CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • FEBRUARY 18, 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

: **2025-216:** City Council Meeting Minutes - February 3, 2025
CityCouncilMeetingMinutes_3Feb2025_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-207** Finance Committee Report
FinanceCommitteeReport_5Feb2025_rev1.pdf

: **2025-208** Personnel Committee Report
Personnel Committee Report 2-10-25.pdf

7. CITY MANAGER REPORT

: **2025-220:** City Manager Report - February 18, 2025
City Manager Report - February 18, 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-66: Public Hearing**: *TXA2024-05*: Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04)

: **2025-215:** Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04)
1. Report.pdf

: **2025-187:** BR2023-04: Huntfield Phase 2B2 - Bond Reduction (previously tabled on December 4, 2023)

1. Staff Report.pdf
2. Application.pdf
3. Applicant engineer review.pdf
4. Phase 2B As-Builts.pdf
5. KH Review.pdf

: **2025-188:** *BR2023-05:* Huntfield Phase 3A- Bond Reduction (previously tabled on December 4, 2023)
1. Staff Report.pdf
2. Application.pdf
3. Applicant engineer review.pdf
4. Phase 3A AS-Builts.pdf
5. KH Review.pdf

: **2025-189:** City of Charles Town's Special Activity Permit Policy - Draft
2025 Special Activity Permit Rewrite.pdf

: **2025-191:** Article 522 - Private Outdoor Designated Area (PODA) Red-Lined Review
PODA Edits from First Reading.pdf

: **2025-193:** Mayor's Select Committee on Community Outreach Report
Mayor's Select Committee on Community Outreach.pdf
Commission on Art, History, and Culture.pdf

: **2025-194:** Charles Washington Hall Rental Agreement
2025CWHALLRentalRequestREWRITEV4.pdf
2025CWHALLRentalRulesv3.pdf
2024CWHallComps.pdf

: **2025-213:** Public Hearing for the Second Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment

: **2025-201:** Second Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment
Old Bridge Abandonment.pdf

: **2024-214:** Public Hearing for the Second Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition

: **2025-202:** Second Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition
Purchase Ordinance.pdf

: **2025-205:** Article 147 Discussion
Ord. 2022-001 - Article 147 Utility Board.pdf

10. NEW BUSINESS

: **2025-123:** Presentation - *Michael Baker International* on Zoning and Subdivision Overhaul

MBI Presentation_Council Meeting_18FEB2025.pdf
Michael Baker Intl Contract Agreement signed.pdf
Charles Town Zoning and Subdivision Ordinances Update_Michael Baker.pdf

: **2025-204** Zoning/SLDO Rewrite Advisory Committee Selection

: **2025-106:** First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to an Outdoor Dining Ordinance

: **2025-190:** "But For" Disbursement Plan

: **2025-192:** Academy and S. Samuel Street Review

: **2025-210:** Personnel Matters - Possible Executive Session

: **2025-211:** B&O Tax Waiver Request - CTUB
Article 745.16A.pdf

: **2025-212:** Budget Workshop Schedule

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2025-219:** Payment of Bills - February 18, 2025
COUNCIL REPORT PCARD 02-18-25.pdf
GEN FUND COUNCIL REPORT 2025-02-18.pdf
PARKS N REC COUNCIL REPORT 2025-02-18.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday March 3, 2025, at 7:00PM

: **2025-195:** Ms. Milliron Public Comment
Jacquelyn Milliron Comment.pdf

: **2025-196:** Mr. Tolbert's Public Comment Information
CTUB Cheat Sheet Revised February 5 2025.pdf
Package Draft Letter and Position Paper WVDOT WV51.pdf

: **2025-197:** Application For City of Charles Town Opioid Settlement Funds Handout
Opioid Settlement Funds - Application.pdf

: **2025-198:** Charles Town Tree Board Report - January 2025
Tree Board Report January 2025.pdf

: **2025-199:** Infrastructure Committee Report - January 2025

Infrastructure Committee Report January 2025.pdf

: **2025-200:** Charles Town Parks and Recreation Commission Report - January 2025
P&R Report_ January 2025.pdf

: **2025-218:** Charles Town Utility Board (CTUB) Meeting Minutes - January 8, 2025, and February 5, 2025
2025.01.08 UB MINUTES .pdf
2025.02.05 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-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-216: City Council Meeting Minutes - February 3, 2025

ATTACHMENTS:

- CityCouncilMeetingMinutes_3Feb2025_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • FEBRUARY 3, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Priscilla Rodd	Councilmember	Absent	
Micheal George	Councilmember	Absent	
Andie Sugrue	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; 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

2025-131: City Council Meeting Minutes - January 21, 2025

There being no corrections, additions, or changes, Mayor Trainor declared the January 21, 2025, minutes approved.

3. PUBLIC COMMENT

Ms. Milliron requested that the Charles Town Utility Board (CTUB) Chairman expunge from the record the statement he made at the August 14, 2024, CTUB meeting concerning her public comment regarding the projected cost accuracy for the Collection System Project.

Mr. Tolbert requested that all documentation submitted during public comment be included in the record and provided a document titled "Utilities in Their Own Documents." He also expressed his concerns regarding the Route 51 intersection improvement scenarios, specifically that none of the scenarios adequately consider the impacts to the residents living in the area.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ward #4

Ms. Sugrue reported that the next "Walks About Nothing" event will take place on Wednesday, February 5, 2025, at 6:00PM.

5. MAYOR'S REPORT

Mayor Trainor thanked City staff for their diligent work setting up last week's townhall meeting concerning the proposed WV Route 51 intersection improvement project. He also reported that the WV Department of Highways is awaiting materials required to establish the traffic light and crosswalk at the intersection of Augustine Avenue and Washington Patriot's Way.

6. COMMITTEE REPORTS

2025-135: Board of Parks and Recreation Commission Meeting - January 23, 2025

Ms. Ricketts reviewed the Board of Parks and Recreation Commission report with the Council.

2025-136: Infrastructure Committee Meeting - January 27, 2025

Ms. Ricketts reviewed the Infrastructure Report with the Council.

2025-137: Charles Town Tree Board Meeting - January 16, 2025

Ms. Ricketts reviewed the Tree Board Report with the Council.

7. CITY MANAGER REPORT

2025-183: City Manager Report - February 3, 2025

Mr. Nissel reviewed the City Manager's Report with the Council.

8. POLICE CHIEF REPORT

Chief Kutcher had nothing to report.

9. UNFINISHED BUSINESS

2025-102: Eminent Domain Property Resolution - Possible Executive Session

Mr. Hynes moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and it passed by a 5-1 vote.

RESULT:	**APPROVED [5-1]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	Ricketts, Hynes, Tester, Philabaum, Sugrue
NAYS:	Kratovil
ABSENT:	George, Rodd

Mr. Hynes moved to Table this agenda item indefinitely. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED**
MOVER:	Jeff Hynes
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Sugrue
ABSENT:	George, Rodd

2025-103: Opioid Distribution Plan

Mr. Hynes moved to direct staff to draft a Resolution for consideration at the next Council meeting. Mr. Kratovil seconded the motion. After discussion Mr. Hynes rescinded his motion.

Mr. Kratovil moved to Table this agenda item until the March 17, 2025, Council meeting to allow staff more time to research requirements and options for the disbursement of the opioid funds. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Sugrue
ABSENT:	George, Rodd

2025-104: Mayor's Select Committee on Community Outreach Report

Upon staff recommendation, Mr. Hynes moved to Table this agenda item until the February 18, 2025, meeting. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Sugrue
ABSENT:	George, Rodd

2025-124: Charles Washington Hall Rental Agreement

Upon staff recommendation, Mr. Hynes moved to Table this agenda item until the February 18, 2025, Council meeting. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Sugrue
ABSENT:	George, Rodd

2025-125: Public Hearing on a Resolution Approving Entry and Form of Shared Lease Agreement between the City of Charles Town and 111 West Congress, LLC, a West Virginia Limited Liability Company

Mr. Kratovil moved to open the public hearing. Ms. Philabaum seconded the motion, and there were no objections. Mayor Trainor declared the public hearing open.

Mr. Nissel informed Council that no one had signed up for the public hearing.

Mr. Kratovil moved to close the public hearing. Ms. Philabaum seconded the motion, and there were no objections. Mayor Trainor closed the public hearing.

2025-126: Resolution Approving Entry and Form of Shared Lease Agreement between the City of Charles Town and 111 West Congress, LLC, a West Virginia Limited Liability Company

Ms. Sugrue recused herself citing a possible conflict of interest.

Ms. Philabaum moved to approve the Resolution Approving Entry and Form of Shared Lease Agreement between the City of Charles Town and 111 West Congress, LLC, a West Virginia Limited Liability Company. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	Julie Philabaum
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum
RECUSED:	Sugrue
ABSENT:	George, Rodd

2025-127: Article 147 - Utility Board Discussion Update

Upon staff recommendation, Mr. Hynes moved to Table this agenda item until the February 18, 2025, Council meeting. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Sugrue
ABSENT:	George, Rodd

10. NEW BUSINESS

2025-105: Appointment of Ballot Commissioners for the FY25 Municipal Election

Mr. Kratovil moved to approve Mr. Gary Dungan and Mr. Randy Hilton to serve as ballot commissioners for the City of Charles Town's upcoming municipal election – terms beginning February 3, 2025, and ending December 31, 2025. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-107: First 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)

Mr. Kratovil moved to approve the First 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). Ms. Philabaum seconded the motion.

After a lengthy discussion and numerous edits, including the addition of an appeals process, were agreed upon, Mr. Kratovil moved to approve the first reading as amended. Ms. Philabaum moved to second the motion, and it passed by a 5-1 vote.

Mr. Nissel and Ms. Grove committed to presenting an updated, red-lined version of the ordinance reflecting the proposed/approved edits at the February 18, 2025, meeting. The second reading of the proposed ordinance is scheduled for the March 3, 2025, Council meeting.

RESULT:	**APPROVED [5-1]**
MOVER:	James Kratovil
SECONDER:	Julie Philabaum
AYES:	Kratovil, Hynes, Tester, Philabaum, Sugrue
NAYS:	Ricketts
ABSENT:	George, Rodd

2025-133: First Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment.

Ms. Sugrue recused herself citing a possible conflict of interest.

Mr. Kratovil moved to approve the First Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Julie Philabaum
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Sugrue
RECUSED:	Sugrue
ABSENT:	George, Rodd

2025-134: First Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition

Ms. Sugrue recused herself citing a possible conflict of interest.

Mr. Kratovil moved to approve the First Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	James Kratovil
SECONDER:	Julie Philabaum
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Sugrue
RECUSED:	Sugrue
ABSENT:	George, Rodd

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2025-182: Payment of Bills - February 3, 2025

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

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he adjourned the meeting at 8:39PM.

14. INFORMATION ONLY - NEXT MEETING Tuesday, February 18, 2025, at 7:00PM

2025-109: Oath of Office

Michael Slover – Parks and Recreation Commission
Keith Veller – Building Commission
Jessica Derr – Planning Commission

Kevin Long – Planning Commission
Anita Finklestein – Board of Zoning Appeals

2025-110: Thank you Note from the G.A.P. and the Charles Town Farmer's Market

2025-121: Ordinance Committee Report - January 16, 2025

2025-122: Legislative Priorities Letter to West Virginia Delegation

2025-138: B&O Enforcement Process

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-207 Finance Committee Report

Finance Committee Report

ATTACHMENTS:

- FinanceCommitteeReport_5Feb2025_rev1.pdf

City of Charles Town Finance Committee Report
5 February 2025 Meeting
Revision 1 (revisions in blue)

Drafted by: Bob Trainor - Chairman

Call to Order ooa 1:00PM

1. **Persons present:** Finance Committee Members: Ms. Julie Philabaum, Mr. Jeff Hynes, and Mr. Bob Trainor; City Manager, Mr. John Nissel; Financial Director, Ms. Lori Nice; and Accounting Clerk III, Ms. Briana Ballou

2. Unfinished Business

2025-144: HdL Update

Staff provided the Committee with an updated status on HdL's activities (attach (1)).

Recommendations to the City Council: None, information only

2025-145: License Fee Waiver Request - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-147 and 2025-148 (New Business) and 2025-146 (Unfinished Business)

2025-146: B&O Waiver Requests - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-148 and 2025-147 (New Business) and 2025-145 (Unfinished Business)

3. New Business

2025-147: License Fee Waiver Request - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-145 and 2025-146 (Unfinished Business) and 2025-148 (New Business)

2025-148: B&O Waiver Requests - Possible Executive Session

The Committee entered into Executive Session to address this agenda item as well as agenda items 2025-145, 2025-146 (Unfinished Business) and 2025-147 (New Business).

After Executive Session, Mr. Hynes moved the following action:

Vendor Account Numbers	Committee Action	Remarks
8265, 1933, 8449, 8204, 8264, &	**Approve** B&O Fee Waiver	
2227 & 8020	**Deny** B&O Fee Waiver request	
1632, 2035, 1453, 8014 & 8265	**Approve** License Fee Waiver	
8449 & 8020	**Deny** License Fee Waiver	
1574	Table	Require additional information
8007	Table	Pending determination on sales subject to B&O taxes.

Ms. Philabaum seconded the motion and it passed by unanimous vote – 3 to 0.

Recommendations to the City Council: None, information only

2025-149: Budget Process Timeline

Staff Reviewed the Calendar of Events for building the City's FY2026 General Fund Budget (attach (2)). **The Committee recommends that Council schedule a Budget workshop for 3 March 2025 at 5:30PM. In addition, the Committee recommends scheduling an ad valorem public hearing to coincide with the 17 March 2025 Council meeting.**

Recommendations to the City Council: ***Authorize and schedule a Council workshop for 3 March 2025 at 5:30PM and direct staff to schedule an ad valorem public hearing*** **to coincide with the 17 March 2025 Council meeting.**

2025-180: Contract Waiver Request

Staff presented the Committee with a Business and Occupation (B&O) tax waiver request in the amount of $33,485.83, from HRI, Inc., the contract awardee for the Charles Town Utility Board's (CTUB) Collection Systems Project.

Recommendations to the City Council: review and rule on the request per City Charles Town Codified Ordinance, Article 745.16A:

The City Council, by vote of 2/3 majority of the Council, reserves the right to apply, reduce, or eliminate for a specified time period and/or for a specific project, the Business and Occupation tax per the following provision(s): Any activity associated with a municipality-initiated/tax payer-funded project that directly benefits Charles Town's residents, and in which the taxes rendered under this article could result in higher rates to those residents for existing services and/or higher project costs for the municipality.

4. Finance Director's Report

2025-150: Invoice Payment Process Update

Staff updated the Committee on proposed efficiency processes for the City's bill payment procedures. Several questions arose concerning compliance with WV state and city review/approval requirements, which staff committed to research and present finding to the Committee/Council.

Recommendations to the City Council: None, information only

2025-151: December Operation Budget Update

Staff reviewed the Operation Budget (General Fund Budget) statements through December 2024 (attach (3)). Ms. Lori Nice informed the Committee that a budget revision will likely be required in March 2025.

Recommendations to the City Council: None, information only

2025-152: December Capital Budget Update

Staff reviewed the Capital Budget statements through December 2024 (attach (4)).

Recommendations to the City Council: None, information only

2025-153: Parks and Recreation Commission Budget Update

Staff reviewed the Capital Budget statements through December 2024 (attach (5)).

Recommendations to the City Council: None, information only

2025-154: Account Balance Update

Staff reviewed the City's Account Balances with the Committee (attach (6)). Ms. Lori Nice informed the Committee that the staff is investigating several banking options to better manage and optimize the return on the City's various accounts.

Recommendations to the City Council: None, information only

5. Chairman's Report

2025-181: Grant Funding Discussion

The Committee briefly discussed possible impacts to the City's projects involving grant funding moving forward given the increased scrutiny on federal grants. Staff committed to providing the Committee/Council with an updated status and cumulative total of all pending grants for the City.

Recommendations to the City Council: None, information only

6. The meeting was adjourned ooa 3:17PM

7. Next Scheduled Finance Committee meeting is Wednesday, 5 March 2025 at 10:00AM.

HdL Billing Status

Updated **05-Feb-25**

Invoices	Collected	50%	Less 15%	Credit Applied	Credit Due
September - Beginning Balance - 9 Oct 2024	$ -	$ -	$ -	$ -	$ 49,750.00
"September 2024	$ 40,595.76	$ 20,297.88	$ 14,208.52	$ 6,089.36	$ 43,660.64
"November 2024	$ 4,868.38	$ 2,434.19	$ 1,703.93	$ 730.26	$ 42,930.39
"December 2024	$ 12,688.19	$ 6,344.10	$ 4,440.87	$ 1,903.23	$ 41,027.15

Calendar of Events

January

Regional workshops are conducted during January and February by the State Auditor to assist entities with preparation of the Levy Estimate-Budget.

Obtain the following data necessary to prepare the Levy Estimate – Budget for the coming fiscal year:

- Actual revenues and expenditures for last fiscal year
- Budgeted revenues and expenditures for current fiscal year
- Actual revenues and expenditures through December 31st of the current fiscal year
- Projected revenues for coming fiscal year
- Projected expenditures for coming fiscal year (See March 2)
- Projected budget and justifications for the Assessor's Valuation Percentage will be sent from the PVC for your review between 12/15 and 1/15
- Levy Estimate-Budget Document will be available online by January 31st

February

Regional workshops are conducted by the State Auditor during January and February to assist entities with preparation of the Levy Estimate – Budget.

Budget Information
Budget information will be distributed no later than the first week in February.

Special Excess Levies
If you have a special excess levy, the approved Levy Order/Ordinance, sample ballot, and certified canvass of votes must be on file with the State Auditor before the rate for a special excess levy may be approved. *W. Va. Code § 11-8-16 and 17*

Bond Debt Levy
The Municipal Bond Commission shall render to each levying body having outstanding bonds a statement showing the amount to be raised by levy to pay the interest and principal on the outstanding bonds. *W. Va. Code § 13-3-6*

March

March 2:
Department heads should file a detailed request for appropriation with the levying body, finance committee, finance director, recorder, or city clerk.

5 Feb 2025 - FC Report
Attachment (2) 1 of 4

March 3: Certificates of Valuation & Rolled Back Value Forms
The county assessor is required to certify the assessed value of real and personal property and the clerk is to certify the assessed value of public utility properties no later than March 3. *W. Va. Code § 11-3-6, §11-8-6e*

Public Hearings:
Council's Notice of Public Hearing regarding regular levy rates when rate results in a tax increase of more than 1% plus a percentage to be dedicated to the assessor.

- At least seven (7) days prior to the date of each hearing, one (1) notice must be placed outside the section of the newspaper reserved for legal notices and classified advertisements, in a newspaper of general circulation.
- Also publish as a legal advertisement one (1) time each week for two (2) successive weeks in two (2) newspapers of opposite politics, where available (Class II-O legal advertisement). The publication area is in the county.
- Class IV Towns are not required to publish the notice of tax increase in the newspaper; however, the notice must be posted in four (4) prominent areas of the Town, including Town Hall.

March 7 – March 28: Budget Meetings:
W. Va. Code § 11-8-9 requires the governing body to hold a meeting or meetings between March 7 and March 28 to ascertain the fiscal condition of the municipality and make an itemized statement which makes up what is commonly referred to as the Levy Estimate – Budget Document. *W. Va. Code § 11-8-9*

EACH DEPARTMENT HEAD/ELECTED OFFICIAL SHOULD RECEIVE A COPY OF THEIR DETAILED REQUEST FOR APPROPRIATION OUTLINING THE AMOUNT COUNCIL HAS APPROVED FOR THE OPERATION OF THEIR OFFICE IMMEDIATELY AFTER THE COUNCIL ADOPTS THE BUDGET.

March 28 (On or Before): Budget Deadline
The Levy Estimate – Budget should be submitted to the State Auditor's Local Government Services office for review no later than March 28.

April

Third Tuesday in April: State Auditor's approval and laying of the property tax levy rates

All levy estimates – budgets must be finally approved by the State Auditor's office no later than the 3rd Tuesday in April. Council will reconvene on the 3rd Tuesday in April to hear and consider any objections made orally or in writing by the prosecutor, State Auditor or his representative, or by any taxpayer of the county. Council shall consider the proposed original estimate and the proposed rates of levy and if the objections are well taken, council should correct the estimate and levy. "No such estimate and levy, however, shall be entered until the same shall have first been approved, in writing by the State Auditor." The recorder enters the estimate and levy, the order of the council's

5 Feb 2025 - FC Report
Attachment (2) 2 of 4

approval, and the written approval of the State Auditor in the proper record book. *W. Va. Code § 11-8-14a*

Within 3 days after the 3rd Tuesday: Recorder to forward order to the State Auditor

Within three days the recorder will prepare, certify and forward the Levy Order & Rate Sheet to the State Auditor. The State Auditor's office reviews each order and certifies the property tax levy rates to the county assessor who immediately extends the taxes in the land and personal property books. The land and personal property books are then turned over to the sheriff not later than **June 7** so that tax statements may be prepared and the collection process may begin. *W. Va. Code § 11-8-15*

June

June 7: Property books; time for completing; extension of levies;
Assessor turns property books over to sheriff so that the tax statements may be printed. *W. Va. Code § 11-3-19*

June 15: Final Budget Revision for current fiscal year:
The State Auditor must be in receipt of the final budget revision for the current fiscal year by June 15. This deadline date should better assure sufficient time to review, approve and return the request to the municipality before fiscal year end.

July

July 15: Coal Severance Fund budget revision
The projected fund balance for July 1 shall be revised to actual by July 15. If the entity finds the fund balance was revised in error for whatever reason, the fund balance may be corrected with another revision after this date. *W. Va. Code § 11-13A-6*

July 15: Notice of time and place for payment
Mailing of tax statements; after July 15 the sheriff may begin tax collection process for the new fiscal year. *W. Va. Code § 11A-1-6*

July 30: General Fund budget revision
The projected fund balance for July 1 should be revised by July 30. If the entity finds that the fund balance was revised in error, for whatever reason, the fund balance may be corrected with another revision after this date.

August

August 10: Payment by sheriff to municipal and county board of education treasuries
The county sheriff makes the first distribution of property taxes for the new fiscal year. The distribution should occur not later than the 10th day of each month. *W. Va. Code § 11A-1-15*

September

Cities: Financial Statement due 90 days after beginning of each fiscal year

EVERY City shall prepare a financial statement within ninety (90) days after the beginning of each fiscal year. The financial statement must be published as a Class I legal advertisement. The publication area is the municipality. *W. Va. Code § 8-13-23*

Towns and Villages: Financial Statement due 120 days after beginning of each fiscal year

EVERY Town or Village shall prepare a financial statement within one hundred twenty (120) days after the beginning of each fiscal year. If the governing body so elects, they may also publish the financial statement as a Class I legal advertisement. *W. Va. Code § 8-13-23*

5 Feb 2025 - FC Report
Attachment (2) 4 of 4

the city of Charles Town, WV

General Fund December 2024 Budget to Actual

5 Feb 2025 - FC Report
Attachment (3)
19 Pages

	REVENUES	Current Budget	December 2024	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	30005 Unassigned Fund Balance (Carryover)	4,724,453		4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance
	30101 Taxes - Ad Valorem	1,688,544	19,119	1,014,525	674,019	60%	
	30106 Supplemental Taxes	36,000	2,716	24,886	11,114	69%	Property taxes owed from previous years, but paid in the current fiscal year.
	30200 Interest as Penalty	10,000	597	8,568	1,432	86%	
	30300 Gas & Oil Severence Tax	33,000		24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.
	30400 Utility Tax (2%)	200,000	13,800	161,046	38,954	81%	
	30500 Business & Occupation (B&O) Tax	1,995,000	36,069	1,100,532	894,468	55%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.
	30600 Liquor Tax	25,000		13,481	11,519	54%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
	30700 Animal Control Tax	1,600	27	1,582	18	99%	
	30800 Hotel/Motel Tax	200,000	14,108	101,986	98,014	51%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
	32000 Court Costs, Fees & Charges	260,000	17,937	126,877	133,123	49%	
	32100 Parking Violation Penalties	40,000	3,730	18,531	21,469	46%	Revised based on new program details and current year performance.
	32500 Business License Revenue	30,000	9,590	86,924	(56,924)	290%	
	32600 Building Permit Fees	550,000	33,489	303,976	246,024	55%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.
	32800 Franchise Tax	75,000	110	31,979	43,021	43%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance
	33000 International Registration Plan (IRP) Fees	70,000		31,953	38,047	46%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
	33900 Emergency Service Fee	1,700		681	1,019	40%	Revenue from utility bills for EMS (5 cents)
	34000 Parks & Rec Fee	1,700		681	1,019	40%	Revenue from utility bills for parks and recreation (5 cents)
	34200 Parking Meter Revenues	44,000	208	39,110	4,890	89%	Revenue from parking meters and parking permits including ParkMobile app.
	34500 Rents & Concessions	60,000	12,589	46,107	13,893	77%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
	35300 Zoning Fee	17,000	1,710	10,393	6,607	61%	Zoning applications
	35500 Street Improvement Fee	135,000		53,441	81,559	40%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
	36504 Federal Government Grants	41,667		-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.
	36600 State Government Grants	-		2,970	(2,970)		
	36700 Other Grants	-	100	1,329	(1,329)		
	36900 Contributions from Other Funds - Sales Tax	1,000,000		500,000	500,000	50%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).
	37600 Gaming Income	250,000	19,898	115,417	134,583	46%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.
	37900 Gain/Loss - Sale of Fixed Assets	-		-	-		
	38007 Interest Income (Operating Acct)	35,000		7,924	27,076	23%	
	38100 Reimbursements	110,000	2,616	80,071	29,929	73%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
	38200 Refunds - Overpayments	400	70	1,490	(1,090)	373%	
	38600 Insurance Claims	-		2,500	(2,500)		
	39200 Property Rehabilitation	-		100	(100)		
	38700 Filing Fees	325		-	325	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.
	39700 Video Lottery	600,000	72,349	315,572	284,428	53%	Video lottery receipts average $13.4K to $22.2K per week.

	39900 Misc Revenue	10,000	246	2,978	7,022	30%	Yard waste stickers and fingerprints
	39902 Special Events - WV Fest	4,000		-	4,000	0%	
	39903 Special Events - General	900	25	1,000	(100)	111%	Special activities fees
	39904 Special Events - CW Hall	8,500	650	3,800	4,700	45%	
	39907 Special Events - Car Show	7,000		10,240	(3,240)	146%	Car show registration and sponsors.
	Total Revenues	**12,265,789**	**261,753**	**8,971,155**	**3,294,633**	**73%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Economic Development - 402	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	72,455	6,007	35,982	36,473	50%	Salary $68,844 plus 2.5% merit and holiday supplement.
	04 FICA	5,554	460	2,753	2,801	50%	FICA @ 7.65%
	05 Group Insurance	9,800	676	4,552	5,248	46%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)
	06 Retirement	7,368	492	3,524	3,844	48%	PERS II Employer Contribution 9%
	09 OPEB	2,108	138	882	1,225	42%	Deferred Compensation Employer Contribution 3%
	11 Telephone	750	32	128	622	17%	Cell phone
	14 Travel	4,200		115	4,086	3%	2 National Conferences; airfare, lodging, per-diem
	20 Advertising/Legal Publications	-		24	(24)		
	21 Training & Education	-		-	-		$2,500 rolled under City Manager's office.
	22 Dues & Subscriptions	2,000	74	513	1,487	26%	IEDC Membership, Survey Subscription, Adobe subscription
	23 Professional Services	1,000		-	1,000	0%	Engineering Services
	26 Insurance and Bonds	5,000	175	1,935	3,065	39%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	3,000	16	674	2,326	22%	Promotional items for events and City marketing and other departmental supplies.
	43 Auto Supplies	-		-	-		
	Total Economic Development	**113,234**	**8,070**	**51,082**	**62,152**	**45%**	
	Federal Grants - 403	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	Professional Services	-		-	-		
	Departmental Supplies	-		-	-		
	Total Federal Grants	**-**	**-**	**-**	**-**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Mayor's Office - 409	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	01 Salary	12,500	1,042	6,250	6,250	50%	Mayor's Salary
	04 FICA Tax Expense	1,000	80	478	522	48%	
	11 Telephone	-		-	-		
	14 Travel Expense	2,000		-	2,000	0%	WV Municipal League
	20 Advertising/Legal Publication	-		-	-		
	21 Training & Education	1,000		-	1,000	0%	
	26 Insurance & Bonds	1,000	31	450	550	45%	
	41 Departmental Supplies	500		36	464	7%	$453.00 - Ceremonial Keys to the City and Coins
	68 Community Contributions	2,000		696	1,305	35%	
	Total Mayor's Office	**20,000**	**1,153**	**7,910**	**12,090**	**40%**	
	Council - 410	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	01 Salaries	40,000	3,333	19,792	20,208	49%	Eight Council Members at $5,000 annual salary
	04 FICA Tax Expense	3,100	255	1,514	1,586	49%	
	14 Travel Expense	4,800		-	4,800	0%	Conferences
	20 Advertising	-		-	-		
	21 Training & Education	3,200		1,849	1,351	58%	Conference Registration ($450 per registration)
	26 Insurance & Bonds	3,200	100	1,440	1,760	45%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	700		68	632	10%	
	Total Council	**55,000**	**3,688**	**24,663**	**30,337**	**45%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	City Manager - 412	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	185,525	14,790	90,455	95,070	49%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.
	04 FICA Tax Expense	14,945	1,161	6,965	7,980	47%	FICA Tax @ 7.65%
	05 Group Insurance	2,250	176	1,074	1,176	48%	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	16,365	1,269	8,096	8,269	49%	9% Employer Contribution PERS I and II
	08 Overtime	1,000	392	588	412	59%	
	09 OPEB	5,900	125	2,381	3,519	40%	3% Employer Contribution Deferred Compensation plan
	11 Telephone	520	42	168	352	32%	Mobile phone service
	14 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training
	20 Advertising	-		-	-		
	21 Training & Education	21,500	80	2,149	19,351	10%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
	22 Dues & Subscriptions	1,000		-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.
	23 Professional Services	-		-	-		Background checks for City Manager candidates. Not required this year.
	26 Insurance & Bonds	15,000	449	6,836	8,164	46%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	750	29	72	678	10%	Misc. Office Supplies
	43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
	Total City Manager	**266,255**	**18,514**	**118,784**	**147,471**	**45%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Treasurer - 413	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	235,000	20,019	107,520	127,480	46%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.
	04 FICA Tax Expense	19,000	1,585	8,369	10,631	44%	FICA Tax @ 7.65%
	05 Group Insurance	39,000	1,500	17,514	21,486	45%	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	21,150	1,669	9,637	11,513	46%	9% Employer Contribution PERS I and II
	08 Overtime	3,000	694	1,874	1,126	62%	
	09 OPEB	7,050	516	2,937	4,113	42%	3% Employer Contribution Deferred Compensation plan
	11 Telephone	500	32	128	372	26%	Director of Finance Cell Phone
	12 Printing	-		-	-		
	14 Travel Expense	4,000		745	3,255	19%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
	18 Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
	20 Advertising/Legal Pubs	2,000		947	1,053	47%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
	21 Training & Education	-		-	-		$4,000 Rolled into City Manager's budget
	22 Dues & Subscriptions	800		-	800	0%	Adobe subscription for Director & Accounting Clerk III
	23 Professional Services	3,000		2,989	11	100%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
	24 Audit Costs	42,000		17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
	26 Insurance & Bonds	15,000	586	7,851	7,149	52%	General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	24,500		170	24,330	1%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000
	30 B&O Collectrions - Contracted Services	150,000		82,514	67,486	55%	
	38 Refunds	145,000	67	138,416	6,584	95%	
	41 Departmental Supplies	2,000	340	1,116	884	56%	Paper folder machine ($500)
	59 Capital Outlay	-		-	-		
	Total Treasurer	**713,000**	**27,007**	**400,125**	**312,875**	**56%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Court Clerk - 415	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	63,907	5,273	31,730	32,177	50%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement
	04 FICA	5,215	414	2,457	2,758	47%	FICA Tax @ 7.65%
	05 Group Insurance	18,529	1,360	9,179	9,350	50%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase
	06 Retirement	5,720	438	2,842	2,878	50%	9% Employer Contribution PERS I and II
	08 Overtime	1,000	133	388	612	39%	
	09 OPEB	1,860	124	816	1,044	44%	3% Employer Contribution Deferred Compensation plan
	14 Travel	500		380	120	76%	Court Clerk training and Election training
	18 Postage	-		35	(35)		
	20 Advertising/Legal Publications	700		-	700	0%	
	21 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.
	22 Dues & Subscriptions	-		-	-		
	23 Professional Services	-		-	-		
	24 Audit Costs	-		-	-		
	26 Insurance & Bonds	4,500	255	2,191	2,309	49%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	25		25	-	100%	Flu shot
	41 Departmental Supplies	600		35	565	6%	Ink cartridges, paper stock
	Total Court Clerk	**102,556**	**7,995**	**50,077**	**52,479**	**49%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police Judges - 416	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	32,000	3,824	14,274	17,726	45%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.
	04 FICA	2,400	293	1,092	1,308	45%	
	14 Travel	500		240	260	48%	WV State mandated annual training for magistrates & judges
	21 Training & Education	1,000		-	1,000	0%	WV State mandated annual training for magistrates & judges
	22 Dues and Subscriptions	100		-	100	0%	
	23 Professional Services	1,000		-	1,000	0%	
	26 Insurance & Bonds	2,500	80	1,152	1,348	46%	
	41 Departmental Supplies	-		-	-		
	Total Police Judges	**39,500**	**4,196**	**16,758**	**22,742**	**42%**	
	City Attorney - 417	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	135,000	12,080	52,465	82,535	39%	
	04 FICA	12,000	924	4,014	7,986	33%	
	05 Group Insurance	13,000	131	659	12,341	5%	
	06 Retirement	13,500	1,038	4,327	9,173	32%	
	09 OPEB	4,500	346	1,558	2,942	35%	
	11 Telephone	2,000	18	52	1,948	3%	
	14 Travel	1,000		-	1,000	0%	
	20 Advertising/Legal Publications	1,000		-	1,000	0%	
	21 Training & Education	-		-	-		
	22 Dues & Subscriptions	1,500		-	1,500	0%	
	23 Professional Services	40,000	210	23,531	16,469	59%	Cost for outside legal council.
	26 Insurance and Bonds	5,000	374	374	4,626	7%	
	41 Departmental Supplies	500		58	442	12%	
	Total Attorney	**229,000**	**15,121**	**87,037**	**141,963**	**38%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Enforcement Agency - 425	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	57,700	4,749	28,287	29,413	49%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.
	04 FICA	4,419	363	2,164	2,255	49%	FICA @ 7.65% of Salary
	05 Group Insurance	8,640	654	4,147	4,493	48%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).
	06 Retirement	5,090	379	2,456	2,634	48%	PERS II Employer Contribution 9%
	09 OPEB	2,035	155	992	1,043	49%	457(b) Deferred Compensation Employer Contribution (3%)
	11 Telephone	2,250	18	1,890	360	84%	
	14 Travel	1,500		-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
	18 Postage	2,500	42	1,224	1,276	49%	Certified Mailings
	20 Advertising/Legal Publications	1,000		-	1,000	0%	
	21 Training & Education	-		-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
	22 Dues & Subscriptions	1,000		285	715	29%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)
	26 Insurance and Bonds	3,800	140	1,773	2,027	47%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	71,100			57,811	19%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
	30 Nuicance Properties-Contracted Services	-		13,289			
	41 Departmental Supplies	3,000	23	2,434	566	81%	Office printer, building safety month supplies, jackets, boots, code books
	43 Auto Supplies	-		-	-		Under Maintenance budget
	Total Enforcement Agency	**164,034**	**6,522**	**58,942**	**105,092**	**36%**	
	Regional Dev Authority - 435	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	22 Dues & Subscriptions	6,600		6,142	458	93%	Region 9 Assessment - Fees are going up
	Total Regional Dev. Authority	**6,600**	**-**	**6,142**	**458**	**93%**	
	Total City Administration	**1,709,179**	**92,266**	**821,520**	**887,659**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Building Inspections - 436	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	57,300	3,742	24,807	32,493	43%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement
	04 FICA	4,296	286	1,898	2,398	44%	FICA @ 7.65% of Salary
	05 Group Insurance	1,650	98	384	1,266	23%	Dental/Life/Vision/EAP Premiums
	06 Retirement	7,100	288	2,066	5,034	29%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
	09 OPEB	1,575	96	491	1,084	31%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
	11 Telephone	1,010	84	337	673	33%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs
	14 Travel	3,000	330	823	2,177	27%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas
	17 R&M Auto	-		-	-		Under Maintenance budget
	18 Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations
	20 Advertising/Legal Publications	1,500		1,278	222	85%	Job posting costs
	21 Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
	22 Dues & Subscriptions	1,000	440	665	335	67%	ICC membership dues; WICA subscription
	23 Professional Services	50,000	41,575	84,700	(34,700)	169%	To cover expenses associated with inspections; compliance.
	26 Insurance & Bonds	6,000	205	2,678	3,322	45%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	3,000	1,471	2,252	748	75%	Mobile printer for vehicle, jackets, boots, building safety month
	43 Auto Supplies	-		-	-		Under Maintenance budget
	Total Building Inspections	**138,431**	**48,616**	**122,379**	**16,052**	**88%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Planning & Zoning - 437	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	250,420	20,214	124,065	126,355	50%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).
	04 FICA	19,645	1,564	9,562	10,083	49%	FICA @ 7.65% of Salary
	05 Group Insurance	22,000	1,581	10,557	11,443	48%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums
	06 Retirement	23,215	1,694	10,832	12,383	47%	PERS II Employer Contribution (9%)
	08 Overtime	2,000	230	932	1,068	47%	
	09 OPEB	7,960	348	2,241	5,719	28%	457(b) Deferred Comp Employer Contribution (3%).
	11 Telephone	250	18	73	177	29%	Director's department cell phone
	14 Travel	8,000		-	8,000	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference
	18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
	20 Advertising/Legal Publications	4,500	76	387	4,113	9%	Advertising of BZA and public hearings for P/C meetings; hearing placards
	21 Training & Education	-		-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500;
	22 Dues & Subscriptions	3,000		405	2,595	13%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
	23 Professional Services	5,000		17	4,983	0%	GIS Aerial imagery, Engineering Services, Background Checks
	26 Insurance & Bonds	20,000	606	7,643	12,357	38%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	30,000	11,439	25,401	4,599	85%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
	31 Contracted Services - Tree Board	2,000		-	2,000	0%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
	38 Refunds	-	170	339	(339)		
	41 Departmental Supplies	4,000	1,329	2,048	1,952	51%	Public hearing signs, office supplies, promotional supplies
	53 Computer Software / Tech	9,000	2,939	4,399	4,601	49%	MyPermit Now Monthly Fees
	59 Capital Outlay	-		-	-		
	Total Planning and Zoning	**411,990**	**42,207**	**198,901**	**213,089**	**48%**	
	Total City Bldg Inspection, P&Z, and Enforcement Agency	**827,689**	**105,415**	**431,304**	**396,385**		
	Elections - 438	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	12 Printing	3,000		-	3,000	0%	
	20 Advertising/Legal Publications	500		-	500	0%	Publish ballot multiple times
	23 Professional Services	-		-	-		
	30 Contracted Services	5,000		-	5,000	0%	Poll workers for early voting and day of election.
	41 Departmental Supplies	2,000		-	2,000	0%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
	Total Elections	**10,500**	**-**	**-**	**10,500**	**0%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	City Hall - 440	Current Budget	December 2024	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	3 Salaries	97,960	7,884	48,154	49,806	49%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement
	4 FICA Taxes	7,835	603	3,684	4,151	47%	FICA @ 7.65%
	5 Group Insurance	20,000	1,385	9,706	10,294	49%	Health, Dental, Vision, Life, Employee Assistance Program
	6 Retirement	9,590	661	4,285	5,305	45%	9% Employer Contribution
	9 OPEB	3,270	249	1,602	1,668	49%	3% Deferred Compensation Employer Contribution
	11 Telephone	18,000	1,136	9,693	8,307	54%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**
	13 Utilities	26,200	6,590	16,820	9,380	64%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer
	14 Travel Expense	2,000		370	1,630	19%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
	15 Repair & Main. Bldg & Grounds	12,000		1,412	10,588	12%	Elevator Services and City Hall maintenance.
	18 Postage	4,000	258	1,524	2,476	38%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection
	19 Bldg & Equipment Rental	250,000	22,143	132,185	117,815	53%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
	20 Advertising/Legal Publications	5,000	765	1,805	3,195	36%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
	21 Training & Education	-		-	-		$2,000 transferred to City Manager's budget
	22 Dues & Subscriptions	3,500		483	3,017	14%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
	23 Professional Services	25,000	1,800	11,467	13,533	46%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
	26 Insurance & Bonds	17,000	237	11,801	5,199	69%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
	30 Contracted Services	181,404	28,322	109,820	71,584	61%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.
	32 Bank Charges	60,000		12,406	47,594	21%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
	37 Other Fees/Taxes	1,500		-	1,500	0%	Late fees
	41 Departmental Supplies	15,000	1,307	6,405	8,595	43%	
	53 Computer Software / Tech	15,000		11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
	Total City Hall	**774,259**	**73,339**	**395,385**	**378,874**	**51%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Contributions/Transfers - 444	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
68 Contributions - "But For" Organizations	60,000		-	60,000	0%	Citizens Fire Co. $95K and EPTA Requests $50K
68 Community Awards	-		-	-		
68 Contributions - Revive Grant	20,000		-	20,000	0%	Unspent Revive! Funding rolled over to FY24
68 Contributions - Façade Improvement Program	15,000		-	15,000	0%	
68 Contributions - Homeless Solutions	25,000		13,902	11,098	56%	County Homelessness position funding commitment
68 Contribution - Nuisance Property Expenses	-		-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
68 Contributions - Sidewalk Improvement Program	15,000		-	15,000	0%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
Total Contributions/Transfers	**135,000**	**-**	**13,902**	**121,098**	**10%**	
Parking - 571	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	41,614	3,622	12,808	28,807	31%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
04 FICA Tax Expense	3,500	286	992	2,508	28%	FICA @ 7.65%
05 Group Insurance	9,300	36	251	9,049	3%	Health, Dental, Vision, Life, Employee Assistance Program
06 Retirement Expense	3,600	287	1,263	2,337	35%	9% Employer Retirement Contribution
08 Overtime	2,000	113	170	1,830	9%	
09 OPEB	1,400	91	408	992	29%	3% Deferred Compensation Employer Contribution
13 Utilities	1,200	108	750	450	63%	Electric Service
16 Repair & Main - Equipment	3,000		-	3,000	0%	Parking meter repairs and maintenance
18 Postage	500		8	492	2%	
19 Bldg & Equipment Rental	1,000		-	1,000	0%	
20 Advertising / Legal Publications	500		-	500	0%	
23 Professional Services	-		-	-		
26 Insurance & Bonds	3,000	104	1,313	1,687	44%	Prof Liability, Umbrella, Automobile, Worker's Comp
30 Contracted Services	500	500	500	-	100%	
41 Departmental Supplies	4,500	1,316	2,185	2,315	49%	Office Supplies, Batteries, Handheld Printer Paper
45 Uniforms	1,000		991	9	99%	Jacket, Uniform Shirt, Patches, Badge, etc.
53 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees
Total Parking	**80,614**	**6,463**	**21,639**	**58,976**	**27%**	
Contingencies - 699	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**
Other Contributions	142,973		-	142,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.
Total Contingencies	**142,973**	**-**	**-**	**142,973**	**0%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police Department - 700	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	1,507,798	126,277	740,339	767,459	49%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)
	04 FICA	84,600	7,571	41,991	42,609	50%	FICA Tax at 7.65%
	05 Group Insurance	220,000	15,861	108,352	111,648	49%	PEIA/Health insurance increase from $9K to $12K per month.
	06 Retirement	140,000	11,047	71,046	68,954	51%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
	07 Police Pension	64,000		21,781	42,219	34%	Legacy CTPD Retirement System
	08 Overtime	210,000	25,751	119,426	90,574	57%	
	09 OPEB	48,000	3,397	22,580	25,420	47%	457(b) Deferred Compensation 3%
	10 Prior Year SS Exemption Correction	-	(485)	(359)	359		
	11 Telephone	48,500	1,659	11,721	36,779	24%	
	13 Utilities	48,000	5,648	22,737	25,263	47%	Electric and Internet Service, increase in FY254.
	14 Travel	4,000	424	1,623	2,377	41%	
	15 R&M Building & Grounds	2,200		358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries
	16 R&M Equipment	4,500		4,398	102	98%	Generator Service
	17 R&M Auto	43,000	2,089	16,016	26,984	37%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.
	18 Postage	1,300		394	906	30%	
	19 Building & Equipment Rental	100,000	8,161	41,201	58,799	41%	
	20 Advertising/Legal Publications	5,600		2,328	3,273	42%	New Hire Ads 3-6 ads in local paper
	21 Training & Education	20,000		2,827	17,173	14%	
	22 Dues & Subscriptions	2,000	603	963	1,037	48%	WVCOP Dues, IACP, SRO, Journal
	23 Professional Services	6,500	655	1,956	4,545	30%	Polygraph Exams, Physical Exams, Diagnostic Imaging
	26 Insurance & Bonds	105,000	3,820	49,979	55,021	48%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
	30 Contracted Services	48,000	2,183	11,124	36,877	23%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
	32 Bank Charges	250		-	250	0%	
	37 Other Fees & Taxes	250		-	250	0%	661 George St. Ambulance Fees
	41 Departmental Supplies	40,000	3,105	14,265	25,735	36%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
	43 Auto Supplies	65,000	5,891	30,105	34,895	46%	Gas for Police Vehicles
	45 Uniforms	20,000	368	7,363	12,637	37%	
	53 Computer Software/Tech	29,000	(488)	22,742	6,258	78%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials
	Total Police Dept	**2,867,498**	**223,537**	**1,367,252**	**1,500,246**	**48%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police-Special Duty Crossing Guard - 704	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	34,803	4,092	15,112	19,691	43%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.
	04 FICA Tax Expense	2,600	313	1,156	1,444	44%	
	26 Insurance & Bonds	1,750	87	908	842	52%	
	41 Departmental Supplies	250		-	250	0%	Stop signs
	45 Uniforms	500		-	500	0%	Reflective jackets and vests
	43 Auto Supplies (Gas & Oil)	-		-	-		
	Total Police - Special Duty Crossing Guard	**39,903**	**4,492**	**17,176**	**22,727**	**43%**	
	Total Police and Crossing Guards	**2,907,401**	**228,029**	**1,384,428**	**1,522,973**		
	Dog Warden - 707	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	Contributions	1,600		-	1,600	0%	City passes along the dog tag fees to the County
	Total Dog Warden	**1,600**	**-**	**-**	**1,600**	**0%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Maintenance - 750	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	263,643	20,903	125,353	138,290	48%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.
	04 FICA Tax Expense	21,491	1,761	10,112	11,379	47%	FICA @ 7.65%
	05 Group Insurance	29,000	2,079	14,166	14,834	49%	Health, Dental, Vision, Life, Employee Assistance Program
	06 Retirement	23,728	1,877	11,535	12,193	49%	9% Employer Contribution
	08 Overtime	12,500	2,117	6,826	5,674	55%	
	09 OPEB	7,909	369	2,362	5,547	30%	3% Deferred Compensation Employer Contribution
	11 Telephone	3,000	59	1,905	1,095	63%	Field staff equipped with cell phones
	13 Utilities	140,000	10,755	70,920	69,080	51%	Electric (street lights), water, sewer, and internet
	14 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed
	15 R&M Buildings and Grounds	34,000	1,592	24,038	9,962	71%	General maintenance of city buildings.
	16 R&M Equipment	15,000		514	14,486	3%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
	17 R&M Auto	10,000	80	4,168	5,832	42%	Regular maintenance of department vehicles.
	19 R&M Bldg and Equip Rental	-	206	329	(329)		Equipment rented as required to maintain various city buildings.
	20 Advertising	-		-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.
	21 Training & Education	-		-	-		Maintain certifications; other skill enhancement training as required/proposed
	22 Dues & Subscriptions	500	107	292	208	58%	Camera subscription and CDL License Fees
	23 Professional Services	500		104	396	21%	CDL physicals
	26 Insurance & Bonds	19,000	66	7,900	11,100	42%	Liability, Worker's Comp, Vehicle Insurance
	30 Contracted Services	49,000	5,022	20,557	28,443	42%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt
	41 Departmental Supplies	41,000	740	21,417	19,583	52%	General maintenance annual supplies.
	43 Auto Supplies (Gas, Oil & Tires)	28,000	1,760	12,641	15,359	45%	Other city vehicle maintenance.
	45 Uniforms	11,000	1,251	9,941	1,059	90%	Cintas service cost increase
	53 Software/Tech	-		-	-		
	59 Capital Outlay	-		-	-		Elevator repairs, HVAC repairs, tires, various equipment.
	Total Streets	**710,771**	**50,746**	**345,079**	**365,692**	**49%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Visitor's Center - 901	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	13 Utilities	-		-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget
	15 R&M - Building & Grounds	-		-	-		
	23 Professional Services	-		-	-		
	30 Contracted Services	-		-	-		
	41 Departmental Supplies	-		-	-		
	66 Contributions	100,000	8,613	43,939	56,061	44%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.
	Total Visitor's Center	**100,000**	**8,613**	**43,939**	**56,061**	**44%**	
	Fairs/Festivals - 903	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	19 Bldg & Equipment Rental	-		-	-		No longer needed, we bought a generator.
	20 Advertising/Legal Publications	2,000		50	1,950	3%	
	30 Contracted Services	36,000	2,500	5,018	30,982	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)
	38 Refunds	-		85	(85)		
	41 Departmental Supplies	22,000	126	6,696	15,304	30%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**
	52 Computer Software	1,300		-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
	68 Contributions	4,000		3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
	Total Fairs/Festivals	**65,300**	**2,626**	**15,149**	**50,151**	**23%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Transfers - 960/698 SAO	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	01 Transfers to Capital Reserve - Repaving	130,000		67,856	62,144	52%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
	02 Transfers to Capital Reserve - One Time Funding	3,714,452		3,714,452	-	100%	$659,452 Revenue/Loss Allowance
	03 Transfers Out - Parks & Rec	120,000	8,613	63,939	56,061	53%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
	04 Transfers to Residual Fund	263,319		263,319	-	100%	
	11 Transfers to Capital Reserve - Table Games	850,000	113,552	371,927	478,073	44%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
	Total Transfers	**5,077,771**	**122,165**	**4,481,493**	**596,278**	**88%**	
	General Government - 975	**Current Budget**	**December 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	Contributions	-		-	-		
	Total General Government	**-**	**-**	**-**	**-**		
	Total Expenses	**12,265,789**	**675,069**	**7,843,813**	**4,421,977**		**Provides for comparable year-over-year comparision of operating costs**
	Surplus or Deficit	**(0)**	**(413,317)**	**1,127,343**	**(1,127,343)**		

the city of Charles Town, WV

FY 2025 Capital Reserve Budget - December Budget to Actual

Approved : 08-05-2024

CAPITAL BUDGET REVENUES							
REVENUES	***ENCUMBERED***	***FY 2025 CURRENT BUDGET***	***DECEMBER 2024***	***FY 2025 YTD ACTUAL***	***FY 2025 BUDGET BALANCE***	***% OVER/UNDER BUDGET***	***NOTES***
Capital Reserve Carryover		$ 4,881,215		$ 4,881,215	$ -	100%	Carryover balance from FY2024 Capital Reserve - Improvement Budget.
36800 Contributions from GF ($659,452 Revenue/Loss & $3,055,000 Pool)		$ 3,714,452		$ 3,723,408	$ (8,956)	100%	Contributions from GF - $659,452 from Revenue/Loss and $3,055.000 from FY24 Carryover disignated for JMP Pool.
33000 Developer Fees		$ 100,000	$ 61,200	$ 203,236	$ (103,236)	203%	Estimated based on FY2024 receipts
36800 Contributios from GF - Lottery / Gaming Revenue		$ 850,000	$ 113,552	$ 376,349	$ 473,651	44%	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund.
38000 Interest on Bank Accounts & Other Sources		$ 60,000		$ 24,676	$ 35,324	41%	Reveue from 3 diferent interest bearing checking accounts.
TOTAL REVENUES	**$ -**	**$ 9,605,667**	**$ 174,752**	**$ 9,208,884**	**$ 396,783**	**96%**	

5 Feb 2025 - FC Report
Attachment (4)
10 Pages

CAPITAL BUDGET EXPENSES							
EXPENDITURES	***ENCUMBERED***	***FY 2025 CURRENT BUDGET***	***DECEMBER 2024***	***FY 2025 YTD ACTUAL***	***FY 2025 BUDGET BALANCE***	***% OVER/UNDER BUDGET***	***NOTES***
975 GENERAL GOVERNMENT							
975-23 General Government Professional Services - Capital Improvement Plan		$ 125,000		$ -	$ 125,000	0%	Outsourcing costs to create a rigorous 5 year revolving capital improvement plan for all areas of the City.
975-23 General Government Professional Services - Zoning & Subdivision Ordinance Overhaul	$ 100,000	$ 150,000		$ -	$ 150,000	0%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000.
975-58 General Government Capital Outlay - Chairs for Staff		$ 10,000	$ 1,128	$ 6,611	$ 3,389	66%	20 chairs for staff.
975-58 General Government Capital Outlay - Rouss Hall Landlord buy back		$ 140,000		$ -	$ 140,000	0%	
975-59 General Government Capital Outlay Technology - Computer Replacement		$ 25,000		$ -	$ 25,000	0%	Computer replacement program for all General Government departments.
975-59 GG Capital Outlay Technology - GovTech Software		$ 100,000		$ -	$ 100,000	0%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and Incode (except for the court module). Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement.
975-59 General Government Capital Outlay Technology - Data Center Centralization		$ 120,000		$ 122,152	$ (2,152)	102%	
975-59 General Governement Capital Outlay Technology - Payroll & Human Resource Onboarding Services Implementation Cost		$ -		$ -	$ -		
975-59 General Government Capital Outlay Technology - Zoom Room Equipment Upgrade		$ 5,790		$ -	$ 5,790	0%	
TOTAL GENERAL GOVERNMENT	**$ 100,000**	**$ 675,790**	**$ 1,128**	**$ 128,763**	**$ 547,027**	**19%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*DECEMBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
976 PUBLIC SAFETY							
975-60 General Government Capital Outlay Technology Police Department - Computer Replacement		$ 58,000		$ 57,549	$ 451	99%	20 computers with greater than 8gb of memory are needed to view body camera footage.
976-59 Public Safety Capital Outlay Vehicles - Police Cars		$ 113,300		$ 110,788	$ 2,512	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.
976-60 Public Safety Capital Outlay Equipment - Officer Equipment		$ 57,000	$ 343	$ 57,170	$ (170)	100%	Funding requested: $3723 for 18 Monadnock batons and pouches and $53,107 for 18 tasers.
976-60 Public Safety Capital Outlay Equipment - Traffic Safety Equipment		$ 44,700		$ 44,699	$ 1	100%	Funding requested: $37,610 for 2 trailerable traffic signs; $1200 for 20 portable barricades; $2660 for 10 temporary signs and holders; $3230 for 100 traffic cones with lettering. This equipment will be jointly used with the maintancence department.
976-62 Public Safety - Parking Meters		$ 10,700		$ 10,331	$ 370	97%	Routine replacement of a portion of the parking meters (24) in the downtown parking district.
TOTAL PUBLIC SAFETY	**$ -**	**$ 283,700**	**$ 343**	**$ 280,537**	**$ 3,163**	**99%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*DECEMBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977 STREETS & TRANSPORTATION							
977-57- Streets & Transportation Capital Outlay Buildings - Charles Washington Hall masonary tuck point repair		$ 12,000		$ 8,800	$ 3,200	73%	Brick wall on George Street side is deteriorating.
977-57 Streets & Transportation Capital Outlay Buildings - Replace City Hall rooftop AC units		$ 25,000		$ -	$ 25,000	0%	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall interior repair/maintenance		$ 60,500	$ 1,496	$ 3,740	$ 56,760	6%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency.
977-57 Streets & Transportation Capital Outlay Buildings - City Hall roof replacement		$ 128,000	$ 71,548	$ 71,548	$ 56,452	56%	City Hall roof is over 20 years old and is failing.
977-57 Streets & Transportation Capital Outlay Buildings - City Hall masonary tuck point repair		$ 35,000	$ 1,600	$ 1,600	$ 33,400	5%	Flues and chimneys on City Hall roof have not been addressed for many years.
977-57 Streets & Transportation Capital Outlay Buildings - Maintenance office air conditioner		$ 7,000		$ -	$ 7,000	0%	The current window unit does not keep up with the heat.
977-57 Streets & Transportation Capital Outlay Buildings - New maintenance equipment building		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space.
977-57 Streets & Transportation Capital Outlay Buildings - New/repair maintenance yard		$ 80,000		$ -	$ 80,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going.
977-57 Streets & Transportation Capital Outlay Buildings - Rouss Hall roof repair		$ -		$ -	$ -		Rouss Hall roof is rusted. A low odor roof coating will protect the roof for another 10 years.
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park		$ 5,000		$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side.
977-58 Streets & Transportation Capital Outlay Other Improvements - Happy Retreat & Stake Park Bridge		$ 100,000		$ 16,000	$ 84,000	16%	
977-58 Streets & Transportation Capital Outlay Other Improvements - ADA sidewalks & stormwater drain for Lawrence/Congress		$ 60,000		$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding.
977-58 Streets & Transportation Capital Outlay Other Improvements -West End connector		$ -		$ -	$ -		Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant.
977-58 Streets & Transportation Capital Outlay Other Improvements - Flower planters	$ 5,000	$ 5,000		$ 5,375	$ (375)	108%	2 year plan to install flower planters on Washington Street.
977-58 Streets & Transportation Capital Outlay Other Improvements - Potter's Field		$ 115,000	$ 1,750	$ 40,480	$ 74,520	35%	Installation of Interpretative signs, fencing, monument and landscaping.
977-59 Streets & Transportation Capital Outlay Equipment - Bucket Truck	$ 153,000	$ 37,000		$ 15,000	$ 22,000	41%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. This also includes a $20,000 allowance for purchase of Ranson's used truck to use in the interim. Epected expenditures in FY25 will be $20,000 used truck and $17,000 deposit for new truck. Leaving a FY26 encumberance of $153,000.
977-59 Streets & Transportation Capital Outlay Equipment - Street line striper		$ 5,000		$ 4,985	$ 15	100%	Current striper constantly needs repaired.
977-59 Streets & Transportation Capital Outlay Equipment - Utility Vehicle		$ 25,000		$ 21,431	$ 3,569	86%	Beneficial for events and watering flowers.

