? no

If yes, when, where, and in what capacity? n/a

List present memberships in any relevant community, service, or civic associations.

Explain your interest in the board/commission and how it would benefit from your participation.

As a lifelong West Virginia resident who recently moved to Charles Town from Inwood, I'm eager to become an active member of this community and contribute meaningfully to its growth. I truly value time outdoors, the preservation of natural spaces, and the ability of parks to bring people together. With a background in education and experience advising over 80 students, I bring strong communication, organization, and community engagement skills. I believe these qualities, along with my interest in fostering inclusive and welcoming green spaces, would be an asset to the Board of Parks and Recreation. I see parks as central to a vibrant community, and I'm committed to helping ensure they serve the needs of both residents and visitors. Joining the board would allow me to give back to the place I now call home and support the thoughtful development of its public spaces.

Olivia Loy

LET'S CHAT

Address: 211 N Mildred Street Charles Town, WV 25414
Phone: (304) 995 4651
Email: meetolivialoy2.0@gmail.com

EDUCATION & TRAINING

WEST VIRGINIA UNIVERSITY
Bachelor's in Theatre with a Minor in Strategic Social Media | Graduated May 2019

- President of the WVU Film Club
- Liaison for the WVU Theatre Student Organization

NATIONAL COUNCIL FOR MENTAL WELLBEING
Certification in Mental Health First Aid Completed August 2023 (Adults) & April 2024 (Youth)

- Detection and intervention regarding mental health crisis and substance use
- Identifying appropriate resources and action plans

SKILLS AND ABILITIES

- Event planning & coordination
- Community outreach & engagement
- Data collection and entry
- Social media & digital communications
- Remote work & team collaboration
- Microsoft Office Suite & Google Suite
- Slack, Basecamp, Sling, Mongoose & Blackboard
- Canva Design
- 10 Years in Customer Service & Hospitality

References available upon request.

WORK EXPERIENCE

CO-OWNER + FILMS MANAGER
Filmed by Bike, OR | May 2024 – Present

- Manage recruitment and communication with 100+ filmmakers for annual festival.
- Curate programming and manage all theater details for a 3-day film festival and assist with ancillary event planning and logistics.
- Lead cross-departmental meetings and deliver monthly reports to the board.

ACADEMIC SUPPORT + RESOURCE SPECIALIST
Blue Ridge Community and Technical College, WV | February 2023 – Present

- Manage and support the academic, financial, and personal success of 80+ students.
- Coordinate with departments on registration, events, marketing, and student services.
- Track student engagement and program outcomes for data reports pertaining to the Ascend Grant.

INBOUND CSR
Geodis, VA | August 2022 – November 2022

- Scheduled inbound shipments and coordinated with carriers to confirm logistics and documentation.
- Maintained accurate inventory records and processed product intake using RF and WMS systems.
- Ensured compliance with safety regulations and managed key documentation.

HEAD BARISTA + SHIFT LEADER
Cannon Coffee, MD | June 2021 – July 2022

- Trained staff and developed standard operating procedures for daily café operations.
- Managed inventory, placed orders, and adjusted supply levels based on business needs.
- Led team meetings to align goals, improve workflows, and enhance customer service.

SHIFT LEADER + SOCIAL MEDIA MANAGER
Mountaineer Roasting CO., WV | September 2020 – May 2021

- Created and scheduled social media content to grow brand presence and engagement.
- Provided customer service across front and back of house operations.
- Collaborated with management on inventory, content planning, and daily operations.

PROMOTIONS STRATEGY + EVENT PLANNING INTERN
Ideas United + Campus Movie Fest, GA | August 2019 – April 2020

- Planned and hosted 10+ film festival premieres among college campuses and produced content for online events, including the first fully online CMF programming.
- Managed campus outreach through presentations, canvassing, and social media engagement.
- Managed AV equipment inventory and archived 10+ years of event data and media.

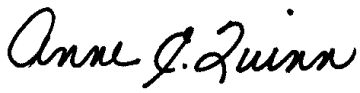
Dear Sir/Madam:

I am writing in response to your advertisement for an opening on the Parks & Recreation Board/Commission. I believe I could be an asset to the board and would appreciate being permitted to serve. Attached please find by Application and my resume.

As you'll see on my resume, I have an extensive management background that spans many years. In addition to my work experience, in my spare time I have coached several youth sports including basketball, softball, volleyball and tennis. Unfortunately, due to my mobility issues caused by rheumatoid arthritis, I am no longer able to be as physically active as I would like.

I can promise that I would be an excellent addition to the board.

Sincerely,



Anne Quinn
Email: Quinns1@msn.com

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for:

Date of Application: June 30, 2025

- [x] Board of Park and Recreation
- [ ] Board of Zoning Appeals
- [ ] Building Commission
- [ ] Historic Landmarks Commission
- [ ] Planning Commission
- [ ] Tree Board
- [ ] Utility Board
- [ ] Vacant Properties
- [ ] Other: _____

Name: Anne E. Quinn

Address: 187 Georgia Avenue, Charles Town, WV 25414

Email: quinns1@msn.com

Phone: 304-596-3581

Length of time lived in the City of Charles Town: 20+ Years

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? N/A

List present memberships in any relevant community, service, or civic associations.

Past President of American Legion Auxiliary Unit 71, currently serving as Americanism, Membership, Public Relations and Music Chairperson.
Member of The Company of Fifers & Drummers (an International Organization)
Location Coordinator for Wreaths Across America & Member of TAPS for Veterans

Explain your interest in the board/commission and how it would benefit from your participation.

My college education was in Recreation & Health with a Minor in Music. I have coached a variety of sports over the years (i.e., Basketball, Volley Ball, Tennis & Softball). I feel I can be an asset to the Parks & Recreation Commission.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the assistant city manager by phone at 304-724-3253. Applications can be emailed to ameeks@charlestownwv.us or cvezzosi@charlestownwv.us

ANNE E. QUINN

187 Georgia Avenue
Charles Town, WV 25414

Telephone: 304-596-3581
EMail - Quinns1@msn.com

Summary:

A professional with more than 40 years' experience in the Publication/Proposal environments of which more than 25 years were directly involved in Proposal production for both commercial and Government customers. Experience includes a wide range of business and technology disciplines encompassing Federal, Local, and Foreign Governments as well as the Commercial sectors. Specifically:

- Managed proposal production for several Government clients (DoD, NASA, DHS, etc.) that resulted in billions of dollars in new business.
- Coordinated proposal efforts targeted at "Global 2000" companies resulting in millions of dollars in solution sales.
- Developed and implemented a proposal production methodology using the Shipley process to establish a proposal process for solicited (RFP/RFQ) and unsolicited efforts.
- Coordinated and managed all facets of proposal activities in the USA and Internationally including the creation of compliance matrices, coordinating Subject Matter Experts (SMEs) input, matrix management of the proposal content, and proposal submission and storage/archiving.
- Worked closely with Sales, Marketing, and Engineering personnel to develop final proposals, which included coordinating, and maintaining all proposal activity and keeping contributors "on track" and "on time".
- Developed Grant Proposals for several Not-for-Profit organizations.
- Led and managed graphics, word processing, and desktop publishing staff in completing proposals for delivery. This included the logging and tracking of graphic collateral by proposal, training of all production staff, reviewing all graphics for effectiveness and contribution to the content, editing/proofreading all content for compliance, and reviewing page layout for final delivery.
- Developed Documentation Guidelines for five different companies that included guidance for writing and publishing documentation for a variety of environments (i.e., process/procedural documents, proposals, user manuals, and presentations).
- Knowledgeable in document content management and collaboration systems including Privia, IBM's Domino Document Manager, Documentum, and Microsoft Sharepoint.
- Supervised teams of varying expertise to complete projects, including proposals, database development, asset management, documentation management, and training.
- Managed large standard communications product development efforts with worldwide distribution to thousands of customers.
- Administered, supported, and enhanced processes related to the long-term preservation, retention, retrieval, security, and disposition of all electronic records.
- Coordinated all IT training activity for the US Department of Housing and Urban Development, including the creation of visual aids for training, user and technical documentation, scheduling all training activities, and prepping training facility.
- Managed design and layout of several print publications, including two weekly established newspapers, corporate newsletters, and promotional magazines. Additionally, wrote and edited content for the same. Published in local and national publications.
- Expert user level in Microsoft Office applications, Adobe Creative Suite and a variety of desktop publishing applications.
- Knowledgeable in ISO requirements and Total Quality Management initiatives, as well as Copyright and Trademark compliance.

Professional Experience:

CONSULTANT – SELENIUS HOLDINGS
July 2024 – Present

PROPOSAL SPECIALIST/COORDINATOR

Perform duties as a Proposal Manager/Coordinator, Federal Procurement Coordinator, Graphic Artist and/or Desktop Publisher as needed for Government and Commercial clients.

VETERANS ENTERPRISE TECHNOLOGY SERVICES, LLC
June 2023 – January 2024

PROPOSAL COORDINATOR/MANAGER

Perform duties as a Proposal Coordinator/Manager, Graphic Artist and/or Desktop Publisher as needed for Government and Commercial clients.

INDEPENDENT CONSULTANT
March, 2017 – June 2023

PROPOSAL SPECIALIST/COORDINATOR

Perform duties as a Proposal Manager/Coordinator, Federal Procurement Coordinator, Graphic Artist and/or Desktop Publisher as needed for Government and Commercial clients.

RAYTHEON IIS, Dulles, VA
August 2014 – September 2016 / March 2017-April 2019 (Contractor)

SR. PROPOSAL ANALYST /DESKTOP PUBLISHER

Coordinate all proposal activities in conjunction with the Proposal Manager, including the review and shred of RFPs to determine requirements to create compliance/cross reference matrices as needed. Also coordinated all production work with the production and publication staff to include the establishment of templates and criteria for final deliverable to requestor/customer. Support included Federal Government proposals, Foreign Government proposals and commercial proposals for local state agencies. Responsibilities included:

- Coordination of all proposal documentation including RFP/RFQ and RFI responses within the Virtual Proposal Center (VPC).
- Development and maintenance of production guidelines per individual proposal requirements based on RFP/Solicitation documentation.
- Coordination of staff assignments regarding the production of text and graphics for proposals.
- Coordination of the flow of proposal components (text, graphics, production of sales letter and executive summary) through the process from initial meeting to delivery, which includes the coordination and management of final document publication process for delivery.

ANNE E. QUINN 187 Georgia Avenue Charles Town, WV 25414 Telephone: 304-596-3581 EMail - Quinns1@msn.com

AMCAD, Herndon, VA [*Out of Business*] *June 2014 – June 2014*

PROPOSAL COORDINATOR

Coordinate proposal activities for municipalities and county governments. Developed and edited existing proposal boilerplate content. Also worked with the Marketing Director to revamp existing marketing materials. Instituted parts of the Shipley process to develop the commercial proposals.

CACI, INC.-FEDERAL, Chantilly, VA *January 2011 – November 2013*

GRAPHIC DESIGN SUPERVISOR/PROPOSAL PRODUCTION MANAGER

Supported all Proposal production across the Business Groups. Was responsible for the redesign of standard WORD templates that could be customized for use across all types of RFPs, RFQs, RFIs, TOs, etc. Also served as the in-house SME for all MS OFFICE and Adobe Creative Suite products, particularly Adobe Acrobat and Forms Management. Also developed templates and forms that were used by all the production staff. Worked with several teams using the Shipley Process as the basis for proposal development.