977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Basic Stormwater Improvements		$ -		$ -	$ -		ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Charles Street Flooding		$ -		$ -	$ -		Engineering costs to determine Charles Street flooding mitigation.
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Green Infrastructure Master Plan		$ 204,000		$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year.
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Samuel St. Emergency Repair			$ 11,275	$ 31,500	$ (31,500)		
TOTAL STREETS & TRANSPORTATION	**$ 158,000**	**$ 1,053,500**	**$ 76,394**	**$ 220,458**	**$ 833,042**	**21%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*DECEMBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
979 CULTURE & RECREATION							
979-56 Culture & Recreation Land - Depot Park Land Acquisition		$ 500,000	$ 25,000	$ 25,000	$ 475,000	5%	Place holder for possible land acquisition from APUS for the Depot Park initiative.
979-58 Culture & Recreation Other Improvements - Evitts Run Park Security Boundary		$ 13,500		$ -	$ 13,500	0%	Install perimeter fence along Evitts Run to improve lack of security of City asset and protect park users.
979-58 Culture & Recreation Other Improvements - Happy Retreat Ash Tree removal		$ -		$ -	$ -		These trees are a safety hazzard.
979-58 Culture & Recreation Other Improvements - JMP Basketball Courts & Evits Run Resurfacing, Evits Run basketball court fence replacement, & 4 basketball hoops		$ 60,000		$ 57,936	$ 2,064	97%	
979-58 Culture & Recreation Other Improvements - Safety Lighting		$ 10,000		$ -	$ 10,000	0%	
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar		$ 20,000		$ 4,900	$ 15,100	25%	
979-58 Culture & Recreation Other Improvements - Skate Park		$ -		$ -	$ -		Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan.
979-58 Culture & Recreation Other Improvements - Skate Park Mural and benches		$ 40,000	$ 359	$ 18,847	$ 21,153	47%	
979-58 Culture & Recreation Other Improvements - Arts & Culture - Historical Signs		$ 20,000		$ 2,694	$ 17,306	13%	Finance Committee recommends including in CIP plan.
979-58 Culture & Recreation Other Improvements - Wayfinding signage - 3-year program	$ 100,000	$ 97,400		$ -	$ 97,400	0%	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)
979-59 Culture & Recreation Equipment - JMP Slide		$ 14,200		$ -	$ 14,200	0%	
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 775,100**	**$ 25,359**	**$ 109,377**	**$ 665,723**	**14%**	
Contingencies		$ 2,204,008		$ -	$ 2,204,008	0%	
Encumberances for Subsequent Years		$ 3,176,277		$ -	$ 3,176,277	0%	Grant related projects FY2026 estimated at $4,419,277 less expected grant funding + $358,000 multi-year non grant related capital projects.
Transfer to Grant Projects		$ 1,437,292		$ -	$ 1,437,292	0%	
TOTAL EXPENSES	**$ 358,000**	**$ 9,605,667**	**$ 103,224**	**$ 739,135**	**$ 8,866,532**	**8%**	
REVENUES OVER EXPENSES		**$ -**	**$ 71,528**	**$ 8,469,749**	**$ (8,469,749)**		

REPAVING BUDGET

REVENUES	*FY 2025 CURRENT BUDGET*	*DECEMBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Repaving Carryover	$ 1,472,865		$ 1,472,865	$ -	100%	Carryover balance from FY2024 Repaving Funds
36877 Contributions from GF - Repaving Fees	$ 130,000	$ 13,984	$ 80,893	$ 49,107	62%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
TOTAL REVENUES	**$ 1,602,865**	**$ 13,984**	**$ 1,553,758**	**$ 49,107**	**97%**	
EXPENDITURES	*FY 2025 CURRENT BUDGET*	*DECEMBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977-60 Streets & Transportation Capital Outlay Street Paving	$ 300,000		$ -	$ 300,000	0%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2024 paving/repairs expenses at $300K.; $130K FY24 income; **$170K from paving reserves**
977-60 Streets & Transportation Capital Outlay Street Paving - Paving Contingency	$ 1,302,865		$ -	$ 1,302,865	0%	This contingency represents past income collected by CTUB earmarked for street paving.
TOTAL EXPENSES	**$ 1,602,865**	**$ -**	**$ 3,107,516**	**$ 1,602,865**	**194%**	
REVENUES OVER EXPENSES	**$ -**	**$ 13,984**	**$ (1,553,758)**	**$ (1,553,758)**		

GRANT PROJECTS BUDGET

	ENCUMBERED	*COUNCL APPROVED*	*FY 2025 CURRENT BUDGET*	*DECEMBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
COPS GRANT								
Capital Reserve Carryover		$ 7,344	$ 7,344		$ 7,344	$ -	100%	City expense of equipment purchase after application of grant funds.
36501 Federal Grant Revenue - COPS Grant		$ 71,706	$ 71,706		$ -	$ 71,706	0%	PD Equipment Grant of $400K - $143,414 remaining balance for FY26 & FY27
TOTAL REVENUES	**$ -**	**$ 79,050**	**$ 79,050**	**$ -**	**$ 7,344**	**$ 71,706**	**9%**	
976-59 Public Safety Capital Outlay Vehicles - Police Vehicle Upfit Costs		$ 79,050	$ 79,050		$ 133,865	$ (54,815)	169%	Funding requested: $79,050 for vehicle upfit equipment. $71,706 covered under DOJ COPS Equipment Grant. Note: $143,413 remaining balance for FY26 & FY27.
TOTAL EXPENSES	**$ -**	**$ 79,050**	**$ 79,050**	**$ -**	**$ 133,865**	**$ (54,815)**	**169%**	
COPS GRANT REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (126,521)**	**$ 126,521**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	DECEMBER 2024	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE								
Capital Reserve Carryover	$ 426,000	$ 74,000	$ 74,000		$ 74,000	$ -	100%	$350,000 Capito Earmark match & $76,443 Liberty reallocation match. $41,378 expense to the City after receiving grant funds.
36600 State Grant Revenue - 2023 WVDOH TAP-II grant Augustine Avenue Trail Construction - (Reallocation from Liberty)			$ -		$ -			76,443.50 Match Phase I Construction
36600 State Grant Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction - Phase I			$ -		$ -	$ -		Design grant expected to be complete by close of FY25; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)
36501 Federal Grant Revenue - CDS - Senator Capito Grant Augustine Avenue Trail Construction			$ -		$ -	$ -		Trail Completion
TOTAL REVENUES	**$ 426,000**	**$ 74,000**	**$ 74,000**	**$ -**	**$ 74,000**	**$ -**	**100%**	
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase I		$ 74,000	$ 74,000		$ 14,719	$ 59,281	20%	Construction - Phase 1 (Total cost = $773,595 Grant = $560,000 - Funded through WVDOT; City Match = $140,000. Paid in FY24). Anticipate construction begin FY24. An additional $1,700,000 estimated for project completion - CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY26 & FY27.	$ 426,000		$ -		$ -			CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2026.
TOTAL EXPENSES	**$ 426,000**	**$ 74,000**	**$ 74,000**	**$ -**	**$ 14,719**	**$ 59,281**	**20%**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 59,281**	**$ (59,281)**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	DECEMBER 2024	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION								
Capital Reserve Carryover		$ 705,774	$ 705,774		$ 705,774	$ -	100%	FEMA match = $305,774
TOTAL REVENUES		**$ 705,774**	**$ 705,774**	**$ -**	**$ 705,774**	**$ -**	**100%**	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Liberty Street Flooding Mitigation - Phase I		$ 705,774	$ 705,774	$ 3,371	$ 9,025	$ 696,749	1%	$750,000 Est Construction Cost - FEMA Match = $305,774; Chesapeake Match = 0.00
TOTAL EXPENSES	**$ -**	**$ 705,774**	**$ 705,774**	**$ 3,371**	**$ 9,025**	**$ 696,749**	**1%**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (3,371)**	**$ 696,749**	**$ (696,749)**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	DECEMBER 2024	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL								
Capital Reserve Carryover		$ 650,174	$ 650,174		$ 650,174	$ -	100%	
Pool House LWCF Grant		$ 250,000	$ 250,000		$ -	$ 250,000		
Pool LWCF Grant	$ 1,600,695				$ -	$ -		
Transfer from Capital	$ 2,392,582		$ -		$ -	$ -		Transfer from Capital Carryover
TOTAL REVENUES	**$ 3,993,277**	**$ 900,174**	**$ 900,174**	**$ -**	**$ 650,174**	**$ 250,000**	**72%**	
979-58 Culture & Recreation Other Improvements - JMP Pool House Renovation-**Grant Expenditure**		$ 250,000	$ 250,000		$ -	$ 250,000	0%	Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $4,893.451.
979-58 Culture & Recreation Other Improvements-**City Expenditure**		$ 650,174	$ 650,174					
979-58 Culture & Recreation Other Improvements - JMP House Renovation-Grant Expenditure - **Grant Expenditure** for FY26	$ 1,600,695							
979-58 Culture & Recreation Other Improvements - JMP Pool Upgrade Encumbrance for FY26 - **City Expenditure**	$ 2,392,582		$ -		$ -	$ -		In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Grant Funding request for $1,600,695 pends.
TOTAL EXPENSES	**$ 3,993,277**	**$ 900,174**	**$ 900,174**	**$ -**	**$ -**	**$ 250,000**	**0%**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 650,174**	**$ -**		

the city of Charles Town, WV

FY 2025 P&R Budget

REVENUES	FY 2025 CURRENT BUDGET	NOVEMBER 2024	DECEMBER 2024	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	113,000			113,000	-	100%	
00 Pool Admission	20,000			7,707	(12,293)	39%	
01 Pool Concession Stand	2,410			984	(1,426)	41%	
02 Pool Rental	4,000			1,380	(2,620)	35%	
03 Pool Passes	3,000			2,241	(759)	75%	
04 Swimming Lessons	9,000			12,275	3,275	136%	
07 Pavilion Rental	4,500			700	(3,800)	16%	
12 Hotel/Motel	100,000	8,252	8,613	43,939	(56,061)	44%	
14 Tennis CIP Donations	-			800	800		
22 Tennis Lessons	9,000			6,666	(2,334)	74%	
38 Interest	-			314	314		
39 Contributions from GF	20,000	(20,000)		20,000	-	100%	
TOTAL REVENUES	**284,910**	**(11,748)**	**8,613**	**210,006**	**(74,904)**	**74%**	

EXPENSES	FY 2025 CURRENT BUDGET	NOVEMBER 2024	DECEMBER 2024	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
03 Salaries	52,000			43,990	(8,010)	85%	Pool - 20 Part-time employees Tennis - 11 Part-time employees
04 FICA Tax Expense	4,160			3,428	(732)	82%	FICA @ 7.65% of Salary
08 Overtime	-			1,022	1,022		
11 Telephone	900	83	56	371	(529)	41%	Jefferson Memorial Pool Phone Line
12 Printing	-			-	-		
13 Utilities	7,500	388	734	5,905	(1,595)	79%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $4,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $3,500
15 Buildings and Grounds	6,000		2,520	2,606	(3,394)	43%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Driveway sealer ($1,087), Shingles, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies. Recommend assessing needs for FY25.
16 Pool supplies and equipment	11,000			1,011	(9,989)	9%	Tabs - $4,910, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts. Total in FY23 = $10,079. Recommend at least $11,000 on this line. Reclassing from Departmental Supplies.
18 Postage	-			-	-		
20 Advertising/Legal Pub	100			19	(81)	19%	Publishing fees
21 Training	500			-	(500)	0%	CPR/First Aid training
26 Insurance & Bonds	4,000	926	130	2,140	(1,860)	54%	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	50,000	5,111	4,552	25,461	(24,539)	51%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000 Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
32 Bank Charges	-			-	-		
37 Other Fees/Taxes	150			-	(150)	0%	Pool permit fee Health Department
41 Departmental Supplies	15,000	481	46	972	(14,028)	6%	Supplies ($256). Floats and whistles ($250), AED machine ($1,700)
42 Concession Stand Supplies	-			605	605		We can roll these costs under Departmental Supplies. No need for a separate line item.
45 Uniforms	600			351	(249)	59%	Jr. Tennis Girls and Boys Shirts and Jackets. Recommend $600
59 Capital Outlay	100,000			-	(100,000)	0%	
99 Contingencies	33,000			-	(33,000)	0%	
TOTAL EXPENSES	**284,910**	**6,990**	**8,038**	**87,882**	**(197,028)**	**31%**	
REVENUES OVER EXPENSES	**-**	**(18,738)**	**575**	**122,123**	**122,123**		

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Attachment (5) Page 1 of 1

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF DECEMBER 31, 2024

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	COMMENTS
American Rescue Plan Act	4174	ARPA	Bank of Charles Town	073-101-01	$ -	$ -		All funds have been spent and grant has been closed out. Checking account was closed in October.
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 114,377		$ 114,377	Account is used to deposit bond funds from developers and held until projects are completed.
Building Commission	4862	Bldg Commission	Truist	400-101-00	$ 193,818	$ -	$ 193,818	Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund. Other expenditures restricted to BC purposes.
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,553,820	$ -	$ 8,553,820	Funding for capital projects and grant projects approved in FY 2025 Capital Budget.
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 169,352		$ 169,352	Special revenue fund used for P&R pool.
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	009-101-00	$ 638,056	$ 638,056	$ -	Unrestricted revenues from the sale of federal historic tax credits. Near-term expenditures are to begin design of City Hall Renovations. $25,000 allocated for possible option by out.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 234,943	$ -	$ 234,943	EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 98,260	$ -	$ 98,260	Funds restricted for limited police activities er Department of Justice guidelines.
General Fund	2792	General	Bank of Charles Town	001-101-00	$ 820,636		$ 820,636	General Fund operations.
Housing Rehab Program	1233	CDBG	United Bank	020-101-00	$ 66,866	$ -	$ 66,866	Funds restricted to housing rehab services.
Opioid Settlement Fund	926	Opioid Fund	Summit Bank	026-101-01	$ 200,257		$ 200,257	Special revenue fund. Council is determining use of funds per State guidelines.
Parks & Rec	2881	Parks & Rec	Bank of Charles Town	207-101-00	$ 211,995		$ 211,995	Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Rec	Bank of Charles Town	207-101-05	$ 8,612		$ 8,612	Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
Police Employees Fund	3357	Employees Fund	Bank of Charles Town	106-101-00	$ 972		$ 972	Funds for police use.
Police Evidence Account	2806	Investigative	Bank of Charles Town	021-101-00	$ 1		$ 1	Funds for police use.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 48,862		$ 48,862	Funds for police use.
Police Pension Relief Fund	3822	Police Pension	United Bank	700-101-00	$ 4,923		$ 4,923	Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Repaving	7796	Capital Reserve	Summit Bank	200-101-09	$ 1,580,280		$ 1,580,280	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
Residual Fund	7591	Residual	Summit Bank	003-101-07	$ 996,118		$ 996,118	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,144,398	$ 4,144,398	$ -	$1 million committed to General Fund for FY 2025. Debt service is to be paid first per ordinance.
Total Bank Accounts					**$ 18,086,545**	**$ 4,782,454**	**$ 13,304,091**	
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 539,314		$ 539,314	Investment fund for restricted use of future pension payments.
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 787,399		$ 787,399	Investment fund for budget stabalization.
Total Bank Accounts plus two Investment Accounts					**$ 19,413,259**	**$ 4,782,454**	**$ 14,630,804**	

5 Feb 2025 - FC Report
Attachment (6) Page 1 of 1

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-208 Personnel Committee Report

Personnel Committee Report

ATTACHMENTS:

- Personnel Committee Report 2-10-25.pdf

City of Charles Town Personnel Committee Report

February 10, 2025 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilman Micheal George, Councilman Jeff Hynes, Councilman Kevin Tester, City Manager John Nissel, Police Chief Chris Kutcher, CTUB Director Kristen Stolipher, Operations Director Cindy Rezmer, Finance Director Lori Nice, Community Development Director Alissa Meeks and City Attorney Stephanie Grove

2. **UNFINISHED BUSINESS**

   2025-185: Employee Handbook Review

   Staff presented suggested edits for section 6.09 Sick Pay. New version removes language that a doctor's note may be required for all absences of three days and now states that an employee may be asked to provide medical documentation to support paid sick leave. There was also a section added that provides definition about suspected misuse of sick leave. Committee approved revision. Staff will incorporate all previously discussed edits into handbook for review and possible approval at next committee meeting.

3. **NEW BUSINESS**

   2025-186: Pay Scale Review

   City Manager John Nissel requested committee's feedback on how the City wants to handle employees that are hitting the top of their pay scale. Possible options could be a top of grade bump which would be a lesser percentage than regular merit increase or a one-time lump sum pay out equal to a certain percentage of pay. Several staff members will be hitting top of grade in next few years and City Manager wants to be able to incentify these employees to stay with the City. May need to conduct another pay study since last one was done 4 to 5 years ago. Also need to look at the categories of jobs since many are lumped together. Chief Kutcher suggested that more steps may be needed since many employees work 25-30 years and current scale only goes to 20 which isn't enough for long-term employees. All agreed that a pay scale market study and comprehensive benefit review should be planned for in the FY26 capital budget. Councilman Hynes also suggested that we look at separate pay scales for police and CTUB since they have very unique positions.

   Staff will get more information on what a salary and benefit study would entail, to include approximate costs, timelines, etc. and look at adding it to the capital budget for FY26.

4. **Meeting adjourned at 6:00pm**

5. **Next Personnel Committee meeting is scheduled for 5:00pm March 10, 2025.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-220: City Manager Report - February 18, 2025

ATTACHMENTS:

- City Manager Report - February 18, 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

City Managers Report
February 18, 2025

- ARPA Distribution: Below is a report on all ARPA monies that were distributed in 2022 and 2023. We will be asking recipients who have not provided us with details to report to the Council over the next couple of months on how those funds were spent. We will also be providing you with a list of the Revive Grant dollars awarded and asking those recipients to report out as well.

6/1/2022 - Jefferson County Community Ministries - Roof Repairs	$65,000.00
6/1/2022 - Jefferson GAP Coalition - Phase 2 Plan	$32,500.00
6/6/2022 - Friends of Happy Retreat - Property Improvements	$195,000.00
6/6/2022 - Independent Fire Co. - New PPE Equipment	$20,000.00
6/29/2022 - Voices Against Domestic Violence - Equipment & Supplies	$10,000.00
8/18/2023 - Old Opera House - Replace HVAC	$100,000.00
8/18/2023 - African American Community Assoc. - Amphitheater	$69,500.00
8/18/2023 - Jefferson County Historical Society - Wayfinding Signs	$2,500.00
8/18/2023 - Community Markets - Refrigerator Trailer	$10,000.00

- Rt. 51 Intersection: We continue to receive community comments regarding the Rt. 51 intersection public input meeting. We will be posting a short survey on the website, so our constituents have another avenue to make comments.

- The air balancing and HVAC issues at the PD/CTUB building has been resolved along with the heating problem at CW Hall.

- Snow removal: I want to send out a big thanks for Jim and his Maintenance crew for all of their efforts with pretreating and snow removal over the past month.

- Our efforts to collaborate with the County on the impending vacancy of the County offices along Washington Street have unfortunately been unsuccessful. We will continue to work with the County Administrator on arranging a meeting to discuss a redevelopment strategy.

- We will be closing on the APUS property on the 19th of this month. I want to thank our legal council for her hard work on this initiative.

- CTUB will be hosting an open house on May 9th from 9:00am to 11:00am where we will present on our current water and sewer system and tour the treatment plant. Details and invitations will be forthcoming.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-66: Public Hearing: *TXA2024-05*: Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04)

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-215: Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04)

Proposed Motion: Approve the Second Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04)

ATTACHMENTS:

- 1. Report.pdf

TXA2024-05

Neighborhood Commercial Requirements

Date: For the February 18, 2025 City Council meeting
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

ISSUE

There is no requirement that properties zoned Neighborhood Commercial provide a minimum of commercial development. Just as the Council approved changes to the language of Neighborhood Residential to require a minimum of commercial development, so too should this Zoning District be updated to require a minimum amount of commercial development.

Additionally, the language of the 'Purpose' statement implies that Neighborhood Commercial is intended to cover a substantial area or provide for lots of such size that they can provide for buildings, parking, sidewalks, roadways, and landscaping sufficient to shape the character of a neighborhood; to that end, maximum lot size should be either increased, abolished, or made to apply only to residential lots, not commercial or mixed-use lots.

PURPOSE

The purpose of the NC District is to provide for necessary Commercial Uses of a convenient nature within residential areas. The regulations which apply within the NC District are designed to encourage the formation and continuance of a stable, healthy and compatible environment for Uses that are located so as to provide nearby residential areas with convenient shopping and service facilities; reduce traffic congestion and avoid the development of "strip" business. The residential character of the area surrounding NC District shall be of primary consideration.

Development objectives of the NC District include:

1. Attractive, tree-lined Streets, which emphasize and encourage walking and bicycling as well as efficient automobile transit, to serve the commercial developments. In such neighborhoods, the Sidewalk will be setback from the Street aligning with any existing sidewalks; and

2. Commercial Buildings designed in a manner which encourages pedestrian-scale activity on the Street, by placing main entrances facing the Street, and reducing the dominance of parking facilities as a prominent visual street feature. Where possible, parking lots should be placed to the rear or to the side of Buildings. Article 1333, Site Planning and Design Specifications, of the Charles Town Subdivision and Land Development Ordinance provides further Site design standards;

PLANNING COMMISSION

The Commission discussed this at their November 25 2024 public hearing. There were no public comments. The Commission requested some changes to the minimum net buildable area requirement; this report and proposed amendment has been modified per those requests. The Commission recommended approval subject to their proposed changes.

The Commission requested that the Neighborhood Commercial uses be at least as permissive as Neighborhood Residential. To that end, the Zoning Use Table has the following proposed changes:

CITY COUNCIL

Council unanimously approved the first read of this item at their January 7, 2025 meeting.

TEXT AMENDMENT

The proposed text amendment is in red below:

Section 1322.09, Neighborhood Commercial (NC) District

…

Table 1322.09, NC District Bulk and Area Regulations

Minimum Lot Size	6,000 square feet
~~Maximum Lot Size~~	~~20,000 square feet~~
Minimum Front Yard Setback	5 feet
Minimum Side Yard Setback	10 feet (20 feet when commercial uses are adjoining a residential use or district)
Minimum Rear Yard Setback	15 feet
Maximum Lot Coverage, Permitted Residential	80 percent
Maximum Lot Coverage, Permitted Commercial	90 percent
Maximum Stories	3 stories
Open Space Requirement	Commercial: None Residential/Mixed-Use: 10%

(F) Other Requirements

1. A minimum of 75% of the net buildable area of the property must be comprised of non-residential, commercial uses.

2. At least 75% of the ground-floor area of a mixed-use structure must be for commercial uses: retail, offices, personal services, restaurants, and similar non-residential uses.

Table 1322.04 Zoning Use Table

ITE CODE	USE	NC
090	Park-and-Ride Lot Not defined. Proposed definition: PARK AND RIDE LOT – Park and ride lots, with bus or other public or shared transportation service areas used for the transfer of people between private vehicles and buses or other public or shared transportation. They usually contain a bus shelter, a parking lot and circulation area for buses or other public or shared transportation, as well as circulation areas for private motor vehicles. In addition to park and ride, passengers may also be dropped off. Note: Definition slightly modified from the ITE definition, to include passenger/shared transportation, to broaden the category beyond just buses and private cars.	P
210	Single-Family Detached Housing DWELLING, SINGLE-FAMILY DETACHED – A Building containing only a Dwelling Unit surrounded by Yards or other open area on the same Lot and not occupied by more than one single Family.	P
*	Duplex DWELLING, DUPLEX – A Building located on two Lots and containing two individual Dwelling Units that are attached, but on separate Lots.	P
*	Dwelling, Two Family DWELLING, TWO-FAMILY – A Building located on one Lot containing not more than two Dwelling Units, arranged one above the other or side-by-side.	P
220	~~Apartment~~ Multi-Family Dwelling DWELLING, MULTI-FAMILY – A Building containing three or more Dwelling Units. Note: Apartment not defined. Propose replacing with Multi-family.	P
230	Residential Condominium/Townhouse DWELLING, TOWNHOUSE – One of a series of three or more attached Dwelling Units separated from one another by continuous vertical party walls without openings from Basement floor to roof, with each Dwelling Unit occupied by only one single Family.	P
251	Senior Adult Housing – Detached Not defined in our Code: SENIOR ADULT HOUSING, DETACHED – Senior adult detached housing consists of detached independent living developments, including retirement communities, age-restricted housing, and active adult communities. These developments may include amenities such as gold courses, swimming pools, security,	P

252	Senior Adult Housing – Attached Not defined in our Code: SENIOR ADULT HOUSING, ATTACHED – Senior adult housing consists of attached independent living developments, including retirement communities, age-restricted housing, and active adult communities. These developments may include limited social or recreational services. However, they generally lack centralized dining and on-site medical care facilities. Residents in these communities live independently, are typically active (requiring little to no medical supervision) and may or may not be retired.	S P
253	Congregate Care Facility Not defined in our Code: CONGREGATE CARE FACILITY – Independent living developments that provide centralized amenities such as dining, housekeeping, transportation, and organized social/recreational activities. Limited medical services (such as nursing and dental care) may or may not be provided. The residents may contract additional medical or personal services.	S
254	Assisted Living Not defined in our Code: ASSISTED LIVING – These complexes are residential settings that provide either routine general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons. They commonly have separate living quarters for residents, and services include dining, housekeeping, social and physical activities, medication administration, and transportation.	S
255	Continuing Care Retirement Community Not defined in our Code: CONTINUING CARE RETIREMENT COMMUNITY – A complex that provides multiple elements of senior adult living. These combine aspects of independent living with increased care, as lifestyle needs change with time. Housing options may include various combinations of senor adult housing-detached and senior adult housing-attached, congregate care, assisted living and skilled nursing care – aimed at allowing the residents to live in one community as their medical needs change. The communities may also contain special services such as medical, dining, recreational, and some limited supporting retail facilities. These communities are usually self-contained villages.	S
*	Adult Day Care Center ADULT DAY CARE CENTER – A facility that provides non-medical care for seven (7) or more adult persons on a less than 24-hour basis and that is duly licensed by the State of West Virginia and approved to operate as an adult day care center by all appropriate authorities.	S
*	Child Care Center CHILD CARE CENTER – A private home-based establishment enrolling six (6) or fewer children where tuition, fees, or other forms of compensation for the care of the children is charged, and which is licensed by the State of West Virginia and approved to operate as such an establishment.	S

*	Detached Garage or carport, provided it does not exceed 500 sq. feet.	PA
	Guest Quarters Not defined in our Code. Proposed definition is from Fredericksburg VA GUEST QUARTERS -A secondary dwelling unit established in conjunction with and clearly subordinate to a principal dwelling unit, whether part of the same structure as the principal dwelling unit, or as a detached structure on the same lot	PA
	Group Home GROUP HOME – A facility that: 1. Provides residential services and supervision for individuals who are developmentally disabled or behaviorally disabled; 2. Is occupied as a residence by not more than eight (8) individuals who are developmentally disabled and not more than three (3) supervisors, or is occupied as a residence by not more than twelve (12) individuals who are behaviorally disabled and not more than three (3) supervisors; 3. Is licensed by the West Virginia Department of Health and Human Resources; 4. Complies with the State Fire Code for residential facilities.	
*	Home Occupation, Minor HOME OCCUPATION – A business, profession, occupation, or trade conducted for financial gain or profit and located entirely within a residential Dwelling, or within a detached Residential Garage. Such Use is accessory, incidental, and secondary to the Use of the Dwelling for residential purposes and does not change the residential purposes and does not change the residential character or appearance of the Dwelling or detached Residential Garage.	PA
*	Home Occupation, Major HOME OCCUPATION – A business, profession, occupation, or trade conducted for financial gain or profit and located entirely within a residential Dwelling, or within a detached Residential Garage. Such Use is accessory, incidental, and secondary to the Use of the Dwelling for residential purposes and does not change the residential purposes and does not change the residential character or appearance of the Dwelling or detached Residential Garage.	SA
*	Swimming Pool (Private) SWIMMING POOL – Any Structure intended for swimming or recreational bathing that contains water over 24 inches deep. This includes in-ground, aboveground, and on-ground Swimming Pools, hot tubs, and spas.	PA
310	Hotel Not defined in our Code: HOTEL- A place of lodging that provides sleeping accommodations and supporting facilities such as restaurants, cocktail lounges, meeting and banquet rooms or convention	

	facilities, limited recreational facilities (pool, fitness room), and/or other retail and service shops.	
311	All Suites Hotel Not defined in our Code: HOTEL, ALL SUITES – A place of lodging that provides sleeping accommodations, a small restaurant and lounge, and small amounts of meeting space. Each suite includes a sitting room and separate bedroom; limited kitchen facilities are provided within the suite.	
312	Business Hotel Not defined in our Code: HOTEL, BUSINESS – A place of lodging aimed towards business travelers. These hotels provide sleeping accommodations and other limited facilities, such as a breakfast buffet bar and afternoon beverage bar (no lunch or dinner is served and no meeting facilities are provided). Each unit is a single large room. Business hotels provide very few or none of the supporting facilities provided at a hotel or all suite hotel, and are usually smaller in size. Generally located in a suburban area.	
320	Motel Not defined in our Code: MOTEL – A place of lodging that provides sleeping accommodations and often a restaurant. Motels generally offer free on-site parking and provide little or no meeting space and few (if any) supporting facilities	
*	Bed and Breakfast Inns BED AND BREAKFAST INN – Any Owner-occupied residential Dwelling, or Accessory Structure which is part of the owner occupied property, in which rooms are rented to paying guests on an overnight basis with not more than one (1) meal served daily, the entire service to be included in one (1) stated price. Such facility is not a Home Occupation for purposes of this Ordinance.	P

411	City Park Not defined in our Code. Staff drafted: CITY PARK: Parkland owned and operated by the City.	P
412	County Park Not defined in our Code. Staff drafted: COUNTY PARK – Parkland owned and operated by Jefferson County, West Virginia.	P
413	State Park Not defined in our Code. Staff drafted: STATE PARK – Parkland owned and operated by the State of West Virginia.	P
416	Campground/Recreational Vehicle Park Not defined in our Code: CAMPGROUND/RECREATIONAL VEHICLE PARK - Recreational sites that accommodate campers, trailers, tents, and recreational vehicles on a transient basis. They provide a variety of facilities, often including restrooms with showers, recreational facilities (such as a swimming pool), laundromat facilities, and a convenience store.	

430	Golf Course Not defined in our Code: GOLF COURSE – A recreational location offering 9, 18, 27, and 36 hole courses, or a similar configuration. Some sites may also have driving ranges, and clubhouses with a pro shop, restaurant, lounge, and banquet facilities. Includes municipal golf courses. Does not include miniature golf.	S
431	Miniature Golf Course Not defined in our Code: MINIATURE GOLF COURSE – Consists of one or more individual putting courses. They may include limited game rooms or refreshment services. This is a stand-alone facility and not part of a larger recreational facility	P
432	Golf Driving Range Not defined in our Code: GOLF DRIVING RANGE – Outdoor facilities containing driving tees for golfers to practice. These facilities may also provide individual or group lessons. May include a pro-shop and/or refreshment facilities.	S
433	Batting Cages Not defined in our Code: BATTING CAGES – Recreational facilities which consist of one or more individual batting cages. They may contain game rooms and/or refreshment services.	P
438	Billiard Hall Not defined in our Code. Definition taken from Merriam-Webster and modified: BILLIARD HALL – A facility used to play billiards, also known as a poolhall. Generally provides dining or refreshment facilities	S
435	Multipurpose Recreational Facility Not defined in our Code: MULTIPURPOSE RECREATIONAL FACILITY – A facility containing two or more of the following uses combined at one site: miniature golf, batting cages, video arcades, bumper cars/vehicles, go-carts, golf driving ranges, and similar recreational facilities. Refreshment areas may also be provided	S
437	Bowling Alley Not defined in our Code: BOWLING ALLEY – A recreational facility that includes bowling lanes. A small lounge, restaurant and/or snack bar, video games, and billiards table may also be available.	S
440	Adult Cabaret (Adult Uses) ADULT ENTERTAINMENT CABARET – A public or private establishment that is licensed to serve food and/or alcoholic beverages, which features topless dancers, strippers, male or female impersonators, or similar entertainers.	
441	Live Theater Modified from existing *Theater* definition. THEATER, LIVE – A Building or part of a Building devoted to showing live dramatic, musical, or other performances.	P

443/444	Movie Theater Not defined in our Code: THEATER, MOVIE – A facility with a screen or multiple screens up to a maximum of nine (9), audience seating, a lobby, and refreshment stand. Not used for live performances.	
445	Multiplex Movie Theater Not defined in our Code: THEATER, MULTIPLEX MOVIE- A facility with a minimum of ten (10) screens, audience seating, a lobby, and a refreshment stand. Generally has one or more of the following amenities: digital sound, tiered stadium seating, moveable/expandable walls.	
460	Arena Not defined in our Code: ARENA – Large indoor structures in which spectator events are held. These events vary from professional sports to events such as concerts, shows, or religious services.	
464	Roller Skating Rink Not defined in our Code. Definition taken from Merriam-Webster and modified: RINK, ROLLER SKATING – An enclosure for roller skating. May feature a refreshment area.	
465	Ice Skating Rink Not defined in our Code: RINK, ICE SKATING – Standalone facilities use for ice-skating oriented sports and entertainment. May contain spectator areas, refreshments areas, locker rooms, and arcades.	
473	Casino/Video Lottery Establishment Not defined in our Code. This definition is from ITE and modified to include dining facilities. The ITE definition did not cover full-service casinos. CASINO/VIDEO LOTTERY ESTABLISHMENT – Establishment that provides electronic or manually-controlled slot machines, games of chance, and/or games of skill. These facilities exist for the primary purpose of deriving revenue from gaming operations. May include dinning and refreshment facilities, as well as lodging, and conference spaces.	
480	Amusement Park Not defined in our Code: AMUSEMENT PARK – A recreational facility that contains rides, entertainment, and refreshment stands.	
488	Soccer Complex Not defined in our Code: SOCCER COMPLEX – Outdoor facility used for non-professional soccer games. They may consist of multiple fields. Ancillary amenities include stadium seating, and other recreational activities, such as a fitness trail, ball court, and playground.	S
490	Tennis Courts Not defined in our Code: TENNIS COURT – Indoor or outdoor facilities specifically designed for playing tennis. May be public or private. Generally does not include ancillary uses besides seating.	P

491	Racquet/Tennis Club Not defined in our Code: RACQUET/TENNIS CLUB – Privately owned facilities that primarily cater to racquet sports (tennis, racquetball, or squash – indoor or outdoor). The land use may also provide ancillary facilities, such as swimming pools, saunas, weight rooms, snack bars, retail stores, and/or a clubhouse. These facilities are membership clubs that allow access to the general public for a fee.	S
492	Health/Fitness Club Not defined in our Code: HEALTH/FITNESS CLUB – A privately owned facility that primarily focuses on individual fitness or training. Typically they provide exercise classes; weightlifting, fitness, and gymnastics equipment, spas, locker rooms, and refreshment areas. Ancillary features may include saunas, swimming pools, racquet sport facilities, handball courts, and limited retail. These facilities are membership clubs that may allow access to the general public for a fee.	P
493	Athletic Club Not defined in our Code: ATHLETIC CLUB – Privately owned facilities that offer comprehensive athletic facilities. These clubs typically have one or more of the following: tennis, racquetball, squash, handball, basketball, and volleyball courts; swimming pools, whirlpools, saunas, spas, exercise rooms, and/or weight rooms. They may offer a diversity of competitive team sports activities, as well as social facilities. They facilities are membership facilities that may allow access to the general public for a fee.	P
495	Recreational Community Center Not defined in our Code: RECREATIONAL COMMUNITY CENTER – Stand-alone public facilities similar to an athletic club. These facilities often include classes and clubs for adults and children; a daycare/nursery school; meeting rooms; swimming pools, whirlpools, saunas; tennis racquetballs, handball, basketball, and/or volleyball courts; outdoor and indoor recreation areas; athletic fields; weightlifting and gymnastics equipment; and a refreshment area. A fee may be charged.	P
*	Swimming Pool Facility Not defined in our Code or in ITE. Staff crafted proposed definition: SWIMMING POOL FACILITY – A swimming pool open to the public for free, a fee, or to a fee paying membership. May contain refreshment facilities.	S
520	Elementary School Not defined in our Code: SCHOOL, ELEMENTARY – Educational facility typically serving students from kindergarten through to fifth or sixth grade. Generally includes bus parking, as well as outdoor recreational fields and play areas. Include both private and public facilities.	P
522	Middle School/Junior High School Not defined in our Code: SCHOOL, MIDDLE/JUNIOR HIGH – Educational facility serving students who have graduated from elementary school but not yet in high school. Generally includes bus parking, as well as outdoor recreational fields and play areas. Include both private and public	P

	facilities.	

530	High School Not defined in our Code: SCHOOL, HIGH – Educational facility serving students who have graduated from middle/junior high school. Generally includes bus parking, as well as outdoor recreational fields and play areas. Include both private and public facilities.	P
534/536	Private School (K-12) Not defined in our Code: SCHOOL, PRIVATE – Educational facility that primarily educates kindergarten through eighth grade. They may offer pre-kindergarten classes, as well as extended daycare. Generally includes bus parking, as well as outdoor recreational fields and play areas.	P
540	Junior/Community College Not defined in our Code: COLLEGE, JUNIOR/COMMUNITY – Educational facility which offers two-year junior, community, or some technical colleges. Educational programs may exceed two years for certain programs.	P
550	University/College Not defined in our Code: COLLEGE/UNIVERSITY – Educational facility offering four-year educational programs. Generally offers a variety of undergraduate, graduate, and postgraduate educational programs.	P
*	Technical and Vocational School Not defined in our Code or ITE. Definition from Fredericksburg VA: SCHOOL, TRADE/TECHINCIAL/VOCATIONAL- A facility primarily teaching a usable skill that prepares a person for a job in a trade and meeting any licensing requirements of the State, including barber, cosmetology, mechanical, plumbing, electrical, carpentry, and auto-mechanic trades.	P
*	Professional and Management Development Training Center Not defined in our Code or ITE. Definition from N. American Industry Classification System: PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING CENTER - Establishments primarily engaged in offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals through employers' training programs and courses that are customized or modified to meet the special needs of their customers. Common types of services within this sector include: continuing Education (classes, seminars, and conferences), professional development training, quality assurance training, and management development training.	P
560/561	Church/Synagogue CHURCH – A Religious Institution.	P

565	Day Care Center DAY CARE CENTER – A private establishment enrolling more than six (6) children where tuition, fees, or other forms of compensation for the care of the children is charged, and which is licensed by the State of West Virginia and approved to operate as such an establishment.	P
566	Cemetery CEMETERY -A place used for the permanent internment of dead human bodies or the cremated remains thereof. A Cemetery may be a burial park for earth internments, a mausoleum for vault or crypt internments, a columbarium for cinerary internments, or a combination of one or more thereof.	P
571	Prison Not defined in our Code: PRISON – A building or buildings where persons convicted of a crime or who are awaiting trial are confined. May include limited recreational facilities, as well as work areas, dining areas, and office spaces.	P
580	Museum Not defined in our Code MUSEUM – A facility offering exhibitions, displays, shows, and/or demonstrations of historical, scientific, artistic, or other cultural significance.	P
*	Cultural Center CULTURAL CENTER – A use providing for display, performance, or enjoyment of heritage, history, or the arts. This use allows for the combination of the uses as follows, but is not limited to: museums, art performances, corporate retreats, art galleries, historic interpretation/reenactment, cultural activities, weddings, or interpretive sites, but does not include commercially-operated businesses.	~~P~~
590	Library Not defined in our Code LIBRARY – Either a public or private facility with shelved books, reading rooms, and sometimes meeting rooms.	P
591	Lodge/Fraternal Organization LODGE/FRATERNAL ORGANIZATION: A private clubhouse with dining and drinking facilities, recreational and entertainment areas, and meeting rooms.	S
610	Hospital HOSPITAL – A licensed and West Virginia accredited institution rendering medical, surgical or convalescent care at least partially on an inpatient basis, including Nursing Homes, homes for the aged and sanatoriums, and treatment centers that serve human patients at least partially on an inpatient basis and partially by outpatient services, particularly emergency care.	
612	(Outpatient) Surgery Center OUTPATIENT SURGEY CENTER – A healthcare facility that provides surgical care without providing overnight accommodations.	

620	Nursing Home NURSING HOME – This item includes rest homes, nursing homes, convalescent homes for children and homes providing chronic and convalescent care; a place that has obtained the necessary licensing requirements in West Virginia which is devoted primarily to the maintenance and operation of facilities for the treatment and care of four (4) or more persons suffering from illness, diseases, deformities or injuries not requiring extensive and/or intensive care that is normally provided in a general Hospital or other specialized Hospital.	P
630	Clinic CLINIC – An establishment where patients are admitted for examination and treatment by one or more physicians, dentists, psychologists, social workers, or veterinarians and where patients are not usually lodged overnight.	P
640	Animal Hospital/Veterinary Clinic ANIMAL HOSPITAL – A place where animals or pets are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to the hospital use.	P
*	Medical / Dental Lab Not defined in our Code or ITE. Definition from Fredericksburg VA: MEDICAL/DENTAL LAB - A room or group of rooms used for conducting the affairs of a businesses engaged in offering or providing medical, dental, or other health-related diagnostic services to clients both on-site and in separate locations.	P
*	Heliport Not defined in our Code or ITE. Definition from Fredericksburg VA: HELIPORT - An area, either on ground level or elevated on a structure, licensed or approved for repetitive helicopter landings and takeoffs on the same parcel of land. The term heliport includes accessory uses and structures such as parking, waiting room, fueling, and maintenance equipment	
710	General Office Building Not defined in our Code OFFICE BUILDING, GENERAL – A building generally housing multiple tenants. It is a location where affairs of businesses, commercial, or industrial organizations, or professional persons or firms are conducted. May include ancillary businesses such as dining or retail.	P
714	Corporate Headquarters Building Not defined in our Code, and such a use seems like it can be subsumed into another Office category use.	P
715	Single Tenant Building Not defined in our Code OFFICE BUILDING, SINGLE-TENANT – A building containing the offices of a single business or company. Generally contains offices, meeting rooms, and storage facilities. May have ancillary support services such	P

	as a cafeteria, gym facilities, and/or a daycare.	
720	Medical-Dental Office Building Not defined in our Code, and this use seems like it can be subsumed into the *Medical/Dental Lab* use.	P
730	Government Office Building Not defined in our Code OFFICE BUILDING, GOVERNMENT – A individual building containing government offices. May be local, state, or federal offices.	P
732	United States Post Office Not defined in our Code UNITED STATES POST OFFICE – A federal post office building. Generally contains service windows, post office boxes, and sorting and distribution facilities.	P
733	Government Office Complex Not defined in our Code OFFICE COMPLEX, GOVERNMENT – A series of government office buildings connected by pedestrian walkways. May be local, state, or federal offices.	
735	Judicial Complex Not defined in our Code or ITE. Staff crafted definition: JUDICIAL COMPLEX – An office building or series of office buildings used for judicial proceedings. May include offices, meeting rooms, trial hearing rooms, and detention facilities.	
750	Office Park Not defined in our Code OFFICE PARK – Usually a planned development featuring general office buildings and support services, such as banks, restaurants, and service stations, arranged in a campus-like atmosphere. The development is focused on offices and ancillary service industry businesses.	P
760	Research and Development Center RESEARCH AND DEVELOPMENT CENTER – A Building or Buildings, for which an overall Schematic Plan has been approved by the Planning Commission, designed with Open Space and compatible with the adjacent community, to be used for the inquiry and investigation of sources and limited to the basic and applied research phase of the inquiry; not including however, any manufacturing, industrial operations or pilot plant involving machines or operations normally associated with production or assembly lines or the production of goods in quantity above that needed for product testing and evaluation.	
770	Business Park Not defined in our Code BUSINESS PARK – Consists of a group of buildings used for flex-type or incubator businesses. Generally one or two story buildings served by a common roadway system. The tenant space is flexible and may be used for a variety of uses. The rear of the building is usually used as a service entrance. May include office space, retail and wholesale stores, warehousing, restaurants, light-industrial, and scientific research businesses. Average mixture of uses is 30%	

	commercial/office, and 70% industrial/warehouse.	
812	Building Materials and Lumber Store Not defined in our Code BUILDING MATERIALS AND LUMBER STORE – A free-standing building that sells hardware, building materials, and lumber. Generally less than 30,000 sq. ft. May feature an outdoor storage yard.	
813	Free-Standing Discount Superstore Not defined in our Code DISCOUNT SUPERSTORE, FREE-STANDING – This type of store offer a wide arrange of products and services, and has centralized cashiering. It also has a full-service grocery department. May have ancillary support operations, such as gasoline sales, a garden center, and automotive services. Generally open every day, with long operating hours. May be part of a larger retail complex.	
814	Specialty Retail Center Not defined in our Code. Proposed definition taken from Wikipedia: RETAIL CENTER, SPECIALTY - A specialty store is a shop/store that carries a deep assortment of brands, styles, or models within a relatively narrow category of goods. Furniture stores, florists, sporting goods stores, and bookstores are all specialty	P
815	Free-Standing Discount Store Not defined in our Code DISCOUNT STORE, FREE-STANDING – This type of store offer a wide arrange of products and services, and has centralized cashiering. It does not have a full-service grocery department. May have ancillary support operations, such as gasoline sales, a garden center, and automotive services. Generally open every day, with long operating hours. May be part of a larger retail complex.	P
816	Hardware/Paint Store Not defined in our Code. ITE definition is simply "Generally a free-standing store". This proposed definition is Staff created: HARDWARE/PAINT STORE – A store offering hardware, paint, and other home improvement goods. Generally has a more limited selection of good compared to a building materials and lumber	P
817	Nursery/Garden Center Not defined in our Code. NURSERY/GARDEN CENTER – A free standing building with an outside storage area for planting or landscaping stock. Primarily serves the general public. May have a greenhouse on-site, offices, storage, shipping facilities, and may offer landscaping services.	P
818	Nursery (Wholesale) Not defined in our Code. NURSERY (WHOLESALE) - A free standing building with an outside storage area for planting or landscaping stock. Primarily serves contractors and suppliers. May have a greenhouse on-site, offices, storage, shipping facilities, and may offer landscaping services.	

820	Shopping Center Not defined in our Code. SHOPPING CENTER – An integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. Generally provides on-site parking.	P
823	Factory Outlet Center Not defined in our Code. FACTORY OUTLET CENTER – A shopping center that primarily houses factory outlet stores.	
841	Automobile Sales Not defined in our Code. AUTOMOBILE SALES – A dealership, typically located along major arterial streets characterized by abundant commercial development. Leasing and used car sales may also be areas of focus. May offer services and sale of parts.	
843	Automobile Parts Sales Not defined in our Code. AUTOMOBILE PARTS SALES – Facility focused on the sale of automobile parts for maintenance and repair. Material sold may include oil and batteries, and a wide array of automobile parts.	
848	Tire Store Not defined in our Code. TIRE STORE – A business focused on the sale of automobile tires. May offer services such as tire installation and repair. May offer automotive maintenance and repair services. Generally does not have large storage or warehouse areas.	P
849	Tire Superstore Not defined in our Code. TIRE SUPERSTORE – Warehouse-style facility focused on selling and installing automobile tires. May offer automotive maintenance and repair services, such as wheel alignment and shock and brake service. Generally has a significant storage area. General bodywork and mechanical repairs are not performed.	
850	Supermarket Not defined in our Code. SUPERMARKET – Free-standing retail store selling an assortment of food, food preparation and wrapping materials, and household goods. They may contain a deli, a bakery, a pharmacy, and other customary services. May be open 24 hours.	P
851	Convenience Market (Open 24 Hours) Not defined in our Code. CONVENIENCE MARKET (24 HOURS) – A market which sells convivence goods, magazines, and often prepared food. May sell alcohol. Does not sell or dispense gasoline. Open 24 hours.	P
852	Convenience Market (Open 15 – 16 Hours) Not defined in our Code. CONVENIENCE MARKET (15-16 HOURS) – A market which sells	P

	convivence goods, magazines, and often prepared food. May sell alcohol. Does not sell or dispense gasoline. Generally open no more than 16 hours a day.	
853	Convenience Market with Gasoline Pumps Not defined in our Code. CONVENIENCE MARKET (WITH GASOLINE SALES) – A market which sells convivence goods, magazines, and often prepared food. May sell alcohol. May be open 24 hours. Has gasoline and other automotive fuel dispensers.	S
854	Discount Supermarket Not defined in our Code. SUPERMARKET, DISCOUNT – A free-standing retail store selling an assortment of food (often in bulk), food preparation and wrapping materials, and household goods, at discounted prices.	P
857	Discount Club Not defined in our Code. DISCOUNT CLUB - A discount store or warehouse where shoppers pay a membership fee in order to take advantage of discounted prices on a wide variety of items such as food, clothing, tires and appliances; many items are sold in large quantities or bulk. Some site include on-site fueling pumps.	
859	Liquor Store (including Beer Distributor) Not defined in our Code. Definition taken from Martinsburg: LIQUOR STORE (Including Beer Distributor): Any established licensed and permitted under the West Virginia Alcohol and Beverage Control Administration to sell alcoholic beverages, including beer, wine, and liquor	S
860	Wholesale Market Not defined in our Code. WHOLESALE MARKET –Use with large storage and distribution areas for receiving goods and shipping these goods to places such as grocery stores and restaurants. Generally, these markets are characterized by little drive-in business; truck deliveries and pick-up take place at all hours of the day	
861	Sporting Goods Superstore Not defined in our Code. SUPERSTORE, SPORTING GOODS – Free-standing facility which generally offer a variety of customer services and centralized cashiering, and which specialize in the sale of athletic and out-door oriented merchandise. These stores typically maintain long store hours, and are generally open every day of the week	
862	Home Improvement Superstore Not defined in our Code. SUPERSTORE, HOME IMPROVEMENT – Free-standing facility that specializes in the sale of home improvement merchandise. Generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week. May have a garden center	
863	Electronics Superstore Not defined in our Code. SUPERSTORE, ELECTRONICS - Free-standing facility that specializes in the sale of electronics merchandise, and may also offer major home appliances. Generally offer a variety of customer services and	

	centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week.	
864	Toy/Children's Superstore Not defined in our Code. SUPERSTORE, CHILDRENS GOODS/TOYS - Free-standing facility that specializes in the sale of toys and other child-oriented merchandise. Generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week.	
865	Baby Superstore Not defined in our Code. SUPERSTORE, BABY GOODS - Free-standing facility that specializes in the sale of toys and other baby-oriented merchandise. Generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week.	
866	Pet Supply Superstore Not defined in our Code. SUPERSTORE, PET SUPPLY – Free-standing facility which generally offer a variety of customer services and centralized cashiering, and which specialize in the sale of pets and pet oriented merchandise. These stores typically maintain long store hours, and are generally open every day of the week. May have a shelter, and may offer training classes.	
867	Office Supply Superstore Not defined in our Code. SUPERSTORE, OFFICE SUPPLY – Free-standing facility which generally offer a variety of customer services and centralized cashiering, and which specialize in the sale of office merchandise, such as desks, paper, ink, and printers. These stores typically maintain long store hours, and are generally open every day of the week. They may offer services such as labeling, shipping, administrative support, and internet based services.	
868	Book Superstore Not defined in our Code. SUPERSTORE, BOOK – Free-standing facility which generally offer a variety of customer services and centralized cashiering, and which specialize in the sale of books, magazines, periodicals, and other printed goods. These stores typically maintain long store hours, and are generally open every day of the week. They may also have sale of audio/visual goods and toys. They may also have a café.	
869	Discount Home Furnishings Superstore Not defined in our Code. SUPERSTORE, DISCOUNT HOME FURNISHING – Free-standing facility which generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week. They typically exceed 100,000 sq. ft. in area, and offer an extensive variety of home furnishings and accessories. They may offer ancillary services such as dining facilities or children play area.	