PROPOSAL DEVELOPMENT CONSULTANTS, Bethesda, MD *January 2009 – January 2011*

PROPOSAL PRODUCTION SPECIALIST – CONSULTANT

Assigned as a Proposal Coordinator, Graphic Artist and/or Desktop Publisher as needed. Assignments have included working on proposals for Link Solutions, Inc. and CACI. Worked on a long-term assignment doing proposal production (graphics and DTP) at CACI, INC.-FEDERAL.

BRAINWARE, INC., Ashburn, VA *November 2007 –November 2008*

PROPOSAL/TECHNICAL WRITER-COORDINATOR

Responsibilities included:

- Coordination of all proposal and technical documentation including RFP/RFQ responses, unsolicited proposals, Functional Requirements/Specifications, Statements of Work, User Manuals, Fill-in Forms, etc.
- Development of production procedures per individual proposal requirements based on RFP/Solicitation documentation, platform, and software integration.
- Coordination of staff assignments regarding the production of text and graphics for proposals.
- Coordination of the flow of proposal components (text, graphics, production of sales letter and executive summary) through the process from the initial meeting to delivery.
- Coordination and Management of final document publication process for delivery.
- Development and Management of a proposal and technical documentation repository.
- Development of templates and forms for corporate use.

FAIRFAX COUNTY PUBLIC SCHOOLS, Alexandria, VA *April 2007 – November, 2007*

ELECTRONIC DOCUMENT SPECIALIST

Responsibilities included:

- Developed, implemented, and maintained a system for the identification and protection of all electronic records for the school division.
- Participated in the development of the department's annual budget.
- Served as liaison between the school division, Fairfax County, and the Library of Virginia in all matters related to records management.
- Provided records management training and on-site consultation to school and department personnel.
- Provided direction and support in the creation of forms and forms management.
- Worked closely with departments and offices to identify business process involving electronic recordkeeping.
- Managed the conversion to digital storage applications with proper retention and documentation of destruction.
- Established methods and standards for scanning and digitizing records within the school division.

VERIZON, Arlington, VA *March 2000 - July 2006*

DOCUMENT & MEDIA MANAGEMENT SPECIALIST-TEAM LEAD

- Was responsible for leading Document & Media Management team.
- Recruited new Document Management Specialist(s) and trained them in Verizon/GNS standards and procedures.
- Provided guidance on corporate branding standards and ISO quality standards.
- Expanded and marketed the capabilities as a full service and support "shop" throughout the GNS footprint.
- Provided expertise in and coordinated all proposal development/production to V-LD and GSI as partner on proposal projects.
- Increased volume of in-house design and printing capabilities for all of GNS with use of Xerox Docu40 Color printer.
- Coordinated production of annual Strategic Objectives posters, and the design and production of several other marketing aids.
- Created and implemented document & media storage criteria.
- Served as Managing Editor/Publisher for internal corporate newsletter (GNS Connection).

Prior Employment

ADVANCED TECHNOLOGY SYSTEMS, McLean, VA/Washington, D.C. *May 1997 - February 2000*

SR. TRAINER/TEAM LEAD - HUD OA PROJECT

BRIDGMAN COMMUNICATIONS, INC., Sterling, VA *October 1994 - May 1997*

MIS MANAGER

ANNE E. QUINN
187 Georgia Avenue
Charles Town, WV 25414
Telephone: 304-596-3581
EMail - Quinns1@msn.com

NORTHROP GRUMMAN/GRUMMAN AEROSPACE *July 1986 - October 1994*
GROUP LEAD - PROPOSAL OPERATIONS (HERNDON, VA)
SR. GRAPHICS SPECIALIST (BETHPAGE, NY)
Clearance: Top Secret Gold

WAVE PUBLISHING COMPANY, Rockaway Beach, NY 1975 - 1986
PRODUCTION MANAGER/EDITOR

PROFESSIONAL MEMBERSHIP:

- Association of Proposal Management Professionals (APMP)
- Association of Professional Women in Business
- American Legion Auxiliary
- Company of Fifers & Drummers
- Board Member & Director of Music In Time, Inc. (private 501c3 Not-for-Profit Corporation)
- Fiscal Administrator for Queensboro Council for Social Welfare (1981-1984)

EDUCATION/TRAINING:

Northern Virginia Community College, Sterling, VA - 2001-2002 – Supervisory-Management & Professional Development Certifications
Learning Tree Technology Center, Reston, VA – 2001-2002 – IT Applied Management Certification
City University of New York - Herbert H. Lehman College, Bedford Park, Bronx, NY - 1971-1973 - Physical Education/Recreation, AAS
Stella Maris High School, Rockaway Park, NY - 1967-1971 – Academic Regents Diploma

MANAGEMENT CERTIFICATIONS/AWARDS:

Corporate Compliance, Intellectual Property - Trademarks, Copyrights & Propriety Certificates
Strategic Planning Certification
2005 Diversity Degree
Verizon GNS Employee Recognition Award (WHOW)
Applied Management Certification
Verizon GNI Pin-A-Peer Award
Supervisory/Management Certification
Professional Development Skills Certification
Management & Supervision
Total Quality Management
Six Sigma (R6Sigma) Training

TECHNICAL CERTIFICATIONS/SKILLS:

Operating Systems:

- Windows 11, Windows 365, Windows Vista, Windows 7, Windows XP, Windows NT, Windows 98, Windows 95 and Windows for Workgroups 3.11
- Inter-Tel AXXESS Computer Integration Telephony System
- VAX/VMS: Architecture, System Operator and ALL-IN-ONE System Manager
- Interleaf Desktop Publishing Systems
- MCS 10/8400 System Management

Software Applications:

- Response Proposal Library
- PreVail Document Management System (CMMC)
- Meridian Proposal Analysis
- Virtual Proposal Center (VPC)
- Domino Document Manager/Coextant Hyper.Net
- Certified Microsoft Word Trainer
- MACINTOSH Training: Certified in MSWord, MACDraw, Filemaker, PageMaker, Excel, Freehand, Persuasion, Quark Xpress, Advanced Certified Training in Adobe Acrobat, LiveCycle Designer, Dreamweaver, In-Design, Illustrator, Filemaker, PowerPoint and Photoshop
- PERSONAL COMPUTERS: Certified Training in WordPerfect, WordStar and WPS/DOS; all Microsoft Office 97-2013 & 365 and Adobe Creative Suite applications including Acrobat, Illustrator, Photoshop, LiveCycle Designer, Dreamweaver, and In-Design; Knowledgeable in Lotus Notes 4.5 and R5; Visio 2016; Sharepoint

Other Skills:

- Familiar with the Shipley Process, Master Certification in English Usage, PCDOCS/Documentum, QuickBooks Pro, Microsoft Money, Winfax Pro and Peachtree Accounting

MEMBERSHIPS:

- More than 50 Year member of American Legion Auxiliary

PUBLICATIONS:

"Woman of Ireland" published in The Wave of Long Island and The Irish Echo
"History of Irishtown" published in The Wave of Long Island and The Irish Echo (co-authored with Emil Lucev)
"Charles Town Chatter" – quarterly publication of American Legion Auxiliary Unit 71, serve as Publisher/Editor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-930: A Resolution Designating September as Library Card Sign-up Month

Proposed Motion: Approve the Resolution Designating September as Library Card Sign-up Month

ATTACHMENTS:

- Resolution Library Card Sign-Up Month.pdf

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

A Resolution Designating September as Library Card Sign-Up Month

WHEREAS, the Charles Town Library has existed at 200 E. Washington St., Charles Town since 1927 and has served as a center for community for nearly a century;

WHEREAS, the Charles Town Library is a fine free library, which offers borrowing privileges to any resident of Jefferson County, or person who is employed in Jefferson County;

WHEREAS, libraries are essential for the education and development of children, offering everything from preschool story times to college and career planning resources for high school students, nurturing literacy and a love for reading;

WHEREAS, libraries provide welcoming and inclusive spaces where individuals from all backgrounds can learn and connect, bridging cultural, ethnic, generational, and economic divides, and strengthening the social fabric of their communities;

WHEREAS, libraries are committed to creating and maintaining diverse programs and collections that reflect the communities they serve, ensuring equitable access for all;

WHEREAS, libraries assist people of all ages in navigating life's complexities, offering access to research, information, and government services that enhance productivity and fulfillment;

WHEREAS, libraries boost the local economy by providing critical access to technology and training for job-seekers, entrepreneurs, and students;

WHEREAS, during times of crisis, libraries and their staff play a vital role in supporting communities both in-person and virtually;

WHEREAS, the shared resources provided by libraries help households save money, conserve resources, and reduce waste, offering a simple way to make a positive impact;

WHEREAS, a library card ignites creativity and empowers individuals to explore new interests and pursue lifelong learning;

WHEREAS, the Charles Town Library and Jefferson County Museum welcome residents of Jefferson County and tourists and visitors to the County on a daily basis;

WHEREAS, the Charles Town City Council is the decision-making body for the municipality of Charles Town, in the County of Jefferson, in the state of West Virginia;

THEREFORE, be it resolved that we, the Charles Town City Council, proclaim September as Library Card Sign-Up Month in Charles Town, West Virginia and encourage everyone to sign up for a library card today.

_____

Micheal George, Mayor

_____

James Kratovil, Esq., Councilmember

_____

Elizabeth Ricketts, Councilmember

_____

Jeff Hynes, Councilmember

_____

Kevin Tester, Councilmember

_____

Nate Hartman, Councilmember

_____

Alden Roth, Councilmember

_____

Andie Sugrue, Councilmember

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-933: Hessey Street Repaving Issue

ATTACHMENTS:

- Resident complaint about repaving work on Hessey St.pdf

Resident complaint about repaving work on Hessey St






CAWN
877-267-1290


321









City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-935: City Wide Trick or Treat - October 31, 2025 (6-8PM)

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-939: New Donated Sidewalk on Eagle Avenue

ATTACHMENTS:
- Sidewalk Donation.pdf

Sidewalk Donation
Mark Roper

Request

- To install a sidewalk in the city's road right-of-way.
- Property owner is proposing to make improvements on the subject property, including the proposed sidewalk.
- Subject property is in the county, and the county wants approval from the city that the property owner can install the sidewalk in the city right-of-way.

Sidewalk Details

- Approximately 470 linear feet of sidewalk.
- 5 feet wide (which is the city sidewalk standard width).
- Sidewalk will be on back edge of the existing street edge.
    - No change to the existing street width will occur.
- Sidewalk will increase pedestrian safety along Eagle Ave.
    - Currently pedestrians have to walk in the street.
    - This will provide a safe dedicated walking area on Eagle Ave.

Proposed Improvements to the Subject Property

- Property owner is proposing to make improvements to the property, which is not located in the city's jurisdiction.
- As part of the improvements, the applicant is proposing to install a sidewalk along Eagle Ave.
- Sidewalks are typically located in the road right-of-way. In this instance, the right-of-way is under the jurisdiction of the City. As such, this is the reason for the request to work within the city's road right-of-way.



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-940: Facade and Sidewalk Grant Discussion

ATTACHMENTS:

- Grants.pdf
- 2025-09-02 - Grant Statuses.pdf

Grants

Revive!
Commercial Grant Program
The City of Charles Town

The City of Charles Town is preparing for the second round of the Revive Commercial Grant program, which will provide grants from the city to building owners and small businesses in the downtown central business district for building upgrades. Revive grants are aimed to support businesses in interior upgrades that will enable them to succeed in their downtown business endeavors, such as commercial kitchen upgrades, asbestos abatement, showroom upgrades, and other improvements. Revive is open to all downtown businesses, but we are especially interested in supporting restaurants and retail. Charles Town will provide grants of between $2,500 and $25,000, with some grants of up to $50,000 when a strong application is made to the city. The applicant must pay 40% of project costs, meaning that the Revive grant cannot constitute more than 60% of a given project.

The second round will be announced in 2025.

Facade Improvement Grant

Charles Town's Façade Improvement Program was designed as an effort to improve and enhance the overall look and experience of downtown Charles Town. The program is intended to assist property owners and/or tenants within the Charles Town Historic Overlay District (HOD) in beautifying and rehabilitating property fronts for the purposes of attracting both customers and prospective business owners and serving as a tool for revitalization of the downtown area.

Façade Improvement Grant

Walkability Improvement Grant

Need assistance repairing sidewalks in front of your property? The City of Charles Town is a pleased to announce the first cycle of funding for the Walkability Improvement Program grant. This is an opportunity for property owners to take part in a 50/50 match up to 5,000.00 for sidewalk repairs. This is a competitive grant, meaning there could be more applications than funds available. Below is a link to the applications. If you have any questions, please call the City Planner at 304-725-3251

Walkability Improvement Grant

Date: For the September 2, 2025 City Council meeting
From: Alissa Meeks, Director of Department of Community Development
James Newman, City Planner, Zoning/Subdivision Administrator

1. Grants Program Overview

While the City maintains multiple grant program, two of them are specifically designed to help residents and property owners maintain and enhance their properties. The first program is the Walkability Improvement Grant (formerly the Sidewalk Improvement Grant). The second grant is the Façade Improvement Grant. Both grants are funded at $15,000 per fiscal year and grantees can request up to $5,000. Grantees, if awarded, can only apply once per grant every 12 months.

2. Walkability Improvement Grant

This grant is handled administratively by the Zoning Administrator; no public hearings or board/commission/Council meetings or approvals are required. The purpose of the grant is to "*improve and enhance the overall pedestrian experience in Charles Town*", by helping to finance the restoration, repair (or in certain cases, the construction of) sidewalks.

A. Eligibility

1. All existing sidewalks in City limits are eligible.
2. Lots with structures but lacking a sidewalk are eligible.
3. Vacant lots without a structure or sidewalk are not eligible.
4. Ineligible projects may be approved at the discretion of City Council at their first meeting June, provided no eligible projects have been received by the end of the first working day in June.

B. Materials

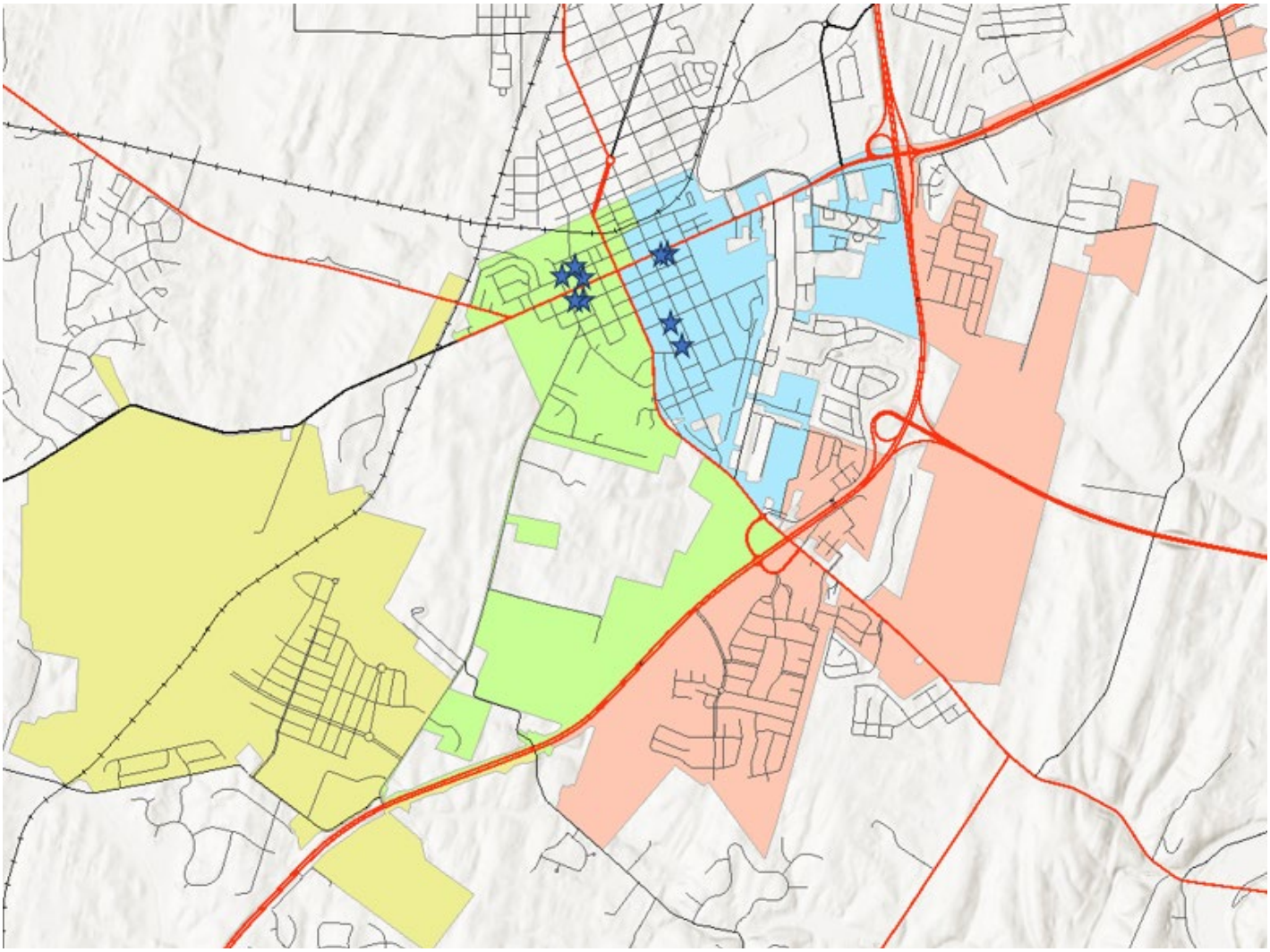
Concrete must be used unless there is an existing brick sidewalk, in which case the applicant can choose brick or concrete. Replacing/repairing existing brick with new brick is also permitted.

C. Process

Fill out the application, provide two quotes; if quotes are not available, then a cost sheet must be provided. If approved, a building permit must be fled. Grants are awarded after the work is done. Grants are awarded at a 50/50 match up to a maximum $5,000 per grant request. Projects must be completed within 12 months of approval.

D. Locations

The map below shows the approximate location of approved applications from January 1, 2019 - August 1, 2025 using the City's current Wards:



Fiscal Year	Address	Grant Amount
2019	315 E. Washington St	$3,992
2019	515 S. Samuel St.	$5,000
2020	238 W. Washington St.	$5,000
2021	303 W. Washington St	$1,750
2021	527 S. Samuel St.	$1,875
2021	322 W. Liberty St.	$2,568.38
2022	210 W. Liberty St.	$5,000
2023	302 N. Mildred St.	$5,000
2025	112 S. Lawrence St.	$4,800
2026	323 E. Washington St.	$5,000

E. Funding

$15,000 is allocated to this grant every fiscal year. As only one application has been approved thus far in the 2026 fiscal year, there is $10,00 remaining in the fund.

***

3. <u>Façade Improvement Grant</u>

This grant is processed by City Staff and presented to the Historic Landmarks Commission at a public hearing. The purpose of the grant is to "*improve and enhance the overall look and experience of downtown Charles Town*", by helping to finance the restoration, repair (or in certain cases, the construction of) building and site improvements.

A. Eligibility

1. Must be within the Historic Overlay District
2. Must be exterior-facing improvement, with the improvement being 'true to age'.
3. Eligible projects include installing or removing signage, installing or removing awnings, painting, masonry repairs, installing or removing lighting, etc…

B. Materials

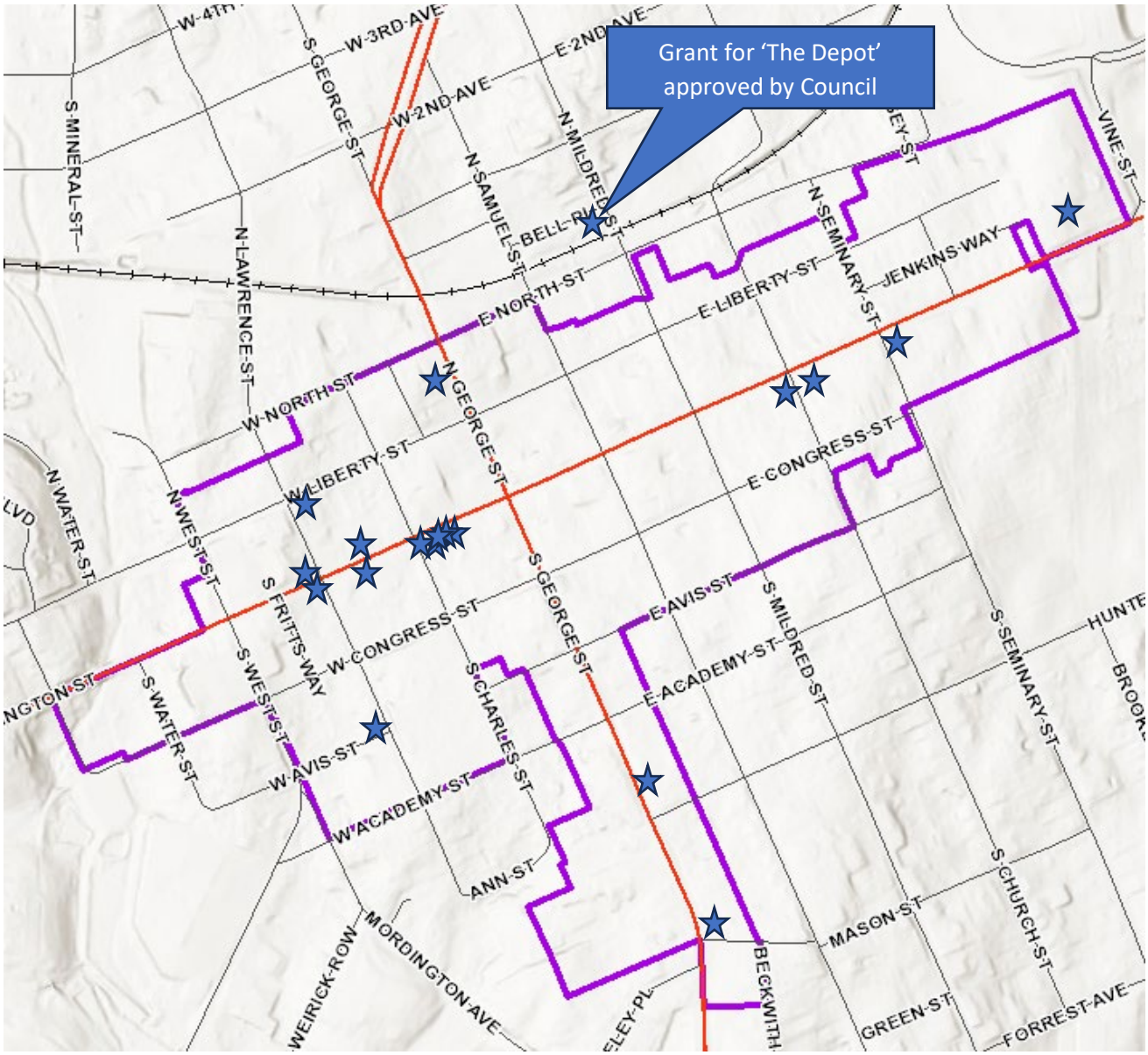
Proposed materials/design must be '*true to* [the] *age*' of the structure involved. The design should fit the historic period of design which the building reflects.