870	Apparel Store Not defined in our Code or in ITE. Definition crafted by staff. APPAREL STORE – A facility specializing in textile sales. May offer a wide range of clothing, or specialize in certain items, such as outdoor apparel.	P
879	Arts and Crafts Store Not defined in our Code. ARTS AND CRAFTS STORE – A facility that sells art, art supplies, hobby supplies, framing, décor, and seasonal merchandise. May also offer art and craft classes.	P
880	Pharmacy/Drugstore without Drive-Through Window Not defined in our Code. PHARMACY/DRUGSTORE – Retail facility that primarily sells prescription and non-prescription drugs. They may also sell cosmetics, stationary, personal care products, a limited food selection, and general merchandise. They may offer some medical services.	P
881	Pharmacy/Drugstore with Drive- Through Window Not defined in our Code. PHARMACY/DRUGSTORE – Retail facility that primarily sells prescription and non-prescription drugs. They may also sell cosmetics, stationary, personal care products, a limited food selection, and general merchandise. They may offer some medical services.	P
890	Furniture Store Not defined in our Code. FURNITURE STORE – A full-service retail store that specializes in the sale of furniture, and often also carpeting. May include a large storage facility.	P
892	Carpet Store Not defined in our Code or in ITE. Definition crafted by staff. CARPET STORE – A retail store specializing in the sale of carpeting, rugs, and other flooring material. May have a large storage	P
896	Video Rental Store Not defined in our Code. VIDEO RENTAL STORE – A retail store specializing in the sale or rental of motion-picture goods (such as DVD, Blu-ray, and other home video goods). May also offer video games for rental or sale.	P
*	Art Gallery ART GALLERY – A Structure, or part thereof, devoted to the exhibition of visual works of fine art. Art galleries generally include accessory services, such as sale or purchase of displayed works, custom framing or encasement of art works and services related to art appraisal, display, preservation or restoration.	P
*	Gift shops and Boutiques Not defined in our Code or in ITE. Definition crafted by staff. BOUTIQUE/GIFT SHOP – A retail shop specializing in a limited and specialized line of goods. Has a small building footprint. May be a free-standing use or located within a larger commercial use/structure.	P

*	Farmers Market Not defined in our Code. FARMERS MARKET – A market held in an open area or structure where individual sellers offer goods for sale to the public. Such sellers may set up temporary stalls or tables for the sale of their products. Such sales may involve new and/or used items and may include the sale of fruits, vegetables, and other edible items.	P
*	Florist Not defined in our Code or in ITE. Definition crafted by staff. FLORIST – A facility that specializes in selling flowers, and may create arrangements of flowers. May also sell gardening supplies.	P
*	Photo / Camera Store Not defined in our Code or in ITE. Definition crafted by staff. PHOTO/CAMERA STORE – A facility specializing in the sale of cameras and camera equipment. May offer picture and portraiture services, and offer classes.	P
911	Walk-in Bank Not defined in our Code. BANK, WALK-IN – Generally a free-standing structure that provides financial services and products. These facilities generally have a parking lot, and do not have drive-through teller services, though they may contain a non-drive-through automatic teller machine.	P
912	Drive-in Bank Not defined in our Code. BANK, DRIVE-IN – Generally a free-standing structure that provides financial services and products. These facilities generally have a parking lot, and do offer drive-through teller services, including automated teller machines.	P
918	Hair Salon Not defined in our Code. HAIR SALON – Facility offering cosmetic and beauty services, such as hair cutting and styling, skin and nail care, and massage therapy. May also contain spa facilities.	P
931	Quality Restaurant Not defined in our Code. RESTAURANT, QUALITY – Full-service eating establishment, with typical customer duration stay of an hour or more. Generally does not offer breakfast service, and may not offer lunch service. Does offer dinner service. Reservations are generally required. May have lounge or bar facilities.	P
932	High-Turnover (Sit-Down) Restaurant Not defined in our Code. RESTAURANT, HIGH-TURNOVER/SIT DOWN – Full service eating establishments, with typical customer duration stay of an hour. Generally offers lunch and dinner service, may also offer breakfast service. May be open 24 hours a day. Typically reservations are not required.	P
933	Fast-Food Restaurant w/o Drive-Through Window RESTAURANT, FAST-FOOD – An establishment whose principal business is	P

	the sale of pre-prepared or rapidly prepared food directly to the customer in a ready-to- consume state for consumption either within the Restaurant Building or off premises.	
934	Fast-Food Restaurant with Drive-Through Window RESTAURANT, FAST-FOOD – An establishment whose principal business is the sale of pre-prepared or rapidly prepared food directly to the customer in a ready-to- consume state for consumption either within the Restaurant Building or off premises.	P
935	Fast-Food Restaurant with Drive-Through Window and No Indoor Seating RESTAURANT, FAST-FOOD – An establishment whose principal business is the sale of pre-prepared or rapidly prepared food directly to the customer in a ready-to- consume state for consumption either within the Restaurant Building or off premises.	P
936	Coffee/Donut Shop w/o Drive- Through Window Not defined in our Code. COFFEE/DOUGHNUT SHOP – Restaurant that focuses on providing coffee and breakfast foods. May also sell newspapers, books, and music CDs. May offer indoor seating but no indoor table service.	P
937	Coffee/Donut Shop with Drive- Through Window Not defined in our Code. COFFEE/DOUGHNUT SHOP – Restaurant that focuses on providing coffee and breakfast foods. May also sell newspapers, books, and music CDs. May offer indoor seating but no indoor table service.	P
938	Coffee/Donut Shop with Drive- Through Window and No Indoor Seating Not defined in our Code. COFFEE/DOUGHNUT SHOP – Restaurant that focuses on providing coffee and breakfast foods. May also sell newspapers, books, and music CDs. May offer indoor seating but no indoor table service.	P
939	Bread/Donut/Bagel Shop w/o Drive-Through Window Not defined in our Code. BREAD/DOUGHNUT/BAGEL SHOP – Facility specialized in the sale of breads, doughnuts, and bagels as primary products. May offer beverages and limited sale of other foods. Indoor seating may be available, and table service may be provided.	P
940	Bread/Donut/Bagel Shop with Drive-Through Window Not defined in our Code. BREAD/DOUGHNUT/BAGEL SHOP – Facility specialized in the sale of breads, doughnuts, and bagels as primary products. May offer beverages and limited sale of other foods. Indoor seating may be available, and table service may be provided.	P
941	Quick Lube Vehicle Shop Not defined in our Code. QUICK LUBE VEHICLE SHOP – A business where the primary activity is to perform oil change services for vehicles. May also offer ancillary services such as preventative maintenance. Vehicle repair is generally	

	not performed.	
942	Automobile Care Center Not defined in our Code. AUTOMOBILE CARE CENTER – A center which houses numerous businesses that provided automobile-related services. These service may include repair and servicing, upholstering, and stereo installation.	
943	Automobile Parts and Service Center Not defined in our Code. AUTOMOBILE PARTS AND SERVICE CENTER - Facility focused on the sale of automobile parts for maintenance and repair, and also provide a full array of auto repair services. Material sold may include oil and batteries, and a wide array of automobile parts.	
944	Gasoline/Service Station Not defined in our Code. GASOLINE/SERVICE STATION – Business with a primary focus on fueling vehicles. May offer some ancillary repair services. Sale of goods is limited or non-existent. Does not have a car wash facility.	P
945	Gasoline/Service Station with Convenience Market Not defined in our Code. GASOLINE/SERVICE STATION WITH CONVENIENCE MARKET – Business with a primary focus on fueling vehicles. May offer some ancillary repair services. May sell a limited selection of food, beverages, and consumer goods. Does not have a car wash facility.	P
946	Gasoline/Service Station with Convenience Market and Car Wash Not defined in our Code. GASOLINE/SERVICE STATION WITH CONVENIENCE MARKET AND CAR WASH – Business with a primary focus on fueling vehicles. May offer some ancillary repair services. May sell a limited selection of food, beverages, and consumer goods. Does have a car wash facility.	P
947	Self-Service Car Wash CAR WASH – A Structure containing facilities for both hand and automatic washing of automobiles, which facilities may include the use of a chain conveyor or other method of moving the cars along, and automatic or semiautomatic application of cleaner, brushes, rinse water and heat for drying.	
948	Automated Car Wash CAR WASH – A Structure containing facilities for both hand and automatic washing of automobiles, which facilities may include the use of a chain conveyor or other method of moving the cars along, and automatic or semiautomatic application of cleaner, brushes, rinse water and heat for drying.	
960	DRY CLEANERS Not defined in our Code or ITE. Definition from Fredericksburg VA: DRY CLEANERS– A facility used for cleaning fabrics, textiles, wearing apparel, or	P

	articles of any sort by immersion and agitation, or by immersions only, in water or volatile solvents	
*	Funeral Home/Crematory FUNERAL HOME – A Building used for the preparation of the deceased for burial and the display of the deceased and ceremonies connected therewith before burial or cremation.	P
*	Kennel KENNEL – Any Building or Structure and/or land used, designed, or arranged for housing, boarding, breeding, or care of more than three adult dogs or cats kept or bred for hunting, sale, exhibition, or domestic use or other domestic animals for profit, but not including those animals raised for agricultural purposes.	S
*	Tattoo Parlor Not defined in our Code or ITE. Definition from Martinsburg TATTOO PARLOR- Establishments primarily in the business of applying lettering, art, and other images with permanent and semi-permanent inks, paints, pigments, or piercings to the body of patrons	S P
*	Self-Storage Facility Not defined in our Code or ITE. Definition from Martinsburg SELF-STORAGE FACILITY - Any real property designed and used for the purpose of renting or leasing individual storage space to occupants who are to have access to such facility for the purpose of storing and removing personal property	S
*	Outdoor Café Not defined in our Code or ITE. Definition from NACTO: OUTDOOR CAFÉ - An open-air seating area on a public sidewalk provided by a restaurant located on the adjoining property, where restaurant patrons can eat or drink	P
*	Parking Facility Not defined in our Code or in ITE. Definition crafted by staff. PARKING FACILITY – A facility where vehicles are kept for storage. Available for the public for free or for a fee	~~PA~~
*	Wireless Telecommunication Facilities Not defined in our Code or ITE. Definition from Fredericksburg VA: WIRELESS TELECOMMUNICATION FACILITIES - Equipment at a fixed location that enables wireless communications between user equipment and a communications network, including but not limited to equipment associated with wireless services such as private, broadcast and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul; and radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration	S
*	Essential Utilities and Equipment ESSENTIAL UTILITIES AND EQUIPMENT – This term comprises underground or overhead electrical, gas, communications not regulated by the Federal Communications Commission, water and sewage systems, including poles, towers or pole structures, wires, lines, mains, drains, pumping stations, sewers, conduits, cables, fire	P

		alarm boxes, public telephone structures, police call boxes, traffic signals, hydrants, regulating and measuring devices and the structures in which they are housed, and other similar equipment accessories in connections therewith. It does not include Buildings, yards, stations used for storage, repair or processing of equipment or material, and does not include Buildings, yards, stations, or substations for transforming, boosting or switching purposes, where such facilities are constructed on the ground.	

CRITERIA

Before amending the zoning ordinance, the governing body with the advice of the planning commission, must find:

1. **That the amendment is consistent with the adopted comprehensive plan, or;**

   Meets the Vision Statement by:
   1. "*Promoting access to jobs and livelihoods*".
   2. "*Stimulating…business development and growth*".

   Key Themes and Goals met:
   -**Growth and Land Use**: The City of Charles Town will strategically plan for and promote sustainable and well-designed growth and development throughout its Urban Growth Boundary while maintaining a vibrant, walkable, and mixed-use Downtown that serves as the City's image center and core of civic life.

   -**Vibrancy, Sustainability, and Livability**: The City of Charles Town will promote and encourage economic development activities that capitalize on community assets, support the needs of present and future residents, and strive to ensure a sustainable and diverse economic base.

2. **If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.**

   Not applicable, first criterion is met.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-187: BR2023-04: Huntfield Phase 2B2 - Bond Reduction (previously tabled on December 4, 2023)

Proposed Motion: Approve DR Acquisitions LLC., performance and land disturbance bond reduction request for the Huntfield Subdivision – Phase 2B-2 from $873,056.54 to $268,592.89.

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Applicant engineer review.pdf
- 4. Phase 2B As-Builts.pdf
- 5. KH Review.pdf

Bond Reduction Request
BR2023-04

Date: For the February 18, 2025 City Council meeting
Applicant: DR Acquisitions LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond reduction of $604,463.65

Huntfield – Phase 2B-2



CURRENT BOND
Combined performance and land disturbance bond amount of $873,056.54

BACKGROUND
The applicant, DR Acquisitions LLC., has submitted a bond reduction request for the Huntfield Subdivision – Phase 2B-2. The applicant is requesting a reduction of the **performance and land disturbance bond** amount from $873,056.54 to $**268,592.89** a reduction of $604,463.65

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond reduction amount is a reasonable representation of the work completed in the field and shown in the as-built drawings.

BOND COMMITTEE
The Bond Committee reviewed this item at their November 16, 2023 meeting. The Committee recommended approval of the bond reduction request.

KIMLEY-HORN
Kimley-Horn did a site visit on February 10, 2025, and is of the opinion that the proposed bond reduction adequately covers the work done at the site.

PLANNING COMMISSION
The Planning Commission reviewed this item at their November 27, 2023 meeting. The Commission discussed missing signage (street signs and stop signs) in or around the area of this phase. The Commission recommended approval subject to the condition:

1. The appropriate missing signage be installed, specifically at Lord Fairfax and Silverleaf, and Lord Fairfax and Holly Springs.

CITY COUNCIL
Council reviewed this request at their December 4, 2023 meeting, and tabled action until the stop signs and street signs had been installed.

RECOMMENDATION
Approval, as the signs have been installed (see pictures on following pages).

Signs at Silverleaf and Lord Fairfax:




STOP
2025/02/04 14:48:43

Signs at Holly Springs and Lord Fairfax:





RECEIVED
SEP 29 2023
BY: _____

Bond Request No._____

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE September 29, 2023

2. APPLICATION TYPE ☐ Bond | Initiation ☑ Bond | Reduction 2-B-2

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Huntfield

Address Charles Town, Jeff. Co., WV

4. APPLICANT'S NAME* DR Acquisitions, LLC

Address 7945 Worman's Mill Rd. Frederick MD 21701

Telephone Number 304.433.1718 Fax Number ( )

Email Address awolf@dmrdev.com

5. PROPERTY OWNER'S NAME DR Acquisitions, LLC

Address 7945 Worman's Mill Rd., Frederick MD 21701

Telephone Number 304.433.1718 Fax Number ( )

Email Address awolf@dmrdev.com.

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No._____

6. DESCRIPTION OF REQUETED INITIATION, REDUCTION, OR RELEASE:

Huntfield Phases 2B-2 Reduction

7. A) CURRENT BOND AMOUNT $873,056.54

B) PROPOSED BOND AMOUNT $268,592.89

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
See Attached Parcel Inventory				

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date

Bond Request No._____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts June 6, 23 Prepared By Morris & Ritchie

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.

G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.

H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

Bond Request No._____

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant

_____ Date 9/24/23

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

Subdivision Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

ECS MID-ATLANTIC, LLC
"One Firm. One Mission."
Geotechnical • Construction Materials • Environmental • Facilities

May 4, 2023

Mr. Matthew Stare
Director of Land
DR Acquisitions, LLC
7945 Wormans Mill Road
Frederick, MD 21701

ECS Project No. 01: 31371

Reference: Subdivision Infrastructure and Site Grading, Roadway Construction/Infrastructure and Single Family House Building Pads Completion Letter for the following Phases
Phase 2B Lots 375 to 378;
Phase 3A Lots 457 to 460;
Phase 3B Lots 467, 468 to 472 and 543 to 548;
Phase 3E Lots 778 to 787 and 790 to 794;
Huntfield Subdivision, Jefferson County, West Virginia

Dear Mr. Stare:

ECS Mid-Atlantic, LLC (ECS) was retained by DR Acquisitions, LLC to monitor site construction operations for the above referenced project. The following completion letter relates to work performed under the observation of ECS on the referenced single-family house building pads along with roadway construction and infrastructure within the Huntfield Subdivision. Our services were performed in accordance with our contract/agreement dated December 13, 2021, on an as requested basis from December 13, 2021, through January 20, 2023, corresponding to ECS Daily Field Report Nos. 1 through 101, previously submitted as work progressed. Our scope of work included:

- Observation of proofrolling of subgrade for single family building pads;
- Observation and testing of fill for single family building pads listed above;
- Observation of proofrolling of pavement subgrade;
- Observation and testing of the compaction of stone base prior to asphalt pavement;
- Observation and testing of the compaction of asphalt pavements.

We have performed a review of ECS activities on the referenced project. According to our field and laboratory test reports and records, the tests were performed in accordance with ASTM, AWS, and appropriate industry standards and indicate that the construction appeared to be in conformance with the approved plans. Where discrepancies were observed, corrections or modifications were made and/or redesign accomplished and reviewed and/or approved by the design engineer.

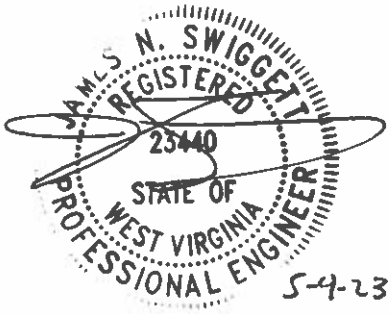
The professional services detailed herein were provided in accordance with generally accepted geotechnical engineering and materials testing practices. No warranties have been expressed or implied, are given regarding the services provided for this project. If you have any questions, or if we can be of further service to you, please do not hesitate to contact us.

Respectfully,

ECS MID-ATLANTIC, LLC



Darin E. Shick, CWI
Construction Materials Project Manager



James N. Swiggett, P.E.
Senior Project Engineer



R. Drew Thomas, C.P.G.
Principal Engineering Geologist

CONSTRUCTION PLANS AND PROFILES

SITE PLAN STPL 2003-0006

LOTS 191-253, 255-378, 311A, 366A - HUNTFIELD PHASE 2B

CHARLES TOWN CORPORATION

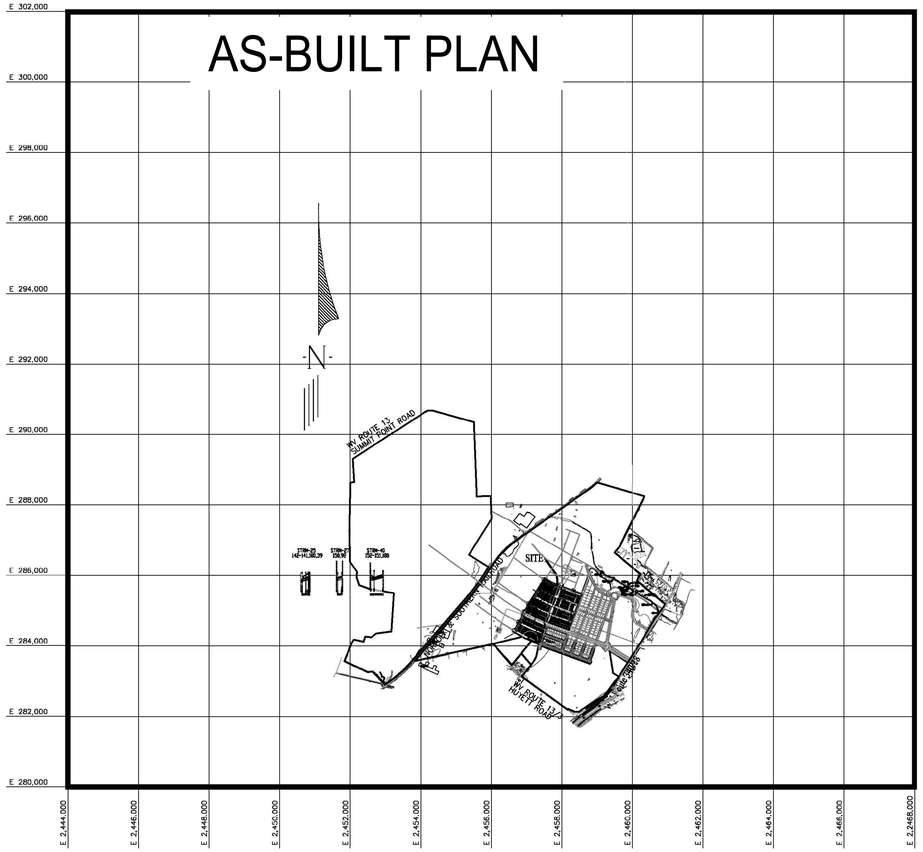
JEFFERSON COUNTY, WV

GENERAL NOTES

1. THIS SET OF DRAWINGS PERTAINS TO PHASE 2B OF HUNTFIELD, WHICH CONSISTS OF A TOTAL SITE AREA OF 58.9 ACRES. PHASE 2B CONTAINS 174 SFD LOTS, 1 COMMERCIAL LOT, AND 14 SFA LOTS FOR AN OVERALL LOT TOTAL OF 189. A TOTAL OF 6.5 ACRES OF COMMERCIAL AREA WILL BE PROVIDED FOR PHASE 2B AND 11 ACRES OF OPEN SPACE. REFERENCE WAS MADE TO THE SCHEMATIC PLAN "HUNTFIELD COMPOSITE SCHEMATIC I" (SCHM 2003-0003) APPROVED MAY 28, 2003. NOTE THAT THE "HUNTFIELD COMPOSITE SCHEMATIC" IS COMPOSED OF SEVERAL SITE PLANS. THIS SET OF PLANS PERTAINS TO A SMALL SECTION OF THE SCHEMATIC. THESE PLANS SHALL BE IN CONFORMANCE WITH THE APPROVED SCHEMATIC PLAN & ALL ZONING REQUIREMENTS INCLUDING THOSE MODIFIED IN THE HUNTFIELD PROFFERS. ALL OPEN SPACE, RESIDENTIAL, AND COMMERCIAL REQUIREMENTS SHALL CORRESPOND TO THOSE SET FORTH IN THE SCHEMATIC. NOTE THAT LOTS 253 & 254 PROVIDE 0.28 ACRES (12,360 SF) OF COMMERCIAL AREA, AND ARE THE ONLY COMMERCIAL AREAS CONTAINED IN THIS SITE PLAN. THE ADDITIONAL 6.22 ACRES OF COMMERCIAL AREA ASSOCIATED WITH PHASE 2B ARE NOT SHOWN IN THIS SITE PLAN, AND SHALL BE RECORDED AND DEVELOPED UNDER SEPARATE SITE PLAN(S) AND RECORD PLAT(S).
2. THE PROPERTY DELINEATED HEREON IS A PORTION OF PARCEL 1, AS SHOWN ON CHARLES TOWN CORPORATION TAX ASSESSMENT MAP 11, DEED BOOK 949, PAGE 203, WHICH IS LOCATED AMONG THE LAND RECORDS OF JEFFERSON COUNTY
3. BOUNDARY INFORMATION, SHOWN HEREON, WAS OBTAINED FROM A PLAT SHOWING HUNTFIELD, LC PROPERTY AS RECORDED IN THE OFFICE OF THE CLERK OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA, IN PLAT BOOK 19, PAGE 49.
4. TOPOGRAPHIC INFORMATION WAS OBTAINED FROM APPALACHIA SURVEY OF WEST VIRGINIA, LLC. BASIS FOR SURVEY WAS NAD'27-NAVD'88.
5. THE PROPERTY SHOWN HEREON WAS ACQUIRED BY HUNT FIELD. AS RECORDED IN THE OFFICE OF THE CLERK OF THE COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA IN DEED BOOK 949, PAGE 203.
6. THE HOMEOWNER'S ASSOCIATION INC. WILL BE RESPONSIBLE FOR THE MAINTENANCE OF STORM WATER DETENTION/DRAINAGE FACILITIES AND EASEMENTS. IN ADDITION THEY SHALL BE RESPONSIBLE FOR MAINTENANCE OF SIDEWALKS & STREET LIGHTS. THE WEST VIRGINIA DEPARTMENT OF HIGHWAY IS NOT RESPONSIBLE FOR MAINTENANCE OF SIDEWALKS AND STREET LIGHTS.
7. ALL CONSTRUCTION SHALL CONFORM TO CURRENT CITY OF CHARLES TOWN, WVDOH, WVDEP, WVSHPO, AND SANITATION AUTHORITY STANDARDS AND SPECIFICATIONS.
8. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROVIDED IN ACCORDANCE WITH THE 1993 "WEST VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK FOR DEVELOPING AREAS" & WVDEP REQUIREMENTS AND ASSOCIATED PERMITS.
9. THE APPROVAL OF THESE PLANS SHALL IN NO WAY RELIEVE THE DEVELOPER OR HIS AGENT OF ANY LEGAL RESPONSIBILITY WHICH MAY BE REQUIRED BY THE CODE OF WEST VIRGINIA OR ANY OTHER ORDINANCE ENACTED BY THE CITY OF CHARLES TOWN.
10. STANDARD GUARDRAILS AND HANDRAILS SHALL BE INSTALLED AT HAZARDOUS LOCATIONS AS DETERMINED DURING FINAL FIELD INSPECTION BY CITY OF CHARLES TOWN AND\OR WVDOH.
11. ALL UNDERGROUND UTILITIES WITHIN STREET RIGHT-OF-WAYS SHALL BE INSTALLED TO THE REQUIRED DISTANCE BEYOND THE RIGHT-OF-WAY LINE PRIOR TO THE INSTALLATION OF ANY SUBBASE MATERIAL, CURB AND GUTTER, OR SIDEWALK.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF UTILITY OVERBLASTING FOR FUTURE EXTENSIONS WITH ALL ADJACENT SECTIONS.
13. THESE PLANS MAKE NO REPRESENTATION AS TO SUBSURFACE CONDITIONS AND THE PRESENCE OF SUBSURFACE WATER OR THE NEED FOR SUBSURFACE DRAINAGE FACILITIES.
14. ANY WELLS OR SEPTIC FIELDS WITHIN THE LIMITS OF THE SITE WILL BE ABANDONED IN ACCORDANCE WITH STATE AND LOCAL HEALTH DEPARTMENT REQUIREMENTS AND REGULATIONS PRIOR TO RECORD PLAT APPROVAL.
15. THE SECTION DELINEATED HEREON CONTAINS NO KNOWN ARCHEOLOGICAL OR HISTORICAL LANDMARKS.
16. CONTRACTORS SHALL ARRANGE FOR THE LOCATION OF ALL UNDERGROUND FACILITIES PRIOR TO THE CONSTRUCTION INCLUDING TEST HOLES TO PHYSICALLY LOCATE UNDERGROUND UTILITIES AS NECESSARY.
17. STREET SIGNS AND STOP SIGNS SHALL BE INSTALLED AT ALL INTERSECTIONS AND BE IN COMPLIANCE WITH ALL APPLICABLE ZONING AND CODIFIED ORDINANCE FOR THE CITY OF CHARLES TOWN.
18. FINAL HOUSE AND ACCESSORY LOCATIONS ARE SUBJECT TO APPROVAL AT BUILDING PERMIT SUBMISSION.
19. PARKING FOR THIS SITE PLAN WILL BE IN COMPLIANCE WITH ALL REQUIRED REGULATIONS.
20. WETLAND INFORMATION OBTAINED FROM WETLAND DELINEATION REPORT PREPARED BY GREENHORNE AND O'MARA, INC. DATED JULY 14, 2000.

APPLICATION #	ASSOCIATED PROJECT	STATUS	APPROVAL DATE
	HUNTFIELD, PHASE 1	APPROVED	6/24/2002
	HUNTFIELD, PHASE 1 SCHEMATIC	APPROVED	2/11/2002
	HUNTFIELD, PHASE 1 RECORD PLAT	APPROVED	7/29/2002
	HUNTFIELD, REVISED PHASE 1&2A SCHEMATIC	APPROVED	10/22/2002
SPAM 2003-001	HUNTFIELD, PHASE 1 REVISION	APPROVED	5/28/2003
STPL 2003-0001	HUNTFIELD, PHASE 2A	APPROVED	5/28/2003
	HUNTFIELD, PHASE 2A RECORD PLAT	IN REVIEW	
SCHM 2003-0001	HUNTFIELD, PHASE 2B SCHEMATIC	APPROVED	2/24/2003
SCHM 2003-0003	HUNTFIELD, COMPOSITE SCHEMATIC 1	APPROVED	5/28/2003
SPAM 2003-002	HUNTFIELD, PHASE 1 BLOCK 1 REVISION	IN REVIEW	
STPL 2003-	HUNTFIELD, SECTION 3	IN REVIEW	

NOTE: HUNTFIELD COMPOSITE SCHEMATIC 1 (SCHM 2003-0003) REPLACED PREVIOUSLY APPROVED HUNTFIELD SCHEMATICS.



VICINITY MAP

SCALE : 1" = 2000'

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4. GRADING PLAN
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AS-BUILT 6. GRADING PLAN [6]
AS-BUILT 7. GRADING PLAN [7]
8. GRADING PLAN
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11. PLAN & PROFILES - Union Ridge Drive
12. PLAN & PROFILES - Colonial Drive
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14. PLAN & PROFILES - Battlefield Drive
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23. PLAN & PROFILES - ALLEYS
24. PLAN & PROFILES - ALLEYS
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48. PRELIMINARY RECORD PLAT
49. PRELIMINARY RECORD PLAT
50. PRELIMINARY RECORD PLAT
51. MISC. DETAILS
52. MISC DETAILS
53. LANDSCAPE PLAN

OWNER / DEVELOPER

HUNTFIELD, L.C.
8614 WESTWOOD CENTER DRIVE, SUITE 900
VIENNA, VIRGINIA 22182
703-442-8992

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 EAST HIRST ROAD, SUITE 108
PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
MRAGTA.COM

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CONTACT "MISS UTILITY" AT
1-800-245-4848
BEFORE ANY CONSTRUCTION PER CITY OF CHARLES TOWN WATER DEPARTMENT ORDINANCE

SURVEYOR'S CERTIFICATION

THE PERIMETER AND ALL LOT BOUNDARIES SHOWN HERON HAVE BEEN ESTABLISHED BY A NETWORK OF TRAVERSE CONTROL HAVING A RELATIVE ERROR OR CLOSURE OF 1 : 7,500 OR BETTER.

DAVID E. LELLOCK, P.S.
URBAN ENGINEERING & ASSOCIATES, INC.

STATEMENT OF ACCEPTANCE

THE DEVELOPER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS, AND SPECIFICATIONS PROVIDED HEREON.

DAVID K. ULERICK V.P. FOR LAND DEVELOPMENT FOR HUNTFIELD, LC
8614 WESTWOOD CENTER DRIVE SUITE 900
VIENNA, VA 22182
703-442-8992

ENGINEER'S CERTIFICATION

I HEREBY CERTIFY THAT THESE SEALED PLANS REASONABLY MEET OR EXCEED MINIMUM ACCEPTABLE ENGINEERING STANDARDS AND THOSE STATE AND COUNTY CODE PROVISIONS APPLICABLE ON SAID DATE.

DAVID E. LELLOCK, PE
URBAN ENGINEERING & ASSOCIATES, INC.

SITE PLAN APPROVED

DATE: _____

CITY OF CHARLES TOWN

AS-BUILT CERTIFICATION

I, JON K. ERICKSON, DO HEREBY CERTIFY THAT THIS AS-BUILT CONFORMS TO THE APPROVED PLANS, EXCEPT AS SHOWN, WHICH REPRESENTS ACTUAL CONDITIONS ON THIS SITE AS OF THIS DATE

JON K. ERICKSON — WVPS#2302 — JUNE 16, 2023

JON K. ERICKSON 04/19/23

REVISIONS

No.	DATE	DESCRIPTION

PLAN DATE: 6/18/03; 9/11/03; 10/31/03; 12/05/03

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

DAVID E. LELLOCK LICENSED LAND SURVEYOR No. 5137 STATE OF WEST VIRGINIA PROFESSIONAL

Cover Sheet
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: JUNE 2003
C.I. N/A
SCALE: AS SHOWN

SHEET 1 OF 53

PP-20022

LEGEND:

- PROPOSED STORM DRAIN
- EXISTING STORM DRAIN
- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING WATER LINE
- PROPOSED WATER LINE
- EXISTING TREE LINE
- PROPOSED LIMITS OF CLEARING & GRADING (LOC)
- WATER METER CROCK
- PROPOSED FIRE HYDRANT
- CG-6 CURB & GUTTER
- ROLL CURB
- ALLEY PAVEMENT
- EXISTING TREE
- RIPRAP
- TRAFFIC BARRICADE
- UTILITY PREBLAST
- PROPOSED SIDEWALK
- PROPOSED HANDICAP RAMP
- STREET LIGHT
- STREET SIGN
- STOP SIGN

(#) FOR WATERMAIN FITTINGS SEE SHEET 9

STATE GRID NORTH WEST VIRGINIA NAD 27

STANDARD MINIMUM STORM DRAIN EASEMENT WIDTHS

PIPE SIZE	MINIMUM STORM DRAIN EASEMENT WIDTH
12-18 INCHES	10 FEET
21-33 INCHES	15 FEET
36-48 INCHES	20 FEET
54-72 INCHES	24 FEET

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

AS-BUILT

CHADWICK DRIVE
NEWBURY STREET
BATTLEFIELD DRIVE
PROSPECT HILL BOULEVARD
LORD FAIRFAX STREET
ALLEY 2B21
ALLEY 2B22
ALLEY 2B20
ALLEY 2C21

EMERGENCY ACCESS GRASS PAVE (SEE DETAIL ON SHEET 2)
SEE SHEET 2 FOR SIGN DETAILS
NO PARKING ZONE
FUT. 8" SAN. SEW. LINE TO BE CAPPED
12" W/L TO BE REMOVED
EX. 12" W/L TO BE REMOVED
EX. 24" CMP TO BE REMOVED & EASEMENT ABANDONED
EX. 10" W/M
SEE SHEET 06 FOR MATCHLINE
SEE SHEET 04 FOR MATCHLINE

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
9/17/03
12/05/03

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

04/14/23

Grading Plan
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
DATE: JUNE 2003
SCALE: 1"=30' C.I. = 2'

SHEET 5 OF 53

PP-20022

MORRIS & RITCHIE ASSOCIATES, INC.
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PHONE: (703) 994-4047
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LEGEND:

- PROPOSED STORM DRAIN
- EXISTING STORM DRAIN
- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
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PIPE SIZE	MINIMUM STORM DRAIN EASEMENT WIDTH
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36-48 INCHES	20 FEET
54-72 INCHES	24 FEET

STATE GRID NORTH
WEST VIRGINIA
NAD 27

GRAPHIC SCALE
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.

AS-BUILT

HOLLY SPRINGS DRIVE
NEWBURY STREET
LORD FAIRFAX STREET
SILVERLEAF DRIVE
CHADWICK DRIVE
ALLEY 2A23
ALLEY 2B23
ALLEY 2A22
ALLEY 2B22
ALLEY 2C22
FUT. 8" SAN. LINE TO BE CAPPED
8" SAN. SEW.
8" W/M
10" W/M
15" CMP
18" CMP
24" CMP
30" CMP
36" CMP
SD
MIN. B.F. = 535.00 LAT 15 TO FUTURE LOT
MIN. B.F. = 535.50 LAT 16 TO FUTURE LOT
MIN. B.F. = 535.50 LAT 17 TO FUTURE LOT
MIN. B.F. = 537.00 LAT 18 TO FUTURE LOT
MIN. B.F. = 537.00 LAT 19 TO FUTURE LOT
MIN. B.F. = 537.50 LAT 20 TO FUTURE LOT
MIN. B.F. = 538.00 LAT 21 TO FUTURE LOT
MIN. B.F. = 538.00 LAT 22 TO FUTURE LOT
MIN. B.F. = 540.00 LAT 40 TO FUTURE LOT
MIN. B.F. = 541.00 LAT 41 TO FUTURE LOT
56' ROW
50' ROW
22' PAVEMENT
30' PAVEMENT
6+00
27+00
28+00
29+00
30+00
31+00
32+00
33+00
34+00
36+00
37+00
365 FF=541.60 BF=532.60
366 FF=540.40 BF=531.40
366A FF=538.65 BF=529.65
367 FF=536.65 BF=527.65
368 FF=532.25 BF=523.25
369 FF=531.75 BF=522.75
370 FF=530.65 BF=521.65
371 FF=529.75 BF=520.75
372 FF=532.50 BF=523.76
373 FF=536.70 BF=527.70
374 FF=539.90 BF=530.90
375 FF=544.75 BF=535.75
376 FF=544.75 BF=535.75
377 FF=545.50 BF=535.50
378 FF=545.50 BF=535.50
349 FF=546.60 BF=537.60
350 FF=545.50 BF=536.50
351 FF=544.75 BF=535.75
352 FF=543.95 BF=534.95
353 FF=541.35 BF=532.35
354 FF=541.35 BF=532.35
355 FF=539.35 BF=530.35
356 FF=537.25 BF=528.25
357
358
359
360
361 FF=547.45 BF=538.45
362 FF=547.45 BF=538.45
363 FF=546.90 BF=537.90
364 FF=545.35 BF=537.35
252
253A
234
235
236

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
10/31/03
12/05/03

Urban Engineering & Associates, Inc.
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PHONE (540) 450-0211 FAX (540) 450-0210

04/14/23

COMMONWEALTH OF VIRGINIA
#5137
CERTIFIED
LAND SURVEYOR
PROFESSIONAL ENGINEER
WESLEY W. MUSICK

Grading Plan
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
DATE: JUNE 2003
SCALE: 1"=30' C.I. = 2'

SHEET 6 OF 53

MORRIS & RITCHIE ASSOCIATES, INC.
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SHEET 6 OF 31

PP-20022

LEGEND:

- PROPOSED STORM DRAIN
- EXISTING STORM DRAIN
- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING WATER LINE
- PROPOSED WATER LINE
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- PROPOSED LIMITS OF CLEARING & GRADING (LOC)
- WATER METER CROCK
- PROPOSED FIRE HYDRANT
- CG-6 CURB & GUTTER
- ROLL CURB
- ALLEY PAVEMENT
- EXISTING TREE
- RIPRAP
- TRAFFIC BARRICADE
- UTILITY PREBLAST
- PROPOSED SIDEWALK
- PROPOSED HANDICAP RAMP
- STREET LIGHT
- STREET SIGN
- STOP SIGN

(#) FOR WATERMAIN FITTINGS SEE SHEET 9

STANDARD MINIMUM STORM DRAIN EASEMENT WIDTHS

PIPE SIZE	MINIMUM STORM DRAIN EASEMENT WIDTH
12-18 INCHES	10 FEET
21-33 INCHES	15 FEET
36-48 INCHES	20 FEET
54-72 INCHES	24 FEET

STATE GRID NORTH
WEST VIRGINIA
NAD 27

GRAPHIC SCALE
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.

AS-BUILT

HOLLY SPRINGS DRIVE
SILVERLEAF DRIVE
CHADWICK DRIVE
LORD FAIRFAX STREET
EX. DAVIS STREET
ALLEY 2B17
ALLEY 2C16
ALLEY 2A16
Green Space
253A
254 255 256 257 258 259 260 261 262 263 264 265
252 251 250 249 248 247 246 245 244 243 242 241 240 239 238 237 236 235 234 233 232 231 230 229 228 227 226
371 370 369 368 356 355 354 353
8" SAN. SEW.
8" W/M
36" CMP
30" CMP
24" CMP
18" CMP
15" CMP
56' ROW
76' ROW
ADDITIONAL 5' GRAVEL SHOULDER
SEE SHEET 06 FOR MATCHLINE
SEE SHEET 08 FOR MATCHLINE

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
8/15/03
10/31/03
12/05/03

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

COMMONWEALTH OF VIRGINIA
ERIC L. LOCKHART
LICENSED
PROFESSIONAL ENGINEER
04/19/23

Grading Plan
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
DATE: JUNE 2003
SCALE: 1"=30' C.I. = 2'

SHEET 7 OF 53

PP-20022

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 EAST HIRST ROAD, SUITE 108
PURCELLVILLE, VA 20132
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SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert Bend	Inv @ End of Lateral	Finished Grade @ End Lat	Basement Elevation (FT.)
2.2	307	1+14.12	2.1U /2.2AE	2.08%	43.1	526.38	527.13	N/A			0+38.1	527.92	6.00	533.92	534.03		539.00
2.2	309	1+20.12	2.1U /2.2AE	2.08%	98.7	526.58	527.33	N/A			0+93.7	529.28	1.00	530.28	530.39		535.05
2.2	306	1+92.77	2.1U /2.2AE	2.08%	44.6	529.05	529.80	N/A			0+39.6	530.63	5.00	535.63	535.73		540.80
2.2	310	1+98.77	2.1U /2.2AE	2.08%	97.4	529.26	530.01	N/A			0+92.4	531.93	N/A		532.03		536.60
2.2	311	1+98.77	2.1U /2.2AE	2.08%	97.4	529.26	530.01	N/A			0+92.4	531.93	2.00	533.93	534.03		538.72
2.2	305	2+71.44	2.1U /2.2AE	2.08%	45.0	531.73	532.48	N/A			0+40.0	533.31	6.00	539.31	539.41		543.90
2.2	312	3+50.11	@MH 2.2AE	2.08%	97.9	533.98	534.73	N/A			0+92.9	536.67	N/A		536.77		540.59
2.2	304	0+05.11	2.2AE /2.2AF	2.08%	45.0	534.58	535.33	N/A			0+40.0	536.16	5.00	541.16	541.27		546.00
2.2	303	0+77.53	2.2AE /2.2AF	2.08%	45.0	535.72	536.47	N/A			0+40.0	537.31	4.00	541.31	541.41		546.80
2.2	313	0+83.53	2.2AE /2.2AF	2.08%	97.0	535.82	536.57	N/A			0+92.0	538.48	N/A		538.59		542.58
2.2	302	1+56.20	2.2AE /2.2AF	2.08%	44.6	536.97	537.72	N/A			0+39.6	538.54	4.00	542.54	542.65		547.60
2.2	314	1+62.20	2.2AE /2.2AF	2.08%	97.4	537.06	537.81	N/A			0+92.4	539.73	N/A		539.84		544.41
2.2	322	2+40.86	2.2AE /2.2AF	2.08%	98.9	538.31	539.06	N/A			0+93.9	541.01	N/A		541.11		546.44

CENTER LINE GEOMETRY
PROSPECT BLVD.

PI 17+06.85 282029.0619 2459170.0654
Length: 2308.08 Course: N 69-58-24 W

PI 40+14.93 282819.4802 2457001.5424
Length: 3441.82 Course: N 53-41-08 W
Delta: 16-17-16

Tangent Data
17+06.85 282029.0619 2459170.0654
32+06.41 282542.5945 2457761.1819
Length: 1499.56 Course: N 69-58-24 W

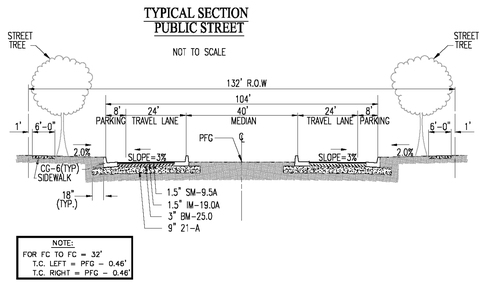
Circular Curve Data
PC 32+06.41 282542.5945 2457761.1819
RP 287850.9601 2459696.0605
PT 48+12.56 283298.3025 2456350.0465
Delta: 16-17-16 Type: RIGHT
Radius: 5650.00 DOC: 01-00-51
Length: 1606.15 Tangent: 808.53
Mid-Ord: 56.98 External: 57.56
Chord: 1600.75 Course: N 61-49-46 W
Es: 57.56

PI 74+45.85 284857.7749 2454228.1954

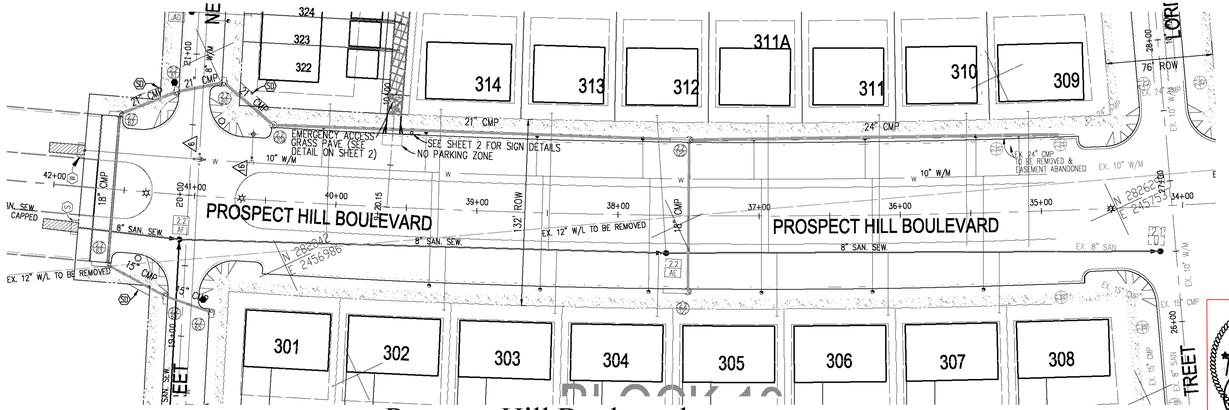
Tangent Data
48+12.56 283298.3025 2456350.0465
74+45.85 284857.7749 2454228.1954
Length: 2633.29 Course: N 53-41-08 W

WATERLINE FITTINGS TABLE

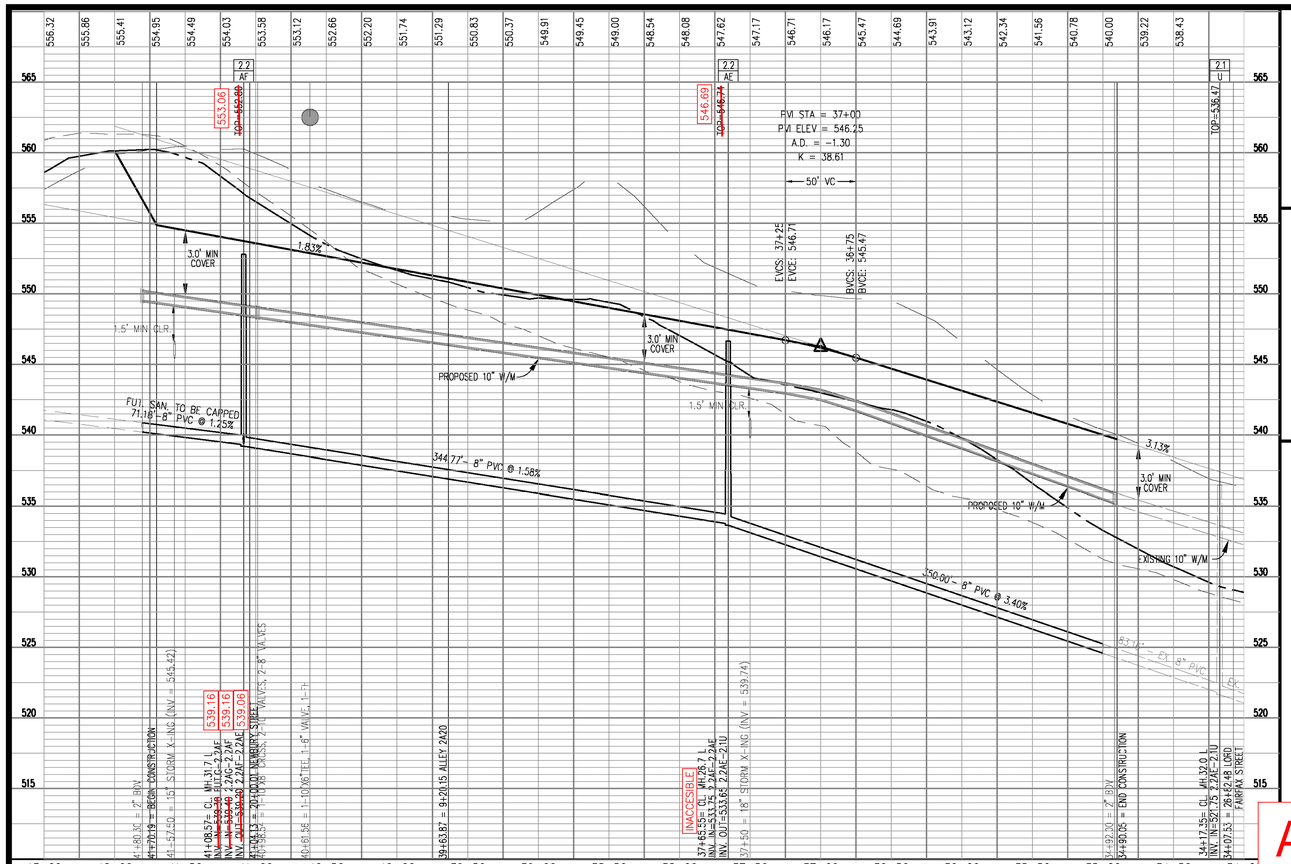
SYMBOL	DESCRIPTION	STATION
1	1-10"X8" CROSS, 2-8" VALVES, 2-10" VALVES	29+69.96 ROAD 07
2	1-10"X8" CROSS, 2-8" VALVES, 2-10" VALVES	32+30.14 ROAD 07
3	1-10"X8" CROSS, 2-8" VALVES, 2-10" VALVES	35+02.59 ROAD 07
4	1-10"X8" CROSS, 2-8" VALVES, 2-10" VALVES	37+82.90 ROAD 07
5	1-12"X12" CROSS, 3-12" VALVES, 1-8" REDUCER, 1-8" VALVE	16+92.42 ROAD 14
6	1-10"X8" CROSS, 2-10" VALVES, 2-8" VALVES	20+25.91 ROAD 14
7	1-8"X8" CROSS, 4-8" VALVES	22+88.28 ROAD 14
8	1-8"X8" TEE, 3-8" VALVES	25+49.06 ROAD 14
9	1-8"X8" TEE, 3-8" VALVES	28+16.07 ROAD 14
10	1-8"X8" CROSS, 4-8" VALVES	30+97.08 ROAD 14
11	1- 10" X 6"TEE, 1-6" VALVE, 1 FH	29+39.64 ROAD 07
12	1- 10" X 6"TEE, 1-6" VALVE, 1 FH	31+99.81 ROAD 07
13	1- 10" X 6"TEE, 1-6" VALVE, 1 FH	34+72.34 ROAD 07
14	1- 10" X 6"TEE, 1-6" VALVE, 1 FH	37+82.90 ROAD 07
15	1- 8" X 6"TEE, 1-6" VALVE, 1 FH	25+62.08 ROAD 09
16	1- 10" X 6"TEE, 1-6" VALVE, 1 FH	40+61.56 ROAD 06
17	1- 8" X 6"TEE, 1-6" VALVE, 1 FH	27+24.78 ROAD 10
18	1- 8" X 6"TEE, 1-6" VALVE, 1 FH	27+81.75 ROAD 11
19	1- 8" X 6"TEE, 1-6" VALVE, 1 FH	27+85.94 ROAD 14
20	1- 8" X 6"TEE, 1-6" VALVE, 1 FH	30+67.74 ROAD 14
21	1- 8" X 8"TEE, 3-8" VALVES	37+29.00 ROAD 13
22	1- 8" X 6"TEE, 1-6" VALVE, 1 FH	10+43.46 ROAD 25



NOTE:
FOR FC TO FC = 32'
T.C. LEFT = PFG - 0.46'
T.C. RIGHT = PFG - 0.46'



Prospect Hill Boulevard



EASEMENT LEGEND

- (S) DENOTES COMMON SHARED EASEMENT
- (PA) DENOTES PUBLIC ACCESS EASEMENT
- (E) DENOTES INGRESS-EGRESS EASEMENT
- (SS) DENOTES SIGHT DISTANCE EASEMENT
- (SD) DENOTES STORM DRAIN EASEMENT
- (SS) DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND
EXISTING EASEMENT

- (S) DENOTES COMMON SHARED EASEMENT
- (PA) DENOTES PUBLIC ACCESS EASEMENT
- (E) DENOTES INGRESS-EGRESS EASEMENT
- (SS) DENOTES SIGHT DISTANCE EASEMENT
- (SD) DENOTES STORM DRAIN EASEMENT
- (SS) DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND:

- PROPOSED CURB
- PROPOSED ROLL CURB
- PROPOSED HANDICAP RAMP
- PRE-BLAST FOR FUTURE UTILITIES
- WATER METER
- STREET LIGHT
- STREET SIGN
- STOP SIGN
- ALLEY PAVEMENT
- (2) NO PARKING
- (3) PRIVATE DRIVE
- (A) FIRE LANE "A"
- (B) FIRE LANE "B"
- (C) FIRE LANE "C"

LEGEND

AS-BUILT

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 EAST HIRST ROAD, SUITE 108
PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
MRAGTA.COM

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No.	DATE	REVISIONS DESCRIPTION

PLAN DATE: 6/18/03, 9/11/03, 10/31/03, 12/05/03

Urban Engineering & Associates, Inc.
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PHONE (540) 450-0211 FAX (540) 450-0210

Plan & Profile - Prospect Hill Blvd.

HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: (H) 1"=50' (V) 1"=5' **C.I.** = N/A **DATE:** JUNE 2003

SHEET 09 **OF** 53

PP-20022

SHEET 12 OF 31

CENTER LINE GEMOETRY
LORD FAIRFAX STREET

PI 21+30.53 282095.88 2457384.33
Length: 3345.48 Course: N 20-01-36 E
Delta: 10-19-29

18+
20+
L

PC 20
RP
PT 22

Radius: 800.00 DOC: 07-09-43
Length: 144.16 Tangent: 72.28
Mid-Ord: 3.25 External: 3.26
Chord: 143.97 Course: N 14-51-51 E
Es: 3.26

PI 54+75.62 285239.07 2458530.01

Tangent Data
22+02.42 282163.78 2457409.08
54+75.62 285239.07 2458530.01
Length: 3273.21 Course: N 20-01-36 E

SYMBOL	DESCRIPTION	STATION
1	1-10"X8" CROSS, 2-8" VALVES, 2-10" VALVES	29+69.96 ROAD 07
2	1-10"X8" CROSS, 2-8" VALVES, 2-10" VALVES	33+30.14 ROAD 07
3	1-10"X8" CROSS, 2-8" VALVES, 2-10" VALVES	35+02.59 ROAD 07
4	1-10"X8" CROSS, 2-8" VALVES, 2-10" VALVES	37+82.90 ROAD 07
5	1-12"X12" CROSS, 3-12" VALVES, 1-8" REDUCER, 1-8" VALVE	16+82.47 ROAD 14
6	1-10"X8" CROSS, 2-10" VALVES, 2-8" VALVES	20+25.01 ROAD 14
7	1-8"X8" CROSS, 4-8" VALVES	22+88.28 ROAD 14

MRA
MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 EAST HIRST ROAD, SUITE 108
PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
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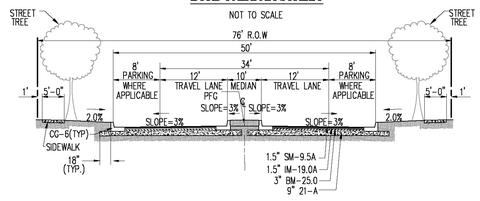
TYPICAL SECTION
LORD FAIRFAX STREET

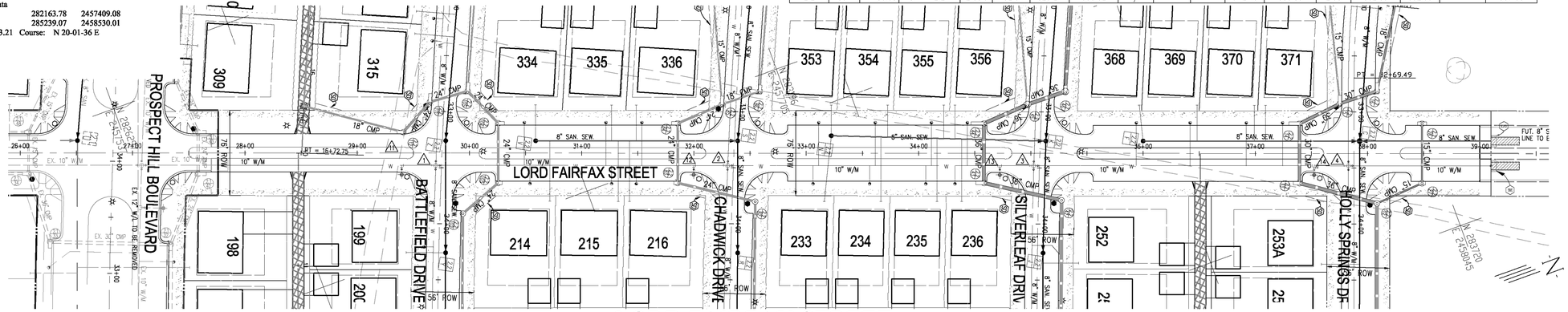
NOT TO SCALE



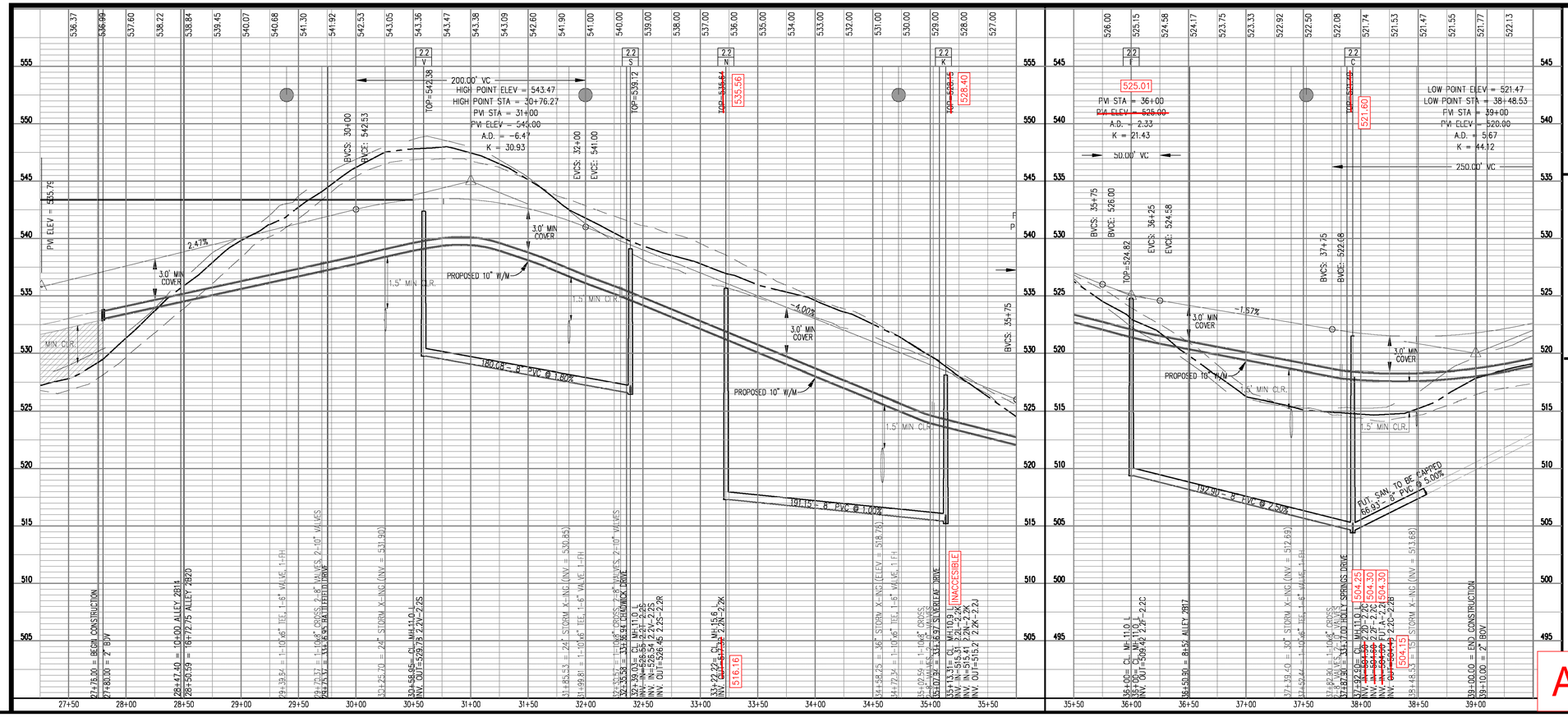
NOTE:
FOR FC TO FC = 12'
T.C. LEFT = PFG - 0.01'
T.C. RIGHT = PFG - 0.01'
FOR FC TO FC = 20'
T.C. LEFT = PFG - 0.25'
T.C. RIGHT = PFG - 0.25'

SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH	US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert Bend	Stack Height	Inv @ Top Vert Bend	Inv @ End of Lateral	Finished Grade @ End Lat	Basement Elevation (FT.)
2.2	371	0+83.79	2.2C	/2.2F	2.08%	32.0	507.44	508.19	N/A			0+27.0	508.76	7.00	515.76	515.86		520.75
2.2	370	0+93.80	2.2C	/2.2F	2.08%	32.0	507.70	508.45	N/A			0+27.0	509.01	8.00	517.01	517.11		521.65
2.2	369	1+44.80	2.2C	/2.2F	2.08%	32.0	508.97	509.72	N/A			0+27.0	510.28	7.00	517.28	517.39		522.75
2.2	368	1+92.90	@MH	2.2F	2.08%	32.2	509.76	510.51	N/A			0+27.2	511.07	7.00	518.07	518.18		523.25
2.2	353	1+91.15	@MH	2.2N	2.08%	27.4	517.65	518.40	N/A			0+22.4	518.87	8.00	526.87	526.97		532.35
2.2	354	1+41.05	2.2K	/2.2N	2.08%	28.6	517.57	518.32	N/A			0+23.6	518.81	9.00	527.81	527.91		532.35
2.2	356	0+74.94	2.2K	/2.2N	2.08%	30.1	516.91	517.66	N/A			0+25.1	518.18	5.00	523.18	523.28		528.25
2.2	236	0+74.94	2.2K	/2.2N	2.08%	55.8	516.91	517.66	N/A			0+50.8	518.71	2.00	520.71	520.82		525.65
2.2	355	0+90.96	2.2K	/2.2N	2.08%	29.9	517.07	517.82	N/A			0+24.9	518.33	7.00	525.33	525.44		530.35
2.2	235	0+96.96	2.2K	/2.2N	2.08%	56.3	517.13	517.88	N/A			0+51.3	518.94	4.00	522.94	523.05		527.65
2.2	234	1+47.05	2.2K	/2.2N	2.08%	57.5	517.63	518.38	N/A			0+52.5	519.47	5.00	524.47	524.57		529.65
2.2	233	1+91.15	@MH	2.2N	2.08%	58.9	517.65	518.40	N/A			0+53.9	519.52	7.00	526.52	526.63		531.05
2.2	336	0+90.35	@MH	2.2V	2.08%	32.0	529.27	530.02	N/A			0+27.0	530.59	1.00	531.59	531.69		536.85
2.2	216	0+96.35	@MH	2.2V	2.08%	54.0	529.27	530.02	N/A			0+49.0	531.04	N/A		531.15		536.00
2.2	215	1+06.35	@MH	2.2V	2.08%	54.0	529.27	530.02	N/A			0+49.0	531.04	N/A		531.15		536.50
2.2	335	1+12.35	@MH	2.2V	2.08%	32.0	529.27	530.02	N/A			0+27.0	530.59	2.00	532.59	532.69		537.35
2.2	214	1+67.38	@MH	2.2V	2.08%	53.8	529.27	530.02	N/A			0+48.8	531.04	N/A		531.14		536.50
2.2	334	1+80.08	@MH	2.2V	2.08%	32.0	529.27	530.02	N/A			0+27.0	530.59	2.00	532.59	532.69		537.35



LORD FAIRFAX STREET



EASEMENT LEGEND

- (S) DENOTES COMMON SHARED EASEMENT
- (P) DENOTES PUBLIC ACCESS EASEMENT
- (E) DENOTES INGRESS-EGRESS EASEMENT
- (S) DENOTES SIGHT DISTANCE EASEMENT
- (SD) DENOTES STORM DRAIN EASEMENT
- (SS) DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND
EXISTING EASEMENT

- (S) DENOTES COMMON SHARED EASEMENT
- (P) DENOTES PUBLIC ACCESS EASEMENT
- (E) DENOTES INGRESS-EGRESS EASEMENT
- (S) DENOTES SIGHT DISTANCE EASEMENT
- (SD) DENOTES STORM DRAIN EASEMENT
- (SS) DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND:

- PROPOSED CURB
- PROPOSED ROLL CURB
- PROPOSED HANDICAP RAMP
- PRE-BLAST FOR FUTURE UTILITIES
- WATER METER
- STREET LIGHT
- STREET SIGN
- STOP SIGN
- ALLEY PAVEMENT
- (2) NO PARKING
- (3) PRIVATE DRIVE
- (A) FIRE LANE "A"
- (B) FIRE LANE "B"
- (C) FIRE LANE "C"

LEGEND

AS-BUILT

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
9/11/03
10/31/03
12/05/03

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS - LANDSCAPE ARCHITECTS - LAND SURVEYORS
PEGASUS BUSINESS CENTER
660 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0210 FAX (540) 450-0210

04/19/23

REGISTERED LAND SURVEYOR #5137 STATE OF WEST VIRGINIA PROFESSIONAL

Plan & Profile - LORD FAIRFAX STREET
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
DATE: JUNE 2003
SCALE: (H) 1"=50' (V) 1"=5' C.I. = N/A

SHEET 10 OF 53

PP-20022

SHEET 13 OF 31

CENTERLINE GEOMETRY
BATTLEFIELD DRIVE

PI 24+80.90 283272.5109 2456908.5978
Length: 632.72 Course: S 60-45-35 E
Delta: 7-04-27

Tangent Data
15+24.21 283839.0783 2456137.7143
24+34.54 283299.9654 2456871.2427
Length: 910.33 Course: S 53-41-08 E

Circular Curve Data
PC 24+34.54 283299.9654 2456871.2427
RP 283904.3005 2457315.4038
PT 25+27.14 283249.8658 2456949.0498
Delta: 07-04-27 Type: LEFT
Radius: 750.00 DOC: 07-38-22
Length: 92.60 Tangent: 46.36
Mid-Ord: 1.43 External: 1.43
Chord: 92.54 Course: S 57-13-22 E
Es: 1.43

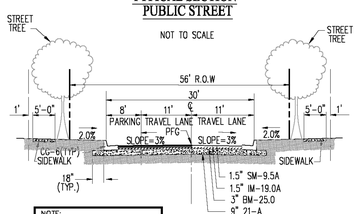
PI 31+13.50 282963.4451 2457460.6959
Length: 888.35 Course: S 69-58-24 E
Delta: 9-12-49

Tangent Data
25+27.14 283249.8658 2456949.0498
26+81.93 283174.2567 2457084.1138
Length: 154.79 Course: S 60-45-35 E

Circular Curve Data
PC 26+81.93 283174.2567 2457084.1138
RP 287847.7927 2459700.3701
PT 35+43.22 282815.6501 2457866.1736
Delta: 09-12-49 Type: LEFT
Radius: 5356.00 DOC: 01-04-11
Length: 861.29 Tangent: 431.57
Mid-Ord: 17.30 External: 17.36
Chord: 860.36 Course: S 65-22-00 E
Es: 17.36

TYPICAL SECTION
PUBLIC STREET

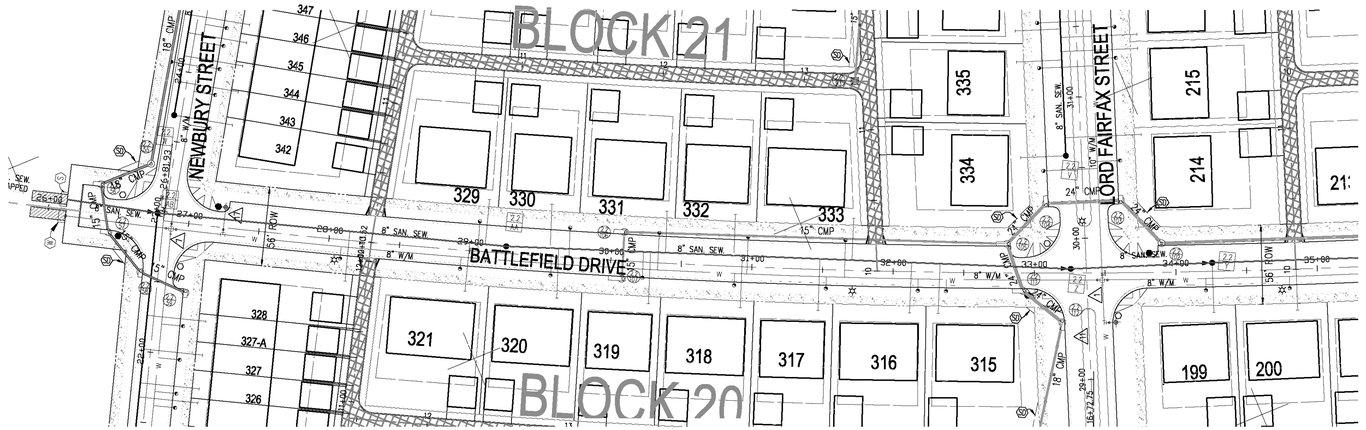
NOT TO SCALE



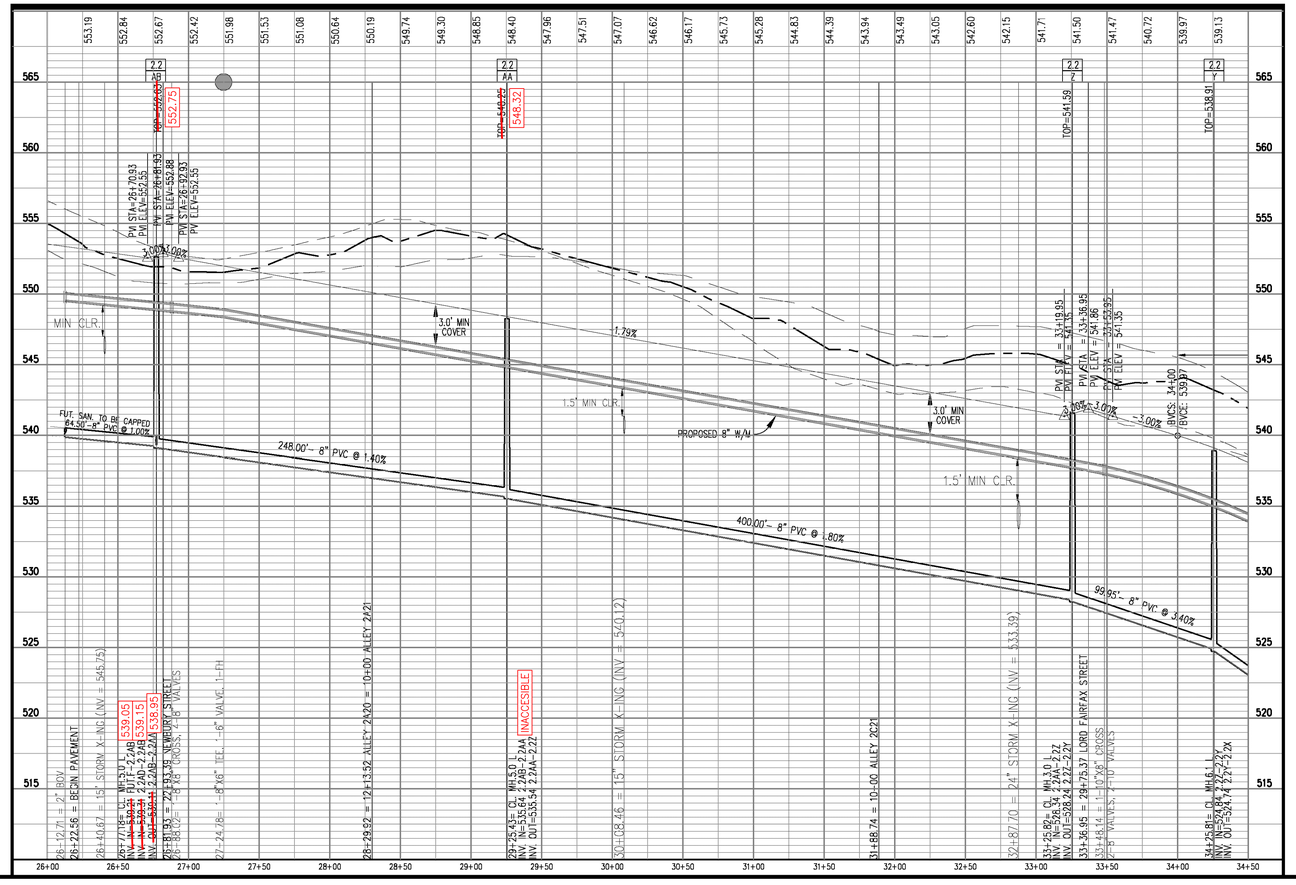
NOTE:
FOR FC TO FC = 30'
T.C. LEFT = PFG - 0.07'
T.C. RIGHT = PFG + 0.17'

SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert. Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FT.)
2.2	200	2+08.76	2.2X /2.2Y	2.08%	35.6	521.34	522.09	N/A			0+30.6	522.73	5.00	527.73	527.83		532.30
2.2	199	2+68.06	@MH 2.2Y	2.08%	35.1	525.08	525.83	N/A			0+30.1	526.45	3.00	529.45	529.56		534.75
2.2	315	0+92.58	2.2Z /2.2AA	2.08%	35.2	530.76	531.51	N/A			0+30.2	532.14	N/A		532.24		536.65
2.2	316	1+12.75	2.2Z /2.2AA	2.08%	35.6	531.12	531.87	N/A			0+30.6	532.51	2.00	534.51	534.61		539.35
2.2	333	1+54.98	2.2Z /2.2AA	2.08%	29.8	531.88	532.63	N/A			0+24.8	533.15	1.00	534.15	534.25		538.75
2.2	317	1+77.66	2.2Z /2.2AA	2.08%	36.6	532.29	533.04	N/A			0+31.6	533.70	2.00	535.70	535.80		540.50
2.2	332	2+38.72	2.2Z /2.2AA	2.08%	29.2	533.39	534.14	N/A			0+24.2	534.64	N/A		534.75		539.85
2.2	318	2+32.72	2.2Z /2.2AA	2.08%	36.8	533.28	534.03	N/A			0+31.8	534.69	2.00	536.69	536.80		541.75
2.2	319	2+97.78	2.2Z /2.2AA	2.08%	36.4	534.45	535.20	N/A			0+31.4	535.86	2.00	537.86	537.96		542.75
2.2	330	3+68.83	2.2Z /2.2AA	2.08%	31.1	535.73	536.48	N/A			0+26.1	537.02	N/A		537.13		542.15
2.2	331	3+50.25	2.2Z /2.2AA	2.08%	30.6	535.40	536.15	N/A			0+25.6	536.68	N/A		536.78		540.95
2.2	320	3+62.83	2.2Z /2.2AA	2.08%	35.2	535.62	536.37	N/A			0+30.2	537.00	2.00	539.00	539.11		543.95
2.2	329	0+14.92	2.2AA /2.2AB	2.08%	26.7	536.60	537.35	N/A			0+21.7	537.80	1.00	538.80	538.91		543.75
2.2	321	0+25.98	2.2AA /2.2AB	2.08%	34.5	536.76	537.51	N/A			0+29.5	538.12	2.00	540.12	540.22		545.20



BATTLEFIELD DRIVE



EASEMENT LEGEND

- (CS) DENOTES COMMON SHARED EASEMENT
- (PA) DENOTES PUBLIC ACCESS EASEMENT
- (IE) DENOTES INGRESS-EGRESS EASEMENT
- (SD) DENOTES SIGHT DISTANCE EASEMENT
- (SD) DENOTES STORM DRAIN EASEMENT
- (SS) DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND
EXISTING EASEMENT

- (CS) DENOTES COMMON SHARED EASEMENT
- (PA) DENOTES PUBLIC ACCESS EASEMENT
- (IE) DENOTES INGRESS-EGRESS EASEMENT
- (SD) DENOTES SIGHT DISTANCE EASEMENT
- (SD) DENOTES STORM DRAIN EASEMENT
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- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND:

- PROPOSED CURB
- PROPOSED ROLL CURB
- PROPOSED HANDICAP RAMP
- PRE-BLAST FOR FUTURE UTILITIES
- WATER METER
- STREET LIGHT
- STREET SIGN
- STOP SIGN
- ALLEY PAVEMENT
- (2) NO PARKING
- (L) PRIVATE DRIVE
- (A) FIRE LANE "A"
- (B) FIRE LANE "B"
- (C) FIRE LANE "C"

LEGEND

AS-BUILT

STATE GRID NORTH
WEST VIRGINIA
NAD 27

04/14/23

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
9/01/03
10/31/03
12/05/03

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

LICENSED LAND SURVEYOR
REGISTERED
#1537
STATE OF
WEST VIRGINIA
PROFESSIONAL

Plan & Profile - BATTLEFIELD DRIVE
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
DATE: JUNE 2003
SCALE: 1"=5'(V), 1"=50'(H) C.I. N/A

SHEET 13 OF 53

PP-20022

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 EAST HIRST ROAD, SUITE 108
PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
MRAGTA.COM
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CENTERLINE GEOMETRY
CHADWICK DRIVE

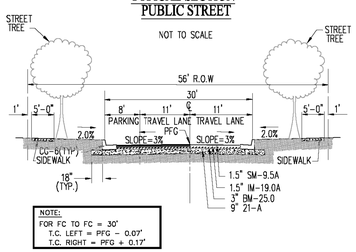
PI 28+23.80 283309.6650 2457270.0578
Length: 1186.03 Course: S 69-58-24 E
Delta: 16-17-16

Tangent Data
14+77.95 284106.6989 2456185.5966
20+94.55 283741.5373 2456682.4432
Length: 616.60 Course: S 53-41-08 E

Circular Curve Data
PC 20+94.55 283741.5373 2456682.4432
RP 287847.7927 2459700.3701
PT 35+43.22 283059.9288 2457955.2123
Delta: 16-17-16 Type: LEFT
Radius: 5096.00 DOC: 01-07-28
Length: 1448.66 Tangent: 729.25
Mid-Ord: 51.39 External: 51.91
Chord: 1443.79 Course: S 61-49-46 E
Es: 51.91

TYPICAL SECTION
PUBLIC STREET

NOT TO SCALE



NOTE:
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T.C. LEFT = PFG - 0.07'
T.C. RIGHT = PFG + 0.17'

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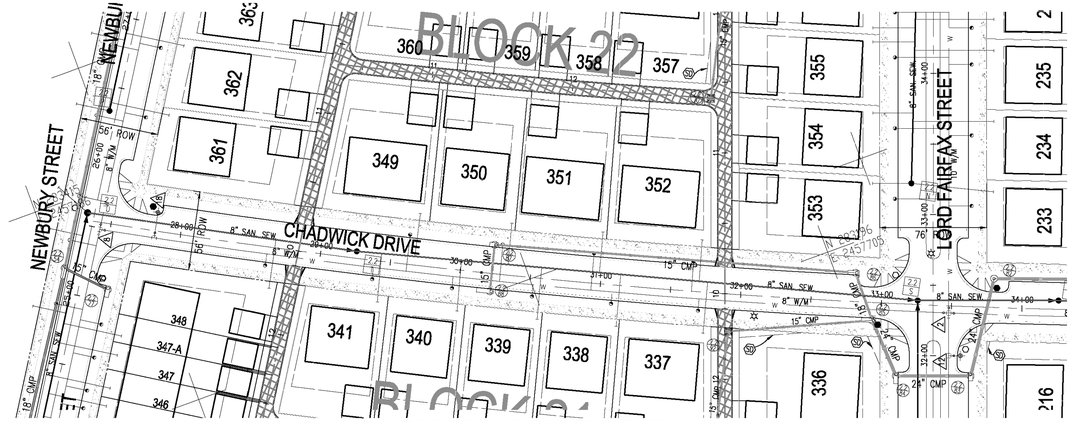
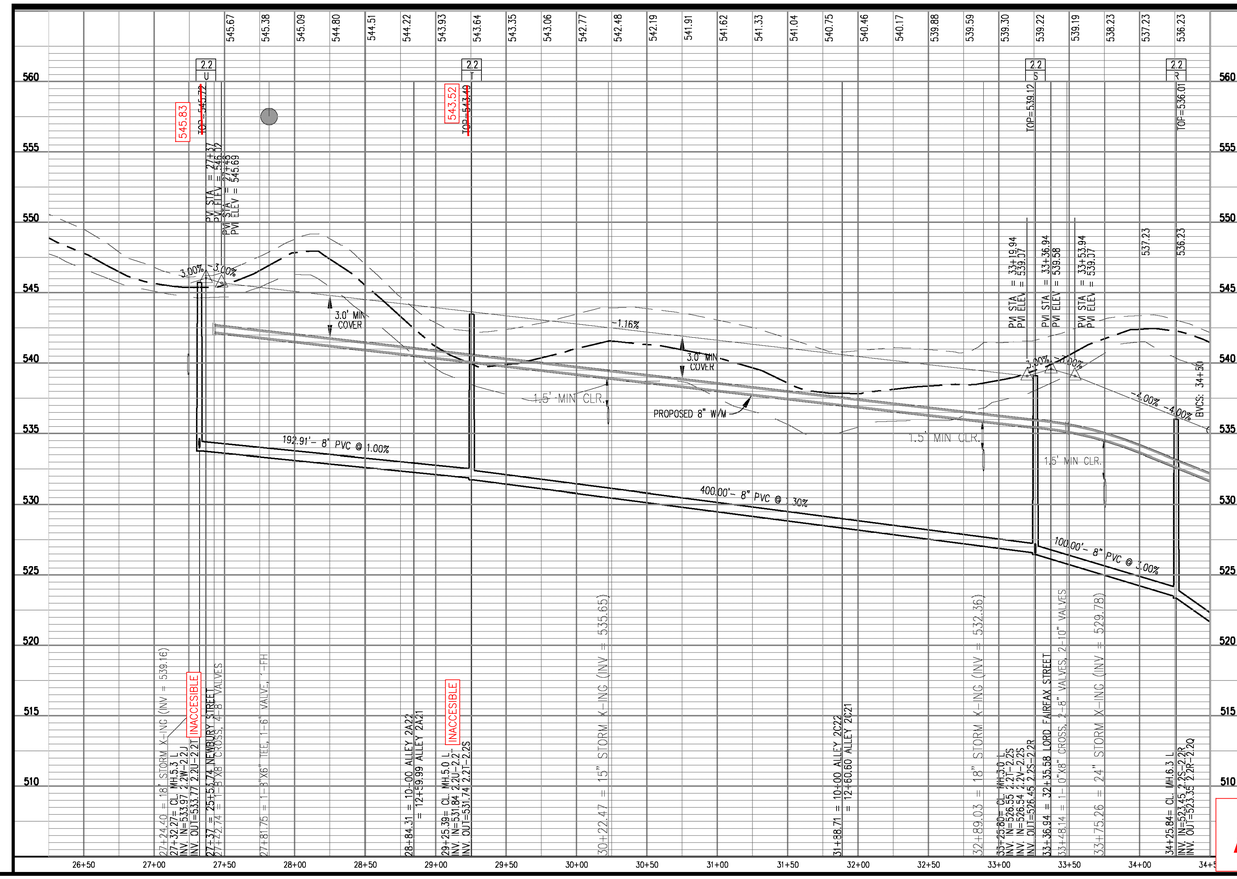
SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert. Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FT.)
2.2	337	1+49.84	2.2S /2.2T	2.08%	36.4	531.64	532.39	N/A			0+31.4	533.04	N/A		533.15		536.50
2.2	352	1+55.84	2.2S /2.2T	2.08%	29.5	531.72	532.47	N/A			0+24.5	532.98	N/A		533.08		534.95
2.2	338	2+11.82	2.2S /2.2T	2.08%	37.0	532.44	533.19	N/A			0+32.0	533.86	N/A		533.96		537.05
2.2	351	2+26.95	2.2S /2.2T	2.08%	29.0	532.64	533.39	N/A			0+24.0	533.89	N/A		533.99		535.75
2.2	339	2+68.19	2.2S /2.2T	2.08%	36.8	533.18	533.93	N/A			0+31.8	534.59	N/A		534.69		537.75
2.2	350	2+92.10	2.2S /2.2T	2.08%	29.4	533.49	534.24	N/A			0+24.4	534.75	N/A		534.85		536.50
2.2	340	3+25.28	2.2S /2.2T	2.08%	35.8	533.92	534.67	N/A			0+30.8	535.31	N/A		535.41		538.35
2.2	349	3+58.62	2.2S /2.2T	2.08%	30.8	534.35	535.10	N/A			0+25.8	535.64	N/A		535.74		537.60
2.2	341	3+82.32	2.2S /2.2T	2.08%	34.6	534.66	535.41	N/A			0+29.6	536.03	N/A		536.13		538.35



CHADWICK DRIVE



EASEMENT LEGEND

- (CS) DENOTES COMMON SHARED EASEMENT
- (PA) DENOTES PUBLIC ACCESS EASEMENT
- (E) DENOTES INGRESS-EGRESS EASEMENT
- (S) DENOTES SIGHT DISTANCE EASEMENT
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LEGEND
EXISTING EASEMENT

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- STREET SIGN
- STOP SIGN
- ALLEY PAVEMENT
- (2) NO PARKING

LEGEND

AS-BUILT

STATE GRID NORTH
WEST VIRGINIA NORTH
NAD 27

04/14/23

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
9/11/03
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12/05/03

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REGISTERED LANDSCAPE ARCHITECT
OF VIRGINIA
No. 0402.000777
PROFESSIONAL ENGINEER
STATE OF VIRGINIA
No. 022.000777

Plan & Profile - CHADWICK DRIVE

HUNTFIELD
Phase 2B

CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: 1"=5'(V), 1"=50'(H) C.I. N/A DATE: JUNE 2003

SHEET 15 OF 53

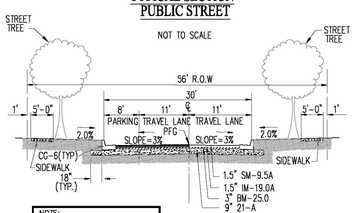
PP-20022

CENTERLINE GEOMETRY
SILVERLEAF DRIVE

PI	28+12.57	283570.7642	2457353.8306
	Length: 1196.74	Course:	S 69-58-24 E
	Delta: 16-17-16		
	Tangent Data		
	15+46.93	284320.2935	2456334.0051
	21+22.53	283979.4157	2456797.8106
	Length: 575.60	Course:	S 53-41-08 E
	Circular Curve Data		
PC	21+22.53	283979.4157	2456797.8106
RP		287864.8874	2459653.4707
PT	34+93.30	283334.4557	2458002.1459
	Delta: 16-17-16	Type:	LEFT
	Radius: 4822.00	DOC:	01-11-18
	Length: 1370.77	Tangent:	690.04
	Mid-Ord: 48.63	External:	49.12
	Chord: 1366.16	Course:	S 61-49-46 E
	Es: 49.12		

TYPICAL SECTION
PUBLIC STREET

NOT TO SCALE



NOTE:
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T.C. LEFT = PFG - 0.07'
T.C. RIGHT = PFG + 0.17'

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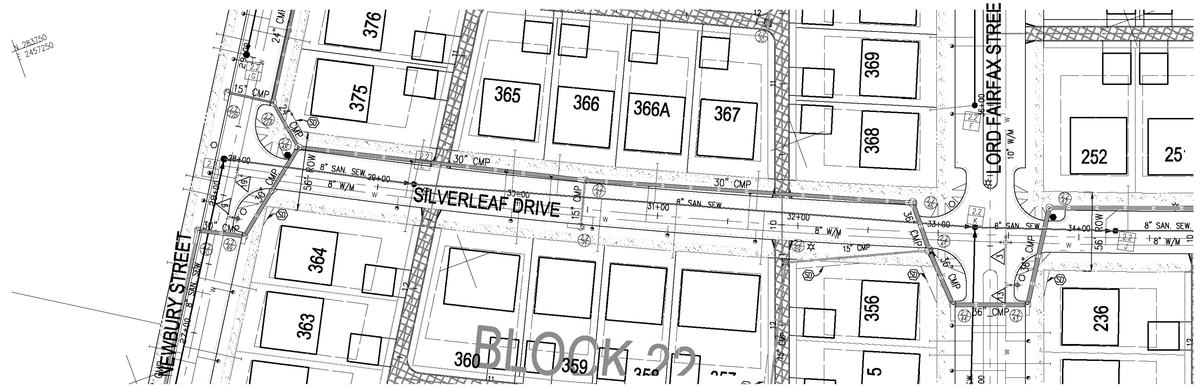
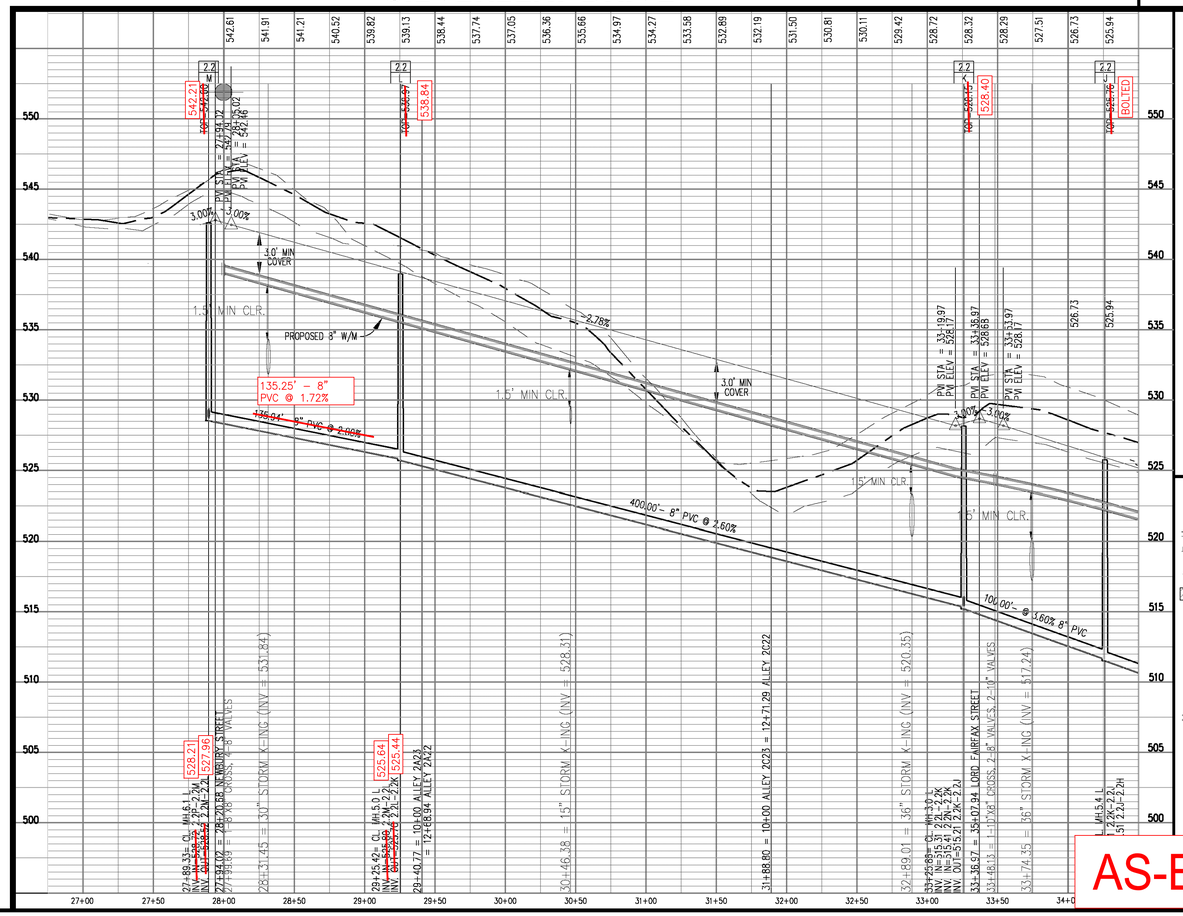
SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert. Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FT.)
2.2	357	1+49.99	2.2K /2.2L	2.08%	37.9	519.96	520.71	N/A			0+32.9	521.39	3.00	524.39	524.49		529.50
2.2	358	2+12.49	2.2K /2.2L	2.08%	38.1	521.58	522.33	N/A			0+33.1	523.02	2.00	525.02	525.12		530.35
2.2	359	2+66.17	2.2K /2.2L	2.08%	37.7	522.98	523.73	N/A			0+32.7	524.41	3.00	527.41	527.51		532.25
2.2	360	3+24.10	2.2K /2.2L	2.08%	36.6	524.48	525.23	N/A			0+31.6	525.89	2.00	527.89	527.99		532.75
2.2	367	1+55.99	2.2K /2.2L	2.08%	28.1	520.11	520.86	N/A			0+23.1	521.34	1.00	522.34	522.45		527.65
2.2	366A	2+28.43	2.2K /2.2L	2.08%	27.9	522.00	522.75	N/A			0+22.9	523.22	1.00	524.22	524.33		529.65
2.2	366	2+97.98	2.2K /2.2L	2.08%	28.9	523.80	524.55	N/A			0+23.9	525.05	1.00	526.05	526.15		531.40
2.2	365	3+30.10	2.2K /2.2L	2.08%	29.6	524.64	525.39	N/A			0+24.6	525.90	2.00	527.90	528.01		532.60
2.2	364	3+99.91	@MH 2.2L	2.08%	34.3	526.04	526.79	N/A			0+29.3	527.40	5.00	532.40	532.50		537.35



SILVERLEAF DRIVE



EASEMENT LEGEND

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- DENOTES INGRESS-EGRESS EASEMENT
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LEGEND
EXISTING EASEMENT

- DENOTES COMMON SHARED EASEMENT
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- PROPOSED ROLL CURB
- PROPOSED HANDICAP RAMP
- PRE-BLAST FOR FUTURE UTILITIES
- WATER METER
- STREET LIGHT
- STREET SIGN
- STOP SIGN
- ALLEY PAVEMENT
- (Z) NO PARKING
- (3) PRIVATE DRIVE
- (A) FIRE LANE "A"
- (B) FIRE LANE "B"
- (C) FIRE LANE "C"

LEGEND

AS-BUILT

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE: 6/18/03, 9/11/03, 10/31/03, 12/05/03

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600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

04/14/23

Plan & Profile - SILVERLEAF DRIVE

HUNTFIELD
Phase 2B

CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: 1"=5'(V), 1"=50'(H) *C.I.* N/A *DATE:* JUNE 2003

SHEET 17 *OF* 53

PP-20022

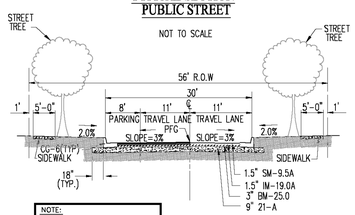
SHEET 16 OF 31

SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH	US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FF.)
2.2	243	1+50.00	2.1D	2.2H	2.08%	34.0	493.73	494.48	N/A			0+29.0	495.09	5.00	500.09	500.19		505.40
2.2	244	1+56.00	2.1D	2.2H	2.08%	32.0	494.03	494.78	N/A			0+27.0	495.34	3.00	498.34	498.45		503.35
2.2	245	2+06.55	2.1D	2.2H	2.08%	32.0	496.53	497.28	N/A			0+27.0	497.85	3.00	500.85	500.95		506.05
2.2	241	2+51.10	2.1D	2.2H	2.08%	34.0	498.74	499.49	N/A			0+29.0	500.09	5.00	505.09	505.20		509.65
2.2	246	2+59.00	2.1D	2.2H	2.08%	32.0	499.13	499.88	N/A			0+27.0	500.44	3.00	503.44	503.55		508.85
2.2	240	3+01.65	2.1D	2.2H	2.08%	34.0	501.24	501.99	N/A			0+29.0	502.59	5.00	507.59	507.70		512.65
2.2	247	3+07.65	2.1D	2.2H	2.08%	32.0	501.54	502.29	N/A			0+27.0	502.85	4.00	506.85	506.95		511.65
2.2	239	3+52.20	2.1D	2.2H	2.08%	34.0	503.74	504.49	N/A			0+29.0	505.10	5.00	510.10	510.20		515.15
2.2	248	3+58.20	2.1D	2.2H	2.08%	32.0	504.04	504.79	N/A			0+27.0	505.35	4.00	509.35	509.46		514.30
2.2	238	0+02.75	GMH	2.2H	2.08%	34.0	506.31	507.06	N/A			0+29.0	507.66	4.00	511.66	511.77		517.05
2.2	249	0+08.75	2.2H	2.2J	2.08%	32.0	506.52	507.27	N/A			0+27.0	507.84	3.00	510.84	510.94		516.10
2.2	237	0+53.14	2.2H	2.2J	2.08%	34.2	508.12	508.87	N/A			0+29.2	509.48	6.00	515.48	515.58		520.25
2.2	250	0+59.14	2.2H	2.2J	2.08%	31.7	508.34	509.09	N/A			0+26.7	509.64	3.00	512.64	512.75		517.80
2.2	251	1+04.17	2.2H	2.2J	2.08%	31.4	509.96	510.71	N/A			0+26.4	511.26	4.00	515.26	515.36		519.80
2.2	252	1+59.17	2.2H	2.2J	2.08%	31.5	511.94	512.69	N/A			0+26.5	513.24	2.00	515.24	515.35		520.00

TYPICAL SECTION
PUBLIC STREET

NOT TO SCALE

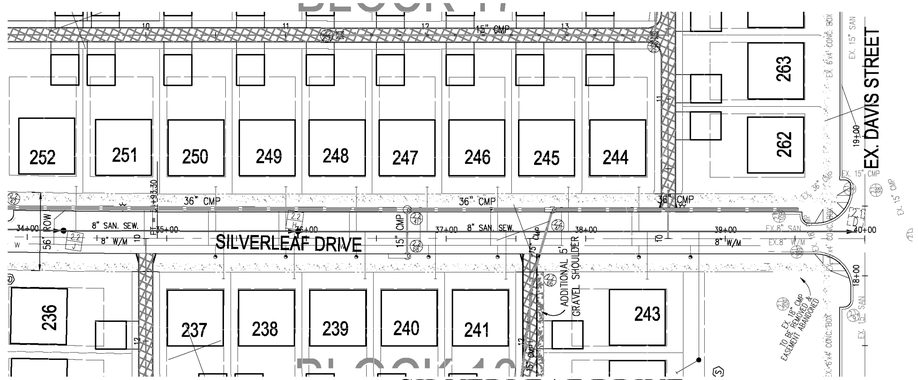


NOTE:
FOR FC TO FC = 30'
T.C. LEFT = PFG - 0.07'
T.C. RIGHT = PFG + 0.17'

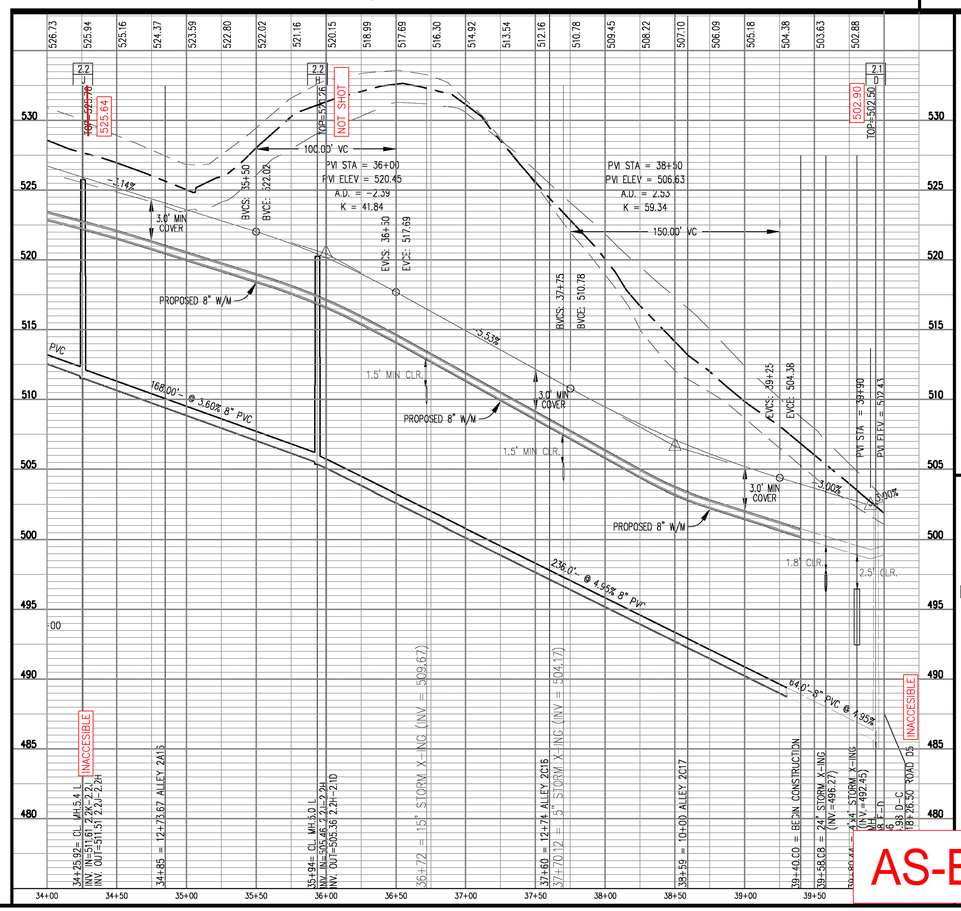
CENTERLINE GEOMETRY
SILVERLEAF DRIVE

Circular Curve Data

PC	21+22.53		283979.4157	2456797.8106
RP			287864.8874	2459653.4707
PT	34+93.30		283334.4557	2458002.1459
	Delta:	16-17-16	Type:	LEFT
	Radius:	4822.00	DOC:	01-11-18
	Length:	1370.77	Tangent:	690.04
	Mid-Ord:	48.63	External:	49.12
	Chord:	1366.16	Course:	S 61-49-46 E
	Es:	49.12		
PI	40+00		283160.9335	2458478.2064



SILVERLEAF DRIVE



STATE GRID NORTH
WEST VIRGINIA
NAD 27

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
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PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
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EASEMENT LEGEND

- (CS) DENOTES COMMON SHARED EASEMENT
- (PA) DENOTES PUBLIC ACCESS EASEMENT
- (E) DENOTES INGRESS-EGRESS EASEMENT
- (SD) DENOTES SIGHT DISTANCE EASEMENT
- (SD) DENOTES STORM DRAIN EASEMENT
- (SS) DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND
EXISTING EASEMENT

- (CS) DENOTES COMMON SHARED EASEMENT
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LEGEND:

- PROPOSED CURB
- PROPOSED ROLL CURB
- PROPOSED HANDICAP RAMP
- PRE-BLAST FOR FUTURE UTILITIES
- WATER METER
- STREET LIGHT
- STREET SIGN
- STOP SIGN
- ALLEY PAVEMENT
- (2) NO PARKING
- (3) PRIVATE DRIVE
- (A) FIRE LANE "A"
- (B) FIRE LANE "B"
- (C) FIRE LANE "C"

LEGEND

AS-BUILT

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
9/11/03
10/31/03
12/05/03

Urban Engineering & Associates, Inc.
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PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

04/14/23

Plan & Profile - SILVERLEAF DRIVE

HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: 1"=5'(V), 1"=50'(H) C.I. N/A DATE: JUNE 2003

SHEET 18 OF 53

PP-20022

SHEET 17 OF 31

CENTERLINE GEOMETRY
HOLLY SPRINGS DRIVE

PI 28+84.54 — 283837.4142 — 2457538.1196
Length: 352.60 Course: S 64-54-25 E
Delta: 11-13-17

Tangent Data
17+70.47 — 284497.1859 — 2456640.4204
27+61.75 — 283910.1375 — 2457439.1708
Length: 991.28 Course: S 53-41-08 E

Circular Curve Data
PC 27+61.75 — 283910.1375 — 2457439.1708
RP — 284917.3626 — 2458179.4394
PT 30+06.56 — 283785.3367 — 2457649.3287
Delta: 11-13-17 Type: LEFT
Radius: 1250.00 DOC: 04-35-01
Length: 244.81 Tangent: 122.80
Mid-Ord: 5.99 External: 6.02
Chord: 244.42 Course: S 59-17-47 E
Es: 6.02

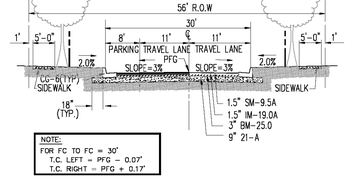
PI 32+36.35 — 283687.8824 — 2457857.4375
Length: 763.69 Course: S 69-58-24 E
Delta: 5-03-59

Tangent Data
30+06.56 — 283785.3367 — 2457649.3287
32+03.17 — 283701.9541 — 2457827.3881
Length: 196.62 Course: S 64-54-25 E

Circular Curve Data
PC 32+03.17 — 283701.9541 — 2457827.3881
RP — 284381.1697 — 2458145.4545
PT 32+69.49 — 283676.5194 — 2457888.6122
Delta: 05-03-59 Type: LEFT
Radius: 750.00 DOC: 07-38-22
Length: 66.32 Tangent: 33.18
Mid-Ord: 0.73 External: 0.73
Chord: 66.30 Course: S 67-26-25 E
Es: 0.73

TYPICAL SECTION
PUBLIC STREET

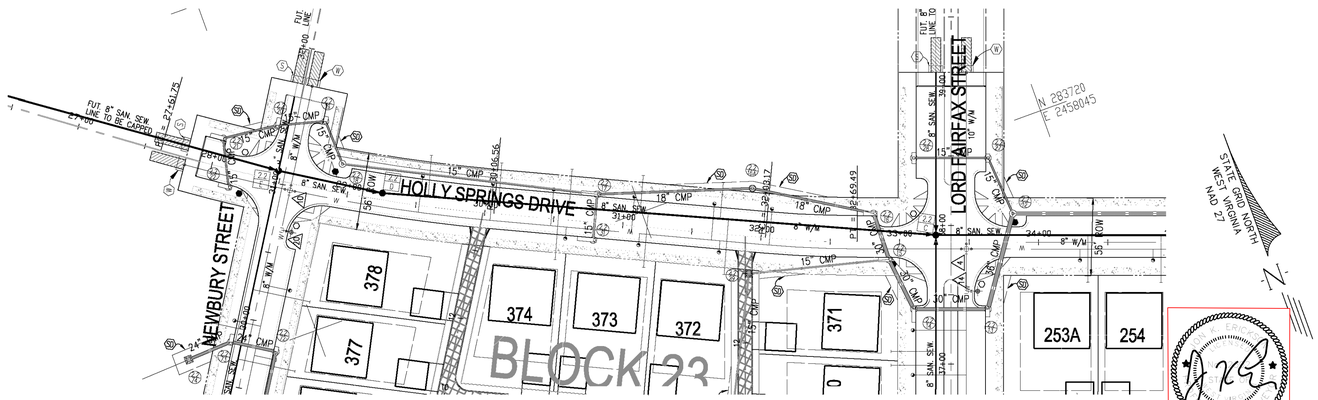
NOT TO SCALE



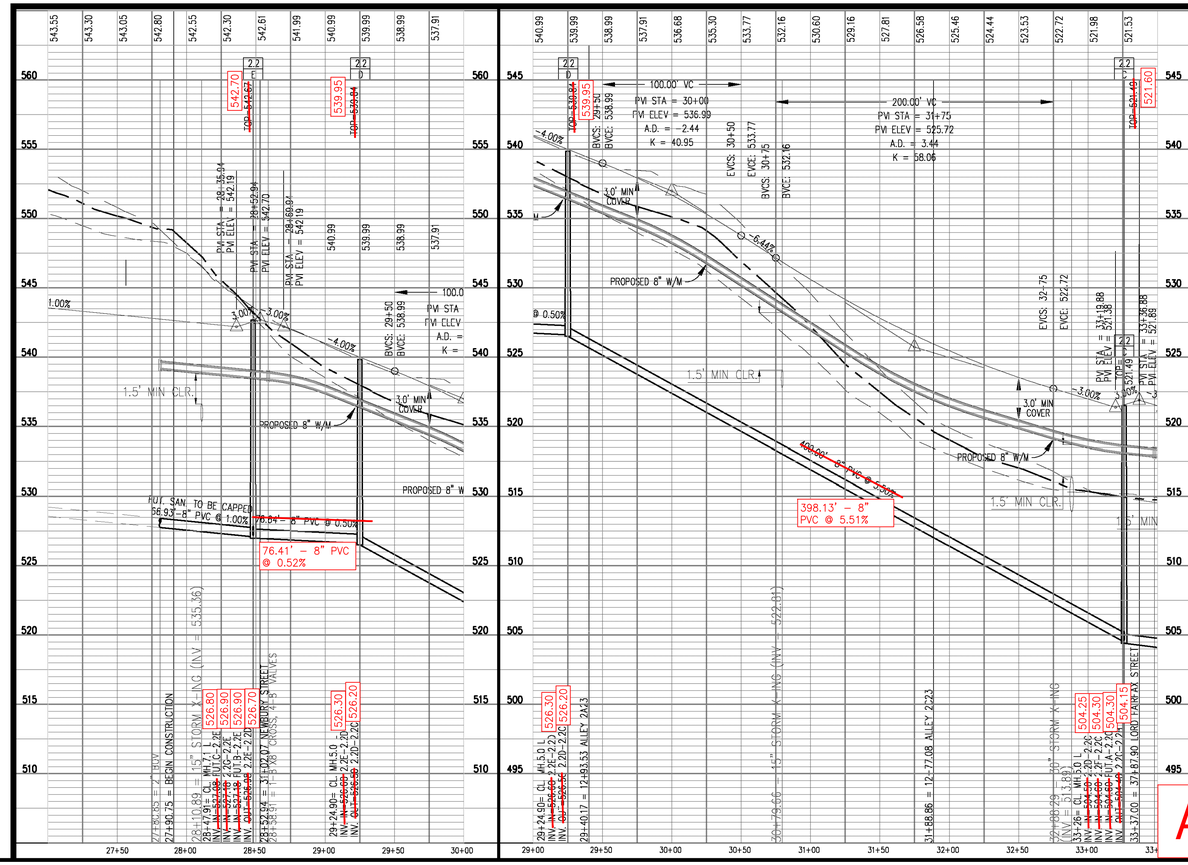
NOTE:
FOR FC TO FC = 30'
T.C. LEFT = PFG - 0.07'
T.C. RIGHT = PFG + 0.13'

SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert. Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FT.)
2.2	Lot 9	1+23.94	2.2C /2.2D	2.08%	25.7	512.07	512.82	N/A			0+20.7	513.25	2.00	515.25	515.35		520.00
2.2	372	1+49.79	2.2C /2.2D	2.08%	40.0	513.49	514.24	N/A			0+35.0	514.97	4.00	518.97	519.07		523.70
2.2	Lot 10	1+55.79	2.2C /2.2D	2.08%	26.1	513.82	514.57	N/A			0+21.1	515.01	4.00	519.01	519.11		524.00
2.2	373	2+07.71	2.2C /2.2D	2.08%	39.2	516.67	517.42	N/A			0+34.2	518.14	5.00	523.14	523.24		527.70
2.2	Lot 11	2+13.71	2.2C /2.2D	2.08%	26.9	517.00	517.75	N/A			0+21.9	518.21	4.00	522.21	522.31		527.50
2.2	Lot 12	2+64.87	2.2C /2.2D	2.08%	27.5	519.82	520.57	N/A			0+22.5	521.04	4.00	525.04	525.14		530.00
2.2	374	2+72.21	2.2C /2.2D	2.08%	38.5	520.22	520.97	N/A			0+33.5	521.57	4.00	525.67	525.77		530.90
2.2	Lot 13	3+15.86	2.2C /2.2D	2.08%	28.2	522.62	523.37	N/A			0+23.2	523.85	1.00	524.85	524.96		530.00
2.2	Lot 14	3+66.86	2.2C /2.2D	2.08%	29.8	525.43	526.18	N/A			0+24.8	526.69	3.00	529.69	529.80		535.00



HOLLY SPRINGS DRIVE



EASEMENT LEGEND

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- PROPOSED HANDICAP RAMP
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- STOP SIGN
- ALLEY PAVEMENT

(2) NO PARKING
(3) PRIVATE DRIVE
(A) FIRE LANE "A"
(B) FIRE LANE "B"
FIRE LANE "C"

LEGEND
EX. GRADE 35' LEFT
EX. GRADE @ ℄
EX. GRADE 35' RIGHT

AS-BUILT

MORRIS & RITCHIE ASSOCIATES, INC.
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No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE: 6/18/03, 9/10/03, 10/31/03, 12/05/03

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600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

COMMONWEALTH OF VIRGINIA — #5137 — LICENSED PROFESSIONAL ENGINEER — THOMAS D. WITTMAN — REGISTERED LAND SURVEYOR

Plan & Profile - HOLLY SPRINGS DRIVE
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
DATE: JUNE 2003
SCALE: 1"=5'(V), 1"=50'(H) C.I. N/A

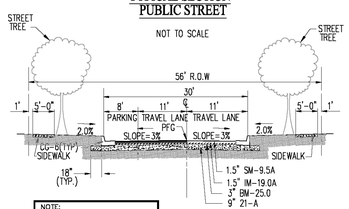
SHEET 19 OF 53

PP-20022

SHEET 18 OF 31

TYPICAL SECTION
PUBLIC STREET

NOT TO SCALE



NOTE:
FOR FC TO FC = 30'
T.C. LEFT = PFG - 0.07'
T.C. RIGHT = PFG + 0.17'

CENTERLINE GEOMETRY
HOLLY SPRINGS DRIVE

PI	40+00	283426.3518	2458574.9504

Tangent Data

32+69.49		283676.5194	2457888.6122
40+00		283426.3518	2458574.9504
Length:	730.51	Course:	S 69-58-24 E

SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert. Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FT.)
2.2	259	0+00.00	@MH 2.1C	2.08%	34.0	483.53	484.28	N/A			0+29.0	484.89	17.00	501.89	501.99		506.45
2.2	261	1+50.00	2.1C /2.2A	2.08%	34.0	489.95	490.70	N/A			0+29.0	491.30	5.00	496.30	496.41		501.35
2.2	260	2+02.00	2.1C /2.2A	2.08%	34.0	492.03	492.78	N/A			0+29.0	493.38	6.00	499.38	499.49		503.95
2.2	Lot 2	2+08.00	2.1C /2.2A	2.08%	32.0	492.27	493.02	N/A			0+27.0	493.58	5.00	498.58	498.68		503.95
2.2	258	0+90.00	2.2A /2.2B	2.08%	31.3	498.25	499.00	N/A			0+26.3	499.55	4.00	503.55	503.65		508.45
2.2	257	1+00.00	2.2A /2.2B	2.08%	34.0	498.65	499.40	N/A			0+29.0	500.00	5.00	505.00	505.11		510.20
2.2	256	1+48.00	2.2A /2.2B	2.08%	34.0	500.57	501.32	N/A			0+29.0	501.92	5.00	506.92	507.03		511.50
2.2	255	1+99.15	@MH 2.2B	2.08%	33.9	502.03	502.78	N/A			0+28.9	503.38	5.00	508.38	508.49		512.90
2.2	254	0+45.64	2.2B /2.2C	2.08%	34.0	502.70	503.03	N/A			0+29.0	503.63	4.00	507.63	507.74		512.80
2.2	253A	0+98.32	2.2B /2.2C	2.08%	34.0	503.36	503.69	N/A			0+29.0	504.29	5.00	509.29	509.40		513.85

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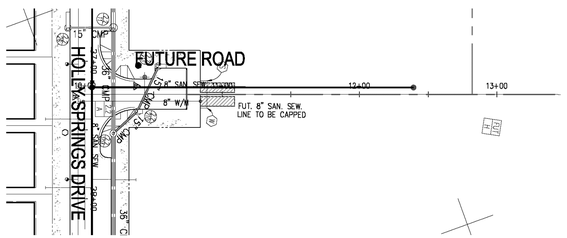
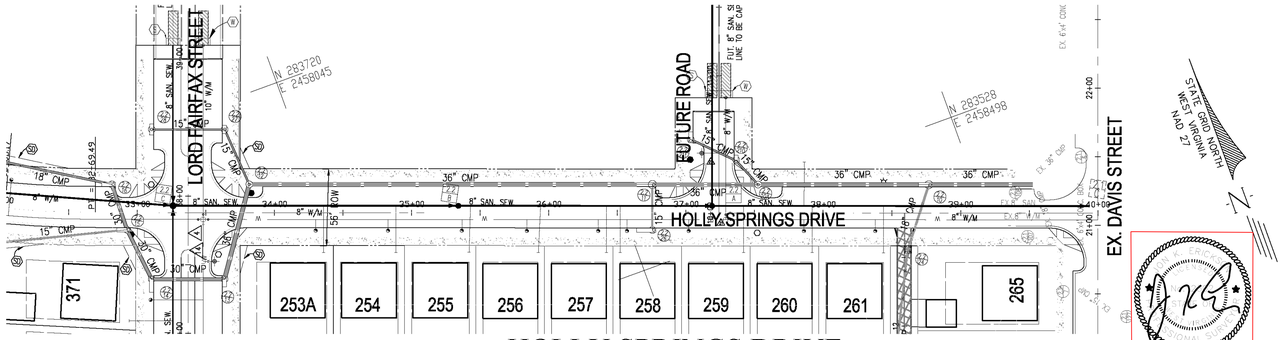
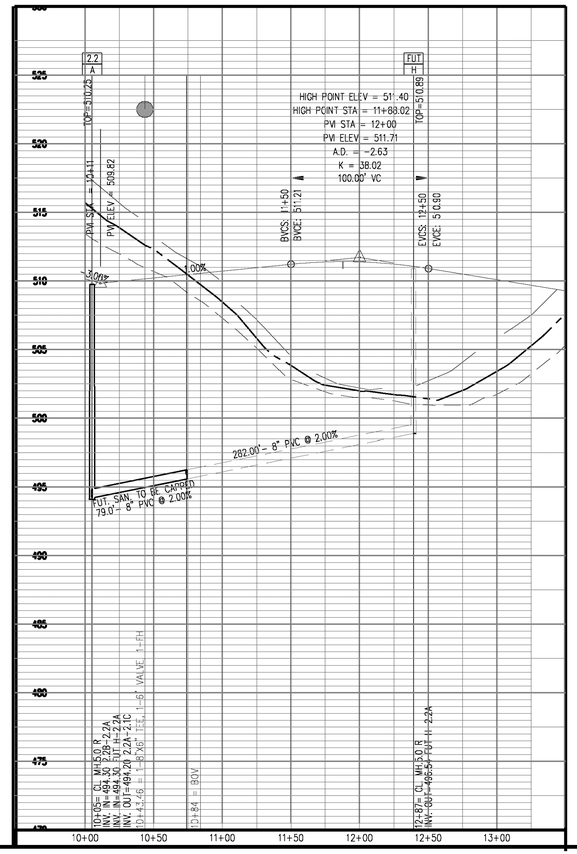