C. Process

Fill out the application, provide two quotes; if quotes are not available, then a cost sheet must be provided. Staff arranges a public hearing at the next available meeting of the Historic Landmarks Commission, where the Commission decides to approve or deny the request. Projects must be completed within 12 months of approval.

D. Locations

The map on the following page shows the approximate location of approved applications from January 1, 2016 - August 1, 2025 using the City's Historic Overlay District:



The table of addresses and approved amounts is on the next page

Fiscal Year	Address	Grant Amount
2017	121 W. Washington St.	$5,000
2017	300/302/304 W. Washington St.	$2,347.50
2017	125/127/129 W. Washington St.	$600
2017	301-303 W. Washington St.	$5,000
2017	105-113 W. Washington St.	$2,680.02
2020	421 S. George St.	$5,000
2020	218 S. Lawrence St.	$5,000
2020	531 S. George St.	$5,000
2022	121 W. Washington St.	$5,000
2022	212 N. George	$5,000
2022	403 E. Washington St.	$3,397.25
2023	111 S. Seminary St.	$1,980
2023	212 N. George St.	$5,000
2023	218 W. Washington St.	$1,400
2023	302 N. Mildred St.	$4,625
2024	217 W. Washington	$800
2024	531 S. George St.	$5,000
2025	323 E. Washington St.	$5,000
2025	119 N. Lawrence St.	$5,000
2025	540 E. Washington St.	$5,000
2026	117-119 W. Washington St.	$5,000

E. Funding

$5,000 was approved at the July 14, 2025 meeting of the HLC to be allocated to the FIP request for 117-119 W. Washington, leaving an available balance of $10,000.

F. Current Applications

There are four FIP applications going to the Commission in September and October:

1. September: FIP2025-03 – 202 W. Washington St. - $4,568 request
2. October: FIP2025-04 – 121 S. Samuel St. - $5,000 request
3. October: FIP2025-05 – 323 E. Washington St. - $5,000 request
4. October: FIP2025-06 – 109 N. Charles St. - $3,000 request

If the September application is approved in full, then only $5,432 will be available between the four October applications, which have a combined request of $13,000.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-941: Legal Report - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-929: Referral to Ordinance Committee - Zoning Ordinance - Section 1321.08, Administration and Enforcement

This agenda item was requested by Councilmember Hynes at the August 18, 2025, council meeting.

ATTACHMENTS:

- Zoning Ordinance 1321.08.pdf

permitted or excluded in a Zoning District, all in accordance with Sections 1321.08(D)(12) and 1322.04 of this Ordinance.

(C) When this Ordinance places a greater restriction than is imposed or required by other provisions of law, or by other rules, regulations, Ordinances, or by private restrictions, covenants, or declarations, the provisions set forth in this Ordinance shall prevail, except where otherwise specifically stated herein. Without limitations of the foregoing, in the event of a conflict between or among the provision of this Ordinance, the City's Subdivision and Land Development Ordinance, and/or any other Codified Ordinance of the City, the conflicting provisions shall be given precedence in the following order: (1st) the provisions of this Ordinance; (2nd) the provisions of the City's Subdivision and Land Development Ordinance; and (3rd) the provisions of the City's other Codified Ordinances with precedence among them given to the provision bearing the latest date of passage.

(D) If there is a conflict between or among the provisions of this Ordinance, the stricter regulation shall apply.

(E) Private covenants contained in any Deed or Declaration are not enforceable by the City, however, such covenants may, as a factor, be considered in the exercise of its sound discretion by the Board of Zoning Appeals when called upon to consider Variance requests and neighborhood compatibility factors related thereto.

Section 1321.07, Severability

Should a court of competent jurisdiction declare any article, section, subsection, or provision of this Ordinance invalid or unconstitutional, this decision shall not affect the validity or constitutionality of this Ordinance as a whole, or any part thereof, other than the particular part so declared to be invalid or unconstitutional.

Section 1321.08, Administration and Enforcement

(A) The provisions of this Ordinance shall be administered by the Charles Board of Zoning Appeals, and as applicable the Town Planning Commission. Within a reasonable time after the enactment of this Ordinance, and from time to time thereafter as determined appropriate, City Council shall designate and approve a Zoning Administrator. The Zoning Administrator shall act on the Board of Zoning Appeals behalf and, as applicable, the Planning Commission's behalf to carry out the duties set forth in Subsection (D) below.

(B) The Planning Commission shall study zoning, its development, application and relation to public and private development and its relation to other phases of the Comprehensive Plan for development of Charles Town and may, from time to time, submit amendments to these regulations or changes in the Zoning District boundaries to the Mayor and City Council of Charles Town. However, no such amendments or change shall become effective until approved by Council.

(C) All departments, officials, and public employees of the City of Charles Town which are vested with the duty or authority to issue permits or licenses shall issue no permit or license for any Use, Building, or purpose if the same would be in conflict with the provisions of this Ordinance.

(D) It shall be the duty and the power of the Zoning Administrator to:

1. Receive and examine all applications for Zoning Permits;

2. Issue Zoning Permits only where there is compliance with the provisions of this Ordinance and with other City Ordinances;

3. Following a refusal of a permit, to receive applications for Appeals, Special Use Permits, and Variances, and promptly forward these applications to the Board of Zoning Appeals;

4. Conduct inspections and surveys to determine compliance or noncompliance with the terms of this Ordinance;

5. Issue written stop, cease and desist orders and other written orders for correction of all conditions found to be in violation of provisions of this Ordinance. Such written orders shall be served upon Owners or Persons deemed by the Zoning Administrator to be violating the terms of this Ordinance;

6. Record and file all applications for Zoning Permits with accompanying plans and documents. All applications, plans and documents shall be a public record except that the Zoning Administrator, pursuant to W. Va. Code Chapter 29B, Freedom of Information, may withhold information pertaining to a pending investigation involving unlawful activity and documents and data exempt from public disclosure;

7. Maintain the official Zoning Map or Maps showing the current Zoning District classification of all land in the City;

8. Bring any matter to the Planning Commission for its action or information;

9. Bring pertinent matters to the Board of Zoning Appeals for its action and information, and provide administrative duties accordingly;

10. Timely revoke and require the return of a void Zoning Permit by notifying the permit holder in writing, stating the reason for the revocation. Zoning Permits shall be revoked for any substantial departure from the approved application, plans, or specifications; refusal or failure to comply with the requirements of applicable federal, state, or local laws; or for false statements or misrepresentations made in securing the permit or certificate. Any permit or certificate which violates this or any Ordinance of the City of Charles Town, or any applicable federal, state, or other local law is void;

11. Upon the request of the Council, the Planning Commission, or the Board of Zoning Appeals, present to such bodies facts, records, or reports which they may request to assist them in making decisions or assist them in any other way as requested;

12. Evaluate and classify proposed land Uses within the context of this Zoning Ordinance as either permitted, permitted with a Special Use Permit, or prohibited; and

13. Create and maintain land use application forms.

(E) *Enforcement:* The Zoning Administrator shall enforce this Ordinance by issuing written stop, cease, and desist orders and other written orders, by withholding Zoning Permits, by seeking an injunction, mandamus, or other judicial action to prevent, correct, or abate unlawful construction, conversion, alteration, occupancy, or Use, and by seeking warrants for prosecution of violators of this Ordinance when directed by City Council.

1. *Violation; remedies.*

   a. *Complaints:* Any Person alleging a violation of this Ordinance may file a written complaint with the Zoning Administrator. Upon receipt of a written complaint, the Zoning Administrator shall investigate the matter within ten (10) business days and take appropriate action to abate any verified violation. A complete record shall be kept of all written complaints received and the actions taken pursuant thereto.

   b. *Remedies:* When any Building or part thereof or other Structure is used, located, erected, constructed, reconstructed, extended, enlarged, converted, or altered, or any land is used or developed, in violation of this Ordinance, or any provision of this Ordinance is otherwise violated, the Planning Commission, Board of Zoning Appeals, Board of Appeals, or Zoning Administrator may institute action in the Circuit Court of Jefferson County for injunction to restrain the Use conducted in violation of this Ordinance or any other violation of this Ordinance, and/or to direct the Owner or other appropriate Person to remove the subject Structure or Building.

2. *Penalties*: Consistent with Section 8A-10-2 of the West Virginia Code, any Person who violates any provision of this Ordinance, including without limitation failure to comply with any stop, cease, and desist or other order issued pursuant to this Ordinance, shall be guilty of a misdemeanor and, upon conviction, shall be punished for each offense by a fine not less than $100.00 or more than $500.00. Each day the violation continues shall be considered a separate offense. Work carried on in violation of the cancellation of any permit issued under this Ordinance shall also be deemed a violation punishable in the same manner. City Council is empowered to enforce this penalty, and it may do so on a case-by-case basis by directing the Zoning Administrator to act on its behalf.

Section 1321.09, Zoning Permits, Fees, and Inspections

(A) A Zoning Permit is a certification of property Use and shall be required for any of the following:

1. Construction, reconstruction, erection, extension, enlargement, conversion, or structural alteration of any Building, including Accessory Structures;

2. Change in Use of an existing Building or Accessory Structure to a Use of a different classification;

3. Occupancy and Use of vacant land;

4. Change in the Use of land to a Use of a different classification;

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-938: Referral to Infrastructure Committee - Possible Crosswalk at Haversack Circle and Campbell Drive

ATTACHMENTS:
- Map.pdf

Google Maps



Map data ©2025 Google 50 ft

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-942: Payment of Bills - September 2, 2025

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-09-02.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-09-02.pdf
- PARKS N REC COUNCIL REPORT 2025-09-02.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON	8/29/25	EAR BUDS C VEZZOSI	GENERAL FUND	CITY MANAGER'S OFFICE	26.59
				TOTAL:	26.59
CINDY REZMER	8/29/25	CM SEARCH & POTTER FLD	GENERAL FUND	CITY MANAGER'S OFFICE	6.25
	8/29/25	CM SEARCH & POTTER FLD	GENERAL FUND	CITY MANAGER'S OFFICE	38.31
	8/29/25	CM SEARCH & POTTER FLD	CAPITAL RESERVE	STREETS & TRANSPORTATI	118.75
	8/29/25	CM SEARCH & POTTER FLD	CAPITAL RESERVE	STREETS & TRANSPORTATI	21.40
				TOTAL:	184.71
CITY OF CHARLES TOWN PETTY CASH	8/22/25	CAR SHOW 25 PETTY CASH	GENERAL FUND	FAIR ASSOC/FESTIVAL	500.00
				TOTAL:	500.00
CHARLES TOWN UTILITY BOARD	8/29/25	661 S GEORGE TOILET REPLC	GENERAL FUND	STREETS & HIGHWAYS	3,759.76
				TOTAL:	3,759.76
ENCOVA INSURANCE	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	NON-DEPARTMENTAL	519.23
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	NON-DEPARTMENTAL	143.12
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	ECONOMIC DEVELOPMENT	701.46
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	ECONOMIC DEVELOPMENT	193.35
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	MAYOR'S OFFICE	124.82
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	MAYOR'S OFFICE	34.40
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	CITY COUNCIL	399.41
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	CITY COUNCIL	110.09
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	CITY MANAGER'S OFFICE	1,797.34
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	CITY MANAGER'S OFFICE	495.42
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	TREASURER'S OFFICE	2,346.53
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	TREASURER'S OFFICE	646.80
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	CITY CLERK'S OFFICE	619.08
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	CITY CLERK'S OFFICE	170.65
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	POLICE JUDGE'S OFFICE	319.53
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	POLICE JUDGE'S OFFICE	88.08
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	CITY ATTORNEY	1,497.79
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	CITY ATTORNEY	412.85
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	ENFORCEMENT AGENCY	559.17
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	ENFORCEMENT AGENCY	154.13
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	BUILDING INSPECTION	821.79
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	BUILDING INSPECTION	226.52
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	PLANNING & ZONING	2,426.41
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	PLANNING & ZONING	668.82
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	CITY HALL	948.60
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	CITY HALL	261.48
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	PARKING	415.38
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	PARKING	114.50
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	POLICE DEPARTMENT	15,307.36
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	POLICE DEPARTMENT	4,219.35
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	POLICE-SPECIAL DUTY	347.49
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	POLICE-SPECIAL DUTY	95.78
	8/29/25	FY26 WKR COMPENSATION	GENERAL FUND	STREETS & HIGHWAYS	263.61
	8/29/25	FY25 WRK COMP ADJUSTMENT	GENERAL FUND	STREETS & HIGHWAYS	72.66
				TOTAL:	37,523.00
FIRST-CITIZENS BANK & TRUST CO	8/29/25	AUG25 2FLR PLOTTER	GENERAL FUND	CITY HALL	506.12
				TOTAL:	506.12
FREDRICK CHESHIRE	8/25/25	CAR SHOW 25 EMCEE	GENERAL FUND	FAIR ASSOC/FESTIVAL	500.00
				TOTAL:	500.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FRONTIER, INC.	8/29/25	AUG25 CH ELEVATOR	GENERAL FUND	CITY HALL	71.27
				TOTAL:	71.27
GOVERNMENT PROFESSIONAL SOLUTIONS LLC	8/29/25	CM SEARCH PHASE 3/3	GENERAL FUND	CITY MANAGER'S OFFICE	4,000.00
				TOTAL:	4,000.00
INTERNAL REVENUE SERVICE	8/29/25	6/24 FORM 941 AMDMNT	GENERAL FUND	NON-DEPARTMENTAL	3,275.21
				TOTAL:	3,275.21
JEFFERSON COUNTY CIRCUIT COURT	8/26/25	APPEAL CASE 25000374 D SM	GENERAL FUND	CITY CLERK'S OFFICE	205.00
				TOTAL:	205.00
JEFFERSON COUNTY COMMISSION	8/29/25	RH AMB FEE FY25	GENERAL FUND	CITY HALL	90.00
	8/29/25	CWH AMB FEE FY25	GENERAL FUND	CITY HALL	90.00
	8/29/25	CH AMB FEE FY25	GENERAL FUND	CITY HALL	200.00
	8/29/25	PD AMB FEE FY25	GENERAL FUND	POLICE DEPARTMENT	200.00
				TOTAL:	580.00
KIMLEY-HORN AND ASSOCIATES, INC.	8/29/25	JULY25 PLNG & SITE REVIEW	GENERAL FUND	PLANNING & ZONING	2,952.34
				TOTAL:	2,952.34
MARK ROPER CONSTRUCTION LLC	8/29/25	214 S WATER ST DEMO	GENERAL FUND	ENFORCEMENT AGENCY	21,730.00
				TOTAL:	21,730.00
MELISSA SEGURA	8/29/25	TRNSLTN SERV 8/15 2400136	GENERAL FUND	CITY CLERK'S OFFICE	75.00
				TOTAL:	75.00
MOTOROLA SOLUTIONS, INC.	8/29/25	EVIDENCE LIBRARY FY26	GENERAL FUND	POLICE DEPARTMENT	487.50
				TOTAL:	487.50
MUNICIPAL FINANCE OFICERS ASSOCIATION	8/29/25	FY26 DUESFINANCE OFF ASS	GENERAL FUND	TREASURER'S OFFICE	125.00
				TOTAL:	125.00
NATIONS CAPITAL MODEL T FORD CLUB INC	8/25/25	CAR SHOW 25 DEMONSTRATION	GENERAL FUND	FAIR ASSOC/FESTIVAL	600.00
				TOTAL:	600.00
NVA	8/29/25	SEPT25 VISION INS	GENERAL FUND	NON-DEPARTMENTAL	162.23
	8/29/25	SEPT25 VISION INS	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	8/29/25	SEPT25 VISION INS	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	8/29/25	SEPT25 VISION INS	GENERAL FUND	TREASURER'S OFFICE	31.88
	8/29/25	SEPT25 VISION INS	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	8/29/25	SEPT25 VISION INS	GENERAL FUND	CITY ATTORNEY	7.97
	8/29/25	SEPT25 VISION INS	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	8/29/25	SEPT25 VISION INS	GENERAL FUND	BUILDING INSPECTION	7.97
	8/29/25	SEPT25 VISION INS	GENERAL FUND	PLANNING & ZONING	23.91
	8/29/25	SEPT25 VISION INS	GENERAL FUND	CITY HALL	7.97
	8/29/25	SEPT25 VISION INS	GENERAL FUND	POLICE DEPARTMENT	151.43
	8/29/25	SEPT25 VISION INS	GENERAL FUND	STREETS & HIGHWAYS	15.94
				TOTAL:	441.18
WILFRED PLUMLEY	8/29/25	CMO CANDIDATE FUEL RMBST	GENERAL FUND	CITY MANAGER'S OFFICE	68.60
				TOTAL:	68.60
WV MUNICIPAL LEAGUE	8/29/25	FY26 CMO WVCM ASSOC FEE	GENERAL FUND	CITY MANAGER'S OFFICE	50.00
				TOTAL:	50.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	77,521.13
200 CAPITAL RESERVE	140.15
GRAND TOTAL:	77,661.28

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 8/22/2025 THRU 8/29/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CHARLES TOWN UTILITY BOARD	8/29/25	DEP GRDWATER PROTEC FEE	CAPITAL RESERVE	STREETS & TRANSPORTATI	150.00
	8/29/25	DEP GRDWATER PROTEC FEE	CAPITAL RESERVE	STREETS & TRANSPORTATI	150.00
				TOTAL:	300.00
GANTT'S EXCAVATING & CONTRACTING INC	8/29/25	LIBERTY ST DRAING IMPROV	CAPITAL RESERVE	STREETS & TRANSPORTATI	75,181.32
				TOTAL:	75,181.32
IKEY	8/29/25	CAR#19 KEYBOARD/FIRE RPL	CAPITAL RESERVE	PUBLIC SAFETY	421.00
				TOTAL:	421.00
MICHAEL BAKER INTERNATIONAL, INC	8/29/25	AUG25 ZNG ORD UPDTNG	CAPITAL RESERVE	GENERAL GOVERNMENT	6,412.93
				TOTAL:	6,412.93
POM INCORPORATED	8/29/25	MECHANISMS FOR PK METERS	CAPITAL RESERVE	PUBLIC SAFETY	4,922.92
				TOTAL:	4,922.92
RCN TECHNOLOGIES	8/29/25	CAR#19 CRDLE PT/WIFI	CAPITAL RESERVE	PUBLIC SAFETY	1,254.60
				TOTAL:	1,254.60
RETRO ENVIRONMENTAL	8/29/25	CH ABESTOS REMEDIATION	CAPITAL RESERVE	STREETS & TRANSPORTATI	6,500.00
				TOTAL:	6,500.00
SMOOTS, LLC	8/29/25	POTTER FLD LANDSCAPING	CAPITAL RESERVE	STREETS & TRANSPORTATI	34,717.16
				TOTAL:	34,717.16

========== FUND TOTALS ==========

200	CAPITAL RESERVE	129,709.93
	GRAND TOTAL:	129,709.93

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 8/29/2025 THRU 8/29/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CHET HINES	8/29/25	HR MOWER FUEL 7/24	PARKS & REC	PARKS & REC		7.16
	8/29/25	HR MOWER FUEL 8/4	PARKS & REC	PARKS & REC		5.17
	8/29/25	HR MOWER FUEL 8/12	PARKS & REC	PARKS & REC		11.32
	8/29/25	HR MOWER FUEL 8/12	PARKS & REC	PARKS & REC		7.59
	8/29/25	HR MOWER FUEL 8/21	PARKS & REC	PARKS & REC		7.43
	8/29/25	HR ROUND UP	PARKS & REC	PARKS & REC		16.93
					TOTAL:	55.60
POTOMAC EDISON COMPANY, INC	8/26/25	AUG 25 JMP ELEC SERV	PARKS & REC	PARKS & REC		229.64
					TOTAL:	229.64

========== FUND TOTALS ==========	
207 PARKS & REC	285.24
GRAND TOTAL:	285.24

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 8/26/2025 THRU 8/29/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-931: Charles Town Police Department July Statistics Report

ATTACHMENTS:

- July 2025 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

July 2025

911 Hangup	13
Abandoned Vehicle	7
Alarm	27
Animal Complaint	
Assault	1
BOLO	4
Breaking and Entering	
Breaking and Entering Veh	1
Building Check	65
Business Engagement	1
Capias Recall by Court	18
Capias Service	4
Code Enforcement	2
Community Engagement	1
Court/Bailiff Duty	4
Destruction of Property	4
Directed Patrol	275
Disabled Vehicle	9
Disturbance	38
Dog Locked in Vehicle	1
Domestic Battery	1
Drug Activity	7
DUI	6
EMS Assist	8
Fingerprinting	3
Fire Assist	4
Fireworks Complaint	10
Follow Up	28
Foot Patrol	20
Found Property	3
Fraud	1
Gunshots Heard	1
Harrassment	1
Hardcopy Check	1
Information	1
Injured Animal	2
Intoxicated Person	5
Juvenile Complaint	1

Missing Person	
Motorist Assist	10
MVA w/ Entrapment	
MVA Hit and Run	5
MVA No Injury	25
MVA Into Structure	1
MVA w/ Injury	2
Nuisance	
Open Door	1
Out of Car (Investigation/Mtg/Court)	26
Overdose	1
Overdose-Death	0
Panhandling	1
Parking Complaint	9
Public Assist (In Person Contact)	28
Public Service (Phone Contact)	81
Pursuit	
Reckless Driver	
Road Patrol	2
Shoplifting	
Special Event/Detail	8
Stolen Vehicle	1
Suspicious Activity	7
Suspicious Mail	
Suspicious Person	4
Suspicious Vehicle	13
Terrorist Threats	
Theft	
Traffic Hazzard	12
Transport	4
Trespassing	7
Unattended Death	
VIN Verification	2
Warrant Service	9
Welfare Check	16
Wildlife Complaint	1
Wires Down	
Total calls of service	**854**