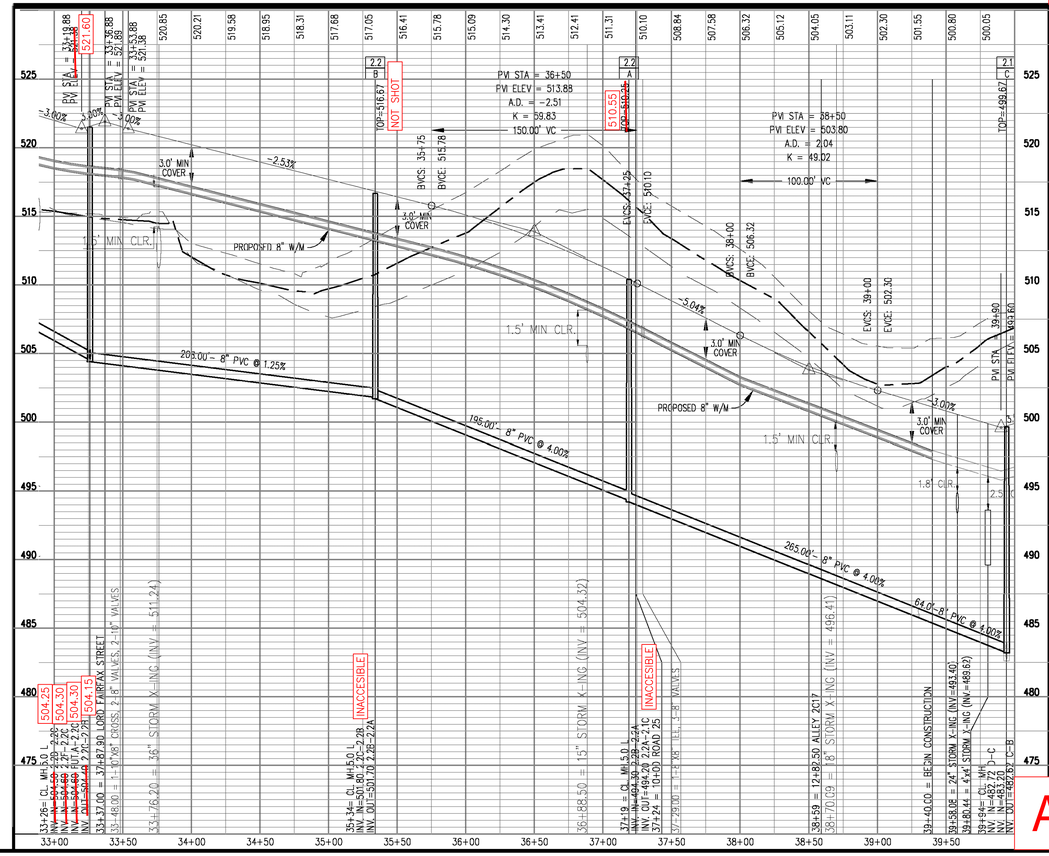


STATE GRID NORTH
WEST VIRGINIA
NAD 27'

FUTURE ROAD



HOLLY SPRINGS DRIVE



EASEMENT LEGEND

- (SS) DENOTES COMMON SHARED EASEMENT
- (PA) DENOTES PUBLIC ACCESS EASEMENT
- (IE) DENOTES INGRESS-EGRESS EASEMENT
- (SI) DENOTES SIGHT DISTANCE EASEMENT
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- (SS) DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND
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- PROPOSED HANDICAP RAMP
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- STREET LIGHT
- STREET SIGN
- STOP SIGN
- ALLEY PAVEMENT

- (2) NO PARKING
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- (A) FIRE LANE "A"
- (B) FIRE LANE "B"
- FIRE LANE "C"

LEGEND
- EX. GRADE 35' LEFT
- EX. GRADE @ ℄
- EX. GRADE 35' RIGHT

AS-BUILT

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
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Plan & Profile - HOLLY SPRINGS DRIVE

HUNTFIELD
Phase 2B

CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: JUNE 2003

SCALE: 1"=5'(V), 1"=50'(H) C.I. N/A

SHEET
20
OF
53

PP-20022

CENTER LINE GEOMETRY
NEWBURY STREET

PI 14+30.13 — 282413.1752 — 2456676.7194
Length: 863.26 Course: N 28-09-34 E

PI 22+93.39 — 283174.2567 — 2457084.1138
Length: 1719.29 Course: N 32-09-34 E
Delta: 4-00-00

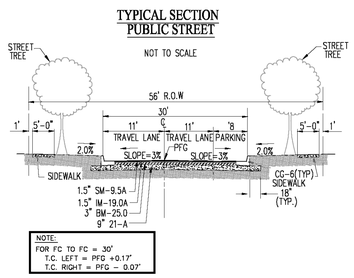
Tangent Data
14+30.13 — 282413.1752 — 2456676.7194
22+93.39 — 283174.2567 — 2457084.1138
Length: 863.26 Course: N 28-09-34 E

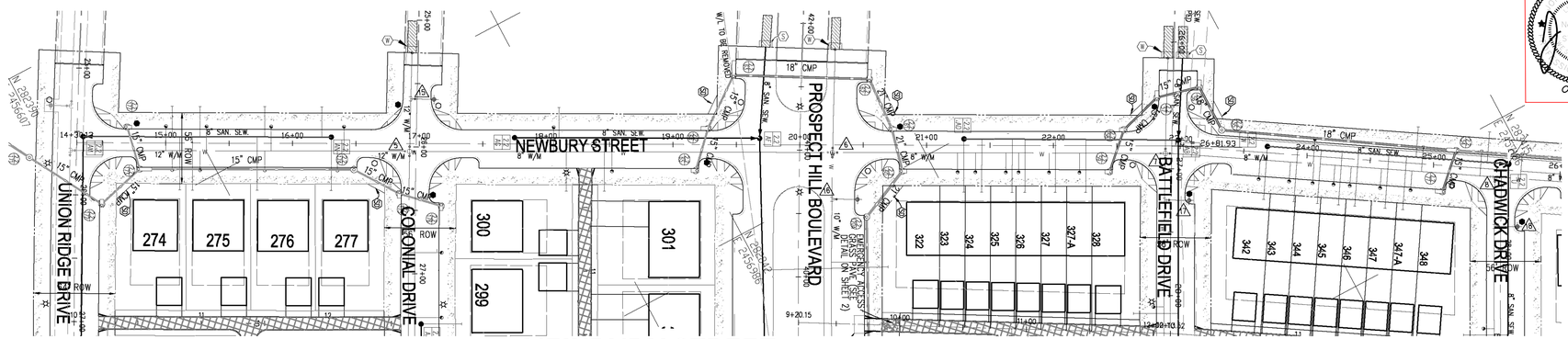
SANITARY LATERAL COMPUTATIONS

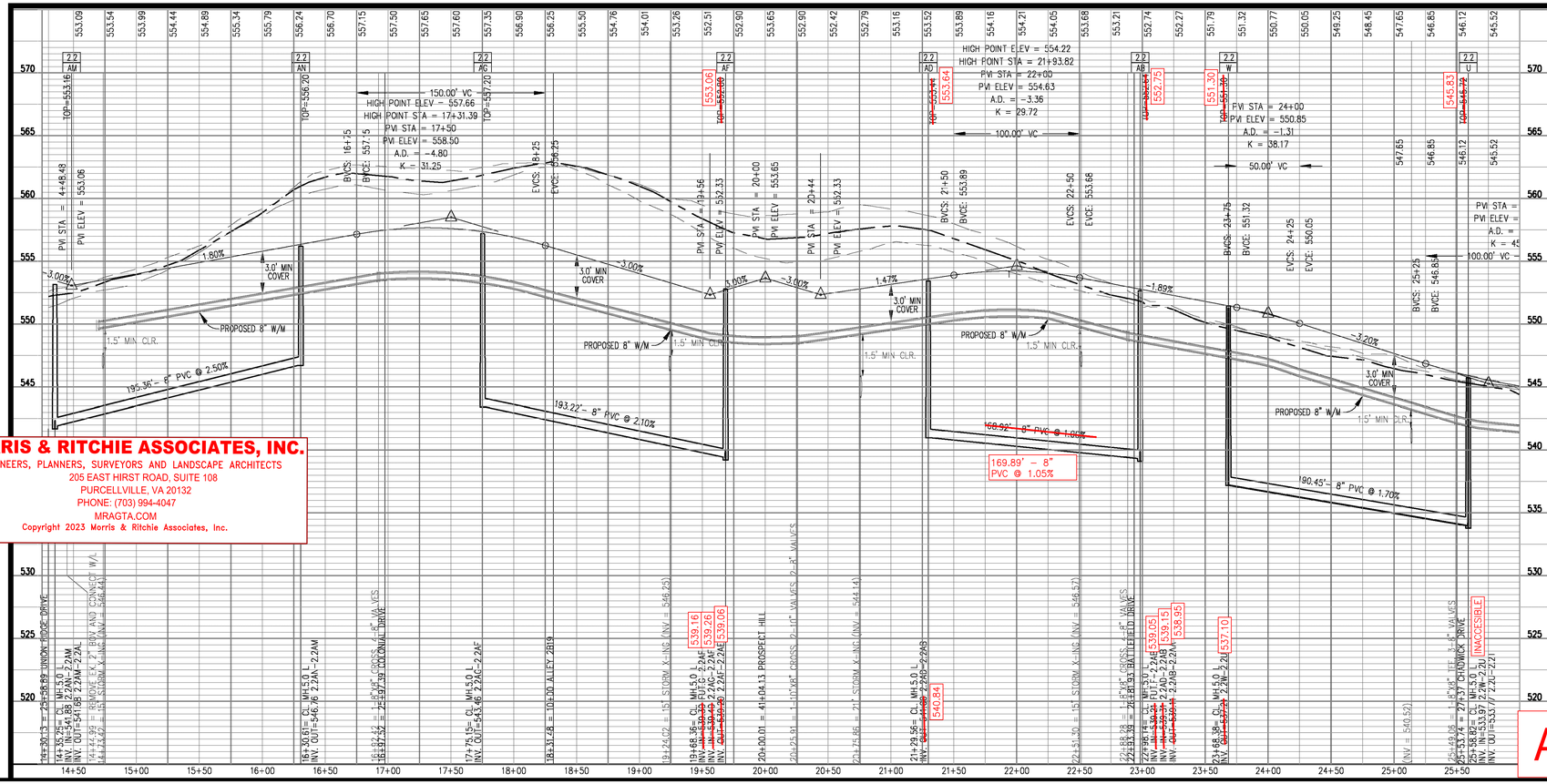
Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert. Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FT.)
2.2	Lot 41	0+16.64	2.2U /2.2W	2.08%	24.0	537.40	538.15	N/A			0+19.0	538.55	N/A		538.65		541.00
2.2	Lot 23	0+72.89	2.2U /2.2W	2.08%	24.0	538.36	539.11	N/A			0+19.0	539.50	N/A		539.61		541.50
2.2	347	0+80.45	2.2U /2.2W	2.08%	42.0	538.49	539.24	N/A			0+37.0	540.01	N/A		540.11		541.94
2.2	346	0+94.46	2.2U /2.2W	2.08%	42.0	538.73	539.48	N/A			0+37.0	540.24	N/A		540.35		542.61
2.2	345	1+18.45	2.2U /2.2W	2.08%	42.0	539.13	539.88	N/A			0+37.0	540.65	N/A		540.76		543.94
2.2	344	1+42.46	2.2U /2.2W	2.08%	42.0	539.54	540.29	N/A			0+37.0	541.06	N/A		541.16		544.61
2.2	Lot 24	1+48.46	2.2U /2.2W	2.08%	24.0	539.64	540.39	N/A			0+19.0	540.79	N/A		540.89		544.50
2.2	343	1+66.45	2.2U /2.2W	2.08%	42.0	539.95	540.70	N/A			0+37.0	541.47	N/A		541.57		545.28
2.2	342	1+90.45	@MH 2.2W	2.08%	42.0	539.94	540.69	N/A			0+37.0	541.46	N/A		541.56		545.95
2.2	327	0+72.83	2.2AB /2.2AD	2.08%	41.8	540.79	541.54	N/A			0+36.8	542.31	1.00	543.31	543.41		548.45
2.2	326	0+96.83	2.2AB /2.2AD	2.08%	41.8	541.03	541.78	N/A			0+36.8	542.55	2.00	544.55	544.65		549.12
2.2	325	1+20.83	2.2AB /2.2AD	2.08%	41.9	541.27	542.02	N/A			0+36.9	542.79	1.00	543.79	543.89		548.45
2.2	324	1+44.83	2.2AB /2.2AD	2.08%	41.9	541.51	542.26	N/A			0+36.9	543.03	N/A		543.14		547.78
2.2	323	1+68.92	@MH 2.2AD	2.08%	42.0	541.34	542.09	N/A			0+37.0	542.86	N/A		542.96		547.11

SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert. Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FT.)
2.2	Lot 26	1+16.32	2.2AF /2.2AG	2.08%	24.0	542.59	543.34	N/A			0+19.0	543.74	N/A		543.84		548.00
2.2	301	1+22.32	2.2AF /2.2AG	2.08%	42.0	542.72	543.47	N/A			0+37.0	544.24	N/A		544.34		548.40
2.2	300	1+52.32	2.2AF /2.2AG	2.08%	42.0	543.35	544.10	N/A			0+37.0	544.87	3.00	547.87	547.97		552.50
2.2	Lot 27	1+58.32	2.2AF /2.2AG	2.08%	24.0	543.47	544.22	N/A			0+19.0	544.62	2.00	546.62	546.72		552.00
2.2	Lot 31	0+70.01	2.2AM /2.2AN	2.08%	24.0	544.38	545.13	N/A			0+19.0	545.52	N/A		545.63		550.40
2.2	Lot 30	0+92.01	2.2AM /2.2AN	2.08%	24.0	544.93	545.68	N/A			0+19.0	546.07	N/A		546.18		551.30
2.2	Lot 29	1+43.01	2.2AM /2.2AN	2.08%	24.0	546.20	546.95	N/A			0+19.0	547.35	N/A		547.45		552.20
2.2	Lot 28	1+88.01	2.2AM /2.2AN	2.08%	24.0	547.33	548.08	N/A			0+19.0	548.47	N/A		548.58		552.50







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EASEMENT LEGEND

- (CS) DENOTES COMMON SHARED EASEMENT
- (PA) DENOTES PUBLIC ACCESS EASEMENT
- (E) DENOTES INGRESS-EGRESS EASEMENT
- (SS) DENOTES SIGHT DISTANCE EASEMENT
- (SD) DENOTES STORM DRAIN EASEMENT
- (SS) DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- (W) DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND
EXISTING EASEMENT

- (CS) DENOTES COMMON SHARED EASEMENT
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- PROPOSED CURB
- PROPOSED ROLL CURB
- PROPOSED HANDICAP RAMP
- PRE-BLAST FOR FUTURE UTILITIES
- WATER METER
- STREET LIGHT
- STREET SIGN
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- ALLEY PAVEMENT
- (2) NO PARKING
- (3) PRIVATE DRIVE
- (A) FIRE LANE "A"
- (B) FIRE LANE "B"
- (C) FIRE LANE "C"

LEGEND

AS-BUILT

STATE GRID NORTH
WEST VIRGINIA
NAD 27

04/19/23

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
6/18/03
9/11/03
10/31/03
12/05/03

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PHONE (540) 450-0211 FAX (540) 450-0210

Plan & Profile - Newbury Street

HUNTFIELD
Phase 2B

CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: JUNE 2003

SCALE: (H) 1"=50' (V) 1"=5' *C.I.* = N/A

SHEET 21 *OF* 53

PP-20022

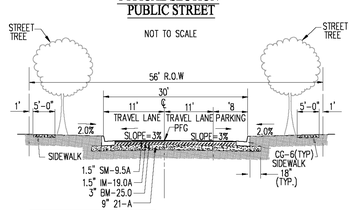
SHEET 20 OF 31

SANITARY LATERAL COMPUTATIONS

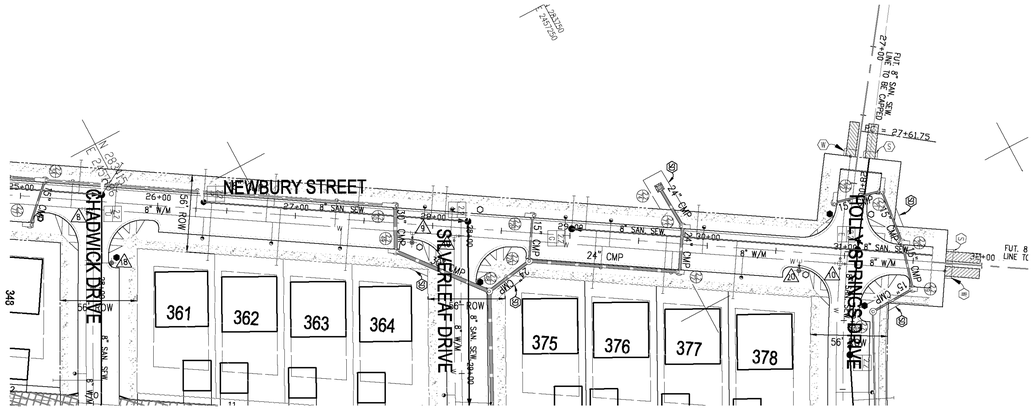
Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert. Bend	Inv @ End of Lateral	Finished Grade @ End Lot	Basement Elevation (FT.)
2.2	378	0+87.75	2.2E /2.2G	2.08%	42.0	528.81	529.56	N/A			0+37.0	530.33	N/A		530.43		535.50
2.2	Lot 15	1+17.40	2.2E /2.2G	2.08%	24.0	529.11	529.86	N/A			0+19.0	530.25	N/A		530.36		535.00
2.2	377	1+38.93	2.2E /2.2G	2.08%	42.0	529.32	530.07	N/A			0+37.0	530.84	N/A		530.95		535.50
2.2	376	1+90.12	2.2E /2.2G	2.08%	42.0	529.83	530.58	N/A			0+37.0	531.35	N/A		531.46		535.75
2.2	Lot 16	1+98.22	2.2E /2.2G	2.08%	24.0	529.92	530.67	N/A			0+19.0	531.06	N/A		531.16		535.50
2.2	Lot 17	2+08.22	GMH 2.2G	2.08%	24.0	529.60	530.35	N/A			0+19.0	530.74	N/A		530.85		535.50
2.2	363	0+86.25	GMH 2.2P	2.08%	42.0	530.19	530.94	N/A			0+37.0	531.71	1.00	532.71	532.81		537.90
2.2	362	1+36.40	GMH 2.2P	2.08%	42.0	530.19	530.94	N/A			0+37.0	531.71	2.00	533.71	533.81		538.45
2.2	361	1+86.57	GMH 2.2P	2.08%	42.0	530.19	530.94	N/A			0+37.0	531.71	2.00	533.71	533.81		538.75
2.2	Lot 18	0+16.92	GMH 2.2P	2.08%	24.0	530.19	530.94	N/A			0+19.0	531.33	1.00	532.33	532.44		537.00
2.2	Lot 19	0+26.92	GMH 2.2P	2.08%	24.0	530.19	530.94	N/A			0+19.0	531.33	1.00	532.33	532.44		537.00
2.2	Lot 20	0+80.25	GMH 2.2P	2.08%	24.0	530.19	530.94	N/A			0+19.0	531.33	1.00	532.33	532.44		537.50
2.2	Lot 21	1+41.40	GMH 2.2P	2.08%	24.0	530.19	530.94	N/A			0+19.0	531.33	2.00	533.33	533.44		538.00
2.2	Lot 22	1+92.57	GMH 2.2P	2.08%	24.0	530.19	530.94	N/A			0+19.0	531.33	2.00	533.33	533.44		538.50

TYPICAL SECTION
PUBLIC STREET

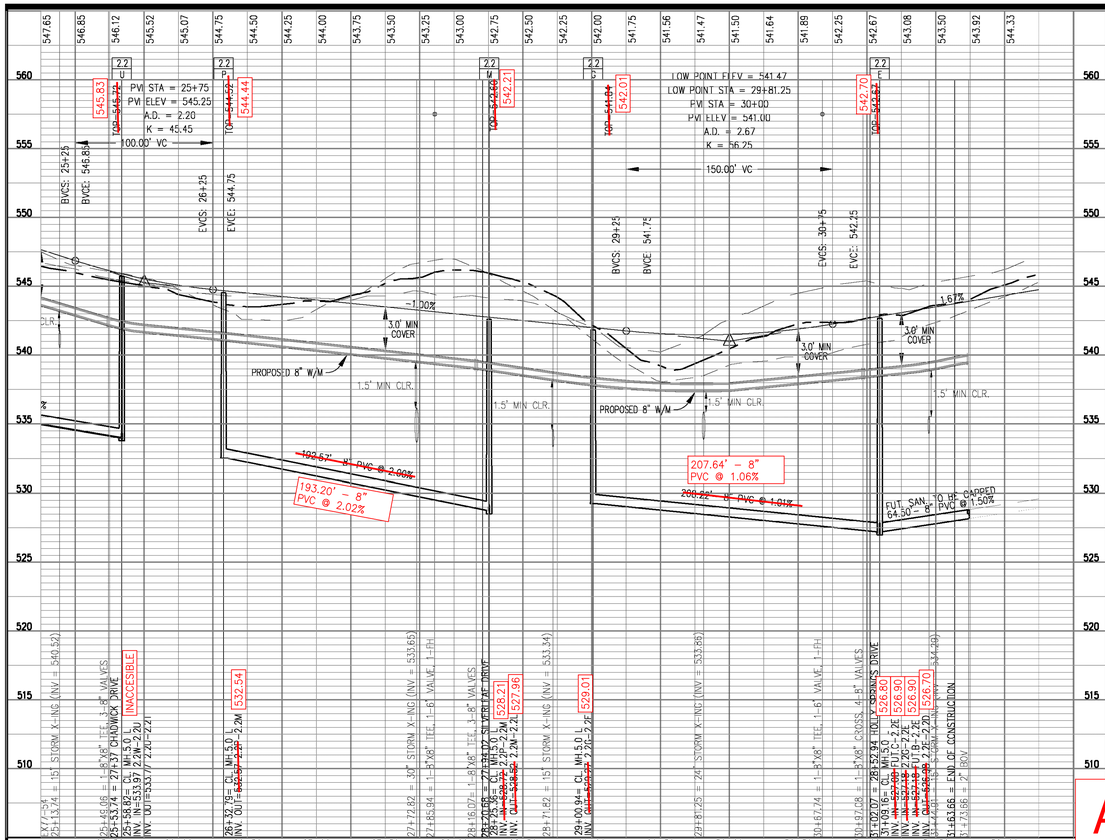
NOT TO SCALE



NOTE:
FOR FC TO FC = 30'
T.C. LEFT = PFG +0.17'
T.C. RIGHT = PFG - 0.07'



NEWBURY STREET



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- (C) FIRE LANE "C"

LEGEND

AS-BUILT

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04/14/23

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE: 6/18/03, 9/11/03, 11/21/03, 12/05/03

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Plan & Profile - Newbury Street

HUNTFIELD
Phase 2B
CHARLESTOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: JUNE 2003

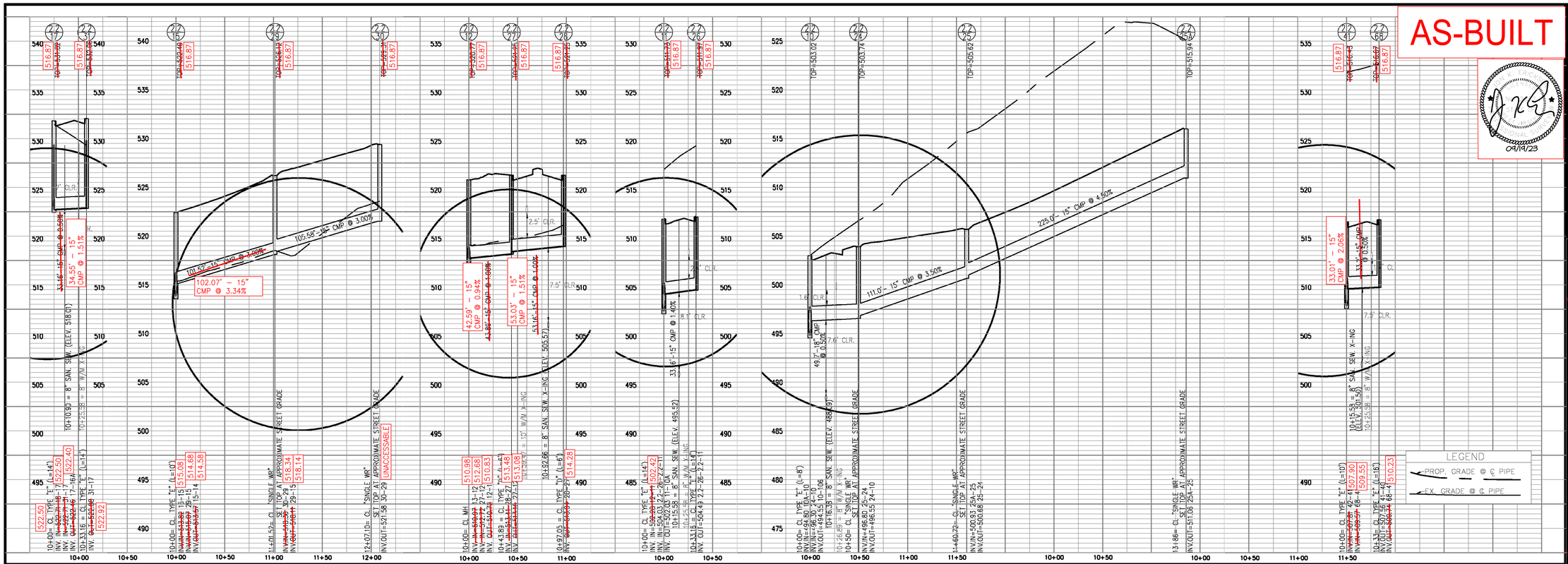
SCALE: (H) 1"=50' (V) 1"=5' *C.I.* = N/A

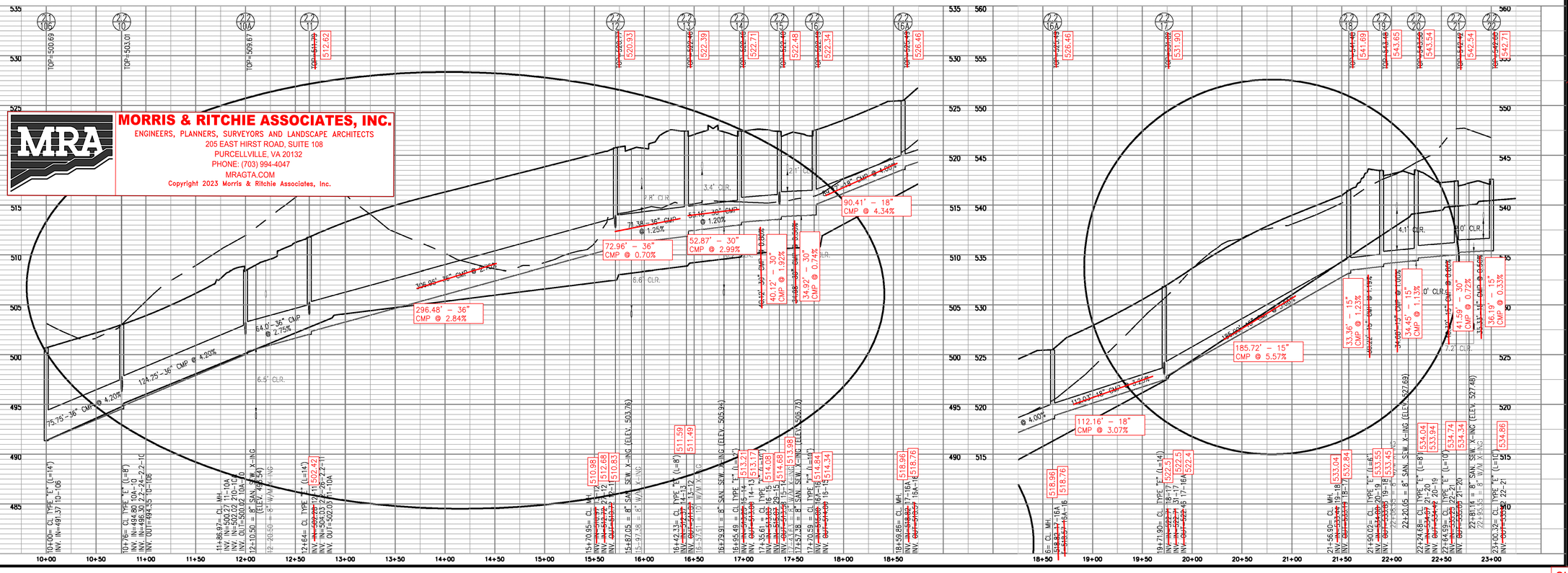
SHEET 22 *OF* 53

PP-20022

SHEET 21 OF 31

AS-BUILT





No.	DATE	DESCRIPTION
1.	01/27/06	AMENDED STM PRF 2.2-17, 2.2-31

REVISIONS

PLAN DATE
6/18/03
9/11/03
10/31/03
12/05/03

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Storm Profiles
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: (H) 1"=50' (V) 1"=5' C.I. = N/A DATE: JUNE 2003

SHEET 33 OF 53

PP-20022

SHEET 22 OF 31

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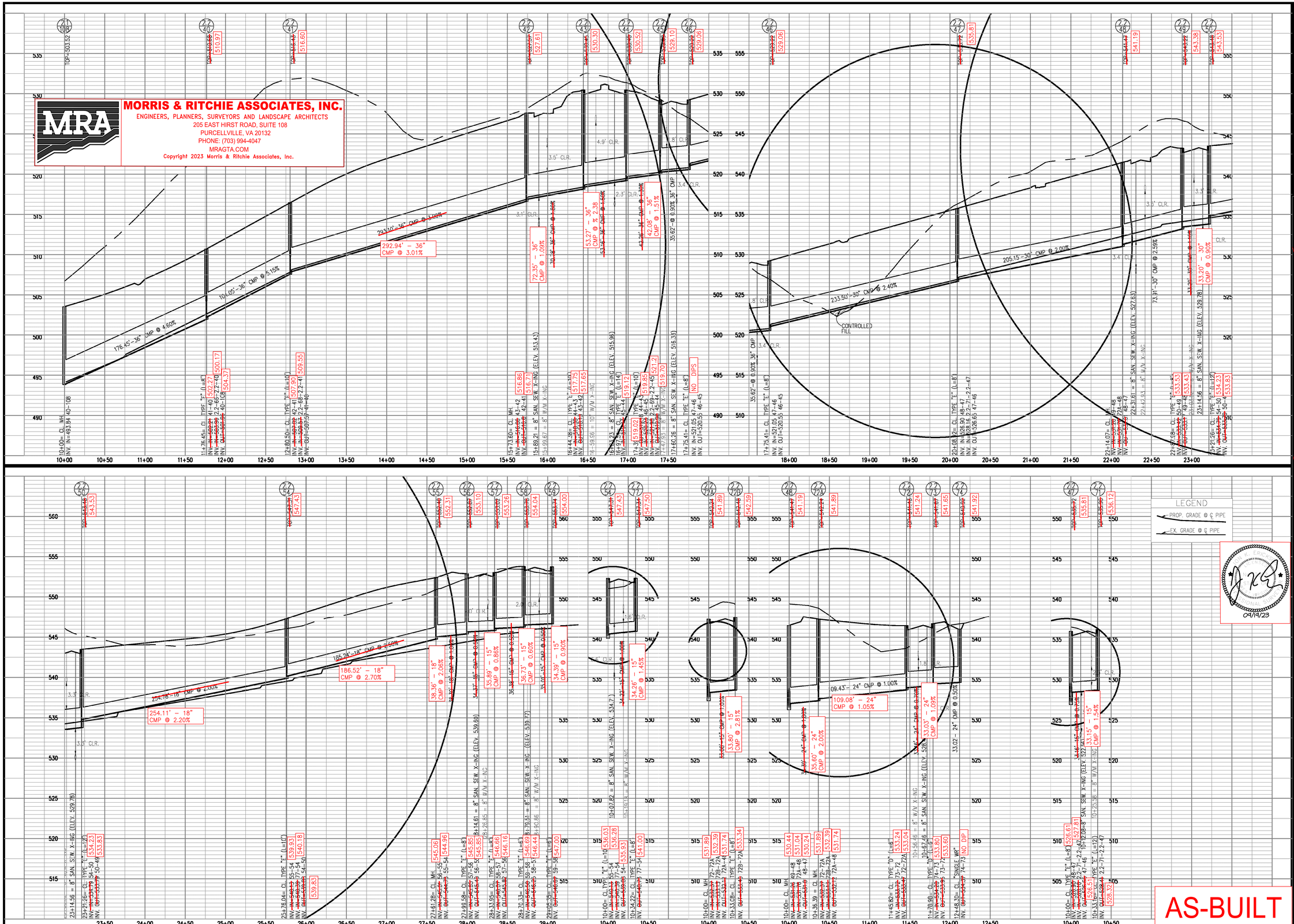

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COMMONWEALTH OF VIRGINIA — DEREK L. ELLCOCK — LICENSED PROFESSIONAL ENGINEER — NO. 041537 — 04/19/23

Storm Profiles
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

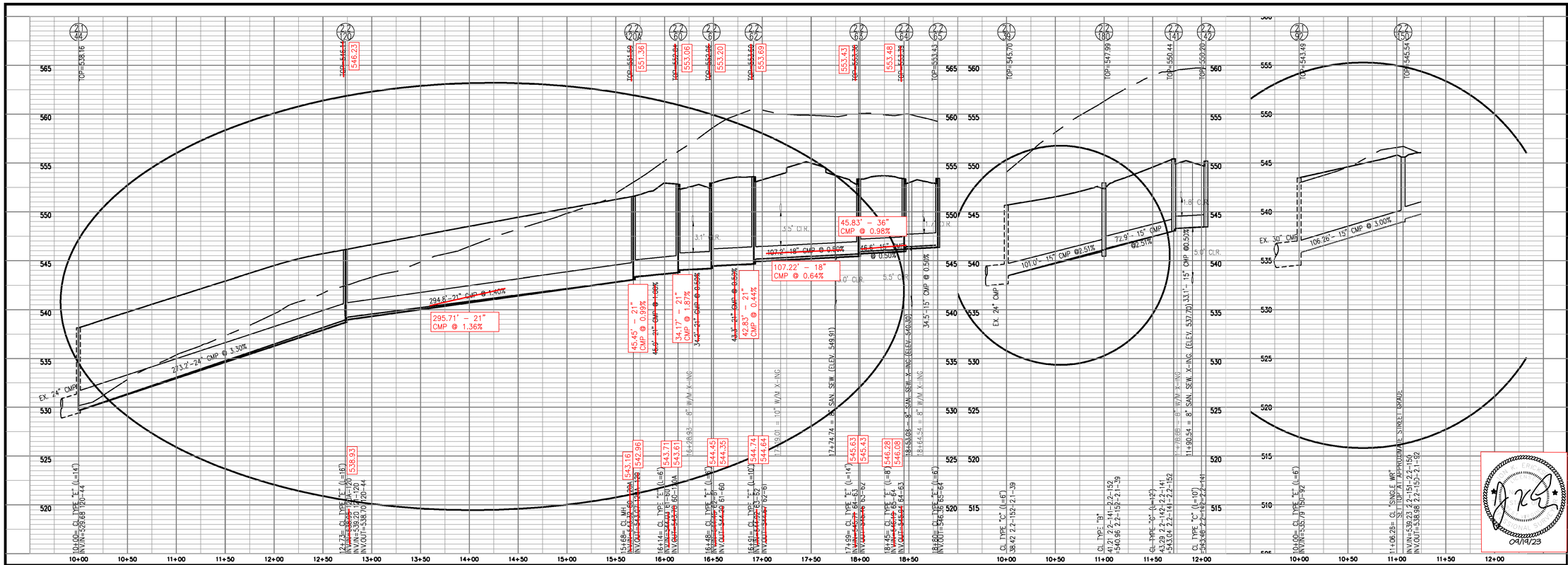
SCALE: (H) 1" = 50' (V) 1" = 5' *C.I.* = N/A *DATE:* JUNE 2003

SHEET 34 *OF* 53

PP-20022

AS-BUILT

SHEET 23 OF 31



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09/19/23

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Storm Profiles
HUNTFIELD
Phase 2B
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: (H) 1"=50' (V) 1"=5' *C.I.* = N/A *DATE:* JUNE 2003

SHEET
36
OF
53

PP-20022

Kimley»Horn

Memorandum

To: Mathew Stare
Director of Land
Dr Acquisitions, LLC
7945 Wormans Mill Road
Frederick, MD 21701

From: Mark Phillips, P.E.

Through: James Newman
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: February 11, 2025

Subject: Huntfield Phase 2B-2 Bond Release Request Review

This memorandum summarizes our review of the Bond Release Request for the Huntfield Phase 2B-2 Bond Release application (dated September 29, 2023, prepared by Dr Acquisitions, LLC) for a release of $268,592.89. Using the Construction Plans and Profiles As-Builts dated September 19, 2023, Huntfield 2B-2 Bond Unit Cost Reduction, and a site visit conducted on February 10, 2025, it is our opinion that the quantities of work that have been presented on the bond release are a reasonable representation of the work completed in the field.

Thank you for the opportunity to review this Bond Release Request. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Project Manager
Associate

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-188: *BR2023-05:* Huntfield Phase 3A- Bond Reduction (previously tabled on December 4, 2023)

Proposed Motion: Approve DR Acquisitions LLC., performance and land disturbance bond reduction request for the Huntfield Subdivision – Phase 3A from $287,720.35 to $75,439.36

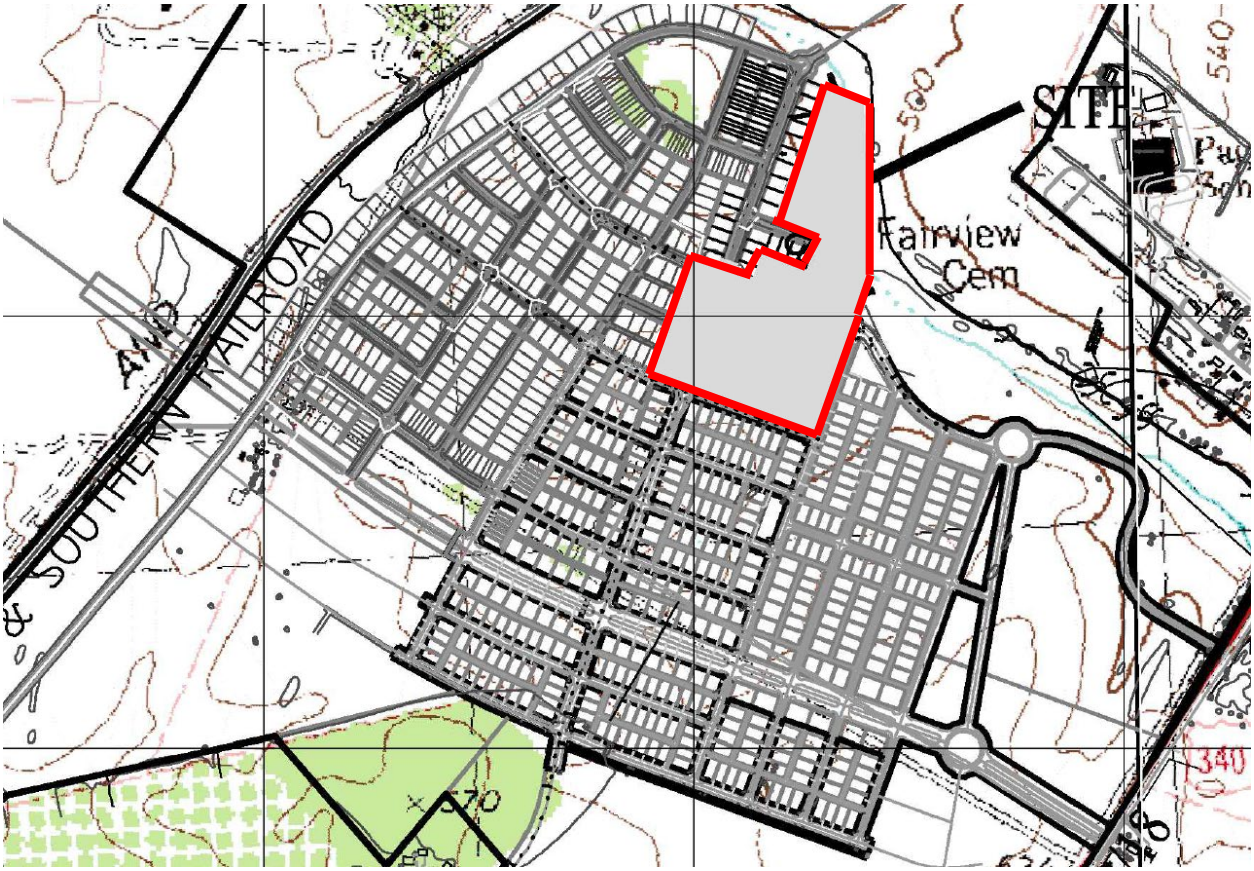
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Applicant engineer review.pdf
- 4. Phase 3A AS-Builts.pdf
- 5. KH Review.pdf

Bond Reduction Request
BR2023-05

Date: For the February 18, 2025 City Council meeting
Applicant: DR Acquisitions LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond reduction of $212,280.99

Huntfield – Phase 3A



CURRENT BOND
Combined performance and land disturbance bond amount of $287,720.35

BACKGROUND
The applicant, DR Acquisitions LLC., has submitted a bond reduction request for the Huntfield Subdivision – Phase 3A. The applicant is requesting a reduction of the **performance and land disturbance bond** amount from $287,720.35 to $**75,439.36** a reduction of $212,280.99

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond reduction amount is a reasonable representation of the work completed in the field and shown in the as-built drawings.

BOND COMMITTEE
The Bond Committee reviewed this item at their November 16, 2023 meeting. The Committee recommended approval of the bond reduction request.

PLANNING COMMISSION
The Planning Commission reviewed this item at their November 27, 2023 meeting. The Commission discussed missing signage (street signs and stop signs) in or around the area of this phase. The Commission recommended approval subject to the condition:

1. The appropriate missing signage be installed, specifically at Lord Fairfax and Silverleaf, and Lord Fairfax and Deerbrook.

KIMLEY-HORN
Kimley-Horn did a site visit on February 10, 2025, and is of the opinion that the proposed bond reduction adequately covers the work done at the site.

CITY COUNCIL
Council reviewed this request at their December 4, 2023 meeting, and tabled action until the stop signs and street signs had been installed.

RECOMMENDATION
Approval, now that the street and stop signs have been installed. See next pages of this report.

Street and stop signs at Silverleaf and Lord Fairfax:





Street and stop signs at Deerbrook and Lord Fairfax:





Bond Request No._____

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE September 29, 2023

2. APPLICATION TYPE ☐ Bond | Initiation ☑ Bond | Reduction

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Huntfield

Address Charles Town, Jeff Co., West Virginia

4. APPLICANT'S NAME* DR Acquisitions, LLC

Address 7945 Worman's Mill Rd, Frederick MD 21701

Telephone Number 304.433.1718 Fax Number ( )

Email Address awolf@dmrdev.com

5. PROPERTY OWNER'S NAME DR Acquisitions, LLC

Address 7945 Worman's Mill Rd, Frederick MD 21701

Telephone Number 304.433.1718 Fax Number ( )

Email Address awolf@dmrdev.com

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No._____

6. DESCRIPTION OF REQUETED INITIATION, REDUCTION, OR RELEASE:

Huntfield Phase 3A Reduction

7. A) CURRENT BOND AMOUNT $287,720.35

B) PROPOSED BOND AMOUNT $126,004.01

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
See attached parcel Inventory.				

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts 9/19/23 · Prepared By Morris & Ritchie

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.

G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.

H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

Bond Request No._____

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant

_____ Date 9/29/23

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

Subdivision Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

ECS MID-ATLANTIC, LLC
"One Firm. One Mission."
Geotechnical • Construction Materials • Environmental • Facilities

May 4, 2023

Mr. Matthew Stare
Director of Land
DR Acquisitions, LLC
7945 Wormans Mill Road
Frederick, MD 21701

ECS Project No. 01: 31371

Reference: Subdivision Infrastructure and Site Grading, Roadway Construction/Infrastructure and Single Family House Building Pads Completion Letter for the following Phases
Phase 2B Lots 375 to 378;
Phase 3A Lots 457 to 460;
Phase 3B Lots 467, 468 to 472 and 543 to 548;
Phase 3E Lots 778 to 787 and 790 to 794;
Huntfield Subdivision, Jefferson County, West Virginia

Dear Mr. Stare:

ECS Mid-Atlantic, LLC (ECS) was retained by DR Acquisitions, LLC to monitor site construction operations for the above referenced project. The following completion letter relates to work performed under the observation of ECS on the referenced single-family house building pads along with roadway construction and infrastructure within the Huntfield Subdivision. Our services were performed in accordance with our contract/agreement dated December 13, 2021, on an as requested basis from December 13, 2021, through January 20, 2023, corresponding to ECS Daily Field Report Nos. 1 through 101, previously submitted as work progressed. Our scope of work included:

- Observation of proofrolling of subgrade for single family building pads;
- Observation and testing of fill for single family building pads listed above;
- Observation of proofrolling of pavement subgrade;
- Observation and testing of the compaction of stone base prior to asphalt pavement;
- Observation and testing of the compaction of asphalt pavements.

We have performed a review of ECS activities on the referenced project. According to our field and laboratory test reports and records, the tests were performed in accordance with ASTM, AWS, and appropriate industry standards and indicate that the construction appeared to be in conformance with the approved plans. Where discrepancies were observed, corrections or modifications were made and/or redesign accomplished and reviewed and/or approved by the design engineer.

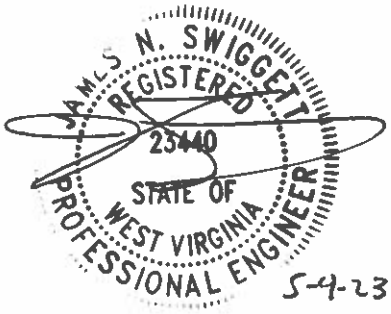
The professional services detailed herein were provided in accordance with generally accepted geotechnical engineering and materials testing practices. No warranties have been expressed or implied, are given regarding the services provided for this project. If you have any questions, or if we can be of further service to you, please do not hesitate to contact us.

Respectfully,

ECS MID-ATLANTIC, LLC



Darin E. Shick, CWI
Construction Materials Project Manager



James N. Swiggett, P.E.
Senior Project Engineer



R. Drew Thomas, C.P.G.
Principal Engineering Geologist

CONSTRUCTION PLANS AND PROFILES

SITE PLAN STPL 2003-0009

LOTS 379-466, HUNTFIELD PHASE 3A

CHARLES TOWN CORPORATION

JEFFERSON COUNTY, WV

GENERAL NOTES

1. THIS SET OF DRAWINGS PERTAINS TO PHASE 3A OF HUNTFIELD, WHICH CONSISTS OF A TOTAL SITE AREA OF 11.9775 ACRES. PHASE 3A CONTAINS 10 SFD LOTS AND 78 SFA LOTS FOR TOTAL OF 88 LOTS. A TOTAL OF 1.7306 ACRES OF OPEN SPACE ARE PROVIDED WITHIN PHASE 3A. REFERENCE WAS MADE TO THE SCHEMATIC PLAN "HUNTFIELD COMPOSITE SCHEMATIC I" (SCHM 2003-0003) APPROVED MAY 28, 2003. NOTE THAT THE "HUNTFIELD COMPOSITE SCHEMATIC" IS COMPOSED OF SEVERAL SITE PLANS. THIS SET OF PLANS PERTAINS TO A SMALL SECTION OF THE SCHEMATIC . THESE PLANS SHALL BE IN GENERAL CONFORMANCE WITH THE APPROVED SCHEMATIC PLAN AND ALL ZONING REQUIREMENTS INCLUDING THOSE MODIFIED IN THE HUNTFIELD PROFFERS. OPEN SPACE, RESIDENTIAL, AND COMMERCIAL REQUIREMENTS SHALL CORRESPOND TO THOSE SET FORTH IN THE SCHEMATIC. NOTE THAT NO COMMERCIAL AREA IS CONTAINED WITHIN THIS SITE PLAN. REQUIREMENTS FOR COMMERCIAL AREA, OPEN SPACE, AND RESIDENTIAL AREA SHALL BE MET ON A SCHEMATIC BASIS AS OPPOSED TO WITH EACH INDIVIDUAL SITE PLAN. PLANS TO BE IN CONFORMANCE WITH THE WVDEP AND WVSHPO REQUIREMENTS.

2. THE PROPERTY DELINEATED HEREON IS A PORTION OF PARCEL 1, AS SHOWN ON CHARLES TOWN CORPORATION TAX ASSESSMENT MAP 11, DEED BOOK 949, PAGE 203, WHICH IS LOCATED AMONG THE LAND RECORDS OF JEFFERSON COUNTY. THE AFOREMENTIONED PARCEL IS ZONED NEIGHBORHOOD RESIDENTIAL. THE PROPOSED USE FOR THIS PARCEL IS FOR THE CONSTRUCTION OF SINGLE FAMILY DWELLINGS, TOWN HOMES, AND THE ASSOCIATED ROADS, PARKING AREAS, AND STORMWATER MANAGEMENT FACILITIES. THE EXISTING USE IS CROP PLANTING. ALL ADJOINING PROPERTY IS ZONED NEIGHBORHOOD RESIDENTIAL, IS OWNED BY HUNTFIELD, AND IS DELINEATED AS A PORTION OF PARCEL 1, AS SHOWN ON CHARLES TOWN CORPORATION TAX ASSESSMENT MAP 11, DEED BOOK 949, PAGE 203, WHICH IS LOCATED AMONG THE LAND RECORDS OF JEFFERSON COUNTY. REFERENCE E&S NARRATIVE FOR ADDITIONAL INFORMATION ON SURROUNDING PROPERTY AND EXISTING SITE CONDITIONS.

3. BOUNDARY INFORMATION, SHOWN HEREON, WAS OBTAINED FROM A PLAT SHOWING HUNTFIELD, LC PROPERTY AS RECORDED IN THE OFFICE OF THE CLERK OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA, IN PLAT BOOK 19, PAGE 49.

4. TOPOGRAPHIC INFORMATION WAS OBTAINED FROM APPALACHIA SURVEY OF WEST VIRGINIA, LLC. BASIS FOR SURVEY WAS NAD'27-NAVD'88.

5. THE PROPERTY SHOWN HEREON WAS ACQUIRED BY HUNT FIELD. AS RECORDED IN THE OFFICE OF THE CLERK OF THE COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA IN DEED BOOK 949, PAGE 203.

6. THE HOMEOWNER'S ASSOCIATION INC. WILL BE RESPONSIBLE FOR THE MAINTENANCE OF STORM WATER DETENTION/DRAINAGE FACILITIES AND EASEMENTS. IN ADDITION THEY SHALL BE RESPONSIBLE FOR MAINTENANCE OF SIDEWALKS & STREET LIGHTS. THE WEST VIRGINIA DEPARTMENT OF HIGHWAY IS NOT RESPONSIBLE FOR MAINTENANCE OF SIDEWALKS AND STREET LIGHTS.

7. ALL CONSTRUCTION SHALL CONFORM TO CURRENT CITY OF CHARLES TOWN, WVDOH AND SANITATION AUTHORITY STANDARDS AND SPECIFICATIONS.

8. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROVIDED IN ACCORDANCE WITH THE 1993 "WEST VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK FOR DEVELOPING AREAS".

9. THE APPROVAL OF THESE PLANS SHALL IN NO WAY RELIEVE THE DEVELOPER OR HIS AGENT OF ANY LEGAL RESPONSIBILITY WHICH MAY BE REQUIRED BY THE CODE OF WEST VIRGINIA OR ANY OTHER ORDINANCE ENACTED BY THE CITY OF CHARLES TOWN.

10. STANDARD GUARDRAILS AND HANDRAILS SHALL BE INSTALLED AT HAZARDOUS LOCATIONS AS DETERMINED DURING FINAL FIELD INSPECTION BY CITY OF CHARLES TOWN AND\OR WVDOH.

11. ALL UNDERGROUND UTILITIES WITHIN STREET RIGHT-OF-WAYS SHALL BE INSTALLED TO THE REQUIRED DISTANCE BEYOND THE RIGHT-OF-WAY LINE PRIOR TO THE INSTALLATION OF ANY SUBBASE MATERIAL, CURB AND GUTTER, OR SIDEWALK.

12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF UTILITY OVERBLASTING FOR FUTURE EXTENSIONS WITH ALL ADJACENT SECTIONS.

13. THESE PLANS MAKE NO REPRESENTATION AS TO SUBSURFACE CONDITIONS AND THE PRESENCE OF SUBSURFACE WATER OR THE NEED FOR SUBSURFACE DRAINAGE FACILITIES.

14. ANY WELLS OR SEPTIC FIELDS WITHIN THE LIMITS OF THE SITE WILL BE ABANDONED IN ACCORDANCE WITH STATE AND LOCAL HEALTH DEPARTMENT REQUIREMENTS AND REGULATIONS PRIOR TO RECORD PLAT APPROVAL.

15. THE SECTION DELINEATED HEREON CONTAINS NO KNOWN ARCHEOLOGICAL OR HISTORICAL LANDMARKS.

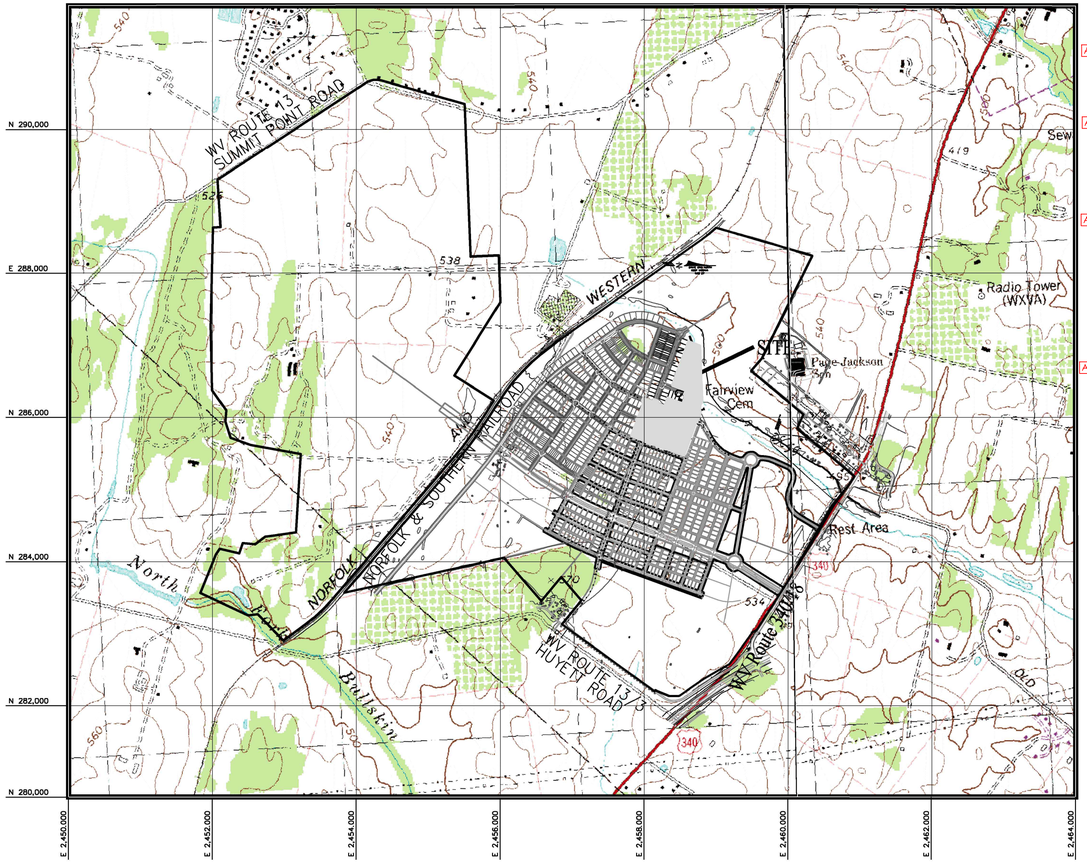
16. CONTRACTORS SHALL ARRANGE FOR THE LOCATION OF ALL UNDERGROUND FACILITIES PRIOR TO THE CONSTRUCTION INCLUDING TEST HOLES TO PHYSICALLY LOCATE UNDERGROUND UTILITIES AS NECESSARY.

17. STREET SIGNS AND STOP SIGNS SHALL BE INSTALLED AT ALL INTERSECTIONS AND BE IN COMPLIANCE WITH ALL APPLICABLE ZONING AND CODIFIED ORDINANCE FOR THE CITY OF CHARLES TOWN.

18. FINAL HOUSE AND ACCESSORY LOCATIONS ARE SUBJECT TO APPROVAL AT BUILDING PERMIT SUBMISSION.

19. PARKING FOR THIS SITE PLAN WILL BE IN COMPLIANCE WITH ALL REQUIRED REGULATIONS.

20. WETLAND INFORMATION OBTAINED FROM WETLAND DELINEATION REPORT PREPARED BY GREENHORNE AND O'MARA, INC. DATED JULY 14, 2000.



VICINITY MAP

SCALE : 1"= 1000'

SHEET INDEX

AS-BUILT 1. COVER [3]
2. STATUS
3. OVERALL GRADING PLAN
AS-BUILT 4. GRADING PLAN [10]
5. GRADING PLAN
6. PLAN & PROFILE - Lord Fairfax Street
7. PLAN & PROFILE - Payne Street
AS-BUILT 8. PLAN & PROFILE - Deerbrook Drive [26]
9. PLAN & PROFILE - Colston Road
10. PLAN & PROFILE - Alley 3C24 & 3C33
11. PLAN & PROFILE - Alley 3B26
12. PLAN & PROFILE - Alley 3B28
13. PLAN & PROFILE - Sanitary Sewer
AS-BUILT 14. STORM SEWER PROFILES [21]
15. STORM SEWER PROFILES
16. STORM SEWER COMPUTATIONS
17. OVERALL DRAINAGE DIVIDES
18. EROSION & SEDIMENT CONTROL PLANS
19. E&S DETAILS
20. E&S DETAILS
21. POND Tc AND RUNOFF COMPUTATIONS
22. POND PROFILE AND DETAILS
23. POND INFLOW-OUTFLOW HYDROGRAPHS
24. POND INFLOW-OUTFLOW TABULATIONS & MISC. GRAPHS
25. POND INFLOW-OUTFLOW TABULATIONS
26. LANDSCAPE PLANS
27. PRELIMINARY RECORD PLAT
28. MISC. DETAILS
29. MISC. DETAILS

APPLICATION #	ASSOCIATED PROJECT	STATUS	APPROVAL DATE
	HUNTFIELD, PHASE I SCHEMATIC	APPROVED	2/11/2002
STPL 2002-0001	HUNTFIELD, PHASE I (SITE PLAN)	APPROVED	6/24/2002
SBRD 2002-0001	HUNTFIELD, PHASE I RECORD PLAT	APPROVED	7/29/2002
RPOC 2003-0001	HUNTFIELD, PHASE I (RECORD PLAT CORRECTION)	APPROVED	Recorded 9/9/03
	HUNTFIELD, REVISED PHASE 1&2A SCHEMATIC	APPROVED	10/22/2002
SPAM 2003-001	HUNTFIELD, PHASE 1 REVISED (SITE PLAN AMMENDMENT)	APPROVED	5/28/2003
SBDR 2003-0001/RPAM 2003-0001	HUNTFIELD, PHASE 1 REVISED (RECORD PLAT AMMENDMENT)	APPROVED	6/16/2003
SCHM 2003-0003	HUNTFIELD, COMPOSITE SCHEMATIC 1	APPROVED	5/28/2003
SPAM 2003-0002	HUNTFIELD, PHASE 1 BLOCK 1 REVISION (SITE PLAN AMMENDMENT)	APPROVED	10/27/2003
RPAM 2003-0002	HUNTFIELD, PHASE 1 BLOCK 1 REVISION (RECORD PLAT AMMENDMENT)	APPROVED	10/27/2003
STPL 2003-0001	HUNTFIELD, PHASE 2A (SITE PLAN)	APPROVED	5/28/2003
SBRD 2003-0002	HUNTFIELD, PHASE 2A RECORD PLAT	APPROVED	3/30/2004
SCHM 2003-0001	HUNTFIELD, PHASE 2B SCHEMATIC	APPROVED	2/24/2003
STPL 2003-0006	HUNTFIELD, PHASE 2B (SITE PLAN)	PENDING	
SBRD 2004-0002	HUNTFIELD, PHASE 2B RECORD PLAT	PENDING	

NOTE: HUNTFIELD COMPOSITE SCHEMATIC 1 (SCHM 2003-0003) REPLACED PREVIOUSLY APPROVED HUNTFIELD SCHEMATICS.

CONTACT "MISS UTILITY" AT
1-800-245-4848
BEFORE ANY CONSTRUCTION PER CITY OF CHARLES TOWN WATER DEPARTMENT ORDINANCE

OWNER / DEVELOPER

HUNTFIELD, L.C.
8614 WESTWOOD CENTER DRIVE, SUITE 900
VIENNA, VIRGINIA 22182
703-442-8992

SURVEYOR'S CERTIFICATION

THE PERIMETER AND ALL LOT BOUNDARIES SHOWN HERON HAVE BEEN ESTABLISHED BY A NETWORK OF TRAVERSE CONTROL HAVING A RELATIVE ERROR OR CLOSURE OF 1 : 7,500 OR BETTER.

DAVID E. LELLOCK, P.S.
URBAN ENGINEERING & ASSOCIATES, INC.

STATEMENT OF ACCEPTANCE

THE DEVELOPER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS, AND SPECIFICATIONS PROVIDED HEREON.

DAVID K. ULERICK V.P. FOR LAND DEVELOPMENT FOR HUNTFIELD, LC
8614 WESTWOOD CENTER DRIVE SUITE 900
VIENNA, VA 22182
703-442-8992

ENGINEER'S CERTIFICATION

I HEREBY CERTIFY THAT THESE SEALED PLANS REASONABLY MEET OR EXCEED MINIMUM ACCEPTABLE ENGINEERING STANDARDS AND THOSE STATE AND COUNTY CODE PROVISIONS APPLICABLE ON SAID DATE.

DAVID E. LELLOCK, PE
URBAN ENGINEERING & ASSOCIATES, INC.

SITE PLAN APPROVED

DATE: _____

CITY OF CHARLES TOWN

AS-BUILT

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 EAST HIRST ROAD, SUITE 108
PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
MRAGTA.COM

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04/14/23

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
09/12/03
02/12/04
04/14/04

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LAND PLANNERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

DAVID E. LELLOCK 015157 REGISTERED PROFESSIONAL ENGINEER WEST VIRGINIA

Cover Sheet
HUNTFIELD
Phase 3A
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: SEPTEMBER 2003
C.I. N/A
SCALE: AS SHOWN

SHEET 1 *OF* 29

PP-20039

SEE SHEET 05 FOR MATCHLINE

CUSTIS ROAD

DEERBROOK DRIVE

EX. HOLLY SPRINGS DRIVE

EX. HOLLY SPRINGS DRIVE

LOOKOUT FAIR AX STREET

PAYNE STREET

ALLEY 3B28

ALLEY 3B33

ALLEY 3B24

ALLEY 3B26

BLOCK 28

BLOCK 25

BLOCK 24

BLOCK 23

BLOCK 26

4 PARKING SPACES

7 PARKING SPACES

8 PARKING SPACES

8" SAN. SEW.

30" CMP

24" CMP

18" CMP

15" CMP

30' PAVEMENT

56' PAVEMENT

76' PAVEMENT

50' PAVEMENT

444 FF=532.40 BF=515.78

443 FF=534.46 BF=524.44

442 FF=536.70 BF=527.11

441 FF=537.17 BF=527.78

440 FF=536.80 BF=527.78

439 FF=538.13 BF=529.11

438 FF=537.47 BF=528.45

437 FF=536.80 BF=527.78

436 FF=533.90 BF=524.88

435 FF=532.57 BF=523.55

434 FF=531.90 BF=522.88

433 FF=531.23 BF=522.21

432 FF=530.90 BF=521.88

431 FF=529.57 BF=520.55

430 FF=528.90 BF=519.88

429 FF=528.23 BF=519.21

445 446 447 448 449 450 451 452 453 454 455 456

428 427 426 425 424 423 422 421 420 419 418 417

416 FF=509.70 BF=500.68

415 FF=510.37 BF=501.35

414 FF=510.37 BF=501.35

413 FF=511.03 BF=502.01

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407 FF=513.60 BF=504.58

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404 FF=514.27 BF=505.25

403 FF=514.27 BF=505.25

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401 FF=513.80 BF=504.78

400 FF=513.80 BF=504.78

399 FF=513.80 BF=504.78

398 FF=514.47 BF=505.45

379 FF=504.00 BF=494.98

380 FF=504.00 BF=494.98

381 FF=504.00 BF=494.98

382 FF=504.00 BF=494.98

383 FF=504.63 BF=495.61

384 FF=505.30 BF=496.28

385 FF=505.30 BF=496.28

386 FF=505.30 BF=496.28

387 FF=505.30 BF=496.28

388 FF=506.23 BF=497.21

389 FF=506.23 BF=497.21

390 FF=506.90 BF=497.88

391 FF=506.90 BF=497.88

392 FF=506.90 BF=497.88

393 FF=507.93 BF=498.91

394 FF=507.93

397 FF=508.60 BF=499.58

462 CAR= 501.13

463 CAR= 498.28

CAR= 520.90

CAR= 518.40

CAR= 516.50

CAR= 512.60

STA. 12+46.00 EX. DEERBROOK DR. = LOCATION OF WATER CROCK

TOT LOT

PLAY LOT

PRE-TEEN LOT

TOT LOT AND PRE-TEEN LOT IN ACCORDANCE WITH SECTION 5.13 OF THE CHARLES TOWN ZONING ORDINANCE

TENNIS COURT

25' SETBACK LINE

50' PLAY LOT ZONING LINE

30' PHAX LOT ZONING LINE

EXCAVATE AND REMOVE

PROPOSED SIDEWALK

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)

1 inch = 30 ft.

STANDARD MINIMUM STORM DRAIN EASEMENT WIDTHS

PIPE SIZE	MINIMUM STORM DRAIN EASEMENT WIDTH
12-18 INCHES	10 FEET
21-33 INCHES	15 FEET
36-48 INCHES	20 FEET
54-72 INCHES	24 FEET

LEGEND:

- PROPOSED STORM DRAIN
- EXISTING STORM DRAIN
- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING WATER LINE
- PROPOSED WATER LINE
- EXISTING TREE LINE
- PROPOSED LIMITS OF CLEARING & GRADING (LOC)
- WATER METER CROCK
- PROPOSED FIRE HYDRANT
- CG-6 CURB & GUTTER
- ROLL CURB
- ALLEY PAVEMENT
- EXISTING TREE
- RIPRAP
- TRAFFIC BARRICADE
- UTILITY PREBLAST
- STOP SIGN
- # FOR WATERMAIN FITTINGS SEE SHEET 9

AS-BUILT

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
09/12/03
02/27/04
04/14/04

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

DAVID E. LELLOCK — LICENSED — 021517 — COMMONWEALTH OF VIRGINIA — PROFESSIONAL ENGINEER — 04/19/23

Grading Plan

HUNTFIELD
Phase 3A
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: 1"=30' C.I. = 2' DATE: SEPTEMBER 2003

SHEET 4 OF 29

PP-20039

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 EAST HIRST ROAD, SUITE 108
PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
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SHEET 10 OF 31

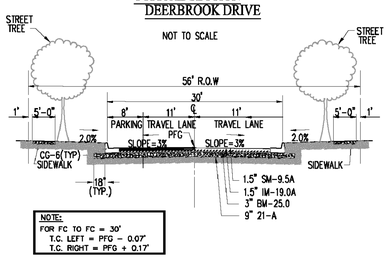
CENTER LINE GEOMETRY
DEERBROOK DRIVE

Project: HF-S3-proj
Horizontal Alignment Station and Curve Report.
Alignment: HF3-ROAD24
Desc:

Desc	Station	Spiral/Curve Data	Northing	Easting
PI	10+00		283781.3643	2458424.4244
	Length:	465.53 Course:	N 69-58-24 W	
PI	14+65.53		283940.7888	2457987.0397
	Length:	359.11 Course:	N 64-54-25 W	
	Delta:	5-03-59		
	Tangent Data			
	10+00		283781.3643	2458424.4244
	14+43.41		283933.2133	2458007.8231
	Length:	443.41 Course:	N 69-58-24 W	
	Circular Curve Data			
PC	14+43.41		283933.2133	2458007.8231
RP			284402.9804	2458179.0508
PT	14+87.63		283950.1700	2457967.0065
	Delta:	05-03-59 Type:	RIGHT	
	Radius:	500.00 DOC:	11-27-33	
	Length:	44.21 Tangent:	22.12	
	Mid-Ord:	0.49 External:	0.49	
	Chord:	44.20 Course:	N 67-26-25 W	
	Es:	0.49		
PI	18+24.62		284093.0837	2457661.8213
	Tangent Data			
	14+87.63		283950.1700	2457967.0065
	18+24.62		284093.0837	2457661.8213
	Length:	336.99 Course:	N 64-54-25 W	

TYPICAL SECTION
DEERBROOK DRIVE

NOT TO SCALE



NOTE:
FOR FC TO FC = 30'
T.C. LEFT = PFG - 0.07'
T.C. RIGHT = PFG + 0.17'

GRAPHIC SCALE

50 0 25 50 100 200

(IN FEET)
1 inch = 50 ft.

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
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PHONE: (703) 994-4047
MRAGTA.COM

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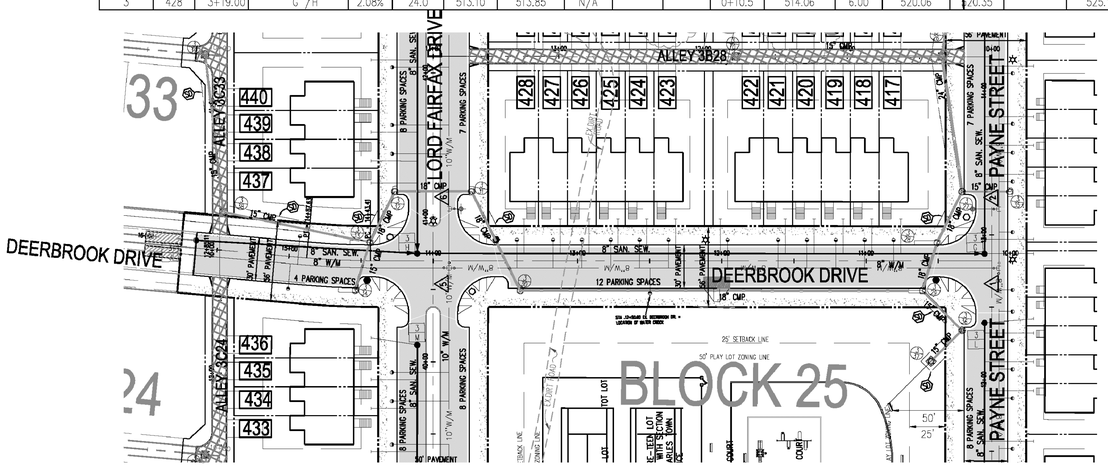
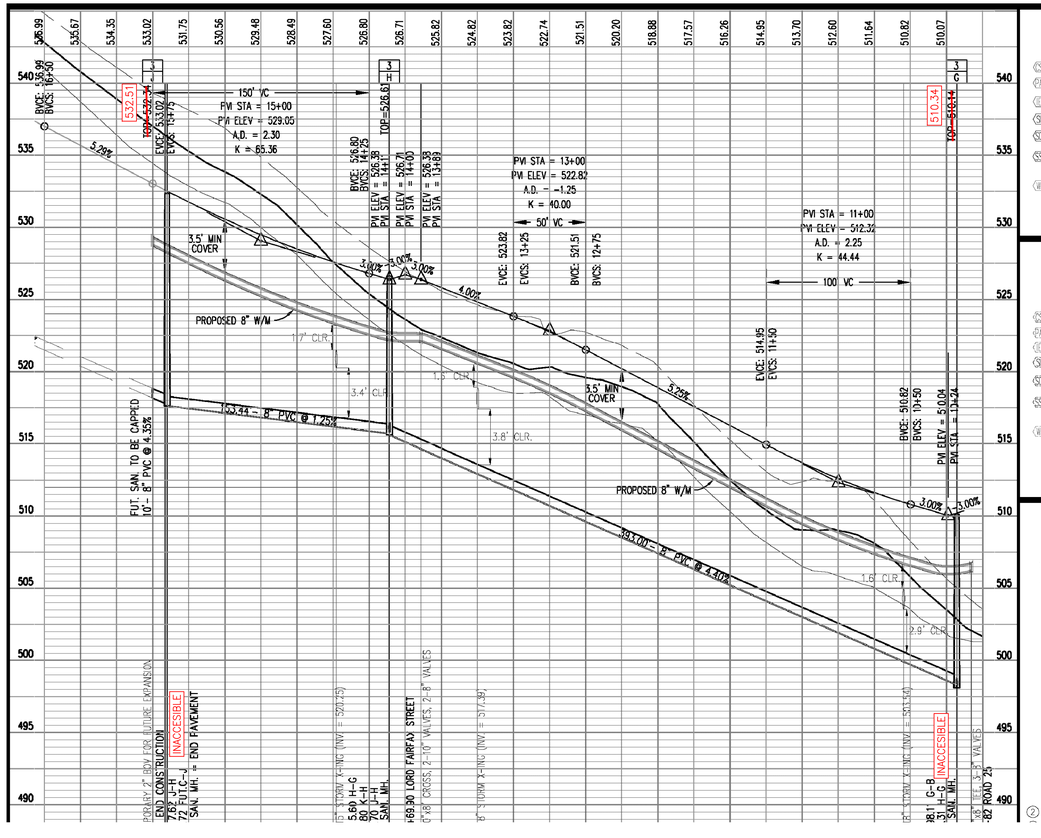
AS-BUILT

SANITARY LATERAL COMPUTATIONS

Section	Lot	Station	DS MH / US MH	Slope (%)	Overall Length (FT.)	Invert @ Main	Invert of Lateral @ Main	Riser Height	End Riser Station	Inv. @ End of Riser	Vertical Bend Station	Inv @ Bottom Vert. Bend	Stack Height	Inv @ Top Vert.Bend	Inv @ End of Lateral	Finished Grade @ End Lat.	Basement Elevation (FT.)
3	417	0+58.00	G /H	2.08%	24.0	501.61	502.36	N/A			0+10.5	502.58	5.00	507.58	507.86		512.51
3	418	0+78.00	G /H	2.08%	24.0	502.49	503.24	N/A			0+10.5	503.46	5.00	508.46	508.74		513.18
3	419	0+98.00	G /H	2.08%	24.0	503.37	504.12	N/A			0+10.5	504.34	4.00	508.34	508.62		513.84
3	420	1+18.00	G /H	2.08%	24.0	504.25	505.00	N/A			0+10.5	505.22	4.00	509.22	509.50		514.51
3	421	1+38.00	G /H	2.08%	24.0	505.13	505.88	N/A			0+10.5	506.10	4.00	510.10	510.38		515.18
3	422	1+83.00	G /H	2.08%	24.0	507.11	507.86	N/A			0+10.5	508.08	3.00	511.08	511.36		516.51
3	423	2+14.00	G /H	2.08%	24.0	508.48	509.23	N/A			0+10.5	509.44	5.00	514.44	514.73		519.85
3	424	2+34.00	G /H	2.08%	24.0	509.36	510.11	N/A			0+10.5	510.32	6.00	516.32	516.61		521.18
3	425	2+54.00	G /H	2.08%	24.0	510.24	510.99	N/A			0+10.5	511.20	6.00	517.20	517.49		521.85
3	426	2+74.00	G /H	2.08%	24.0	511.12	511.87	N/A			0+10.5	512.08	6.00	518.08	518.37		523.18
3	427	2+94.00	G /H	2.08%	24.0	512.00	512.75	N/A			0+10.5	512.96	6.00	518.96	519.25		523.85
3	428	3+19.00	G /H	2.08%	24.0	513.10	513.85	N/A			0+10.5	514.06	6.00	520.06	520.35		525.18



DEERBROOK DRIVE



EASEMENT LEGEND

- DENOTES COMMON SHARED EASEMENT
- DENOTES PUBLIC ACCESS EASEMENT
- DENOTES INGRESS-EGRESS EASEMENT
- DENOTES SIGHT DISTANCE EASEMENT
- DENOTES STORM DRAIN EASEMENT
- DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND
EXISTING EASEMENT

- DENOTES COMMON SHARED EASEMENT
- DENOTES PUBLIC ACCESS EASEMENT
- DENOTES INGRESS-EGRESS EASEMENT
- DENOTES SIGHT DISTANCE EASEMENT
- DENOTES STORM DRAIN EASEMENT
- DENOTES SANITARY SEWER EASEMENT 10' WIDE UNLESS OTHERWISE NOTED
- DENOTES WATER MAIN EASEMENT 10' WIDE UNLESS OTHERWISE NOTED

LEGEND:

- PROPOSED CURB
- PROPOSED ROLL CURB
- PROPOSED HANDICAP RAMP
- PRE-BLAST FOR FUTURE UTILITIES
- WATER METER
- STREET LIGHT
- STREET SIGN
- STOP SIGN
- ALLEY PAVEMENT
- ② NO PARKING

LEGEND

04/19/23

No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
09/12/03
02/27/04
04/14/04

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

NORTH
STATE GRID MERIDIAN
NAD 27

ELLOCK
REGISTERED
ENGINEER
STATE OF
WEST VIRGINIA
PROFESSIONAL
04/04

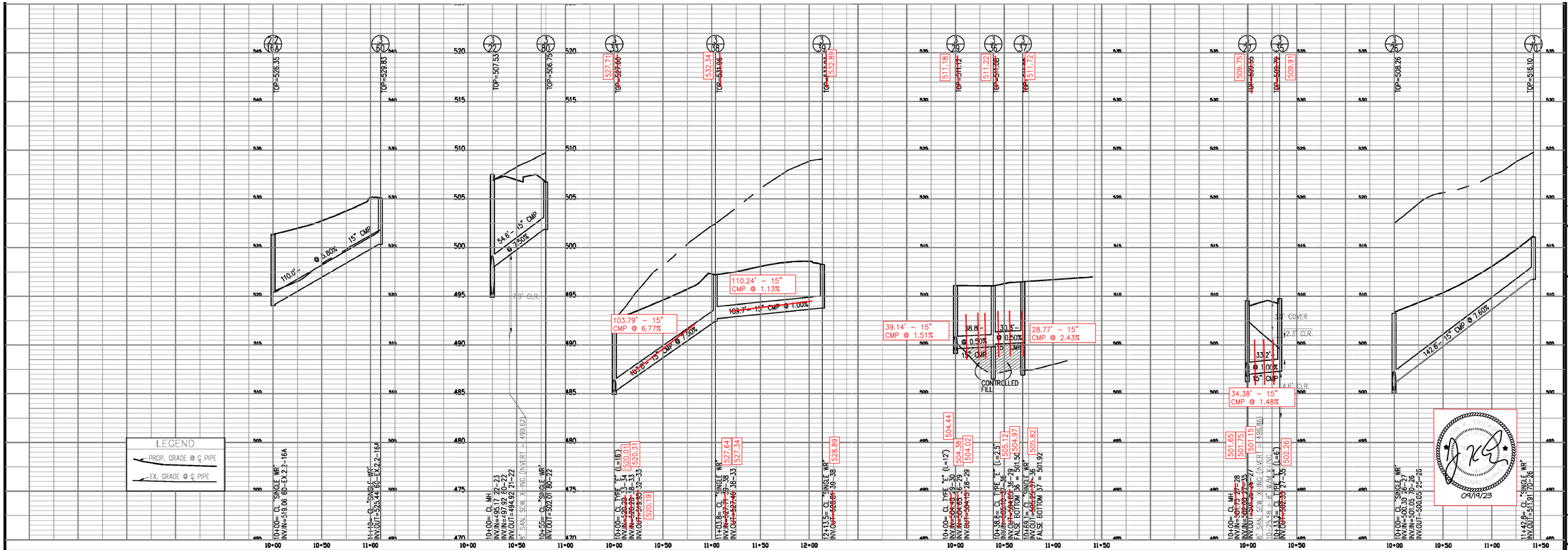
Plan & Profile - Deerbrook Drive

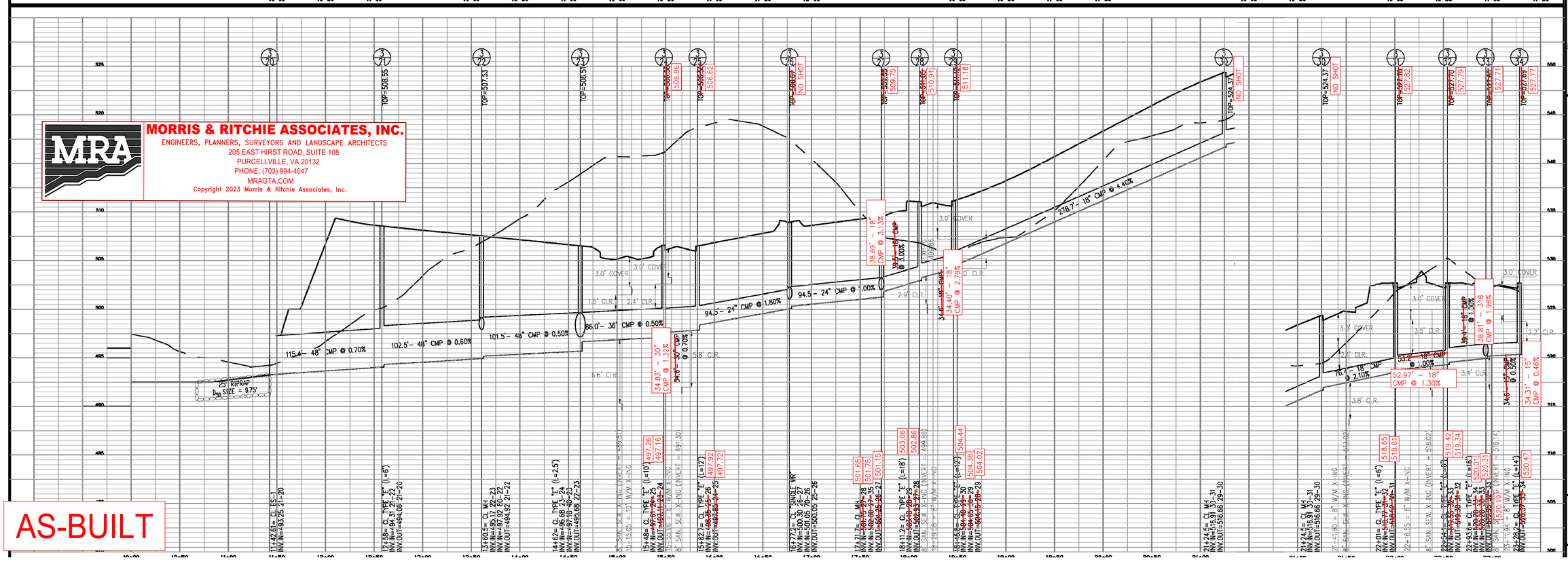
HUNTFIELD
Phase 3A

CHARLES TOWN COUNTY, WEST VIRGINIA
JEFFERSON COUNTY, WEST VIRGINIA

DATE: SEPTEMBER 2003
C.I. N/A
SCALE: 1"=5'(V), 1"=50'(H)

SHEET
8





No.	DATE	DESCRIPTION
		REVISIONS

PLAN DATE
09/12/03
02/27/04
04/14/04

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

I HEREBY CERTIFY THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE COMMONWEALTH OF VIRGINIA, THAT I HOLD CERTIFICATE NO. 15137 AS SUCH ENGINEER, AND THAT I AM REGISTERED TO PRACTICE IN THE STATE OF WEST VIRGINIA. THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM RESPONSIBLE FOR ITS CONTENTS.
DAVID E. LELLOCK
REGISTERED PROFESSIONAL ENGINEER
STATE OF VIRGINIA
CAMPBELL

Storm Profiles

HUNTFIELD
Phase 3A
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: (H) 1" = 50' (V) 1" = 5' *C.I.* = N/A *DATE:* SEPTEMBER 2003

SHEET 14 *OF* 29

PP-20039

Kimley»Horn

Memorandum

To: Mathew Stare
Director of Land
Dr Acquisitions, LLC
7945 Wormans Mill Road
Frederick, MD 21701

From: Mark Phillips, P.E.

Through: James Newman
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: February 12, 2025

Subject: Huntfield Phase 3A Bond Reduction Request 2nd Review

This memorandum summarizes our review of the Bond Reduction Request for the Huntfield Phase 3A Bond Reduction application (dated February 11, 2024, prepared by Dr Acquisitions, LLC) for a release of $212,280.99 to the proposed bond amount of $75,439.36. Using the Construction Plans and Profiles As-Builts dated September 19, 2023, Huntfield 3A Bond Unit Cost Reduction, and a site visit conducted on February 10, 2025, it is our opinion that the quantities of work that have been presented on the bond reduction are a reasonable representation of the work completed in the field.

Thank you for the opportunity to review this Bond Release Request. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

2025-189: City of Charles Town's Special Activity Permit Policy - Draft

This agenda item was Tabled at the January 7, 2025, meeting.

Proposed Motion:
Approve the City of Charles Town's Special Activity Permit Policy

ATTACHMENTS:
- 2025 Special Activity Permit Rewrite.pdf

CITY OF CHARLES TOWN
Special Activity Permit/ Policy

PURPOSE

It is the purpose of this policy to provide for the issuance of special activity permits; to regulate Activities on public streets and public property of the City or activities that impact the interest of public health, safety and welfare; and to provide for standardized fees, charges and procedures required to administer the permit process.

POLICY

It is the policy of the City of Charles Town, as implemented through related adopted policies and procedures, to recognize the substantial community benefits that result from special activities. These activities provide cultural enrichment, promote economic vitality, enhance community identity and pride, and provide opportunities for fundraising for the community's nonprofit organizations. To promote these objectives, at times it is appropriate within designated funds for the City to bear all, some, or no portion of the associated costs. Cost sharing must be done in a fair and reasonable manner. When setting fees and conditions for activities, the City will be sensitive to their impacts on the event's costs while balancing the City's obligation to protect public health, safety and established laws. It is the City's goal to have successful special activities that enrich and enliven the community.

DEFINITIONS

Applicant – The authorized agent of the sponsor who completes the application and acts as primary contact for the special event.

Annual Activity – An event recurring each year at approximately the same date and which has previously complied with the permit requirements.

Boot Drive – is a fundraising technique in which members of an organization directly solicit donations from motorists on a public street or at an intersection.

City Funded Activity – An event for which the City engages full financial responsibility.

City Co-Funded Activity – An activity for which the City provides a portion of financial support as determined by City Council.

City Supported Activity- A recurring activity that meets certain criteria as it relates to the 2040 Comprehensive Plan and the city's Economic Development Goals.

Closed Route – A route along or across a public right-of-way on which nonemergency vehicle traffic is not permitted to proceed for the entire duration of a special event.

Event Participants – A person in attendance at an activity, including spectators, vendors, event staff, City staff, and all others present for the purpose of the event.

Processional Event – Any activity that is non-stationary and continues in a processional manner through town (examples: parades, marches, races, etc.) and requires closure of multiple streets.

Rolling Closure Route – A street, sidewalk, trail, walkway, or other right-of-way closure to accommodate an event, whereas the event passes, the right-of-way is reopened for use by the general public.

Special Activity – Any activity requiring city resources or an exception to city ordinances such as a parade, entertainment or sporting event, major highway construction or maintenance activity, street closure, public demonstration, amusement, cultural recognition, festival, street fair or other situations in which there is need for control of traffic, crowds or crimes and which is usually scheduled in advance, allowing for planning or required police services prior to the activity.

Special Activity Permit Advisory Committee - The committee designated to assist the city manager with information relating to the circumstances surrounding a permit.

A: PROCEDURE

1. Specific activities requiring a Special Activity Permit include but are not limited to: foot races, bike races, parades/marches, festivals, concert series, celebrations, tours, car shows, street dances, pageants, sidewalk sales, and/or any event/activity that is advertised and open to the general public to attend.

2. City-sponsored activities are defined as activities/programs that are solely coordinated by City staff with city funds, and any revenues generated from the activities/program are returned to the City of Charles Town general revenue fund. Specific City-sponsored activities include but are not limited to:

    - Charles Town/Ranson Christmas Parade
    - Charles Town-Ranson Christmas Tree Lighting
    - WV Fest
    - Charles Town Car Show

3. City Supported Activities are recurring activities that meet certain criteria as it relates to the 2040 Comprehensive Plan and the city's Economic Development Goals.

City Supported Activities:
Blooms and Blossoms – Charles Town Now
African American Heritage Parade – NAACP
Charles Town Farmers Market – GAP
Downtown Trick or Treat – Charles Town Now

The city manager has the discretion to declare certain activities as designated City Supported Activities. These activities shall be recurring, hosted by an existing organization with a proven track record of successful activities, and meet the goals of the 2040 Comprehensive Plan.

B: SPECIAL ACTIVITY PERMIT SUBMISSION AND APPROVAL

1. Applicant(s) requesting a Special Activity Permit are required to submit a completed Special Activity Permit Application, along with a twenty-five dollar (**$25.00)** non-refundable application fee payable to the City of Charles Town. This application fee is a processing fee, not a permit fee. Please see other fees outlined below. Processional events require application submittal sixty (60) days prior to the event. All other events can be submitted thirty (30) days prior to activity.

2. All Applications will be mailed, dropped off or emailed to City Hall at 101 East Washington Street,

Charles Town, WV 25414 or emailed to ecook@charlestownwv.us

3. Applications will NOT be reviewed without receipt of application fee.
4. If applicant(s) are not in good standing with the City regarding outstanding fees, taxes or other obligations, including but not limited to parking tickets, citations, personal or real property taxes, B&O taxes, the City reserves the right to deny the Special Activity Permit Application. Any business requesting a special activity permit must have a current Charles Town Business License

5. Applicants will be required to submit a Certificate of Insurance upon event approval. The Certificate of Liability Insurance must show the City of Charles Town as an additional Insured for the activity.

6. Applicants will be required to submit a Hold Harmless Agreement which must be signed by the event organizer and submitted prior to the activity.

7. The application shall provide relevant activity information specified in the permit application, included but not limited to: alternatives for location, route, date and time.

8. As a condition of the Special Activity Application all applicant(s) are responsible for providing a specific and accurate representation of their event so that the City may identify the required level of services including but not limited to: Police, Maintenance and Parks and Recreation services.

Once submitted, the special activity permit application will be reviewed by the city manager. Applicant will receive approval or denial via email.

C: TYPES OF EVENTS.

1. Boot Drives: Boot Drives, in accordance with Ordinance [CITE ORDINANCE], are not permitted in the city of Charles Town.

2. Processional Activities: Processional activities are activities that traverse several City streets or areas and require multiple street closures over a period of time. Examples include parades, marches, runs, demonstrations, or races. Annual processional activities that are pre-approved include the Charles Town Christmas Parade and the NAACP African American Culture and Heritage Parade. Processional events will be subjected to the approval process below.

    - An application for the processional activity will be submitted to City Hall and assessed for completeness. The city manager will review and make a determination on the event. If a determination cannot be made, the Special Activity Permit will be referred to City Council for review. The Special Activity Permit application will then be placed on the City Council agenda with an accompanying staff report that assesses the event and provides a recommendation. City Council will then decide approval by vote.

3. Road Closures: Activities involving road closures are permitted. However, the City encourages activities that need to be held on a city street to take place on South Samuel, North or South Charles, or South Lawrence Streets. These streets are maintained by the city as opposed to a state road.

4. Park Activities: Activities involving the use of a park are permitted.
   .

D: APPROVAL

1. Special Activity Permits are approved by the City Manager. All special activity permits that involve street closures must be approved by the Chief of Police. The City Manager will consult with the Chief of Police and the Special Activity Permit Advisory Committee prior to approving or denying a special activity permit application. The city manager will acquire signatures from each member of the SAP Advisory Committee. The SAP Advisory Committee consists of the Maintenance Director, City Attorney, Director of Community Development, and Business Development Coordinator.
2. Any changes to the approved plans, including but not limited to the event: dates, times, and location/route must be approved by the city manager. Changes must be submitted and attached in writing to the original application.
3. The city manager may include in the special activity permit, or in a recommendation to the City Council, other provisions, reasonable terms or conditions as to the time, place and manner of the activity; compliance with ABC Administration, health and sanitary regulations, fire, emergency services, and security. Additional permits may be required to meet the conditions established by the special activity permit, and/or other Federal, State, City codes.

4. Once the city manager has conferred with the Chief of Police and the SAP Advisory Committee, he will send an approval notice via email to the applicant with any terms and conditions attached.

ADDITIONAL PERMITS

Upon issuance of a City Special Activity Permit, it is the applicant's responsibility to obtain any further necessary licenses or permits, such as vendors' licenses, or permits from the WVABCA, Jefferson County Health Department, or other City or state department/agency. For the following permits please contact for information:

Department:	Address:	Phone Number:	Type of Permit:
ABC Administration	900 Pennsylvania Avenue, 4th Floor Charleston, WV 25302	(304) 356-5500	Alcohol License
WV State Fire Marshal	1207 Quarrier Street, 2nd Floor Charleston, WV 25301	(304) 558-2191	Fire works
Jefferson County Health Department	1948 Wiltshire Road, Suite 1 Kearneysville, WV 25430	(304) 728-8416	Food Permit
Independent Fire Company	200 West 2nd Avenue Ranson, WV 25438	(304) 725-2514	Burn Permit

E: CANCELLATION OF ACTIVITY/ AMENDMENTS

1. If the permitted activity is cancelled by the organizer and is rescheduled, a new application will need to be submitted thirty (30) calendar days prior to the new event date.

2. If a permitted application needs to be amended due to expanding the scope of the activity, additional use of City services, or other reasons, a written request will need to be provided.

3. If the special activity is to be held on public property, the City may revoke the special activity permit at any time if they determine that the conduct of the special activity could cause damage to the public property due to inclement weather and/or if any conditions of the permit has not been met or is being violated. A decision to revoke a permit is final.

F: FEES

Applicant(s) and/or sponsor(s), of any activities requiring the use of public services and/or defined as a special activity, held in the City of Charles Town may be required to pay accordingly for services as deemed necessary by the City, such as Police Department, Maintenance Department and any other City services requiring additional fees noted below.

1. The non-refundable $25 application fee shall be submitted with the application. Any additional fees required shall be paid upon notification by the city manager that additional fees are due. The additional fees shall be paid thirty (30) calendar days prior to the event.

2. Street Closure Fees and Park Usage Fees
    - Street Closure Fee: $100 (not applicable to city sponsored, city supported events)
    - Park Usage Fee: $100 (not applicable to city sponsored, city supported events)

3. Fees above can be increased or decreased to reflect the approved fee compendium by City Council. Additional fees may include actual expenses for required services provided by affected departments.

4. City expenses include staff time which include:

    - Overtime or part-time hours directly related to the event.
    - FICA/Social Security.
    - Equipment and supplies rented for the event to include; barricades, trash disposal fees; and contracted services directly related to event, security, road closures, and cleaning services, etc.
    - Fees associated with permits are in addition to the above fee schedule and are the sole responsibility of the applicant/sponsor.

G: CONDITIONS OF APPROVAL

In deciding whether to Approve, Approve with Conditions, or Deny a permit, the city manager shall determine:

1. The activity, as proposed, can be shown to function safely and must not present an unreasonable risk to public safety.

2. The diversion of police and fire resources to support the activity will not deny reasonable police and fire protection to the City.

3. The special activity will not cause irreconcilable interference with previously approved and/or scheduled construction, maintenance or other activities including any sidewalks, street and parking spaces.

4. All costs for City services associated with the activity shall be paid by the applicant or if approved by City Council, the portion agreed upon will be covered by the City.

5. Activities in areas of the City will be scheduled to not overly burden any one neighborhood on a consistent basis.

6. The activity must not impose an unreasonable disturbance to adjacent property owners including, but not limited to: noise, light and traffic.

7. The activity as proposed shall not severely impact the quality of life within the area it is being held.

H: APPEAL PROCESS

1. The city manager reserves the right to deny a special activity permit. If a special activity permit is denied, the applicant may ask the Charles Town City Council to review the application.

2. To begin the appeal process, the applicant will need to submit, in writing, a request for the special activity permit application to be placed on the City Council Agenda.

3. The Charles Town City Council will vote on the special activity permit application and the decision will be final.

I: REFUNDS

1. Fees/cost are refundable (excluding the twenty-five dollar $25.00 special activity permit application fee), if the special activity is canceled after the permit is issued, and written notice is received by the City Manager ten (10) days prior to the date of the event.

2. The City of Charles Town reserves the right to alter or cancel an activity at any time due to unforeseen circumstances. If the activity is altered or canceled by the City of Charles Town due to unforeseen circumstances, event fees/costs are refundable and the fees will be prorated in order to pay for services rendered prior to notification of the cancellation.

3. The City Manager may authorize the refund of any fees if an applicant is unable to hold or conduct a special activity due to inclement weather or some other cause not within the applicant's control. The applicant must submit a written request to the City Manager for a refund of fees within ten (10) days after the scheduled event date.

J: LATE APPLICATIONS

1. Any application received after the established 60/30-day deadline is a late application. The city manager shall not accept late applications unless:

    - The proposed special activity is in response to an occurrence whose timing did not reasonably allow the applicant to file a timely application.
    - The imposition of the time limitations would place an unreasonable restriction on the free speech rights of the applicant.
    - The city manager agrees that little disruption to City residents, businesses, and services would exist if the event were approved.

2. If the city manager finds the above conditions to exist, they shall accept the application and process, unless it does not meet the criteria set forth in the application permit process section, or there is insufficient time for the City to make the necessary preparations for permit filing, staff availability or other public safety matters prior to the proposed date of the special event.

K: IDEMNIFICATION

1. The applicant shall indemnify and hold harmless the City of Charles Town, its officers, agents, employees and volunteers from any and all claims, causes of action, penalties, losses, expenses (including reasonable attorneys' fees) and any other liability for injuries or damages to persons or property resulting from the special activity which occurred by the omissions or authorized acts of the applicant.

2. If the City incurs any costs as a result of the applicant's failure to comply with any provisions, or if the City property is destroyed or damaged by reason of a special activity, the applicant shall reimburse the City for it actual costs, including the actual repair or replacement cost of the such property. The City may retain any deposit or portion thereof as full or partial reimbursement for any such damage.

L: INSURANCE REQUIREMENTS

1. General liability insurance coverage, in the amount of $1 million, may be required before an activity and maintained throughout the duration of the activity, including set-up and dismantle periods. Throughout the application process the City of Charles Town will determine if this general liability insurance is required.

2. The City reserves the right to recommend a higher amount of required insurance depending on the proposed activity. The Certificate of Insurance is required to ensure that the City of Charles Town is not held responsible for any incidents of lawsuits that are indirectly or directly related to the Special Activity.

3. No applicant shall be required to comply with the insurance requirement of this section if the activity proposed for the special event is protected by the First Amendment to the United States Constitution and the applicant produces evidence that complying with the insurance provision is impossible or so financially burdensome that it would preclude the proposed special activity from occurring.

4. If insurance is required pursuant to this section and an applicant is unable to obtain insurance, the city manager may obtain such insurance on behalf of the permit applicant and charge the permit applicant for the cost.

M: POST EVENT EVAULATION

If a post event evaluation is required it shall be conducted by the city manager. The evaluation may include information from affected residents/businesses, complaints received by the City, and a meeting with the applicant/sponsor. The post evaluation includes, but is not limited to:

- If applicable, review of feedback surveys distributed at the event.
- Review of any complaints from members of the community/activity participants.
- Determination if anything was damaged or stolen at the event site.
- Reconciliation of event expenses ensuring that the City has received payment/reimbursement for services provided. In the case of City events, ensuring that vendors have received payment.

EFFECTIVE:

_____
John Nissel, City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-191: Article 522 - Private Outdoor Designated Area (PODA) Red-Lined Review

This is a review of the ordinance only. No vote needed at this meeting.

ATTACHMENTS:

- PODA Edits from First Reading.pdf

Article 522
Private Outdoor Designated Areas

522.01 Purpose and Intent

Pursuant to the provisions of West Virginia Code§§ 8-12-26 and 60-7-8g, 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 allowing them to participate in the Private Outdoor Designated Area and to apply for an S4 license from the 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 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.

(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 permit, as detailed in W. Va. Code § 60-7-8g, 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 of chapter XXXX 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 permit holders for consumption in a private outdoor designated area shall be served in a non-glass container not greater than 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 ~~may not~~ 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 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 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

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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 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.

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 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 $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 $5.00 and not more than $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 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 southeastern 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, ~~including the structures on the northern side of Liberty Street to N George Street,~~ then continue in a northernly direction along George Street to Valley Place then continue in an easterly

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direction to~~direction along~~ Samuel Street to Congress Street, then continue in a Southernly direction to Valley Place, then easternly to North Samuel Street then southernly to Bell Place and continue easternly to North Mildred Street, southernly to Washington Street and ~~westernly~~westerly S George 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 city employees will be working their regular shifts and generally assigned in this area of the city.

522.13 Appeals Process

a) Any S4 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 15 calendar days of the adverse action.
d) Suspensions lasting less than 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 30 days after receipt of an appeal.
f) All decisions of the City Council will be final and not subject to further appeal.

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-193: Mayor's Select Committee on Community Outreach Report

This agenda item was Tabled at the February 3, 2025, meeting.

ATTACHMENTS:

- Mayor's Select Committee on Community Outreach.pdf
- Commission on Art, History, and Culture.pdf

May 2, 2024

Re: Mayor's Select Committee on Community Outreach

Dear Council members

As Charles Town continues to grow in population, it's in our best interest to explore possible ideas and initiatives that will assist and augment existing ongoing efforts that welcome our neighbors, both old and new, to Charles Town, foster community awareness of our rich historic and cultural heritage, and encourage wider community involvement in our many celebrations and events. As such, I have commissioned a Select Committee to research possible initiatives that will assist and augment the existing outreach programs and initiatives.

The Select Committee's mission, focused on exploring specific ideas and initiatives that will contribute to our ongoing community outreach efforts, includes but is not necessarily limited to:

> Community volunteer initiatives, such as, roadside cleanup events; city-wide beautification projects; and historic-trail tours; and
>
> Exploring and developing policy for the creation and maintenance of a city-wide community events calendar.

The Select Committee is expected to build upon the solid collaboration that exists between city and community stakeholders, as well as coordinate with other persons and organizations engaged in similar activities in Charles Town and the surrounding area.

The following personnel are hereby appointed to the Select Committee:

- Mr. Robert Trainor, Mayor
- Mr. John Nissel, Charles Town City Manager
- Ms. Priscilla Rodd, Ward 3 Council Representative
- Mr. Micheal George, Ward 4 Council Representative
- Mr. Randy Hilton
- Ms. Lanae Johnson
- Mr. Todd Coyle
- Ms. Athena Roper

A final report on the Select Committee's activities, conclusions, and recommendations will be delivered to the Charles Town City Council no later than 7 October 2024 Council meeting, at which time this Select Committee is expected to be dissolved. All meetings of this Select Committee will conform with applicable WV State and City ordinances, rules, and regulations.

Robert M. Trainor
Mayor

Note: The activities of this Select Committee are in no way intended to interfere with or supplant any other organization similarly engaged in Community Outreach activities for the City of Charles Town.

Re. The Charles Town's City Council's Committee on Art, History, and Culture:

In that Charles Town City Council recognizes the importance of history, art, and culture as elements of a vibrant community, the Council wants to be pro-active in ensuring these elements remain a focus in our larger community development plan, as is expressed in the City's Comprehensive Plan. Furthermore, the Council recognizes the need for a body that can help plan and offer guidance to the City Council and City staff with regards to local initiatives that involve art, history, or culture. For those reasons, the Council commissions a Committee to for the purpose of providing to the Mayor, City Council, and City Council information and advice concerning matters of artistic, historical, and cultural significance.

The Committee's mission includes but is not limited to:

- Develop an inventory of Charles Town's historic interpretative signs and markers.
- Create a master plan for continued City investment in historic signs and markers, bring collaborators and community stakeholders into the planning process, and provide recommendations to the City Council.
- Develop an inventory of Charles Town's pieces of public art.
- Develop a plan for continued City investment in public art, bring collaborators and community stakeholders into the planning process, and provide recommendations to the City Council.
- Create a formalized application and nomination process for historical markers and signs, as well as for public art pieces.
- Develop an inventory of Charles Town's cultural events and elements.
- Develop a plan for continued City investment in cultural events, bring collaborators and community stakeholders into the planning process, and provide recommendations to the City Council.
- Facilitate public awareness of the City of Charles Town's history, culture, and undertakings involving historic or cultural sites.
- Facilitate public awareness of the City of Charles Town's art initiatives and undertakings involving art or art programs.
- Develop an ordinance proposal for the creation of a permanent Art, History, and Culture Commission.

The following personnel are suggested members of the committee:

City Council member (1 or 2)
Jefferson County Arts Council Representative
Jefferson County Museum Representative
Historic Landmark Commission Representative
Charles Town Community Development Dept. Representative

An update on the Committee's Activities, Conclusions, and Recommendations will be delivered to the Council no later than July 7th, 2025. All the meetings of this Committee will conform with applicable WV state and City ordinances, rules, and regulations.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-194: Charles Washington Hall Rental Agreement

This agenda item was Tabled at the February 3, 2025, meeting.

Proposed Motion:
Approve the Charles Washington Hall Rental Agreement.

ATTACHMENTS:
- 2025CWHALLRentalRequestREWRITEV4.pdf
- 2025CWHALLRentalRulesv3.pdf
- 2024CWHallComps.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3243 Fax: (304) 725-1014 Web: www.charlestownwv.us

CHARLES WASHINGTON HALL

SECOND FLOOR RENTAL REQUEST

JANUARY 2025

Thank you for your interest in reserving the Second Floor of Charles Washington Hall for your event! In this packet, you will find all the information and forms necessary to rent the Second Floor of Charles Washington Hall for your event, meeting or other function. It includes:

- Reservation Request Form
- Charles Washington Hall - Rental Agreement and Terms and Conditions
- Charles Washington Hall – Policy and Reservations Procedures Agreement

A completed Request Form, Rental Agreement, and Policy Agreement must be submitted to the City of Charles Town **at least 30 days prior to your event date** but can be submitted up to six months prior. Once received, it will be processed within 10 days and you will be informed of the cost of your rental. Full payment and all completed paperwork is required to confirm your reservation. Submission of a Request does NOT constitute approval. Reserving multiple dates in consecutive succession is generally discouraged but may be permitted.

Charles Washington Hall Rental Rates:

**Security Deposit of $400 will be required for all events.
**These are one day rental rates.

Monday-Thursday: Residential Rate: $275 Regular Rate $375

Friday/Saturday/or Sunday: Residential Rate $600 Regular Rate $800

Non-Profit/Business Rates:

Private Event: Monday-Thursday $275 Friday/Saturday/or Sunday $600

Public Event: Monday-Thursday $150 Friday/Saturday/ or Sunday $200

*Please see page three for more information regarding private vs. public events.

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CW HALL RENTAL REQUEST

Reservation Date: _____ Start time (includes set up):_____ End time:_____

Name of Person Submitting Application: _____

Organization if Applicable: _____

Address, City, State, Zip: _____

Cell: _____ Email: _____

Alternate/Emergency Contact Name, Phone, Cell, Email: _____

Estimated Attendance: _____ Open to Public?: Yes / No

Name/Description of Event: _____

Planned Activities: _____

Will be used for fundraising?: Yes / No

If used for fundraising, what will net proceeds be used for? _____

Are you proposing to have alcohol at your event?: Yes / No

If Yes:

Have you have attached proof of full liquor liability insurance, wavier of subrogation, and general liability insurance?: Yes / No

Have you read the Charles Washington Hall Rental Agreement and Terms and Conditions?:

Yes / No

Will you be using outside Vendors (such as caterers, etc.) and/or does your event feature Vendors selling any items? Yes / No

Is the vendor registered with the city? Yes / No

Will food or beverages be served? If so, please indicate what is planned. Please indicate any set up preference below.

_____

I have read and signed both the Charles Washington Hall Policy and Reservations Procedures Agreement, and the Charles Washington Hall Rental Agreement and Terms and Conditions in its entirety, which is included in this submission. By signing below, I agree to indemnify and hold harmless the City of Charles Town and the Charles Town Building Commission against any and all liability, claim, loss or payment of any kind arising out of uses of the facility and actions that may be caused during my event.

Applicant Print Name: _____ Date: _____

Applicant Signature: _____

Public Event Information Form

This form is to be completed by any Non-Profit or Business hosting a public event in Charles Washington Hall. Public events are events where the general public has an opportunity to attend. These events are not customer only, client only, or invite only. Please complete this form to receive the public rental rate.

1. What is the purpose of your event?

2. How many people do you anticipate attending your event?

3. Who is your target audience?

4. Where do you plan to advertise your event?

5. Will you sell tickets? If so, what is the ticket price?

6. Will there be retail sales at your event?

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

POLICY AND PROCEDURES
JANUARY 2025

***CAPACITY 100 GUESTS**

***Please be advised that our elevator is not managed on site. We can not guarantee that if an issue arises it will be fixed before your event.**

Policy Statement:

It is the City of Charles Town's intent to make the second floor of Charles Washington Hall available to the public as an active vibrant space for events and community engagement. It is the intent of this Policy and the Charles Washington Hall Rental Agreement to provide for regulation and use policies and procedures to accommodate groups and/or individuals who wish to use the facility. Failure to comply with the policies and procedures set forth in this agreement may result in a revocation of a submitted or approved Reservation Request.

In an effort to promote more public events, this policy will allow for the following rate determinations. Charles Town Now, the City's Main Street Partner, will be granted free use of Charles Washington Hall for public events. Additionally, any non-profit organization or business located in the City of Charles Town will be granted a reduced rate for hosting public events. These public events must be advertised to the general public and may not be customer only, client only, or invitation only.

Rates for private use of the hall are categorized as regular rates and residential rates. Residential rates are provided to those living in the City Limits of Charles Town.

The City of Charles Town reserves the right to deny rental of the hall on an as needed basis.

Reservation Procedures:

1. A completed Second Floor Rental Request Form, signed Charles Washington Hall Rental Agreement, signed Policy and Reservations Procedures Agreement, and $400 security deposit must be submitted to the City of Charles Town **at least 30 days prior to your event date** but can be submitted up to six months prior. Once received, it will be processed within 10 days and your date will be confirmed.
2. Full payment and all completed paperwork is required to confirm your reservation. Submission of a Request does NOT constitute approval.
3. If you are a non-profit organization or business located in the City of Charles Town and you are hosting a public event, please complete page three of the rental request form.
4. Applicants acknowledge that the City of Charles Town assumes no liability for injury or loss or damage of personal property. Depending on the nature of an applicant's event, and when it is deemed to be in the best interests of the general public, the City of Charles Town may require the renter to furnish a Certificate of Insurance naming the City as additionalinsured in the amount of no less than $1,000,000 per occurrence of commercial general liability insurance.
5. The City Of Charles Town will require a $200 Security Deposit for all events. This deposit will be returned upon inspection of CW Hall.
6. The Request, Rental Agreement and this Policy must be completed and signed by an adult, aged 21 or over who will attend, supervise and be responsible for the entire event or activities.
7. Approved Requests may not be transferred, assigned or otherwise sublet to another group, business or individual.
8. All persons, organizations, groups or businesses using the facility shall observe and obey all regulations of the policy and applicable City, State and Federal laws and regulations.

Charles Washington Hall

Rental Agreement and Terms and Conditions

January 2025

In consideration for renting the Second Floor of Charles Washington Hall on the date(s), time(s) and at the amount set forth on my Second Floor Rental Request Form, I agree to following terms and conditions:

Policy and Rental Procedures Agreement

1. I/We have read, understand and agree to abide by all terms and conditions specifically set forth in the Charles Washington Hall Policy and Reservations Procedures Agreement.

Rental Area

2. I/We understand the use of the facility includes, generally, the second floor of Charles Washington Hall and the lobby area just inside the entrance to the building on North George Street. Rental fees include utility costs. No attendees, agents or participants in any second-floor events may enter or exit through any other entrance to the building, unless prior arrangements have been made and approved by the City.

Rental Time

3. I/We understand that no one in my party, including any outside Vendors, is allowed access to the facility prior to the start of my rental time.

4. I/We understand that all members of my party, including outside Vendors, and any items brought into the facility must be cleared out and the facility fully vacated by rental end time.

5. I/We understand that I will be charged for any amount of time anyone associated with my event occupies or otherwise uses the facility before and/or after the start and end times on the Second Floor Rental Request Form.

6. I/We understand that if the event extends longer than the agreed upon time, I will alert the provided contact person of the new departure time.

Entry and Departure

7. I/We understand that we will be given a unique code via text to access the key to the George Street Entrance. I will maintain sole possession of that key until it is deposited back into the key lock box upon departure. I will incur any charges in case of a lost, stolen, or damaged key.

8. I/we will ensure all lights are turned off and doors are locked before placing key in the lock box. The doors adjacent to the elevator must be shut on the 1st and 2nd floor. The side entrance door must be locked. I/we will incur any charges for any damages or vandalism that occur as a result of failing to properly close and lock the side entrance door. In the event of any problem with locking the door, please communicate with the contact person.