Assists/Back-Ups:	Ranson	**11**	Sheriffs Dept.	**20**
	Harpers Ferry		State Police	**9**
	Shepherdstown		Other (not including CTPD)	**6**
			Total Assists	**46**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	16	9	17	8	0	0	0	**25**
Total Charges	78	10	61	27	0	0	0	**88**
Citations:								**251**
- Moving								**106**
- Nonmoving								**130**
- Criminal								**14**
- S Ticket (Parking)								**1**
Stops	127	80	166	23	14	2	2	**207**
Warnings:								**167**
Stops	95	71	130	18	9	1	8	**166**
Total	**238**	160	**313**	**49**	**23**	**3**	**10**	
Incident Report								**61**
Parking								
- Citations								**251**
-Warnings								**39**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

July 2025

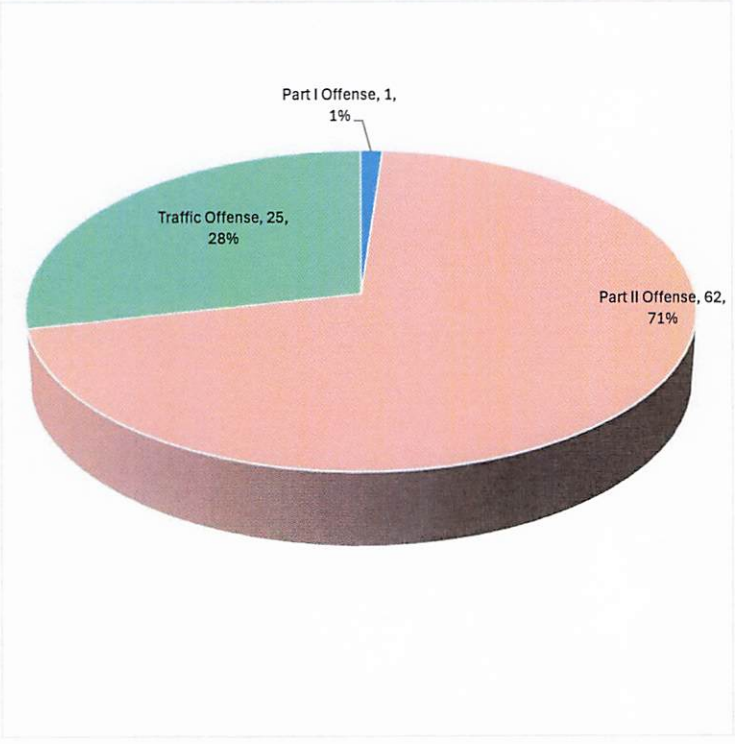
	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder	1		1				
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	**1**	**0**	**1**	**0**	**0**	**0**	**0**
PART II OFFENSE							
Assault During Commission of a Felony	5		5				
Assault on an Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery							
Brandishing a Firearm							
Breaking and Entering							
Capias Served	1	2	1	2			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Cocaine							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Possess w/Intent to Deliver Methamphetamine							
Controlled Access Highway Entry and Exit	1		1				
Criminal Invasion of Privacy	15			15			
Disorderly Conduct							
Disruption of School							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery	2	1	2	1			
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI	1		1				
Driving Revoked for DUI 2nd	1		1				
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI	3	1	4				
DUI 2nd							
DUI 3rd							
DUI Aggravated	1			1			
DUI Causing Bodily Injury	1		1				
DUI - Drugs		1		1			

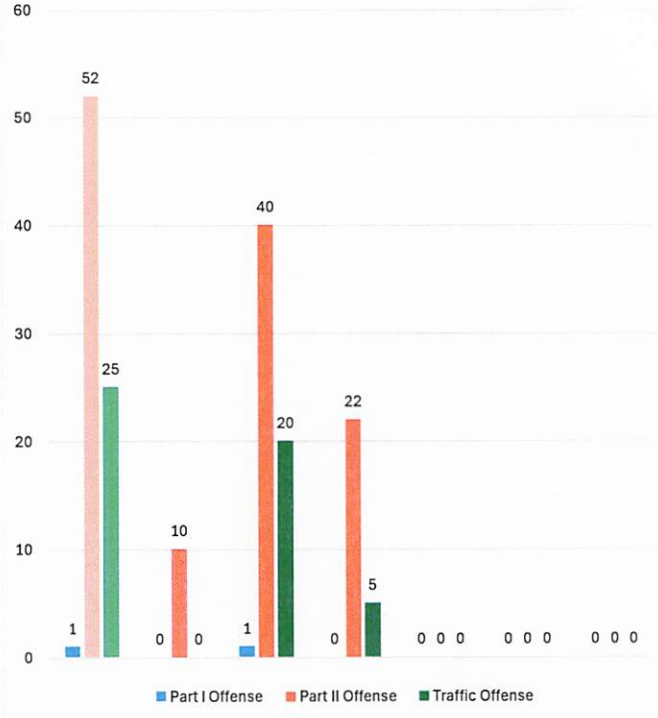
Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

DUI - Drugs 3rd Offense							
DUI w/ Minor							
Embezzlement							
Fail to Register or Provide Notice (Child Abuse Registration)	1		1				
False Alarm of Fire							
False Reporting of an Emergency		1	1				
Felon in Possession of Firearm							
Fingerprint Refusal	1		1				
Fleeing on Foot							
Fleeing in Vehicle w/ Reckless Indifference							
FPO Violation							
Fraudulent Schemes							
Fugitive From Justice	1		1				
Injuring or Tampering with Mobile Equipment							
Interfering with Emergency Communication							
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer	2		2				
Obtain Money, Property, Services by False Pretense							
Open Container	1		1				
Open Container in Vehicle							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Acetaminophen/Tramadol							
Possession of Fentanyl							
Possession of Heroin							
Possession of Marijuana	2	3	5				
Possession of Methamphetamine							
Possession of Oxycodone							
Possession of Pregabalin							
Possession of Tramadol							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver Heroin							
Possession w/ Intent to Deliver Methamphetamine							
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Revocation	1		1				
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication	1		1				
Reckless Driving	5	1	4	2			
Shooting 500 ft of House	1		1				
Shooting 500 ft of School	1		1				
Sexual Abuse 1st Degree							
Threats of Terroristic Acts							
Transfer Receive Stolen Property							
Trespassing							
Use of Inhalant/Huffing	1		1				
Underage Consumption of Alcohol							
Uttering							
Wanton Endangerment	3		3				
TOTAL	**52**	**10**	**40**	**22**	**0**	**0**	**0**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended	1		1				
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense	1		1				
Driving Too Fast for Conditions							
Exp/No MVI	1		1				
Expired/No Operators	1		1				
Expired/No Registration	3		3				
Fail to Keep Right							
Fail to Maintain Control	2		2				
Fail to Obey Traffic Control Device	1		1				
Fail to Obtain WV Operators							
Fail to Render Aid	2		1	1			
Fail to Report Accident	2		1	1			
Fail to Yield to Emergency Vehicle	1		1				
Improper Backing							
Improper Registration	1		1				
Leaving the Scene of Accident w/ Damage	3		1	2			
Left of Center							
No Insurance/No Proof of Insurance	4		3	1			
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
Passing on Right							
Red Light Violation							
Speeding	2		2				
Stopping on Highway							
TOTAL	**25**	**0**	**20**	**5**	**0**	**0**	**0**
TOTAL CHARGES	**78**	**10**	**61**	**27**	**0**	**0**	**0**





Charles Town Police Department

Community Policing Monthly Report

Downtown Charles Town / Residential Developments / Parks

July 2025

INVOLVEMENTS:		
Building Check		2
Parks (Jefferson Memorial/Evitts Run/Skate Park/Willingham Knolls/Happy Retreat/Edge Hill Cemetary)	24	
Downtown	6	
Developments	6	
Schools	1	
Directed Patrol		37
Parks (Jefferson Memorial/Evitts Run/Skate Park/Willingham Knolls/Happy Retreat/Edge Hill Cemetary)	3	
Downtown	4	
Foot Patrol		7
Special Event/Detail		7
Business Contact		6
Community Contact		9
TOTAL INVOLVEMENTS		68

Officer Notes/Misc. Information:

* Took pictures for city website.

* Attended following events: Weekly farmer's market, Miss Willa's Bookstore grand opening,

Hip after 6, anti-Trump rally downtown.

* Travelled to Loudoun County SD to speak with their community officer.

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	44
17A-3-1a(a)	New Residence Reg-30 Days	1
17A-9-2	No Or Expired Registration	42
17A-9-3	Improper Registration	2
17B-2-1	No Operators	3
17B-2-12	Expired Operators	1
17B-2-13	Operators Fail To Change Address	2
17B-2-3a	GDL License Violations	1
17B-4-3(a)	Driving Suspended/2nd/3rd	6
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	1
17B-4-3a	Driving Suspended or Revoked	1
17C-12-1	Railroad Crossing Violation	1
17C-14-14	Littering From Motor Vehicle	1
17C-14-9	Following Emergency Vehicle 500'	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	2
17C-15-49	Seatbelts Required	1
17C-16-9	No Or Expired MVI	29
17C-3-4	Fail To Obey Traffic Control Device	6
17C-3-5	Fail To Obey Traffic Light	10
17C-4-1	Hit And Run With Death Or Injury	1
17C-4-2	Leaving The Scene Of An Accident	1
17C-4-3	Fail to Give Info & Render aid-accident	2
17C-4-5	Duty Upon Striking Highway Fixture	1
17C-4-6	Fail To Report Crash >$1,000	2
17C-5-2(d)	DUI W/Bodily Injury	2
17C-5-2(e)	Basic DUI <.15	3
17C-5-2(f)	Aggravated DUI >.15	1
17C-5-3	Reckless Driving	4
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	45
17C-7-8	One Way And Traffic Island Violation	1
17C-8-2	Turning Right Improperly	1
17C-9-5	Fail To Yield-Emergency Vehicle	1
17D-2A-3	No Insurance	7
17D-2A-4	No Proof Of Insurance	8
CTPD171.07	Failure To Appear For Trial (CAPIAS)	2
CTPD333.03	Hazardous Driving	1
CTPD349.15	Shortcutting Traffic Control Device	1
CTPD349.21	Littering From Motor Vehicle	1
CTPD361.08	Parking For Prohibited Purposes	1
CTPD521.06(a)	Public Intoxication	1
CTPD529.04(a)	Inhaling Intoxicating Compounds	1
CTPD531.03	Possession Of Marijuana <15gms	4
ctpd521.06(a)(6)	Open Container In Public	1

Report Totals	**251**

Report Includes:
All dates of issue between `00:00:00 07/01/25` and `23:59:59 07/31/25`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

Charles Town Police Department

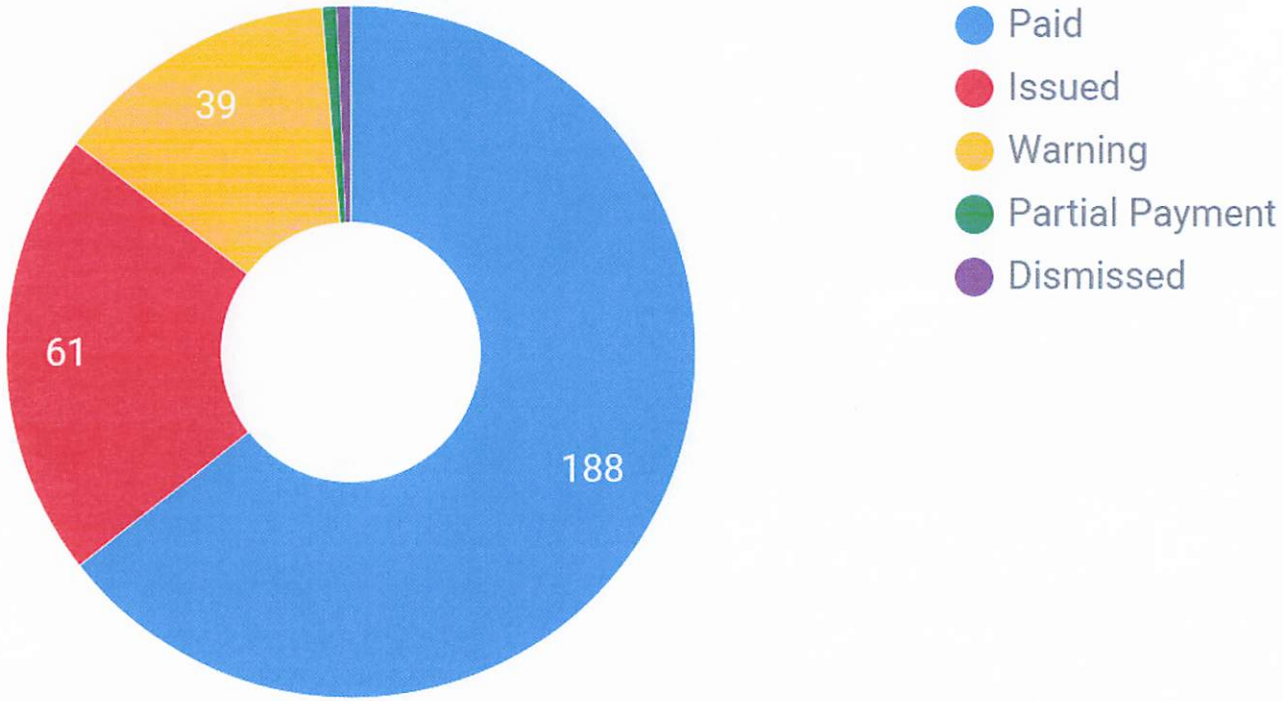
Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	18
17A-3-16	Expired Registration	44
17C-14-15	Use Handheld Communication Device	3
17C-14-2	Improper Backing	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	14
17C-15-36(a)	Window Tint Violation	1
17C-15-4	Head Lamp Requirements	1
17C-15-49	Seatbelts Required	1
17C-16-9	No Or Expired MVI	6
17C-3-4	Fail To Obey Traffic Control Device	25
17C-3-5	Fail To Obey Traffic Light	1
17C-3-5(c)	Right on Red	2
17C-3-5(c)(2)	Right Turn On Red Where Prohibited	1
17C-6-1a	Failure To Maintain Control	4
17C-6-1b	Speeding	29
17C-7-10	Following Too Closely	1
17C-7-3	Improper Passing/Audible Signal	2
17C-7-4	Passing On Right-Off Road	1
17C-7-6	Left of Center	1
17C-7-8	One Way And Traffic Island Violation	1
17C-7-9	Improper Lane Change	1
17C-7-9(3)	Improper Use Of Turn Lane	1
17C-8-8	Improper Stopping/Turning/Signaling	1
17C-9-1	Fail Yield At Intersection	4
22-15A-4(a)(1)	Littering	1
CTPD333.03	Hazardous Driving	1
CTPD349.15	Shortcutting Traffic Control Device	1

Report Totals: **167**

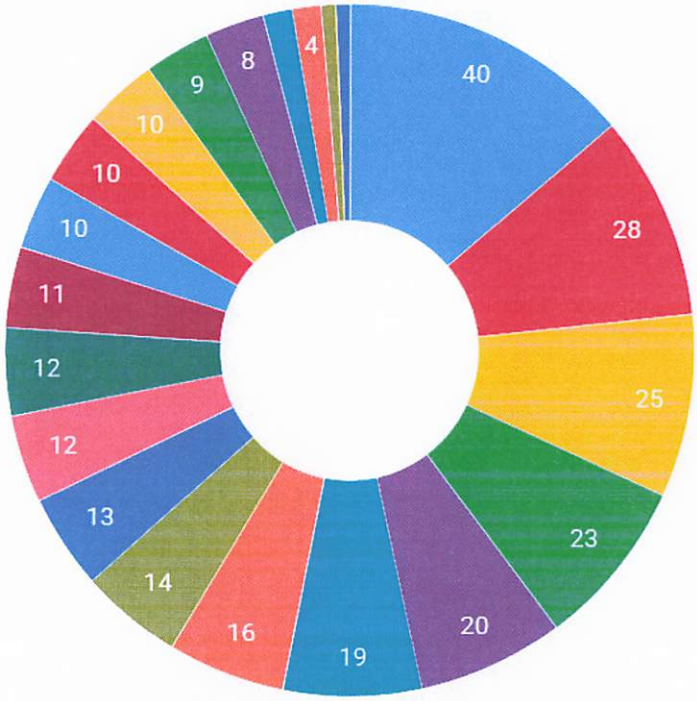
Report Includes:
All dates between `00:00:00 07/01/25` and `23:59:59 07/31/25`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Jul. 2025)



Data as of 8/18/2025, 12:00:00 AM

City of Charles Town - Tickets By Location (Jul. 2025)

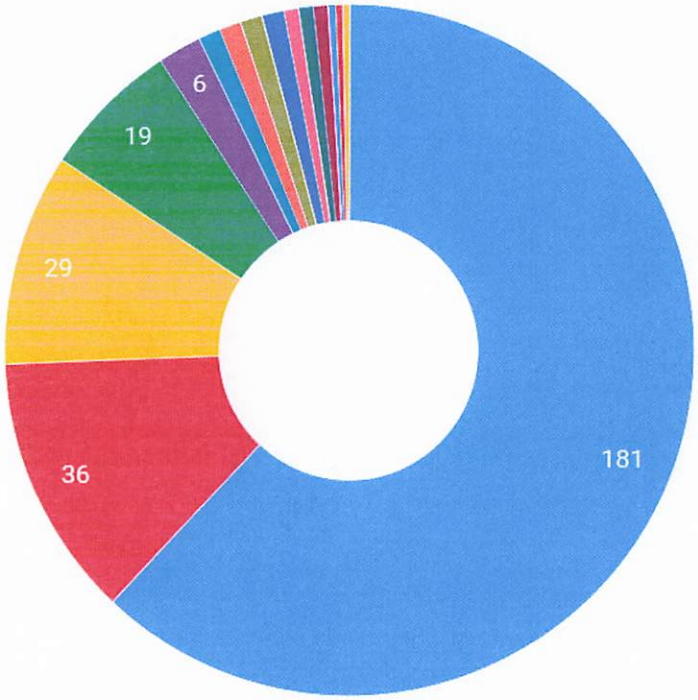


- LIBERTY STREET PARKING LOT
- 100 BLOCK WEST LIBERTY STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK WEST WASHINGTON STREET
- 200 BLOCK NORTH GEORGE STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK NORTH SAMUEL STREET
- LAWRENCE STREET PARKING LOT
- 100 BLOCK EAST CONGRESS STREET
- 100 BLOCK WEST CONGRESS STREET
- 100 BLOCK NORTH LAWRENCE STREET
- CHARLES STREET PARKING LOT
- 200 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH LAWRENCE STREET
- 200 BLOCK WEST WASHINGTON STREET

1/2

Data as of 8/18/2025, 12:00:00 AM

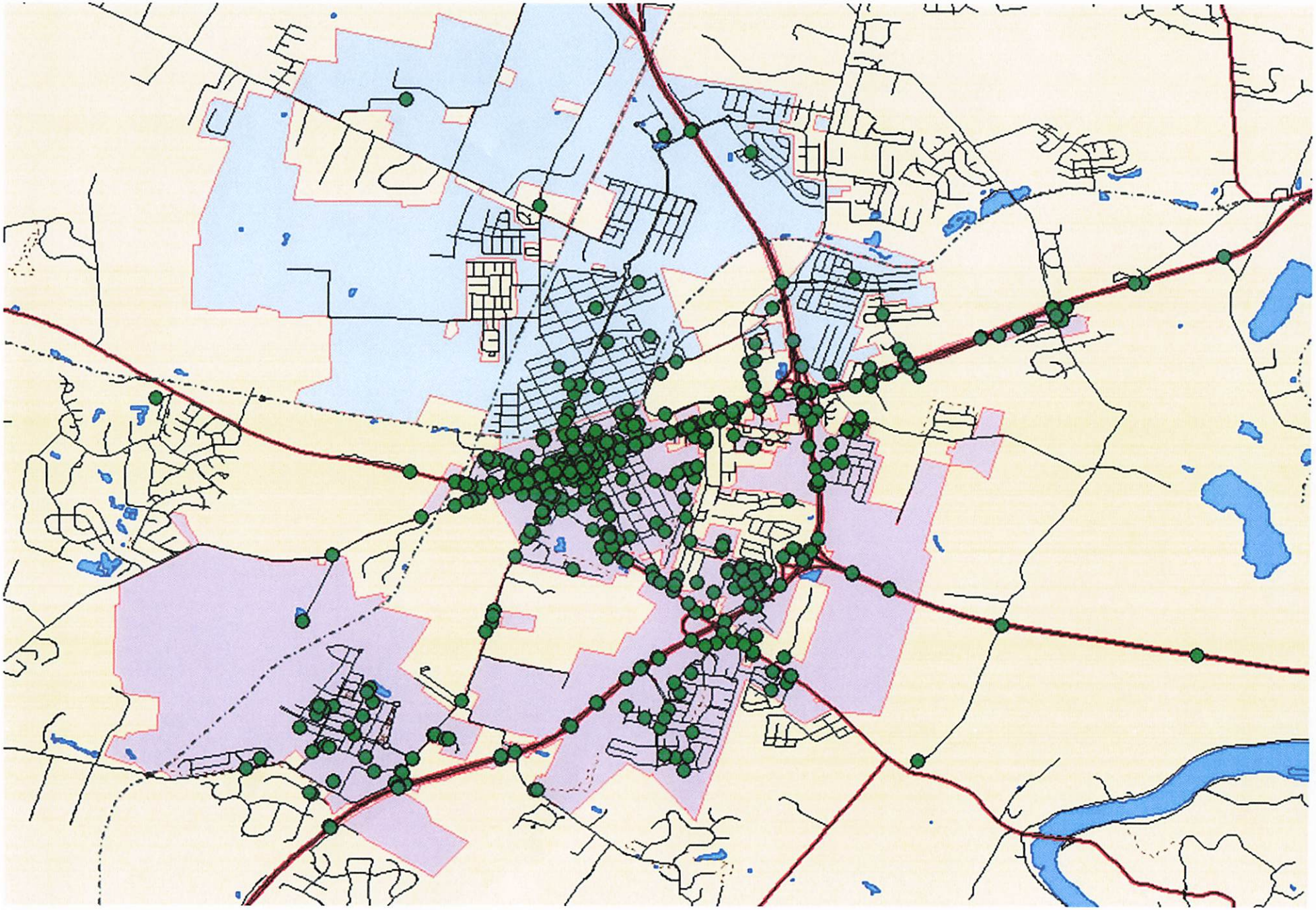
City of Charles Town - Tickets By Violation (Jul. 2025)