Cleaning and Damage Assessment

9. I/We understand I am responsible for cleaning all areas and surfaces of the rented room following my event.

10. I/We understand that all trash and debris generated by my event must be removed from the facility at the end time of my event. Trash shall be taken out by the stage door and placed on the catwalk. DO NOT take it down the stairs. Do NOT use the dumpster. If event waste has been found in the dumpster, the security deposit will be kept.
___INTIAL HERE

11. I/We understand that no items may be glued, taped, tacked, nailed or otherwise affixed to the walls, windows, furnishings or fixtures of the facility. If there is evidence that any of this has been used, security deposit will be kept. **___ INTIAL HERE**

12. I/We understand that chairs and tables must be returned to their original configuration as found or as discussed with the City's rental agent prior to your event.

13. I/We understand the facility must be left in the same condition as it was prior to the rental and users are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost or costs for excessive cleanup will be charged. All trash and debris must be picked up and removed from the facility at the end time of the event.

14. I/We understand that a cleanup/damage assessment of the facility will be completed within three (3) business days after my rental or prior to another party occupying the facility. I will be given notice at that time of any additional cleanup fees or damage incurred for which I am financially responsible.

Food and Alcohol Use:

15. I/We understand that food and nonalcoholic beverages may be brought in and served so long as a plan for such activities is submitted with the Second Floor Rental Request Form and in accordance with this Agreement.

16. I/We understand prior approval is required for any rental with alcohol. I understand that any alcohol on facility grounds during an event without prior written approval will result in immediate termination of the event; possible criminal consequences and loss of security deposit. Violation of this term may also result in forfeiture of future use of facility.

17. I/We understand beer and wine may only be sold at Charles Washington Hall if an individual, organization, association or a non-profit obtains a special event, festival or fair permit through the West Virginia Alcohol Beverage Commission (ABC) in compliance with the ABC regulations. If the individual, organization, or association is hosting a private (not open to the public) event in which alcohol is provided free of charge, a permit will not be required. A certificate of insurance will be required in this instance.

18. I/we understand that if I am selling alcoholic beverages, I must obtain written permission by the City Manager and must request this at the time the facility request is submitted. The City reserves the right to place restrictions on the selling of alcoholic beverages in accordance with the State Law and these guidelines. “Alcohol use” means the presence of any beverage that contains any amount of alcohol.

19. I/we understand that if I am hosting a private (not open to the public) event in which alcohol will be provided free of charge, I must indicate this on the facility rental request. The City Reserves the right to place restrictions on the distribution of alcoholic beverages in accordance with the State Law and these guidelines. “Alcohol use” means the presence of any beverage that contains any amount of alcohol.

20. I/We understand the City shall require the applicant to carry general liability insurance. The City shall require evidence of full liquor liability insurance in the amount of $1,000,000.00, in addition to general liability insurance when alcohol is on the premises and include a Waiver of Subrogation. The cost of the required liability insurance shall be borne by the applicant. ** Proof of insurance must be presented 10 days prior to event.

21. If a permit is required, I/we understand that the following must be obtained: 1. A limited waiver of the city’s open container law provided by the City Manager that is strictlylimited to the time and place of the facility rental. These must be provided prior to the event date. 2. Once ABCA permit has been received, a copy needs to be provided to the City of Charles Town.

22. I/We understand alcohol is not allowed when an event is designated for minors such as school age award programs, birthday parties and/or receptions.

23. I/We understand the Charles Town city staff and Police shall have the authority to enforce all rules and regulations governing facility rentals. Charles Town City Staff monitoring the event has the authority to contact the police if they so deem that necessary. Where 100 or more attendees are anticipated, the City may require a Charles Town city staff member or police officer at the event.

24. I/We understand that no alcoholic beverage shall be served to any person less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 while on the City’s premises, shall be the sole responsibility of the organization or individual renting the facility.

25. I/We understand the distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the ABC. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.

26. I/We understand alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not authorized by the City or to a minor the Police will be notified, and the event will be terminated, and all fees and deposits will be forfeited.

27. I/We understand the use of alcohol shall be limited to only the second-floor event space of Charles Washington Hall and shall not be permitted in hallways, bathrooms, the first floor or outside. The waiver of the city's open container law is limited to the second-floor event space only and does not include the hallways, bathrooms, first-floor, or any area outside the rental facility.

Additional Terms:

28. I/We understand that if I use any outside Vendors for professional services (caterer, florist, furniture rental, etc.) in connection with my event and/or if my event involves Vendors selling items to attendees and/or the general public, that that such third-party Vendors must have a City of Charles Town business license. ___**INITIAL HERE**

29. I/We understand that smoking is strictly prohibited in the facility and within 25 ft. of all entrances to the facility.

30. I/We understand that for events involving youth, 17 years and under, there shall be one adult for every 20 minors, or increments thereof, in attendance who shall remain on the premises for the duration of the event.

31. I/We understand that no gambling of any kind shall be conducted in the facility.

32. I/We understand the use of open flames is prohibited, including candles.

33. I/We understand the posted occupancy of the facility shall not be exceeded at any time.

34. I/We understand that no animals are permitted in the facility, except for service animals.

35. I/We understand that all persons, businesses, groups or businesses using the Facility shall observe and obey all regulations, policies, and applicable City, State and Federal laws and regulations.

36. I/We understand that if we are a non-profit organization or business hosting a designated public event and event does not meet the criteria, organizer will be charged the private rate. ___ **INITIAL HERE**

Contact Person: Virginie Bauer

Please retain these policies for your reference and return the signed CW Hall Contract to the City of Charles Town.

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

Charles Washington Hall Rental Agreement

I have read both the Charles Washington Hall Policy and Reservations Procedures Agreement and the Charles Washington Hall Rental Agreement and Terms and Conditions in its entirety. I understand that I am required to comply with all rules, procedures, and terms as set forth in these agreements and understand that non-compliance may result in revocation of an approved reservation request, the non-return of security deposit fees (if applicable), other charges, or denial of future Requests. By signing below, I agree to indemnify and hold harmless the City of Charles Town and the Charles Town Building Commission against any and all liability, claim, loss or payment of any kind arising out of uses of the facility and actions that may be caused during my event.

Print Name: _____

Organization/Business: _____

Event Date: _____

Signature: _____

Date: _____

In order to gain entry into the hall, please provide a cell phone contact number. We will send this number a unique code for access to they key lock box.

_____

CW Hall Rental Rate Comparisons 2024

Venues located within 5 miles:

Venue 1:
Full Weekend Day : $1000
Full Weekday Day: $550

Venue 2:
Full Day: $750 (Raising to $1000)

Venue 3:
Full Weekend Day (Smaller Room): $1000
Full Weekday Day (Smaller Room): $800
Full Weekend Day (Larger Room) $1900
Full Weekend Day (Larger Room) $1400

Venues in the County:

Venue 1:
Full Weekend Day: $1200 (same for weekday) based on 15hours ½ Gym
Full Weekend Day: $1800 Full Gym

Venue 2:
Minimum Charge $5475

Venue 3:
$100 an Hour or $700 a day (nothing included, no tables/chairs)

Venue 4:
$1000 Base rate per day IF using the in-house catering. Rate is higher if using outside catering.

Other Factors:

Staff Time:

To flip CW Hall, this takes 2 public works staff 3 hours.
To show hall, process paperwork, communicate with renters, process payment (2-4Hours)
**Staff is “on call” during events. If there is an issue and a non-salary employee has to address issue, that results on overtime. This does not happen often but has in the past.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-213: Public Hearing for the Second Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-201: Second Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment

Proposed Motion: Approve the Second Reading and Consideration of an Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue Not Used for Street Purposes in the City of Charles Town, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Such Quitclaim Deeds and Other Documents Needed to Implement this Abandonment

ATTACHMENTS:
- Old Bridge Abandonment.pdf

AN ORDINACE VACATING, ABANDONING, AND ANNULLING THAT PORTION OF IRON BRIDGE ROAD (AKA OLD BRIDGE ROAD) AND/OR FIRST AVENUE NOT USED FOR STREET PURPOSES IN THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA AND AUTHORIZING THE CITY MANAGER AND MAYOR TO EXECUTE SUCH QUITCLAIM DEEDS AND OTHER DOCUMENTS NEEDED TO IMPLEMENT THIS ABANDONMENT

WHEREAS it has been determined by the Council of the City of Charles Town that the portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue ("Old Bridge Road") which abuts N George St, Parcel 6 as shown on Tax Map 2A, and Parcels 2 and 1 as shown on Tax Map 2 in the Corporate District of Charles Town, West Virginia and as more particularly identified on Exhibit A attached to this Ordinance, does not serve as an important or necessary public thoroughfare and represents a needless source of potential expense and liability to the City; and

WHEREAS, Old Bridge Road is not used for street purposes, has never been opened or constructed as a street, and is not needed for street purposes or any other public uses or public purposes, and therefore it is in the interest of the City of Charles Town, and the public generally, that the portion of Old Bridge Road described above be vacated, abandoned, closed, and annulled; and

WHEREAS, it further appears that the property of no person, firm, or corporation will be damaged or injured by said abandonment, annulment, or vacation; and

WHEREAS, the City of Charles Town has previously entered into an untitled agreement dated as of March 17, 2008 ("Use Agreement") with the current owners of the abutting property commonly known as 330 N. George Street, Charles Town, West Virginia ("330 George Property") to use Old Bridge Road for parking and access, which Use Agreement indicates that Old Bridge Road is not a public street that is usable and passable.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF CHARLES TOWN:

Section 1: In accordance with the laws of the State of West Virginia and as specifically provided by West Virginia Code § 8-12-5(1) and the authority provided therein, the public way known as Old Bridge Road is hereby vacated, abandoned, and closed as a public right-of-way, subject to all of the rights of municipally and privately owned and operated utilities and easements in, over, and under said property presently existing.

Section 2: Upon abandonment, ownership of Old Bridge Road will revert to 111 West Congress, L.L.C. (as the owner of the 330 George Property); subject to existing public utility easements, and provided that the in the event 111 West Congress or any successor in title to Old Bridge Road desires to place vertical improvements upon Old Bridge Road (not including pavement, curbing, lighting, sidewalks and landscaping), it will be responsible for relocating any such public utilities at its expense and in accordance with plans approved by the Utility Board prior to any relocation.

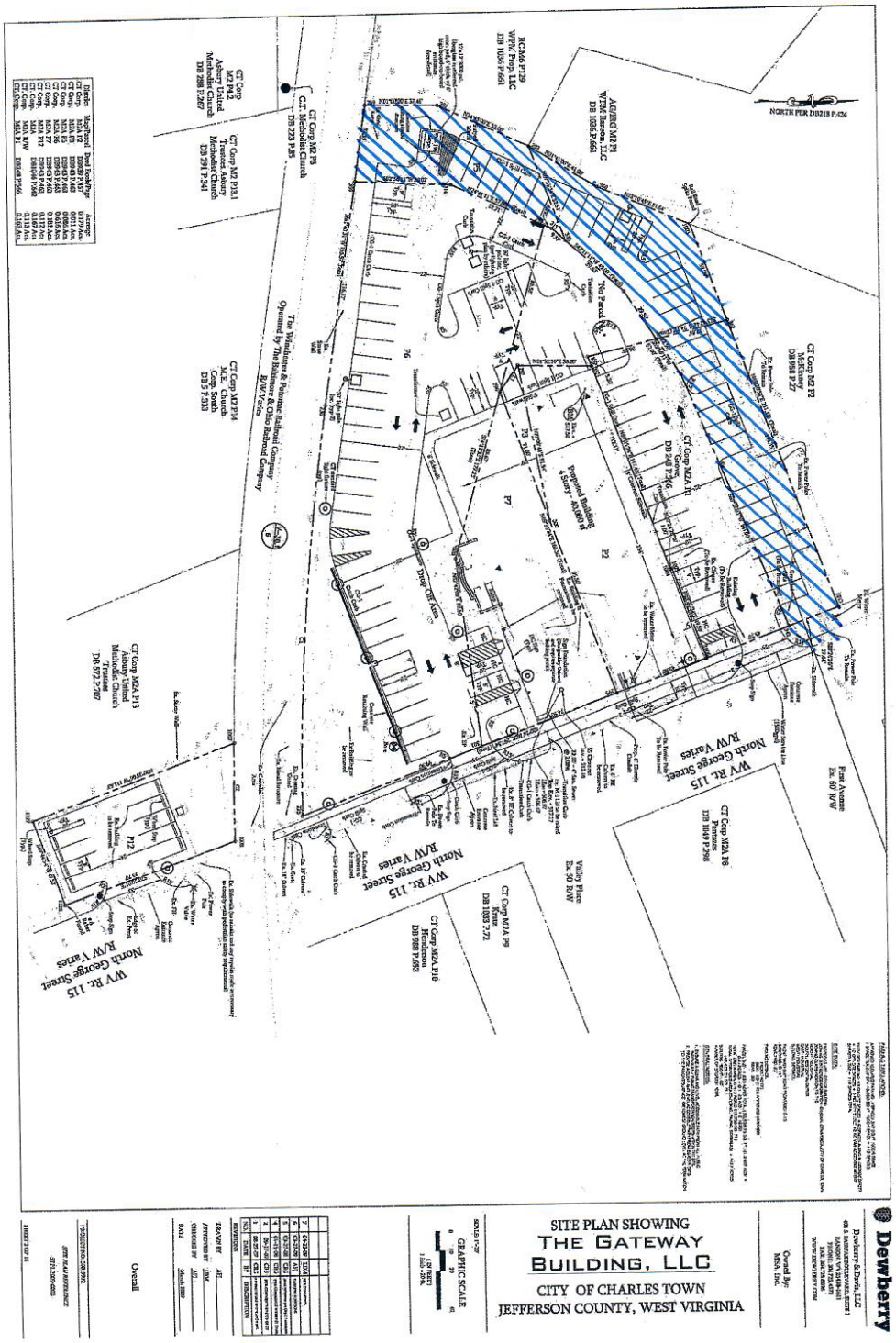
Section 3: Upon the adoption, this Ordinance shall be recorded in the appropriate land books of the Office of the Clerk of the County Commission of Jefferson County, West Virginia as evidence of vacating, abandoning, and annulling Old Bridge Road for public uses and public purposes as a public street or way.

Section 4: Upon adoption of this Ordinance, the Use Agreement will have no further purpose and will be terminated.

Section 5. The City Manager and Mayor are hereby authorized to execute such quitclaim deeds and other documents as shall be necessary to implement the provisions of this Ordinance, subject to the provisions set forth herein above, to convey Old Bridge Road to the current adjacent property owner, 111 West Congress, L.L.C. and to terminate the Use Agreement.

Section 6. This ordinance shall be effective from and after the date of its adoption.

Exhibit A


SITE PLAN SHOWING
THE GATEWAY
BUILDING, LLC
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA
Dewberry
Overall
WV Rt. 115
North George Street
R/W Varies
Valley Place
Ex. 50' R/W
Proposed Building
4 Story - 40,000 S.F.
Proposed Parking
Lot Addition
Existing Parking
Lot
Drop Off Area
Fire Access
Ex. 60' R/W
The Wheeling & Potomac Railroad Company
Operated by The Baltimore & Ohio Railroad Company
R/W Varies
CT Corp M2 P3
C.U. McGlodder Church
D8 228 P.85
CT Corp M2 P3.1
Trustees Asbury
Methodist Church
D8 291 P.341
CT Corp M2 P4
Asbury United
Methodist Church
D8 288 P.267
CT Corp M2 P14
M.E. Church
Corp. South
D8 5 P.333
CT Corp M2A P15
Trustees
Methodist Church
D8 972 P.707
CT Corp M2A P16
Henderson
D8 988 P.653
CT Corp M2A P9
Kmm
D8 1003 P.72
CT Corp M2A P8
D8 1049 P.396
CT Corp M2 P2
McElhiney
D8 958 P.27
CT Corp M2A P1
D8 240 P.346
AGORO M2 P1
WV94 Realty, LLC
D8 1056 P.661
RC346 P139
WV94 Realty, LLC
D8 1056 P.661
NORTH PER D8218 P.924
GRAPHIC SCALE
SCALE: 1"=20'
Overall
Dewberry & Davis, LLC
Dewberry

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-214: Public Hearing for the Second Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-202: Second Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition

Proposed Motion: Approve the Second Reading and Consideration of an Ordinance Providing for the Acquisition of Real Property Being a Tract or Parcel of Land Containing 2.869 Acres, More or Less, Situate in the Charles Town Corporate District, Jefferson County, West Virginia and Authorizing the City Manager and Mayor to Execute Any Documents Needed to Implement this Acquisition

ATTACHMENTS:
- Purchase Ordinance.pdf

AN ORDINANCE PROVIDING FOR THE ACQUISITION OF REAL PROPERTY BEING A TRACT OR PARCEL OF LAND CONTAINING 2.869 ACRES, MORE OR LESS, SITUATE IN THE CHARLES TOWN CORPORATE DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA AND AUTHORIZING THE CITY MANAGER AND MAYOR TO EXECUTE ANY DOCUMENTS NEEDED TO IMPLEMENT THIS ACQUISITION.

NOW THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA AS FOLLOWS:

WHEREAS, the City has the power and authority through West Virginia Code § 8-12-1(4) to purchase and acquire property for the benefit of the City; and

WHEREAS, pursuant to W.Va. Code § 8-11-3(6), purchases of real property must be authorized by ordinance; and

WHEREAS, the City has agreed to purchase the said tracts or parcels from American Public University System, Inc. for the consideration of $500,000.00; and

WHEREAS, the City Council of Charles Town finds that it is in the best interest of the City to acquire said tracts or parcels.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF CHARLES TOWN:

Section 1: In accordance with the laws of the State of West Virginia and as specifically provided in W.Va. Code § § 8-11-3(6) and 8-12-1(4), the City Council of the City of Charles Town hereby directs and authorizes the City Manager and Mayor of the City of Charles Town, subject to verification of good and marketable title, to acquire all that certain tracts or parcels of unimproved real estate in the Corporate District of Charles Town, West Virginia, comprising nine parcels and sometimes referred to as Jefferson County tax parcel numbers 19-03-0002-0049-0000, 19-03-0002-0050-0000, 19-03-0002-0051-0000, 19-03-0002-0067-0000, 19-03-0002-0068-0000, 19-03-0002-0069-0000, l 9-03-002A-0008-0000, 19-03-002A-0009-0000 and 19-03-002A-0010-0000, and more particularly described as follows:

1. PT LTS BLK 65 Parcel 42x168 03 2 0050 0000 0000
   DB 1129-419

   all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

That parcel of real estate in the City of Charles Town, Jefferson County, West Virginia, at the northwest corner (previously incorrectly identified as the "southwest corner") of North Samuel Street and Valley Place, fronting about 42' on the southwest side of Samuel Street and about 168.4' on the northwest side of Valley Place, being part of several lots in Block 65 on the plat of the Lands of The Charles Town Mining, Manufacturing and Improvement Company plat of record in the Office of the Clerk of the County Commission of said County in Deed Book X at Page 1, to which plat reference is made for a more particular description of said. real estate.
District: 03-Charles Town Corporation. Tax Map: 2, Parcel 0050 0000 0000. Postal Address: 330 N. Samuel Street, Charles Town, West Virginia 25414.

2. PT LTS #7, 8, 9, 10, 11, 12, 13, BLK 65 N Samuel St 03 2 0051 0000 0000
DB 1130-386

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

A certain lot or parcel of land, improved by a brick dwelling thereon, situate on the southwest corner of North Samuel Street and First Avenue in Charles Town, Jefferson County, West Virginia, described as follows, to-wit: BEGINNING at the southwest corner of Samuel Street and First Avenue; thence with the line of First Avenue S. 70° 00' W. 168.4 feet to a stake; thence, S. 20° 00' E. 45.7 feet to a stake, corner to J. J. Pittman; thence N. 70° 45' E. 168.4 feet, more or less, to Samuel Street; thence with Samuel Street N. 20° 00' W. 48 feet to the beginning.
District 03, Tax Map 2, Parcel 0051 0000 0000. Postal Address: 332 N. Samuel Street, Charles Town, WV 25414.

3. 1 1/2 LTS Railroad Ave – Mill 03 2 0049 0000 0000
DB 1110-85

all those certain lots or parcels of real estate, with the improvements and appurtenances thereunto belonging, situated in the Charles Town Corporation, Jefferson County, West Virginia, being more particularly bounded and described as follows: ***[This language precedes, and applies to, all of the parcels conveyed by DB 1110-85]***

PARCEL NINE: That certain lot or parcel of land with mill, elevator and storage buildings and other improvements thereon, situated in Charles Town, in Jefferson County, West Virginia, at the north west corner of North Samuel Street and the Baltimore & Ohio Railroad, bounded on the east 185 ft. by North Samuel Street, on the north 206 ft. by Valley Place, on the west 150 ft. by the Miley coal yard property, and on the south approximately 210 ft by said railroad property, being the same conveyed to Joseph A. Warrenfeltz by West Virginia Mills by deed dated October 31, 1938, and recorded in said Clerk's Office in Deed book 149, at page 40.

4. TS #7, 8, 9, 10, PT #6 BLK 66 03 2 0068 0000 0000
DB 1110-85

PARCEL ONE: Beginning at the corner of North Samuel Street and First Avenue in said town; thence with the southerly side of First Avenue eastwardly 125 feet to a point; thence by a new line southwardly, parallel to Samuel Street, 130 feet to a point in the line of the other property of Grantor; thence with the same westwardly, parallel to First Avenue, 55feet; thence northwardly, parallel to Samuel Street, 25 feet; thence westwardly, parallel to First Avenue,70 feet to a point in the eastern line of N. Samuel Street; thence with the eastern line of N. Samuel Street in a northerly direction 105 feet to the beginning; comprising all of Lots Nos. 7, 8, 9 and 10, and a portion of Lot No. 6, all in Block No. 66, as shown on the plat of Charles Town Mining, Manufacturing and Improvement Company, which is of record in the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X, at page 1.

5. LTS #2, 3, 4, 5 BLK 66 03 2 0069 0000 0000
DB 1110-85

PARCEL TWO: That certain lot or parcel of land situate in Charles Town in Jefferson County, West Virginia, at the northeast corner of North Samuel Street and Bell Place, with office, storage and machine shop building, paint-spraying building, chicken house and other improvements thereon, bounded as follows, to-wit: Beginning at the northeast corner of North Samuel Street and Bell Place, thence northwardly with the east line of North Samuel Street, 120 feet to corner of C.C. Bush, thence eastwardly with said Bush parallel with Bel Place 70 feet, thence southwardly with said Bush parallel with North Samuel Street 25 feet, thence eastwardly with said Bush parallel with Bel Place 116 feet to the west line of an alley, thence southwardly with the west line of said alley 95 feet, to the north line of Bel Place, thence westwardly with the north line of Bel Place 186 feet, to the beginning, consisting of four (4) parcel conveyed to said Joseph A. Warrenfeltz by C.C. Bush and wife by Deed Book 160, page 544 and deed dated March 4, 1946, recorded in said County Clerk's Office in Deed Book 164, page 381, and deed dated March 11, 1949, recorded in said County Clerk's Office in Deed Book 175, page 533. Reference is also made to that certain plat of the aforesaid property in the aforesaid Clerk's Office in Deed Book 235, page 356.

6. 1 LT Coalyard – Miley 03 2A 0010 0000 0000
DB 1110-85

PARCEL SIX: That certain real estate generally known as the "Miley Coal Yard Property" lying on the east side of North George Street and described as beginning at a point in the east line of North George Street 45 feet southward from its intersection with the south line of Valley Place; thence northeastward 25.4 feet to a point which is 20.5 feet eastward of the said east line of North George Street, in

the Miley residence lot south line and 30 feet southward from the said south line of Valley Place, thence with said Miley residence lot line eastwardly and parallel to the said south line of Valley Place 107.5 feet to a point in the west line of the former West Virginia Mill property; thence with the same southwardly 120 feet to the right-of-way line of the Baltimore and Ohio Railroad; thence with the same westwardly 130 feet to said east line of North George Street; thence northwardly with the east line of North George Street 74.5 feet to the point of beginning.

7. 1 LT N George St 03 2A 0009 0000 0000
DB 1110-70

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

All of that certain lot or parcel of real estate, with the easements and rights of way appurtenant thereto, improved by a brick dwelling house, etc., thereon, fronting on the east side of North George Street in Charles Town, Jefferson County, West Virginia, a distance of 45 feet, and running back along the line of Valley Place a distance of approximately 107 feet, more or less, to the west line of the former West Virginia Mills Property (said frontage including an offset fronting 15 feet on said George Street next to the Ebersole Coal Yard property, formerly Miley's) it being part of the same property which was conveyed to C. E. Miley, Sr. and C. P. Miley by deed from T. C. Bowling, et ux., dated December 10, 1913, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 110, Page 89, and being the same real estate conveyed to Roy W. Hooe, Sr., et ux., by deed from Charles Edward Miley, Jr., et ux., et al., dated August 1, 1951, and recorded in the aforesaid Clerk's Office in Deed Book 184, Page 309, and conveyed by Roy E. Hooe, Sr., et ux., by deed to Earl S. Rowe and Charlotte C. Rowe, his wife, dated June 1, 1961, and recorded in the aforesaid Clerk's Office in Deed Book 246, Page 522, to which deed and the references therein contained, reference is made.

8. #1, 2, 3, 4, 5, 6, PT #7 N George St, BLK 65 03 2A 0008 0000 0000
DB 1110-75

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

Fronting on the east side of George Street, bounded on the north by First Avenue and on the south by Valley Place, consisting of all of Lot Nos. 1, 2, 3, 4, 5, 6 and a part of Lot 7 in Block 65 of the Charles Town Mining, Manufacturing and Improvement Company as shown on a plat thereof recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X at Page 1.

9. 1 LT First Avenue BLK 66 03 2 0067 0000 0000
DB 1122-688

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

All that certain lot or parcel of land, improved by a two-story brick dwelling, fronting 61 feet on the south side of First Avenue in Charles Town, Jefferson County, West Virginia, and extending back southwardly of even width 130 feet, more or less, being bounded on the east by a 20-foot alley, and on the south and west by property of Peoples Supply Farm Machinery, Inc., and/or Peoples Supply, Inc., being a portion of Block No. 66 as shown on the plat of the lands of the Charles Town Mining, Manufacturing & Improvement Company, recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X, at Page 1, and a part also (the residue after several out-conveyances) of the real estate conveyed to the late C. C. Bush by Forrest W. Brown, et al., Special Commissioners, by deed dated April 11, 1927, and recorded in the aforesaid Clerk's Office in Deed Book No. 128, Page 474. Said C. C. Bush died testate in the year 1952, and by his last will and testament, duly probated and recorded in the aforesaid Clerk's Office in Will Book I, Page 406, devised all of his real estate to his wife, Daisy Wheatly Engle Bush.

Section 2. The City Manager and Mayor are hereby authorized to execute any such deeds or other documents as shall be necessary to implement the provisions of this Ordinance to acquire the subject 2.869 acres.

Section 3. This Ordinance shall be effective from and after the date of its adoption.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-205: Article 147 Discussion

ATTACHMENTS:

- Ord. 2022-001 - Article 147 Utility Board.pdf

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 of the 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 of the 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.

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five 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)(1) 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 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 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-1, 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.

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.

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)(1) 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 of the 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.

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.

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.

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.

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.

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.

Passed on First Reading: February 14, 2022

Passed on Second Reading: February 22, 2022
(following Public Hearing)

ATTEST:

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-123: Presentation - *Michael Baker International* on Zoning and Subdivision Overhaul

ATTACHMENTS:

- MBI Presentation_Council Meeting_18FEB2025.pdf
- Michael Baker Intl Contract Agreement signed.pdf
- Charles Town Zoning and Subdivision Ordinances Update_Michael Baker.pdf



RESPONSE FOR CHARLES TOWN, WV

ZONING & SUBDIVISION ORDINANCES COMPREHENSIVE UPDATE

Michael Baker INTERNATIONAL

Michael Baker Lead Staff



Troy D. Truax, AICP
Project Manager



Samantha McLean, AICP, LEED Green Associate
Technical Lead



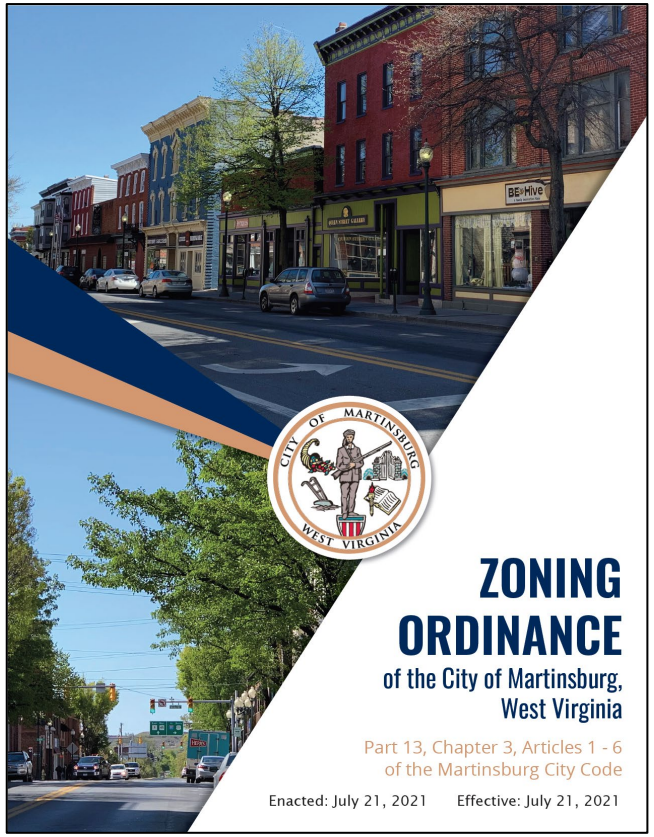
Nicholas Sisco, AICP, GISP
Technical Support and GIS Mapping

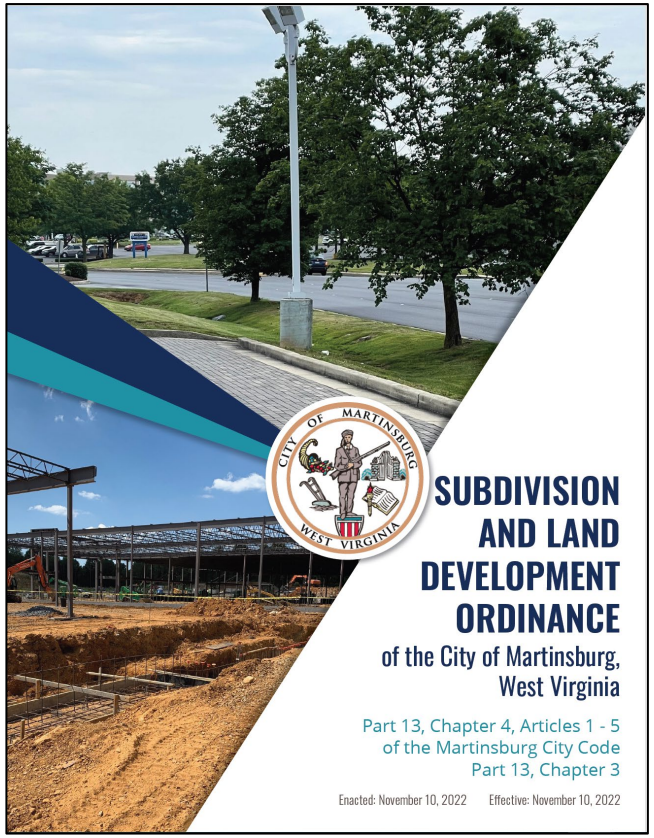
Charles Town Experience

- Zoning Ordinance Rewrite (2012)
- Subdivision and Land Development Ordinance (2012)
- Walkability and Connectivity Study (2016)
- Historically Hip Charles Town 2040 Comprehensive Plan (2018)
- Sign Design Guide (2018)
- Pavement Conditions Assessment (2022)
- Police Department Staffing Study (2022)

Other Relevant Experience

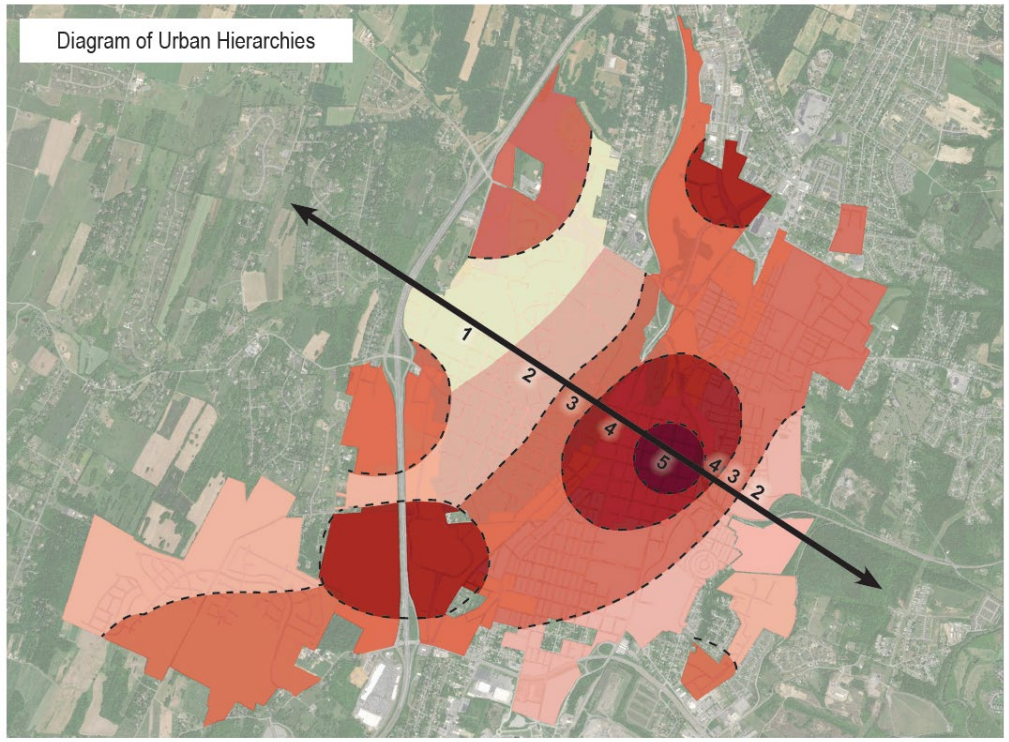
City of Martinsburg Zoning Ordinance (2021) and Subdivision/Land Development Ordinance (2022) Rewrites

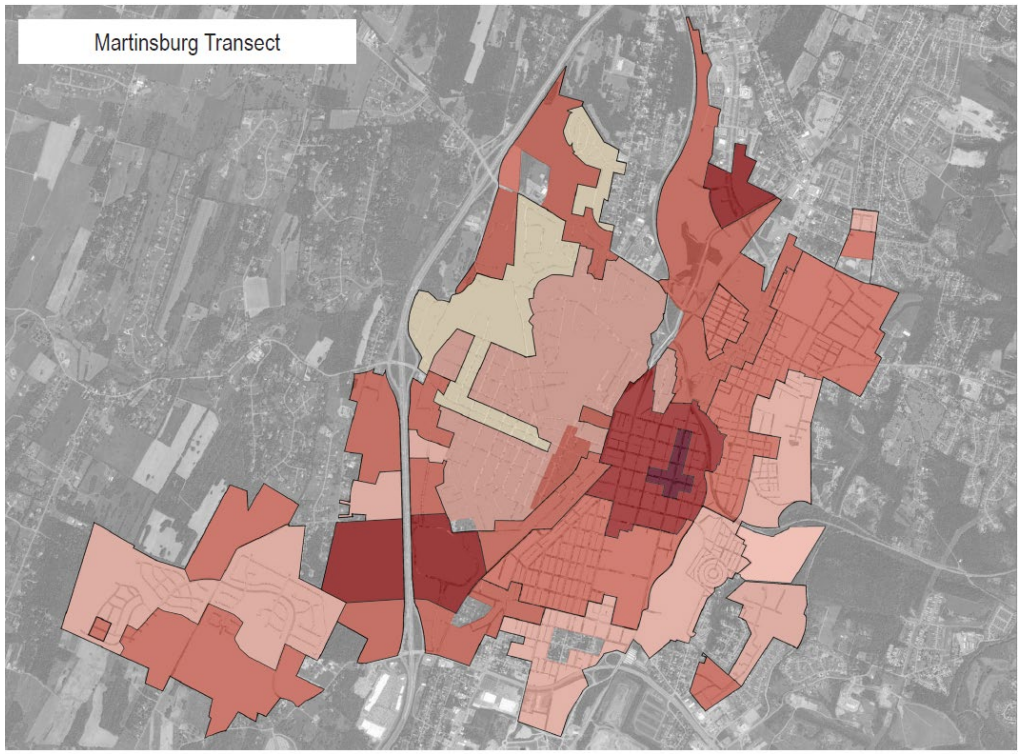




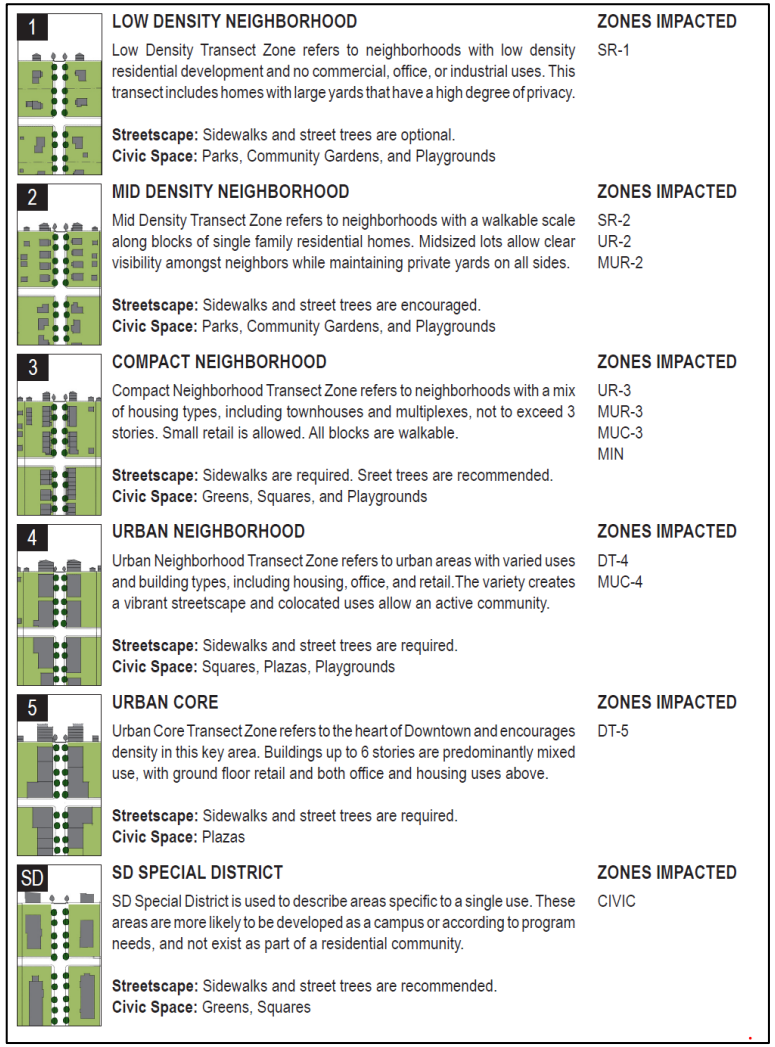
Martinsburg Rural to Urban Transect

Basis for Zoning District Formulation





Martinsburg Rural to Urban Transect



1 LOW DENSITY NEIGHBORHOOD — ZONES IMPACTED: SR-1

Low Density Transect Zone refers to neighborhoods with low density residential development and no commercial, office, or industrial uses. This transect includes homes with large yards that have a high degree of privacy.

Streetscape: Sidewalks and street trees are optional.
Civic Space: Parks, Community Gardens, and Playgrounds

2 MID DENSITY NEIGHBORHOOD — ZONES IMPACTED: SR-2, UR-2, MUR-2

Mid Density Transect Zone refers to neighborhoods with a walkable scale along blocks of single family residential homes. Midsized lots allow clear visibility amongst neighbors while maintaining private yards on all sides.

Streetscape: Sidewalks and street trees are encouraged.
Civic Space: Parks, Community Gardens, and Playgrounds

3 COMPACT NEIGHBORHOOD — ZONES IMPACTED: UR-3, MUR-3, MUC-3, MIN

Compact Neighborhood Transect Zone refers to neighborhoods with a mix of housing types, including townhouses and multiplexes, not to exceed 3 stories. Small retail is allowed. All blocks are walkable.

Streetscape: Sidewalks are required. Sreet trees are recommended.
Civic Space: Greens, Squares, and Playgrounds

4 URBAN NEIGHBORHOOD — ZONES IMPACTED: DT-4, MUC-4

Urban Neighborhood Transect Zone refers to urban areas with varied uses and building types, including housing, office, and retail.The variety creates a vibrant streetscape and colocated uses allow an active community.

Streetscape: Sidewalks and street trees are required.
Civic Space: Squares, Plazas, Playgrounds

5 URBAN CORE — ZONES IMPACTED: DT-5

Urban Core Transect Zone refers to the heart of Downtown and encourages density in this key area. Buildings up to 6 stories are predominantly mixed use, with ground floor retail and both office and housing uses above.

Streetscape: Sidewalks and street trees are required.
Civic Space: Plazas

SD SD SPECIAL DISTRICT — ZONES IMPACTED: CIVIC

SD Special District is used to describe areas specific to a single use. These areas are more likely to be developed as a campus or according to program needs, and not exist as part of a residential community.

Streetscape: Sidewalks and street trees are recommended.
Civic Space: Greens, Squares

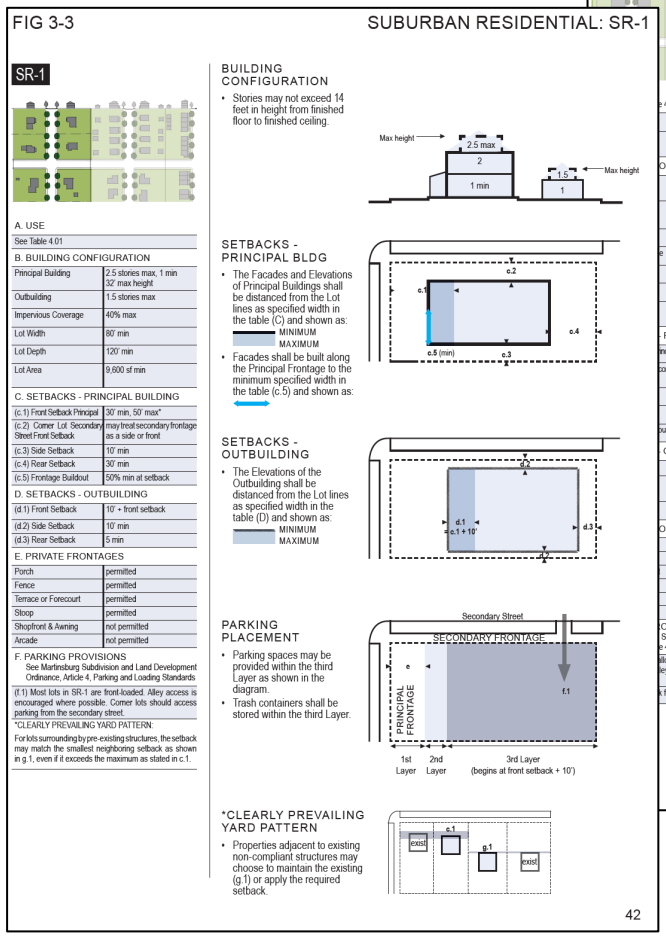


FIG 3-3 SUBURBAN RESIDENTIAL: SR-1

SR-1

A. USE

See Table 4.01

B. BUILDING CONFIGURATION

Principal Building	2.5 stories max, 1 min 32' max height
Outbuilding	1.5 stories max
Impervious Coverage	40% max
Lot Width	80' min
Lot Depth	120' min
Lot Area	9,600 sf min

C. SETBACKS - PRINCIPAL BUILDING

(c.1) Front Setback Principal	30' min, 50' max*
(c.2) Corner Lot Secondary Street Front Setback	may treat secondary frontage as a side or front
(c.3) Side Setback	10' min
(c.4) Rear Setback	30' min
(c.5) Frontage Buildout	50% min at setback

D. SETBACKS - OUTBUILDING

(d.1) Front Setback	10' + front setback
(d.2) Side Setback	10' min
(d.3) Rear Setback	5 min

E. PRIVATE FRONTAGES

Porch	permitted
Fence	permitted
Terrace or Forecourt	permitted
Stoop	permitted
Shopfront & Awning	not permitted
Arcade	not permitted

F. PARKING PROVISIONS
See Martinsburg Subdivision and Land Development Ordinance, Article 4, Parking and Loading Standards

(f.1) Most lots in SR-1 are front-loaded. Alley access is encouraged where possible. Corner lots should access parking from the secondary street.

*CLEARLY PREVAILING YARD PATTERN:
For lots surrounding by pre-existing structures, the setback may match the smallest neighboring setback as shown in g.1, even if it exceeds the maximum as stated in c.1.

BUILDING CONFIGURATION
- Stories may not exceed 14 feet in height from finished floor to finished ceiling.

SETBACKS - PRINCIPAL BLDG
- The Facades and Elevations of Principal Buildings shall be distanced from the Lot lines as specified width in the table (C) and shown as: MINIMUM MAXIMUM
- Facades shall be built along the Principal Frontage to the minimum specified width in the table (c.5) and shown as:

SETBACKS - OUTBUILDING
- The Elevations of the Outbuilding shall be distanced from the Lot lines as specified width in the table (D) and shown as: MINIMUM MAXIMUM

PARKING PLACEMENT
- Parking spaces may be provided within the third Layer as shown in the diagram.
- Trash containers shall be stored within the third Layer.

*CLEARLY PREVAILING YARD PATTERN
- Properties adjacent to existing non-compliant structures may choose to maintain the existing (g.1) or apply the required setback.

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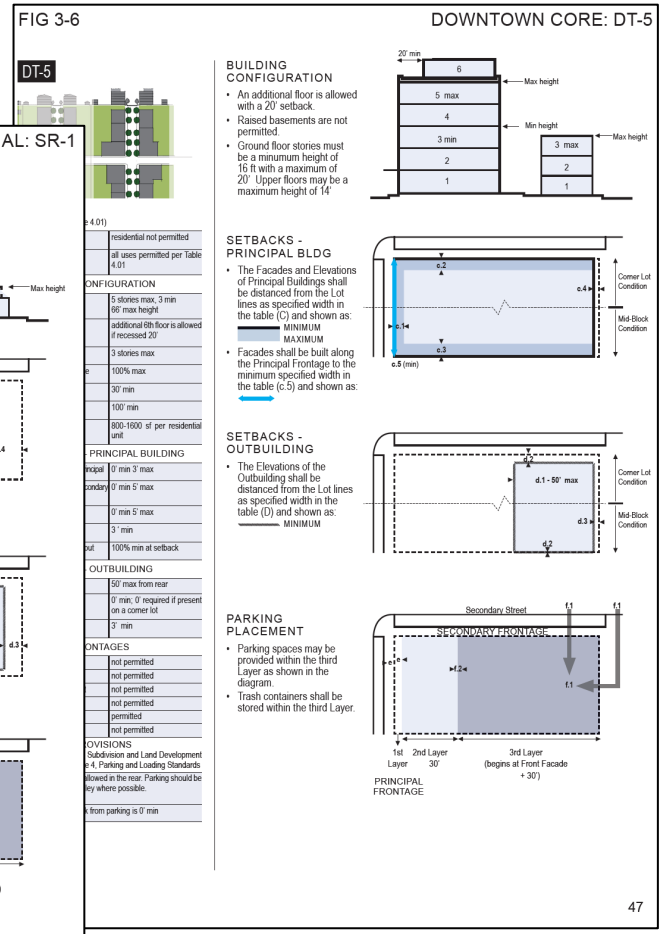

FIG 3-6 DOWNTOWN CORE: DT-5

DT-5

BUILDING CONFIGURATION
- An additional floor is allowed with a 20' setback.
- Raised basements are not permitted.
- Ground floor stories must be a minumum height of 16 ft with a maximum of 20'. Upper floors may be a maximum height of 14'

SETBACKS - PRINCIPAL BLDG
- The Facades and Elevations of Principal Buildings shall be distanced from the Lot lines as specified width in the table (C) and shown as: MINIMUM MAXIMUM
- Facades shall be built along the Principal Frontage to the minimum specified width in the table (c.5) and shown as:

SETBACKS - OUTBUILDING
- The Elevations of the Outbuilding shall be distanced from the Lot lines as specified width in the table (D) and shown as: MINIMUM

PARKING PLACEMENT
- Parking spaces may be provided within the third Layer as shown in the diagram.
- Trash containers shall be stored within the third Layer.

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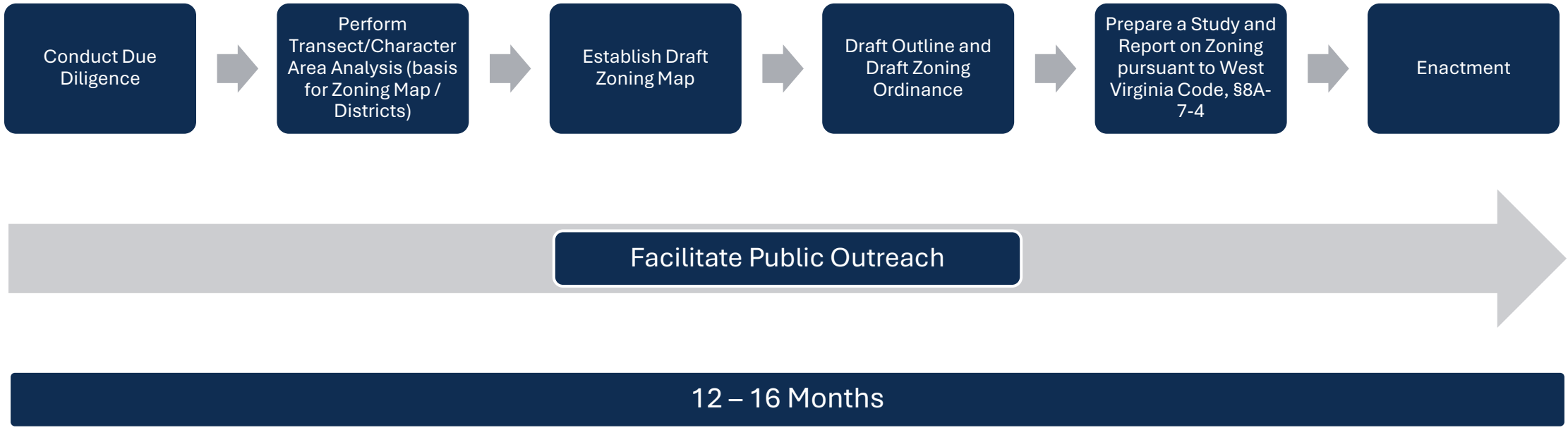
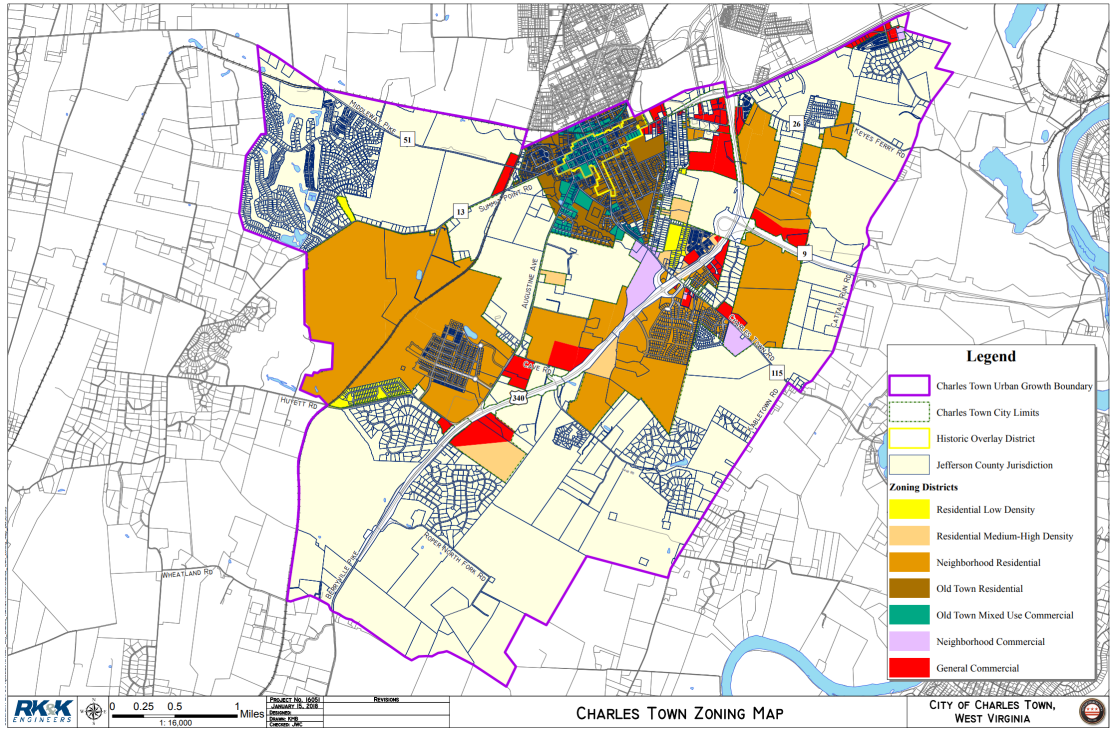
Approach – Zoning Ordinance Rewrite



The update of the regulations will conform to the requirements of the West Virginia Code, §8A-7 Zoning.