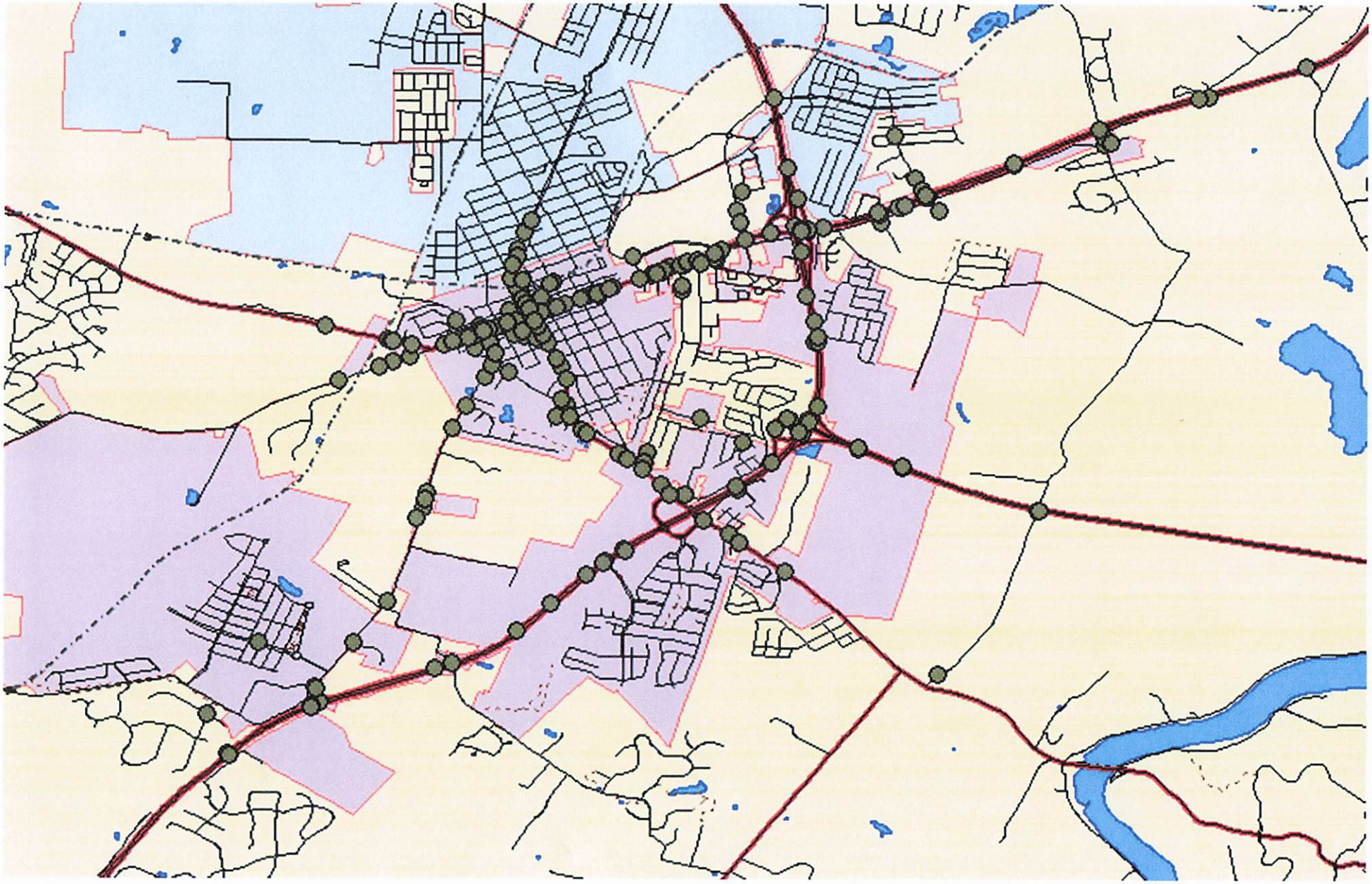
- Expired Meter
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Exceed 2 Hour Free Parking
- Parking Permit Violation
- Ten Minute Take Away Parking
- Right wheel more than 18" from right curb
- Parking between sidewalk and curb
- Accessible Parking Violation
- Left wheel more than 18" from left (one-way) curb
- Improper Manner of Parking
- Exceed 4 Hour Free Parking- Accessible
- Yellow/Red Painted Curbs or Streets Violation
- Within 30 feet of Flashing Beacon, Stop Sign, Traffic Signal
- Blocking Public or Private Driveway
- Loading/Unloading Zone Violation

Data as of 8/18/2025, 12:00:00 AM

July 2025 – All CTPD Calls



July 2025 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-932: PJM Interconnector Letter

ATTACHMENTS:

- PJM Letter.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

August 18, 2025

MAYOR
Micheal George

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Nate Hartman
Alden Roth
Andie Sugrue

INTERIM CITY MANAGER
Alissa Meeks

The PJM Board of Managers
Mark Takahashi, Chairman and
Manu Asthana, PJM President and CEO
PJM Interconnection L.L.C.
2750 Monroe Boulevard
Audubon, Pennsylvania 19408

RE: New Transmission Lines Across Jefferson County, West Virginia

Dear Board of Managers,

It has come to our attention that PJM Interconnection has planned and approved two (2) new high-voltage transmission lines proposed to be routed across Jefferson County, West Virginia. The 500kV project approved in 2024, and the 765kV project approved in 2025, will greatly expand the current transmission line corridor that has existed for decades.

Further, the existing corridor is bordered by hundreds of homes and crosses through the southern part of the county that has experienced substantial growth in recent years, including a new solar farm, vast residential subdivisions, and a large public high school. Homes along the path will experience property devaluation and the residents and students will be exposed to enormous doses of electric and magnetic radiation emitted from the transmission lines. These homes would also be subject to condemnation to make way for the expanded transmission easements needed for the new lines.

The new transmission lines simply pass through Jefferson County, which includes parts of the municipality of Charles Town, on its way to power Virginia's economic development, while alternatively creating and leaving a destructive path through our beautiful and historic West Virginia community. Jefferson County citizens will receive no benefit from the new transmission lines, which are for the sole purpose of importing electricity to new data centers in Northern Virginia. Consequently, it will diminish the City's critical economic development strides. As noted, the new transmission lines are not serving consumers in Charles Town or any of Jefferson County, albeit our citizens will naturally absorb a significant portion of the combined $3.5B upgrade costs, ultimately causing increased hardship for our residents with already rising electric bills.

Potentially the proposed route could take a more direct path to Loudoun County, instead of diverting through Jefferson County for the sole purpose of paralleling existing transmission lines. Thus, we are adamantly against the narrative that paralleling the existing transmission corridor through Jefferson County is less destructive than forging a new, direct route to the data centers. Attempting to parallel existing corridors that have been tightly surrounded by new development is extremely detrimental to our citizens and jeopardizes our own community's economic vitality.

We hereby state our strong opposition to the routing of expensive, new transmission lines through Charles Town and Jefferson County for the financial benefit of Virginia's economic development. Alternatively, Virginia could power its own economic development by building new electric generators near their data centers, instead of inflicting both financial and physical destruction on our West Virginia community through this proposed measure.

Sincerely,

Alissa Meeks
Interim City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-936: Resolution

ATTACHMENTS:

- 2025-007 - Resolution MARL Project.pdf

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

RESOLUTION

WHEREAS, the 500 kV Mid-Atlantic Link (MARL) project and the proposed 765 kV transmission (Valley Link) project will greatly expand the current transmission line corridor and expand its high-voltage footprint through multiple counties in West Virginia, including Jefferson County and its municipalities; and

WHEREAS, the MARL project is intended to transport electricity across West Virginia to serve increased energy demands and power Virginia's economic development while it alternatively creates and leaves a destructive path through Charles Town; and

WHEREAS, the proposed route could take a more direct path to Loudoun County, instead it proposes to divert through Jefferson County for the sole purpose of paralleling existing transmission lines inevitably leaving an expanded path of destruction with significant and irreparable harm to our historic community, undermine the City's economic development strides, and deter visitors and tourism-based initiatives; and

WHEREAS, the MARL project ultimately serves no purpose to Charles Town or its consumers, but instead, our citizens will naturally absorb a significant portion of the combined upgrade costs through regional rate increases ultimately creating undue and increased hardship for residents with already rising electric costs.

NOW, THEREFORE WE, the members of the Charles Town City Council, do hereby adamantly oppose the siting or construction of the MARL 500kV or 765 kV Valley Link overhead transmission lines within Jefferson County or the municipal boundaries of the City of Charles Town, as such facilities would damage natural beauty, diminish property values, impair tourism and confer no commensurate benefit on the local community while disrupting the lives of families in the path of construction and forcing our residents to pay for northern Virginia energy demands through higher consumer electricity rates; and

BE IT FURTHER RESOLVED that we call on all elected officials representing Jefferson County to join the City of Charles Town in opposing this project in addition to directing this Resolution be provided to PJM Interconnection, the corporate entities proposing MARL and the 765 kV line, the West Virginia Public Service Commission, the Virginia State Corporation Commission and to state and federal elected officials so they may be fully informed of the City's position and concerns.

Adopted this 18th day of August 2025 by vote of the Charles Town City Council.

Attest:

Micheal George
Mayor

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-934: Public Comment Statement - August 18, 2025

ATTACHMENTS:

- Public comment.pdf

Jefferson G.A.P. Coalition

Statement to Charles Town City Council

August 18, 2025

Good evening and thank you for the opportunity to address the Council this evening.

I'm Diane Blust, Chairman of the Board of Directors of Jefferson G.A.P. Coalition, the 501 (C) 3 non-profit that runs Bushel & Peck and the Charles Town Farmers Market. We are extremely grateful to the City of Charles Town and Councils past and present for your strong support for our mission of sustaining a resilient local food economy in Jefferson County. Your support has allowed us to bring a grocery store to Charles Town that not only supports our local growers, artisans, and producers, but one that provides an important service to the local community: a small, friendly grocery store where locals and visitors alike can run in for their weekly needs or just stop for a bottle of water and a snack. Additionally, the store provides products for local restaurants and shops in town. We were proud that Bushel & Peck remained open for business during the COVID pandemic to ensure there would be a place for local farmers to sell their products and to provide a valuable service to the community.

I would like to offer my personal apology to the Council and City Government for the fact that we allowed our lease at Charles Washington Hall to lapse. We stand ready to meet with the city to discuss renewing the lease for next year at your earliest convenience. We understand that the city has many options to use the first floor of this historic building, but we are proud to carry on the historic market hall mission of this space by providing a small grocery store for residents. The presence of Bushel & Peck resulted in the removal of the USDA designation of downtown Charles Town as a food desert.

At a time when small family farms are encountering economic headwinds, we think it is critical to have local outlets for their products. We take this mission seriously and will use our recently completed food hub study to engage with the community on how a food hub could provide additional services to our farmers and bring a variety of services to the local food system. We thank the City for providing a grant that allowed us to contract for the food hub study and look forward to presenting relevant portions of the study to the Council and your economic development office.

Lastly, I want to thank all of you who have offered support and encouragement to our executive director Todd Coyle as he deals with an illness that will sideline him for a few months. We expect to have him back on the floor at Bushel & Peck sometime next year.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/02/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-944: Charles Town Utility Board Meeting Minutes - August 13, 2025

ATTACHMENTS:
- 2025.08.13 UB MINUTES.pdf