Approach – Zoning Ordinance

- Evaluation of Existing Zoning, Comprehensive Plan Land Use, and Field Views (supplemented by desktop (Google Earth) analysis)



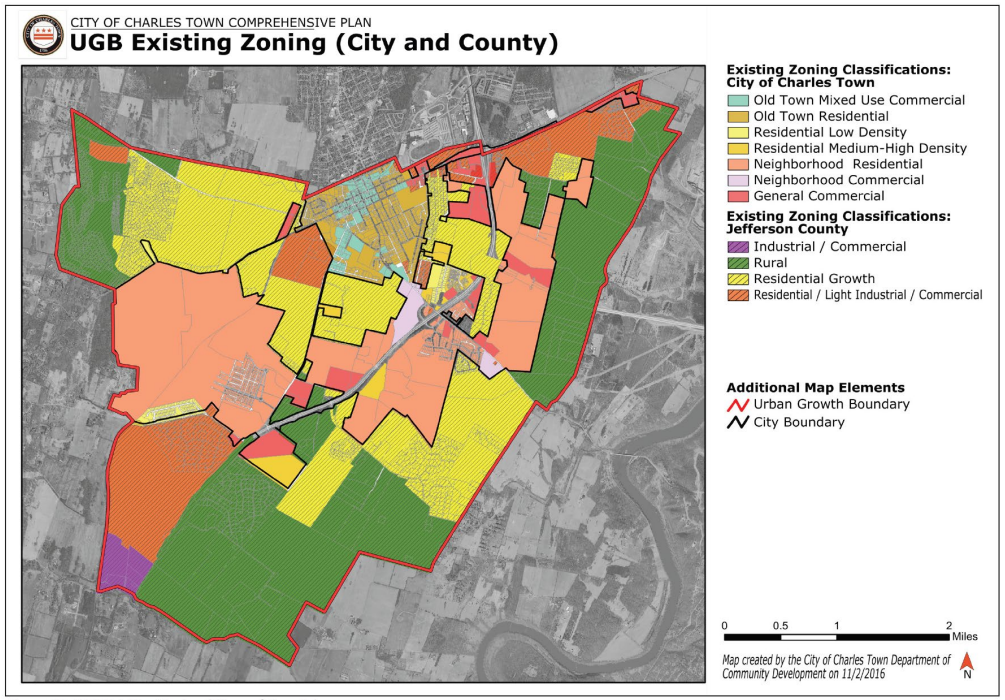


Figure 20: UGB Existing Zoning (City and County)
Sources: City of Charles Town, 2016 and Jefferson County GIS, 2016

Approach – Zoning Ordinance

- Evaluation of Comprehensive Plan Transects and FLU



Figure 22: Charles Town Transect
Sources: Michael Baker International Urban Design Studio

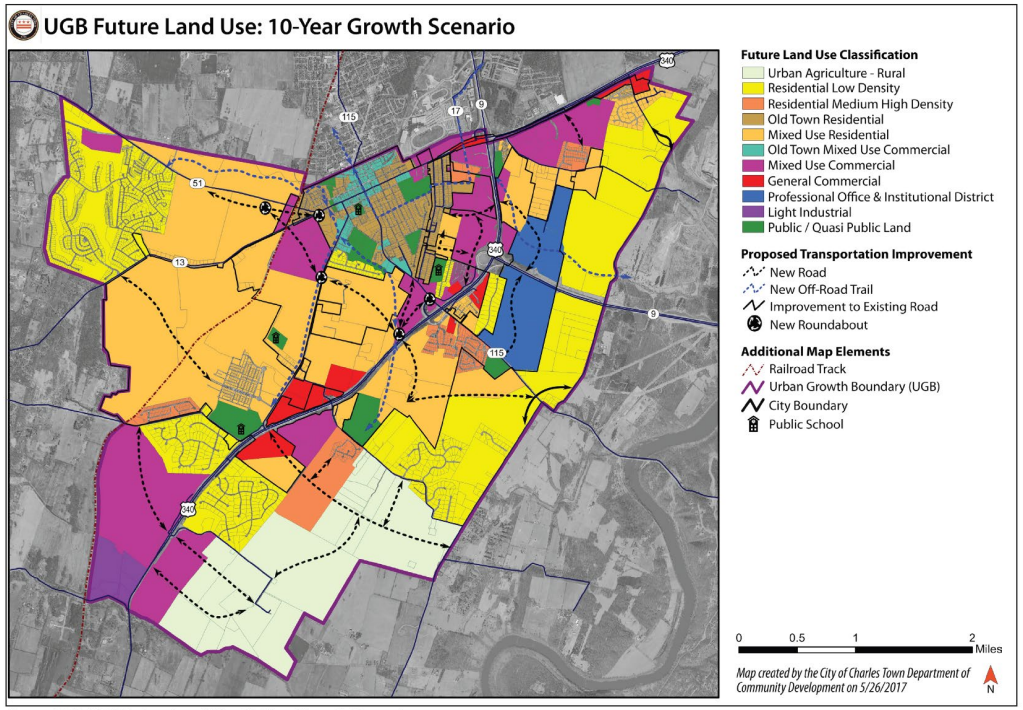
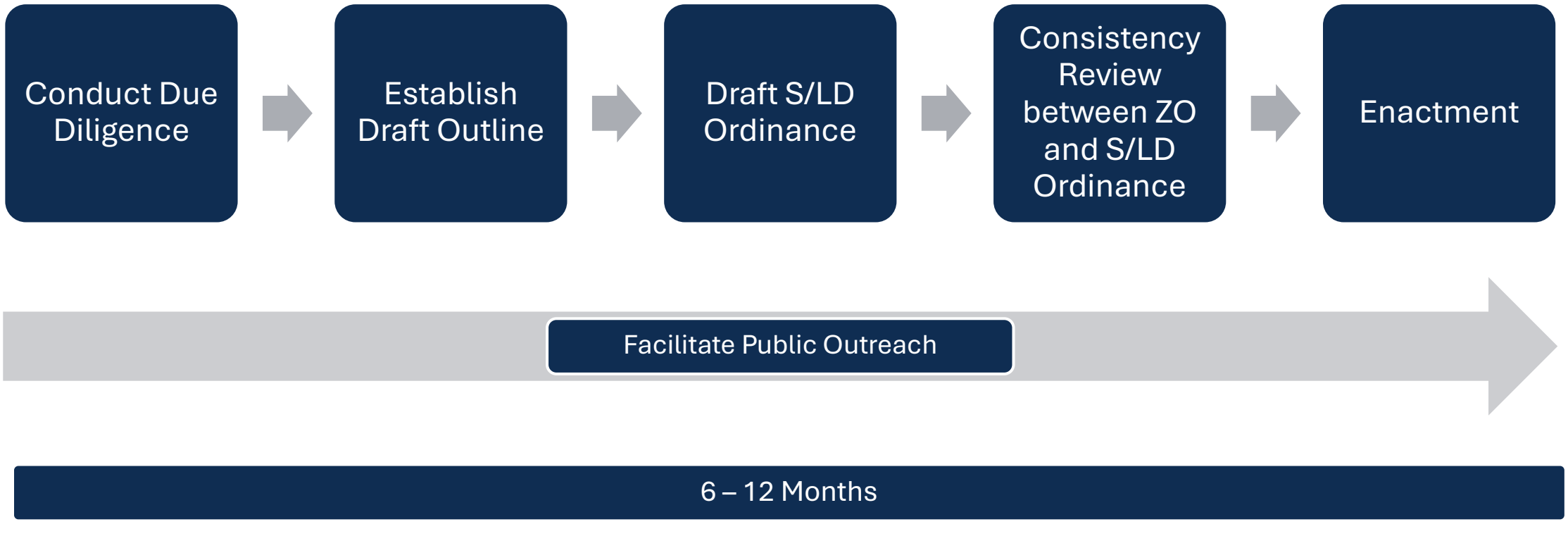


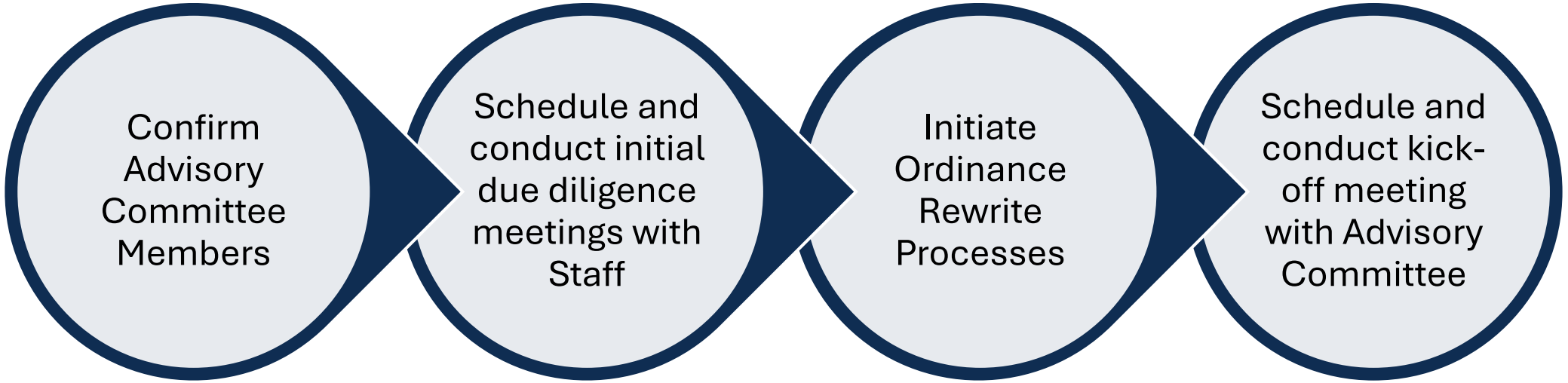
Figure 28A: UGB Future Land Use 10-Year Growth Scenario
Sources: City of Charles Town, 2016

Approach – S/LD Ordinance Rewrite



The update of the regulations will conform to the requirements of the West Virginia Code, §8A-4 (SALDO), §8A-5 (Subdivision or Land Development Plan and Plat), and §8A-6 (Methods of Security).

Next Steps


Confirm Advisory Committee Members
Schedule and conduct initial due diligence meetings with Staff
Initiate Ordinance Rewrite Processes
Schedule and conduct kick-off meeting with Advisory Committee

Questions?

Troy D. Truax, AICP

Michael Baker International, Inc.

Troy.truax@mbakerintl.com

(717) 213-6241

Exhibit A

Initial Statement of Approach and Methods

The following outlines Michael Baker's conceptual approach and methods to successfully perform and deliver the City of Charles Town's Zoning and Subdivision Ordinances Comprehensive Update. The proposed approach and methods may be further refined to achieve a scope of work and budget that best addresses the City's project needs and objectives.

Task 1. Project Management and Coordination

Kathy will serve as the City's sole point of contact throughout the project performance period. As with previous engagements, Kathy will focus on maintaining open lines of communication and fostering coordination between the City (i.e., Director of Community and Economic Development, City Manager, and other staff) and Michael Baker to guide the zoning and subdivision ordinances update. Michael Baker will schedule and facilitate timely meetings with the City to obtain relevant information and data, review draft work products, and identify and address issues or concerns that may impact the project's progress and successful execution.

Task 1.1. Kick-off Meeting with Staff

Michael Baker will schedule a meeting with City staff to kick off the project, set up milestones, and establish points of contact within the organization to ensure a quick turnaround of information and data collection. At this meeting, we will accomplish the following:

- Review and refine the project scope of work and milestone schedule for draft and final work products
- Identify and discuss issues challenges/issues with the current Zoning and Subdivision Ordinances and recommendations for their improvement relative to the recent amendments
- Discuss expectations for team communication and status updates at specific project milestones
- Identify information needs and collection efforts

Task 1.2. Project Management and Status Reports

Michael Baker will provide milestone project status reports (along with milestone billing invoices) to the City outlining the tasks that were completed and a summary of upcoming activities and critical milestones. Michael Baker will also maintain proactive communications with the City throughout the project performance period by conducting status calls on mutually agreed-upon intervals (e.g., bi-weekly or monthly). Such status calls will be supplemental to our team's in-person meetings with the City.

Deliverables:

- Kick-Off Meeting and Summary
- Milestone Status Reports

Task 2. Due Diligence

Michael Baker will conduct a thorough review of the City's relevant plans and policies to establish a foundation for the update to the zoning and subdivision ordinances. The review will include an evaluation and understanding of the following:

- Historically Hip Charles Town 2040
- Zoning Ordinance and Map (2012) (including text and map amendments)
- Subdivision and Land Development Ordinance (2012) (including text amendments)
- Board of Zoning Appeals' Variances and Special Exceptions
- Historic Landmarks Commission Minutes? Decisions? Findings?

Michael Baker will coordinate the review with the City to ensure our understanding is in proper context with the zoning and subdivision ordinances update. In cooperation with the City, Michael Baker will develop draft Community Development Objectives and provide an analysis of the current zoning regulations and how they do or do not meet the agreed upon Community Development Objectives.

In addition, Michael Baker will conduct a field view of the City according to the currently prescribed zoning districts to obtain a first-hand understanding of the ordinance's permitted uses and dimensional applications. The field view will be conducted in conjunction with City staff and the knowledge will help provide additional context and understanding of the City's downtown, residential, commercial, industrial, and historic districts.

Deliverables:

- Community Development Objectives
- Due Diligence Memo and Zoning Analysis

Task 3. Evaluation of Existing & Future Character Areas

Based on Tasks 1 and 2 and the sub-tasks below, Michael Baker will identify where to preserve or alter the existing zoning districts and where to create new districts.

We recognize that Charles Town has many unique areas and our team will work collaboratively with the City to create context-sensitive regulations.

The City's zoning district boundaries will be developed using a three-step approach that incorporates the existing character with the community's future goals following the model of zoning districts that prioritize character first and uses second.

TASK 3.1 Existing Character Zones

Michael Baker will first assess the existing development patterns of the City through a mapping exercise that will define the City's existing character areas. The purpose of the existing character areas mapping exercise is to establish an understanding of the existing form and use so that it can be compared to the established objectives and goals from previous plans. The existing character areas map will be developed through the observations during the site tour, as well as a general ArcGIS desktop analysis. The Michael Baker team will establish guiding characteristics that help establish each of the existing character areas that are created, some of which will be retained in the future character areas map.

TASK 3.2 Future Character Zones

Once the existing character areas map is created, the consultant team will evaluate whether the City's existing plans' objectives and goals are reflected in the existing character areas of the city. The result of this evaluation will guide the future character areas map, which is intended to showcase the desired character throughout the city and identify where changes between the existing character areas and future character areas take place. A set of community development objectives will be then drafted that reflect the identified objectives and goals of existing plans and how they play into the development of the future character areas map. Both the existing character areas map and the future character areas map utilize a .5-acre grid that allows the Michael Baker team to assess the development patterns and character of the city without being constrained on a parcel-by-parcel basis. The future character areas mapping activity serves as a precursor to the draft zoning map.

TASK 3.3 Draft Zoning Map

A draft zoning map will then be created for initial review and comment by City staff and the public (see Task 3). Michael Baker will work with and rely upon the City's and Jefferson County's GIS datasets to prepare the new zoning map. The County's tax parcel data will be used as the base mapping layer to delineate the zoning districts along parcel boundaries. The zoning district's color-coding scheme will conform to an acceptable industry standard such as the American Planning Association's Land-Based Classification Standards (LBCS).

Deliverables:

- Existing Character Areas Map
- Future Character Areas Map
- Draft Zoning Map

Task 4. Drafting the Zoning Ordinance Document

Michael Baker will initiate the Zoning Ordinance rewriting process based on the following steps:

Step 1 – Identify uses according to their respective zoning districts, to include new use considerations, and develop a simplified matrix that cross references the uses according to their use permission (i.e., permitted use and special exceptions) and applicable zoning district(s). To the greatest extent possible, the use description/names will be standardized, and consideration will be given to industry standard nomenclature, such as the use classifications from the American Planning Association and Institute of Transportation Engineers (ITE) Manual.

Step 2 – Develop an outline for the new Zoning Ordinance based on applicable articles that comply with the West Virginia Code and are necessary based on the City's unique circumstances/needs. The outline will consider both the current Zoning Ordinance, plus more recently developed zoning ordinances, and best practices research that will identify other more recently adopted zoning ordinances pursuant to the West Virginia Code that apply to the City of Charles Town. In addition, new regulations that consider mixed-use, form-based design standards, and specific uses will be considered and included as deemed appropriate.

Step 3 – Draft each section based on the approved outline and share each drafted section(s) with the City for review and comment according to an agreed milestone completion schedule (note the goal is to submit individual draft articles or sets of draft articles to the City for review instead of the entire draft ordinance at one time to manage workload and review schedules). The drafting process will include text, tables, and graphical depictions/illustrations to simplify the regulatory requirements and standards for the City's administration and enforcement responsibilities and interpretation and application by users.

Step 5 – Develop a draft list of terms that need to be defined based on the draft article sections developed under this Task. Definitions will then be developed for each term in text format and supporting graphics will be included where applicable.

Step 6 – Compile the draft sections into a single Draft Zoning Ordinance that is searchable and bookmarked in both MS Word and PDF formats and link the PDF Zoning Ordinance and Zoning Map products by zoning district. A comprehensive QA/QC of the Draft Zoning Ordinance will be conducted to ensure the ordinance is free of spelling, grammatical, and spelling errors.

Note Michael Baker recommends that an independent legal review of the Zoning Ordinance is completed by the City's solicitor.

Step 7 – Prepare a "Study and Report on Zoning" pursuant to West Virginia Code, §8A-7-4. The study and report must include the proposed zoning ordinance, with explanatory maps showing the recommended boundaries of each district, and the rules, regulations, and restrictions for each district. Michael Baker will assist the City Planning Department with preparing the study and report based on the adopted Comprehensive Plan.

The Study and Report on Zoning will include an outreach process to include public and stakeholder input. Michael Baker will work with the City to develop a specific process and schedule for obtaining public and stakeholder input that may include the formation of an ad-hoc Steering/Advisory Committee referred to as PAC that will be involved throughout the entire Zoning Ordinance Update process beginning with Step 1 above.

Step 8 – Enact the Zoning Ordinance pursuant to West Virginia Code §8A-7-5. The enacted ordinance will repeal and replace the City's existing Zoning Ordinance. After the enactment, the City must file the Zoning Ordinance in the Office of the Clerk of the Jefferson County Commission.

The enacted Zoning Ordinance and Zoning Map will be created and published to achieve the following objectives:

- Simple – Easy to navigate with a limited number of steps to research the regulations impacting a parcel(s).
- Clear and Concise – Written clearly and concisely that minimizes ambiguity and technical language and is supported by graphical illustrations and photos to effectively communicate the ordinance requirements.
- Searchable and Maintainable – The Zoning Ordinance and Map will be published in a digital PDF format that is linked and cross-referenced. MS Word and GIS ArcMap MXD files will also be provided to the City to maintain and amend appropriately.
- Flexible – The Zoning Ordinance will also consider form-based zoning approaches to place emphasis on form and function and to provide flexibility that is necessary in a dynamic development environment. Smart growth, complete streets, and other urban design elements will be considered.

Deliverables:

- **Draft and Final Zoning Ordinance**
- **Study and Report on Zoning**

Task 5. Subdivision Ordinance Update

Michael Baker will complete a comprehensive update of the City's current Subdivision Regulations. The update of the regulations will conform to the requirements of the West Virginia Code, §8A-4 (SALDO), §8A-5 (Subdivision or Land Development Plan and Plat), and §8A-6 (Methods of Security). Information obtained through the Task 1.2 Due Diligence effort will be used as the basis for initiating the SALDO update, which will be accomplished through the following steps.

Step 1 - Develop an outline for the new SALDO based on applicable articles that comply with the West Virginia Code and are necessary based on the City's unique circumstances/needs. The outline will consider both the current SALDO (2012), and best practices research that will identify other recently adopted SALDOs pursuant to the West Virginia Code that may apply to the City's circumstances/needs.

Step 2 - Draft each section based on the approved outline and share each drafted section(s) with the City for review and comment according to an agreed milestone completion schedule (note, similar to the Zoning Ordinance Update, the goal is to submit individual draft SALDO articles or sets of draft articles to the City and PAC for review instead of the entire draft ordinance at one time to manage workload and review schedules). The drafting process will include text, tables, and graphical depictions/illustrations (e.g., Standard Design Details for roadway, sidewalks, and trails) to simplify the regulatory requirements and standards for the City's administration and enforcement responsibilities and interpretation and application by users.

Step 3 - Develop a draft list of terms that need to be defined based on the draft SALDO article sections developed under Step 2. Definitions will then be developed for each term in text format and supporting graphics will be included where applicable.

Step 4 - Compile the draft sections into a single Draft SALDO that is searchable and bookmarked in both MS Word and PDF formats. A comprehensive QA/QC of the Draft SALDO will be conducted to ensure the ordinance is free of spelling, grammatical, and spelling errors.

Note: Similar to the Draft Zoning Ordinance review, Michael Baker also recommends that an independent legal review of the Draft SALDO be completed by the City's Solicitor.

Step 5 - Enact the Draft SALDO pursuant to West Virginia Code §8A-4-3. The enacted ordinance will repeal and replace the City's existing SALDO (2012). After the enactment, the City must file the SALDO in the Office of the Clerk of the Jefferson County Commission.

Deliverables:

- Draft and Final SALDO

Task 6- Public Outreach

The Michael Baker Team will work collaboratively with City staff, the Planning Commission, the Board of Zoning Appeals, the City Council, and the community to facilitate an open and transparent engagement process. Michael Baker will develop a clear process that will inform community stakeholders and provide multiple opportunities for feedback and discussion.

Project Advisory Committee (PAC)

Michael Baker will attend and facilitate a maximum of six (6) Project Advisory Committee (PAC) meetings to help advise and provide direction on the Zoning Ordinance and SALDO update processes. The PAC will be responsible for reviewing the draft ordinance materials and providing input on the Zoning Map update. The meetings will be held with a combination of three (3) in-person and three (3) virtual meetings, and the schedule of meetings will be confirmed at the initial PAC meeting (Meeting #1) to be held at the City of Charles Town (or other suitable location to be confirmed by the City). Michael Baker will utilize and manage Microsoft Teams as an online project management and communications tool that both staff and PAC members may access and utilize to review and comment on draft materials and post questions and messages for the project team's consideration/information.

Public Open Houses

We propose hosting two public outreach meetings to garner feedback from community members and stakeholders. One public outreach meeting will be scheduled at the beginning of the process to gather feedback on community issues with current development patterns. A second public meeting will be held to review and present the draft zoning ordinance and map for public input.

Michael Baker uses visual engagement techniques throughout the development of the zoning ordinance to aid in the communication of concepts and applications with the stakeholders and public. Zoning codes are traditionally text-heavy, and it can be difficult for the community to understand the implications of each regulation or topic. Our team brings a form-based approach not only to the product but to the process itself. Using illustrated 3D sketches, projected or shared-screen note-taking, and 3D concept modeling, we illustrate the impact of zoning regulations on the built form. This visual approach helps communities translate numbers such as density and coverage into the understanding of how the neighborhood could change or be preserved.

Deliverables:

- Six (6) PAC meetings – Three (3) in-person and three (3) virtual
- Two (2) public outreach meetings

Exhibit A
Initial Statement of Approach and Methods

Timeline

Month 1 – Project Set Up, PAC Identification, and Schedule

Month 2 – Kick-Off Meeting and Community Tour

* PAC Meeting #1

Month 3 – Due Diligence Review

* PAC Meeting #2

Month 4 – Existing and Future Character Analysis

* PAC Meeting #3

Month 5 – 1st Open House

Month 6/7 – Draft Zoning Document

* PAC Meeting #4

Month 8 – Review Draft and Begin SALDO Draft

* PAC Meeting #5

Month 9/10 – Finalize Zoning Draft, Zoning Map, and SALDO Draft

* PAC Meeting #6

Month 11 – 2nd Open House

Month 12 – Begin the Adoption Process

Exhibit B
Pricing

PRICING

The following breaks down Michael Baker's proposed pricing for the project and includes travel time, meetings, outreach, materials, etc.

TASK DESCRIPTION	PM & TECH. LEAD Kathy		TECH. ADVISOR Troy		LAND USE & ZONING Seth		LAND USE & ZONING Samantha		GIS & PROJ. PLANNING Nick		SITE/CIVIL ENG. Jim		TRAFFIC DESIGN Todd		TOTALS	
	HRS	RATE $204	HRS	RATE $233	HRS	RATE $121	HRS	RATE $125	HRS	RATE $121	HRS	RATE $122	HRS	RATE $250	HRS	COST
1. Project Management and Coordination	24	$4,897	4	$932	8	$1,019	8	$1,002	8	$967	0	$0	0	$0	52	$8,817
2. Due Diligence	8	$1,632	2	$466	18	$2,293	18	$2,254	0	$0	16	$1,944	0	$0	62	$8,590
3. Evaluation of Existing and Future Character Areas	8	$1,632	4	$932	34	$4,332	30	$3,756	30	$3,628	0	$0	0	$0	106	$14,280
4. Drafting the Zoning Ordinance Document	22	$4,489	2	$466	65	$8,282	45	$5,635	28	$3,386	0	$0	0	$0	162	$22,257
5. Subdivision Ordinance Update	50	$10,203	4	$932	30	$3,822	12	$1,503	0	$0	40	$4,861	26	$6,501	162	$27,821
6. Public Outreach	16	$3,265	0	$0	30	$3,822	30	$3,756	16	$1,935	0	$0	0	$0	92	$12,778
MICHAEL BAKER LABOR TOTALS	128	$26,118	16	$3,727	185	$23,571	143	$17,905	82	$9,915	56	$6,806	26	$6,501	636	$94,544
MICHAEL BAKER OTHER DIRECT COSTS (ODCS)																$2,456
MICHAEL BAKER TOTAL COST (LABOR + ODCS)																$97,000

CLIENT CONTRACT GENERAL TERMS AND CONDITIONS

DEFINITIONS: "MICHAEL BAKER" shall mean Michael Baker International, Inc. and "CLIENT" shall mean Charles Town, West Virginia, the Client as named in this Agreement. "Project" is as described in Exhibit A.

STANDARD OF CARE: The standard of care applicable to MICHAEL BAKER's services shall be that degree of skill and diligence normally employed by professionals or consultants performing the same or similar services as MICHAEL BAKER provides to CLIENT under this Agreement.

COMPENSATION AND PAYMENT: The CLIENT shall compensate MICHAEL BAKER for the Work to be performed under this Agreement on Time and Materials basis at a total cost not to exceed NINETY-SEVEN THOUSAND DOLLARS ($97,000.00). The CLIENT will be billed on a monthly basis. MICHAEL BAKER reserves the right to suspend work pursuant to this Agreement should any invoice remain unpaid beyond sixty (60) days after the date of the invoice.

The CLIENT has the option to request additional public meetings beyond those included in Exhibit A and B ("Optional Services"). If the CLIENT exercises this option, the change in the scope of work shall be documented in writing and governed by the provisions of this Agreement. Unless otherwise agreed to in writing, the CLIENT shall pay MICHAEL BAKER for the Optional Services an amount based upon the pricing contained in Exhibit B.

TIME OF PERFORMANCE: MICHAEL BAKER shall commence work upon receipt of written notice to proceed from CLIENT and shall complete the work within the time period set forth in this Agreement, subject to any delays caused by CLIENT, other agencies involved in the work or any other parties, force majeure or events not under the control of MICHAEL BAKER.

MODIFICATIONS: If CLIENT requires modifications and/or changes caused through no fault of MICHAEL BAKER, and if such modifications and/or changes are required after services have been performed, or in the event CLIENT desires additional work not covered by this Agreement, MICHAEL BAKER shall perform such work as ordered by CLIENT in writing and shall be paid for such work as may be agreed between CLIENT and MICHAEL BAKER, or on the basis of direct payroll costs chargeable to such work plus overhead in effect at the time of performance applied to the total of all such payroll costs plus profit.

SUSPENSION OR TERMINATION: In the event the work is terminated or suspended by CLIENT prior to the completion of this Agreement, MICHAEL BAKER shall be paid an equitable amount proportional to the services rendered and expenses incurred through the date of termination or suspension, plus reasonable profit and termination costs.

LEGAL COST, PERMITS, FEES, ETC: CLIENT shall furnish or compensate MICHAEL BAKER for all legal services and opinions, and for permits, review fees, etc., necessary for the performance of the services to be rendered by MICHAEL BAKER.

INDEMNIFICATION: Except as stated below, MICHAEL BAKER shall indemnify and save harmless CLIENT from third-party claims, lawsuits or direct losses relating thereto that are solely caused by MICHAEL BAKER's negligence in the performance of MICHAEL BAKER's services hereunder. To the fullest extent permitted by law, with respect to claims, damages, losses and expenses which are related to hazardous materials or substances on the Project, including removal, disposal or cleanup or environmental liability, CLIENT shall indemnify, save harmless and defend MICHAEL BAKER from and against all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of MICHAEL BAKER's services, or claims against MICHAEL BAKER arising from work of others or claims arising out of or related to the presence of hazardous materials or substances in the Project.

LIMIT OF LIABILITY: To the fullest extent permitted by law, CLIENT agrees to limit MICHAEL BAKER's liability to CLIENT and to all construction contractors or subcontractors on the Project for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including but not limited to MICHAEL BAKER's negligence, strict liability, breach of contract, or breach of warranty, such that the total aggregate liability of MICHAEL BAKER to all those named shall not exceed $100,000 or the total fee paid for MICHAEL BAKER's services rendered on the Project, whichever is less.

WAIVER OF CONSEQUENTIAL DAMAGES: Under no circumstances shall MICHAEL BAKER be liable to CLIENT for any consequential damages, including but not limited to loss of use or rental, loss of profit, loss of revenue, loss of customers or contacts, or cost of any financing, however caused, including MICHAEL BAKER's fault, whether such a claim sounds in contract, warranty, tort (including negligence), strict liability or otherwise.

COMPLIANCE WITH LAW: MICHAEL BAKER shall comply with all applicable provisions of Federal, State and local laws or regulations relating to employment.

SUPPLEMENTS TO AGREEMENT. The following exhibits are an integral part of this Agreement:

Exhibit A Statement of Approach and Methods
Exhibit B Pricing

SEVERABILITY: If, for any reason, any one or more of the provisions contained in this Agreement are held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision herein, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

DEFENSE OF CLAIMS: In the event of a public hearing or arbitration or any other proceeding, formal or informal, relating in any way to the Project, CLIENT agrees to compensate MICHAEL BAKER for all costs incurred or related to such proceeding, including but not limited to that necessary for preparation, responding to requests by any party, appearance at depositions or trial, or any other matter involving any such hearing or proceeding. Compensation shall be based upon hourly rates mutually agreed to by the parties or, in the absence of agreed-to rates, then the pay provisions under MODIFICATIONS hereinabove shall apply. This provision does not apply to proceedings to which MICHAEL BAKER is a party nor to cases where such services are part of the agreed scope of services.

FORCE MAJEURE: MICHAEL BAKER shall not be liable for any failure to perform or any impairment to its performance to the extent such failure or impairment is caused by any act of God, fire, flood, natural catastrophe, labor dispute or strike or shortage, national or state emergency, epidemic or pandemic, insurrection, riot, act of terrorism, war, act of government, any action or inaction of CLIENT or a third-party engaged by it, and/or any other event, occurrence or circumstance beyond the reasonable control of MICHAEL BAKER. The compensation due MICHAEL BAKER and the schedule governing the timing for MICHAEL BAKER's performance shall be equitably increased and extended, respectively, to address any such impacts to MICHAEL BAKER's performance.

REUSE OF WORK PRODUCT: Any reuse of MICHAEL BAKER's work product without written verification or adaption by MICHAEL BAKER will be at the CLIENT's own risk and without liability or legal exposure to MICHAEL BAKER. The CLIENT shall indemnify and hold harmless MICHAEL BAKER from all claims, damages, losses and expenses, including reasonable attorney's fees and costs, arising out of or resulting therefrom. Any such verification or adaption will entitle MICHAEL BAKER to further compensation at rates to be agreed upon by the CLIENT and MICHAEL BAKER.

DEBARMENT CERTIFICATION: By entering into this Agreement, the parties certify that to the best of their knowledge, they are not presently suspended, debarred or otherwise sanctioned by a state or the federal government, or conduct restricted business with sanctioned countries or sanctioned entities, which are listed by the United States Department of the Treasury, Office of Foreign Asset Control or the United States Department of Commerce, Bureau of Industry and Security.

ENTIRE AGREEMENT AND APPLICABLE LAW: This Agreement constitutes the whole agreement between the parties with respect to the subject matter contained herein, supersedes all other agreements pertaining thereto, and there are no terms other than those contained herein. No modification or amendment of this Agreement shall be valid unless in writing and signed by the parties hereto. To the fullest extent permitted by law, this Agreement shall be governed by the laws of West Virginia.

CLIENT CONTRACT GENERAL TERMS AND CONDITIONS

IN WITNESS WHEREOF, the Parties, intending to be legally bound hereby, have executed this Agreement as of the dates indicated below (with the effective date being the date of issuance of the written notice to proceed from CLIENT):

MICHAEL BAKER

By: Steven L Barber Date: 2/10/2025

Name/Title: Steven L. Barber, PE/Principal-in-Charge

CLIENT

By: _____ Date: 2-10-25

Name/Title: CITY MANAGER / JOHN NISSEL



RESPONSE FOR CHARLES TOWN, WV

ZONING & SUBDIVISION ORDINANCES COMPREHENSIVE UPDATE

SUBMITTED BY: Michael Baker International, Inc.
4431 North Front Street, 2nd Floor
Harrisburg, PA 17110

Michael Baker
INTERNATIONAL

Michael Baker INTERNATIONAL | DESIGNHUB

ZONING & SUBDIVISION ORDINANCES COMPREHENSIVE UPDATE

October 16, 2024

City of Charles Town
Attn: Alissa Meeks
Director of Community and Economic Development
101 East Washington Street
Charles Town, WV 25414

RE: Request for Proposals – Zoning and Subdivision Ordinances Comprehensive Update

Dear Ms. Meeks:

Michael Baker International, Inc. (Michael Baker)'s extensive staff of professional planners, engineers, and GIS experts have the experience and knowledge to help the City of Charles Town update its Zoning and Subdivision/Land Development Ordinances following a hybrid approach that is consistent with the City's current Comprehensive Plan and in compliance with the West Virginia Code, Chapter 8A, Article 7.

Our proposed **Project Manager and Technical Lead**, **Katherine Wyrosdick, AICP**, will serve you with diligence and responsiveness. Kathy provides more than 26 years of project management, community planning, and economic development experience gained through the public and private sectors. Seven of her 26 years have included work in West Virginia where she served as the Planning Director of Fairmont, WV. Kathy updated the City's zoning and land development ordinances, as well as created a Site Plan Review Committee for internal departmental review of all major developments. She also helped prepare the Martinsburg and Berkeley County Parks and Recreation Plan under Michael Baker's on-call technical consulting assistance for the Eastern Panhandle Regional Planning and Development Council (Region 9). Kathy will work with and oversee a team of qualified experts to achieve a well-written, concise, clear, easily maintained, and searchable zoning ordinance with an associated zoning map and subdivision/land development ordinance.

Troy Truax, AICP will serve as **Technical Advisor** for the project. Troy has a long history working with Charles Town on similar projects, including *Charles Town's Comprehensive Plan, Historically Hip Charles Town 2040,* and the last major update to their zoning and subdivision ordinances in 2012. Troy's experience with the City and in Region 9 will be invaluable to the project.

Michael Baker looks forward to working with the City of Charles Town on this exciting project and we welcome any questions you may have on our response for the City's Request for Proposals. If you have any questions, please contact Kathy at **717.213.6245** or **katherine.wyrosdick@mbakerintl.com**.

Sincerely,
MICHAEL BAKER INTERNATIONAL, INC.

Steven L. Barber, PE
Principal-in-Charge

Katherine S. Wyrosdick, AICP
Project Manager and Technical Lead

FIRM HISTORY AND QUALIFICATIONS

For 84 years, Michael Baker International, Inc. (Michael Baker) has provided exceptional community planning, economic development, and engineering expertise to public- and private-sector clients across the nation. This includes our extensive planning and engineering work performed throughout West Virginia that is collectively serviced by offices in Charleston, WV; Linthicum, MD; Harrisburg, PA; and Pittsburgh, PA. Michael Baker has more than 4,500 employees in approximately 85 offices nationally and internationally.

Michael Baker's **Design Hub** reinforces Michael Baker's motto of ***'We Make a Difference'*** in towns and cities by focusing on planning, design, and community-building projects that are reflective of our core values to make the communities that we serve more sustainable, safer, and prosperous.

Design Hub focuses on the design of sustainable, healthy and vibrant communities, and its key service areas include:

- Form-Based Codes
- Design Guidelines
- Downtown and Neighborhood Revitalization
- Urban Design, Streetscapes, and Gateways
- Transit-Oriented Development
- Healthy Communities
- Complete Streets
- Bicycle/Pedestrian Planning and Design
- Sustainability and Green Streets
- Urban Forestry and Agriculture
- Community Engagement and Visioning

DESIGN HUB BY Michael Baker INTERNATIONAL

Design Hub convenes our in-house expertise in community planning, landscape architecture, resource management, public engagement, and facilitation supported by graphics, web, and apps to deliver innovative and integrated solutions that build more livable communities.

Michael Baker INTERNATIONAL

CORPORATE HEADQUARTERS
100 Airside Drive
Moon Township, PA 15108
412.269.6300

YEAR ESTABLISHED
1940

NUMBER OF EMPLOYEES
4,500+

PROJECT OFFICE
4431 North Front Street, 2nd Floor
Harrisburg, PA 17110
717.221.2000
717.234.7611 FAX

PRINCIPAL-IN-CHARGE
Steven L. Barber, PE
Senior Vice President
Steven.Barber@mbakerintl.com

PROJECT MANAGER
Katherine Wyrosdick, AICP
Katherine.Wyrosdick.@mbakerintl.com
717.213.6245





Community Planning

Michael Baker's experienced planners guide community planning and land use decisions to help urban, suburban, and rural communities and institutions become safer, stronger, and more sustainable through comprehensive planning, policy development, master planning, community visioning, and design guidelines. Our work includes:

- Zoning Ordinances, including Form-Based Codes
- Comprehensive Plans/General Plans
- Healthy Communities
- Land Use Plans
- Master Plans
- Mixed-Use Development
- Multi-Jurisdictional Plans
- Neighborhood Plans
- Parks and Recreation Planning
- Redevelopment and Revitalization Regional Planning
- Transit-Oriented Development

Zoning and Subdivision Ordinances

Michael Baker has been a leader in the development of traditional and form-based focused zoning ordinances across Pennsylvania, Maryland, and West Virginia. We understand how to incorporate guiding goals, development principles, and local context into an accessible and graphics-based document. Over the past three years, our zoning and subdivision and land development ordinance (SALDO) projects have included:

- Marshall Township, PA Zoning and SALDO Updates (traditional)
- Sykesville, MD Unified Development Code
- Town of McCandless, PA Zoning and SALDO Update (form-based/hybrid)
- Gettysburg Borough, PA Zoning Ordinance Rewrite (form-based/hybrid)
- Middlesex Township, PA Zoning Ordinance and Official Map (traditional)
- New Garden Township, PA Zoning Ordinance (form-based/hybrid)
- City of Martinsburg, WV Zoning and SLDO (traditional)

STAFFING / KEY PERSONNEL AND OFFICE LOCATIONS

Michael Baker has assigned and dedicated uniquely qualified staff to successfully perform and deliver the City of Charles Town's Zoning and Subdivision Ordinances Comprehensive Update using a hybrid approach. Bio summaries of the assigned staff are outlined below.



PROJECT MANAGER AND TECHNICAL LEAD
(Harrisburg, PA)

Katherine Wyrosdick, AICP

Kathy is a professional planner with experience as a public sector director and a private sector principal planner. Her work in Michigan, West Virginia, and Pennsylvania has provided her with a unique depth of knowledge about community planning within a diverse range of local governments. Kathy has managed county and municipal planning departments, as well as helped develop new programs to address issues of blighted properties. She has worked closely with code enforcement, land banks, and local redevelopment authorities to address disinvestment within communities. Kathy's experience in the private sector has focused on downtown revitalization plans, smart growth projects, historic preservation, zoning, and land development regulations. Kathy's diverse knowledge working as a private consultant and public sector planner has given her the skills and abilities to understand how to operationalize recommendations into sustainable policies and programs.

Responsibilities: Project Management, SALDO Rewrite, and Zoning Ordinance Review



TECHNICAL ADVISOR
(Harrisburg, PA)

Troy Truax, AICP

Troy is a certified planner with more than 27 years of professional experience specializing in land use and zoning, multimodal transportation planning, economic development, urban revitalization, transit-oriented development, public funding, hazard mitigation, and emergency and incident management. He provides Michael Baker's municipal and private clients with unique community planning and economic development technical skills that include leveraging his years of public funding and government relations expertise to ensure projects are well-positioned for successful implementation. In addition to his professional planning experience, Troy has continuously served on his local municipal zoning hearing board and planning commission for more than 20 years. This includes serving three years on the Zoning Hearing Board in the Borough of Carlisle, Cumberland County, PA, and 18 years on the Planning Commission in South Middleton Township, Cumberland County, PA.

Responsibilities: Technical Assistance and Review



LAND USE AND ZONING
(Pittsburgh, PA)

Daniel (Seth) Koons

Seth has nearly 10 years of experience as a public sector planner and consultant preparing, reviewing, and administering Zoning Ordinance and SALDO regulations. He has worked on multiple full-fledged rewrites of sign ordinance regulations to be fully content-neutral compliant and led countless targeted and comprehensive Zoning and SALDO amendments to address a spectrum of issues that communities face consistently. Prior to his time with Michael Baker, Seth served as the Planning Director for Peters Township, PA, where he guided several high-level revisions to their hybrid form-based code to ensure the goals and objectives of the Township and its leadership were achieved.

Responsibilities: Zoning Ordinance Rewrite



LAND USE AND ZONING SUPPORT
(Allentown, PA)

Samantha McLean, AICP, LEED Green Associate

Samantha is a certified planner with extensive experience designing and facilitating public engagement processes for planning efforts, zoning amendments, site-specific development proposals, and policy initiatives. As a former planner with the City of Cincinnati, she had hands-on experience interpreting, amending, and implementing land use regulations, including zoning ordinance text, map amendments, and subdivision reviews. At Michael Baker, Samantha leads Zoning Ordinance and SALDO rewrites and comprehensive plan updates for municipalities of varying sizes. In these roles, she thrives in making transparency and accessibility paramount. Samantha is also skilled at research design and methodologies. As a Fulbright grantee, she conducted fieldwork and published a book chapter focused on historic preservation and climate change adaptation in Saint-Louis, Senegal. No matter the type of work or project, Samantha believes earnestly in intentional and meaningful collaboration to achieve better outcomes and more substantial processes.

Responsibilities: Zoning Ordinance Rewrite and Public Engagement



GIS AND PROJECT PLANNING
(Pittsburgh, PA)

Nicholas Sisco, AICP, GISP

Nick's experience as a community planner and urban designer spans the public, private, and federal sectors. He has a breadth of planning experience in the areas of urban design, resiliency, green infrastructure, transit/multimodal, master planning, and comprehensive plans. Nick believes that built environments can thrive harmoniously with surrounding ecosystems. Through best-use practices and resilient policies, Nick works to envision places that are accessible to all members of the community and that address environmental justice issues. Specializing in urban design, GIS, cartography, and graphic design, he uses a minimalist style to communicate complex concepts, datasets, and maps to all people. Nick possesses highly technical skills in ArcGIS and is very talented with Adobe Creative software, Sketch-up, AutoCAD, and Lumion. He strives to make plans and data visualizations graphically and intellectually accessible to all audiences.

Responsibilities: GIS/Mapping and Visualization Support



SITE/CIVIL ENGINEERING
(Harrisburg, PA)

James Harris, PE

Jim is a Civil Engineer whose 12 years of professional experience include municipal and roadway drainage design, drainage hydrology and ditch design, sediment trap design, AutoCAD Civil 3D, MicroStation site layout and grading design, stormwater Best Management Practices design, hydraulic and hydrologic modeling and reporting for bridges, and technical document writing and review.

Responsibilities: Civil Engineer for SALDO Rewrite

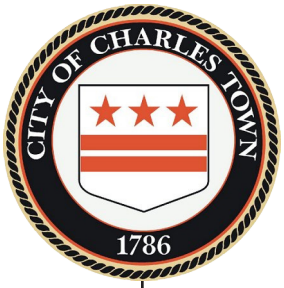


TRAFFIC DESIGN
(Harrisburg, PA)

Todd Trautz, PE, PTOE

Todd has extensive Pennsylvania traffic planning, safety, engineering, and operations project experience and manages projects and agreements related to traffic services. He has managed more than 60 Pennsylvania Department of Transportation projects, along with dozens of Planning Partner projects that have touched municipal and state clients. Todd has extensive Planning Partner and state Department of Transportation experience managing projects and agreements for traffic planning, safety, engineering, and operations that include one or more of the following elements: engineering and traffic studies, design and plans preparation, safety evaluations and countermeasure development, policy and publication development, and program development and implementation.

Responsibilities: Traffic Engineer for SALDO Rewrite



PRINCIPAL-IN-CHARGE

Steven L. Barber, PE
Senior Vice President

TECHNICAL ADVISOR

Troy Truax, AICP

PROJECT MANAGER

Katherine Wyrosdick, AICP

TECHNICAL SUPPORT

Land Use and Zoning
Daniel (Seth) Koons
Samantha McLean, AICP,
LEED Green Associate

Site/Civil Engineering
James Harris, PE

GIS and Project Planning
Nicholas Sisco, AICP, GISP

Traffic Design
Todd Trautz, PE, PTOE

PROJECT EXPERIENCE AND REFERENCES

Historically Hip Charles Town 2040 Comprehensive Plan

Historically Hip Charles Town 2040 is the City of Charles Town's Comprehensive Plan developed under the authority of the West Virginia Code §8A-3. The Plan serves as the City's official policy guide for short- (0-4 years), mid- (5-10 years), and long-term (11-20 years) decision-making about future land use, growth and development, and resource preservation within the City's existing political jurisdiction and its Urban Growth Boundary (UGB). At the foundation of the Comprehensive Plan, Charles Town promotes a strategic 'Downtown First' focus for all areas of economic and community development over the next 25-year horizon, recognizing the historical importance of the Downtown district. The Plan identifies opportunities to leverage Charles Town's historical urban fabric to improve livability and economic competitiveness for the City and the UGB. The Mayor and City Council have embraced the Comprehensive Plan, and it is proven successful concerning land use planning and downtown revitalization.

CLIENT REFERENCE:
Bob Trainor, Mayor
City of Charles Town
101 East Washington Street, Charles Town, WV 25414
(304) 725-2311 | btrainor@charlestownwv.us



CLIENT REFERENCE:
Bob Trainor, Mayor

City of Charles Town Zoning Ordinance Rewrite and Zoning Map Digitization Enactment

Troy served as the Project Manager and was the principal author of the City of Charles Town's Zoning Ordinance rewrite and enactment in 2012. The rewrite was a complete overhaul of the City's 1991 zoning ordinance and was written to be consistent with the City's 2006 Comprehensive Plan update. The ordinance rewrite was completed under the requirements of West Virginia Code §8A-7 and included a thorough and independent legal review by a prominent land use attorney well-versed in the Code requirements and land use law. The ordinance rewrite streamlined the City's zoning districts and included a simplified approach for cross-referencing uses with applicable zoning districts based on their use type. In addition, the ordinance rewrite process also included the digitization of the zoning map to delineate the zoning districts based on parcel boundaries sourced from the Jefferson County Tax Assessor and GIS Mapping Department. Troy also led the preparation of the required Study and Report on Zoning pursuant to the requirements of West Virginia Code §8A-7-4 and assisted the City with the ordinance enactment process.

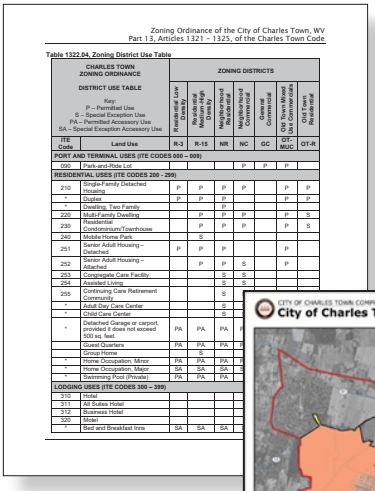
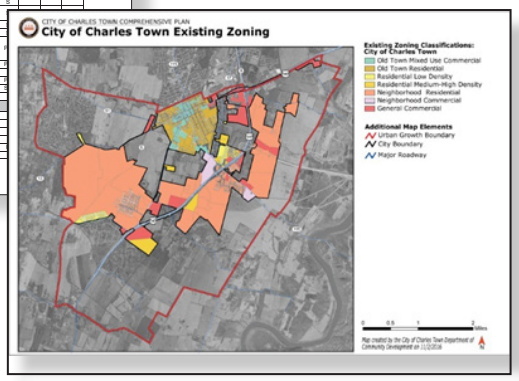
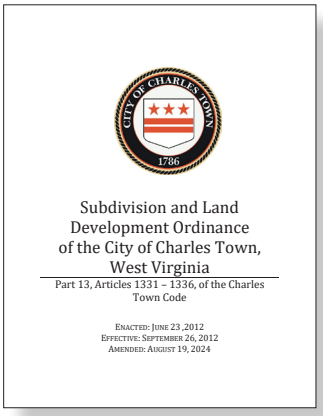

Zoning Ordinance of the City of Charles Town, WV
Part 13, Articles 1321 - 1325, of the Charles Town Code

Table 1322.04, Zoning District Use Table

CHARLES TOWN ZONING ORDINANCE DISTRICT USE TABLE Key: P – Permitted Use S – Special Exception Use PA – Permitted Accessory Use SA – Special Exception Accessory Use		ZONING DISTRICTS						
ITE Code	Land Use	R-1	R-1S	NR	NC	GC	OT-MUC	OT-R
PORT AND TERMINAL USES (ITE CODES 000 – 009)								
000	Park-and-Ride Lot				P	P	P	
RESIDENTIAL USES (ITE CODES 200 – 299)								
210	Single-Family Detached Housing	P	P	P	P		P	P
*	Duplex	P	P	P			P	P
*	Dwelling, Two Family			P				
220	Multi-Family Dwelling		P	P	P		P	S
230	Residential Condominium/Townhouse		P	P	P		P	S
240	Mobile Home Park		S					
251	Senior Adult Housing – Detached	P	P	P			P	
252	Senior Adult Housing – Attached		P	P	S		P	
253	Congregate Care Facility			S	S			
254	Assisted Living			S	S			
255	Continuing Care Retirement Community			S				
*	Adult Day Care Center			S				
*	Child Care Center			S				
*	Detached Garage or carport, provided it does not exceed 500 sq. feet.	PA	PA	PA				
	Guest Quarters	PA	PA	PA				
	Group Home		S					
*	Home Occupation, Minor	PA	PA	PA				
*	Home Occupation, Major	SA	SA	SA				
*	Swimming Pool (Private)	PA	PA	PA				
LODGING USES (ITE CODES 300 – 399)								
310	Hotel							
311	All Suites Hotel							
312	Business Hotel							
320	Motel							
*	Bed and Breakfast Inns	SA	SA	SA				




Subdivision and Land Development Ordinance of the City of Charles Town, West Virginia

Part 13, Articles 1331 – 1336, of the Charles Town Code

Enacted: June 23, 2012
Effective: September 26, 2012
Amended: August 19, 2024

City of Charles Town SALDO Creation and Enactment

CLIENT REFERENCE:
Bob Trainor, Mayor

Troy served as the Project Manager and was the principal author of the City of Charles Town's first SALDO, enacted in 2012 along with the City's zoning ordinance. Before the SALDO, the City relied entirely upon the West Virginia Code requirements specified under §8A-4 and §8A-5 for its subdivision and land development standards. The new SALDO was written to be consistent with the Code requirements and included additional requirements for application submission and approvals, site planning and design, stormwater management and erosion and sedimentation controls, guarantee of public improvements (bonding), and definitions.

City of Charles Town Sign Design Guide

CLIENT REFERENCE:
Bob Trainor, Mayor

Michael Baker assisted the City of Charles Town in creating a Sign Design Guide to simplify the design process for signs regulated under Part 13, Article 1324 of the Charles Town Zoning Ordinance enacted in 2012. The Sign Design Guide was created as a "user-friendly" augmentation to the Zoning Ordinance regulations and includes illustrated representations and organized lists of sign types and requirements as specified in the ordinance.

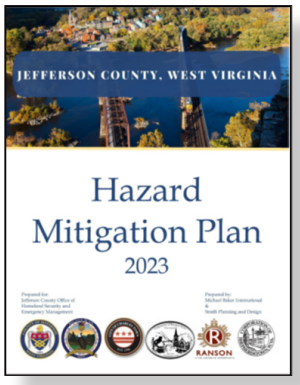


Jefferson County Hazard Mitigation Plan (HMP) Update 2023

CLIENT REFERENCE:
Steve Allen, Director
Jefferson County
116 East Washington Street, Suite 201, Charles Town, WV 25414
(304) 728-3290 | sallen@jeffersoncountywv.org

Michael Baker updated the latest version of the comprehensive HMP for Jefferson County, West Virginia. We created a tailored, public outreach strategy that focused on the engagement of various County departments and local stakeholders. Through the update process, Michael Baker achieved 100 percent participation throughout the planning process and collected detailed mitigation actions for the County's plan.

Michael Baker worked with County departments and local jurisdictions to rank and prioritize mitigation actions on their ability to reduce risk from hazards identified in the Plan. As required by the Federal Emergency Management Agency, we conducted a comprehensive update to the County's hazard identification, risk and vulnerability assessment, and mitigation strategies. Michael Baker took an innovative approach by organizing mitigation strategies by sectors to help align with the specific interests of plan participants.



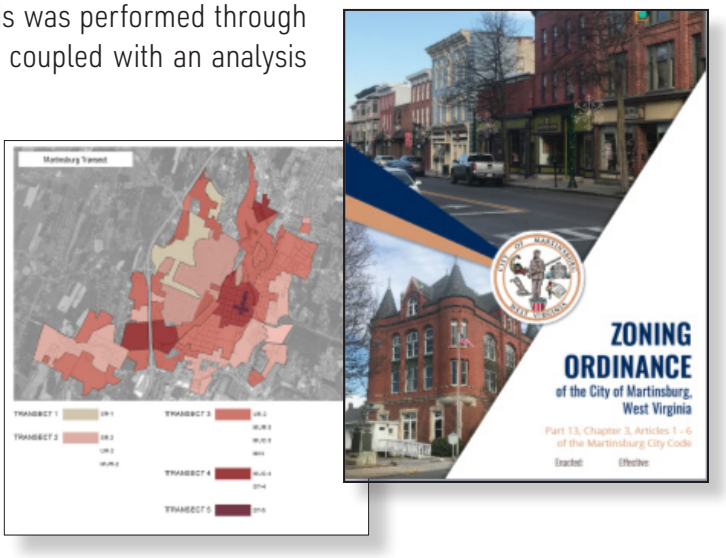
Michael Baker identified critical buildings, infrastructure, and facilities concerning known hazard-prone areas. Using the results from the hazard identification and risk and vulnerability assessment, we reviewed the existing mitigation goals, objectives, and action plan to verify the existing mitigation strategy is accurate and reflects the current values of the County and local jurisdictions.

CLIENT REFERENCE:
Kimberly Petrucci, PE, City Engineer/Planning Director
City of Martinsburg
9955 Grubbs Road, Wexford, PA 15090
(304) 264-2131 | kpetrucci@cityofmartinsburg.org

Martinsburg Ordinance Rewrites

Michael Baker assisted the City of Martinsburg, West Virginia, in the preparation of the zoning and SALDO ordinances. We digitized Martinsburg's new zoning map to be consistent with the City's recently adopted Comprehensive Plan. The ordinance rewriting process was driven by a 13-member ad-hoc steering committee organized under the auspices of the City Council and Planning Commission.

Michael Baker and the steering committee held seven work session meetings to discuss various land use and zoning matters related to the Comprehensive Plan, brownfields, and the City's economic development goals and objectives. To assist in the steering committee discussions, we conducted an urban transect analysis of the City's landscape and built environments. The transect analysis was performed through a combination of field and desktop (Google Earth) analyses, coupled with an analysis of the City's Comprehensive Plan and relevant land use and economic development planning documents and studies. The urban transect analysis provided the foundation for the City's new form-based zoning ordinance.



Both ordinances achieve the following objectives:

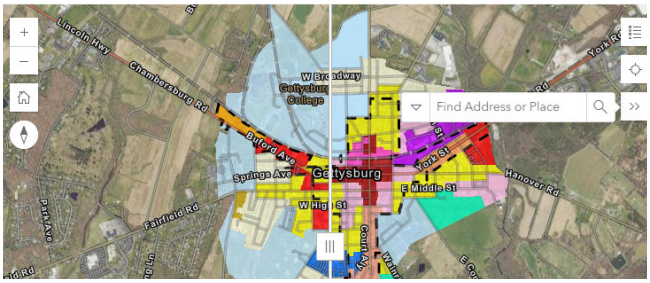
- Simple – Easy to navigate with a limited number of steps to research the regulations impacting a parcel(s).
- Clear and Concise – Written clearly and concisely that minimizes ambiguity and technical language that is supported by graphical illustrations and photos to effectively communicate the ordinance requirements.
- Searchable and Maintainable – The Zoning Ordinance and Map will be published in a digital PDF format that is linked and cross-referenced. Microsoft Word and GIS ArcMap MXD files will also be provided to the City to maintain and amend appropriately.
- Flexible – The Zoning Ordinance's form-based approach places emphasis on form and function and provides flexibility that is necessary in a dynamic development environment.

Gettysburg Borough Zoning Ordinance Update

Michael Baker worked with the Borough to update their zoning ordinance to align with the Central Adams Joint Comprehensive Plan. The zoning rewrite included updates to the zoning map districts and boundaries, uses permitted in each district, standards that apply to buildings and structures, and specific use standards. Michael Baker met with a Zoning Committee of stakeholders on a regular basis throughout the process. The team also designed an interactive map for the Borough of Gettysburg website that allowed community members to understand the differences between the existing and proposed zoning. The updated zoning ordinance utilized a hybrid form-based approach to help protect the existing character of the historic community.

CLIENT REFERENCE:
Charles Gable, Borough Manager
Gettysburg Borough
59 East High Street, Gettysburg, PA 17325
(717) 334-1160 x222 | cgable@gettysburgpa.gov

Gettysburg Current and Proposed Zoning



CLIENT REFERENCE:
RJ Susko, Planning and Development Director
Town of McCandless
9955 Grubbs Road, Wexford, PA 15090
(412) 364-0616 x121 | rsusko@townofmccandless.org

McCandless Complete Zoning and SALDO Modernization

Michael Baker's Design Hub updated the Zoning Ordinance and SALDO for the Town of McCandless. The previous ordinances were first adopted in the 1970s with amendments added in over the years, resulting in a complex ordinance that blurs the line between zoning and land development. We worked with staff, a Task Force, and the Planning Commission to write new ordinances that are clear, consistent, and easy-to-use, and provide the Town with the tools they need to encourage the growth they desire.

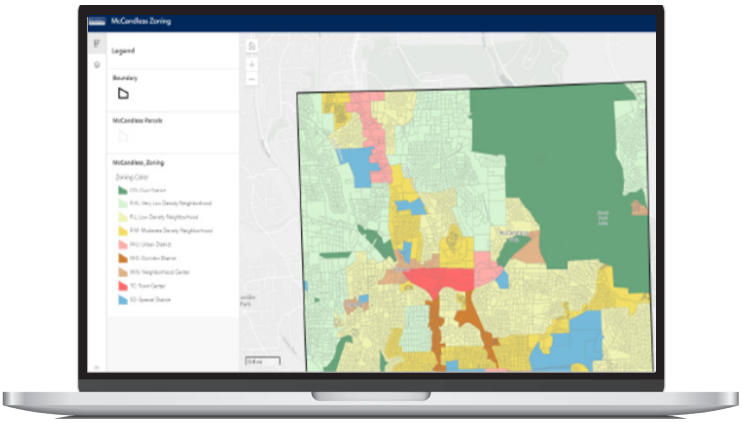
The new ordinances are grounded in the Town's Comprehensive Plan, adopted in 2019, and plain language best practices. Comprehensive Plan goals that are being incorporated into the new ordinances include:

- Getting people where they want without a car.
- Changing single-use commercial districts to mixed-use commercial districts and incorporating incentives and design standards that de-prioritize cars.
- Increasing housing options by adding accessory dwelling units to residential districts and allowing various housing options in the new mixed-use districts.
- Designing mixed-use districts that encourage growth and development to focus on the redevelopment of deteriorating commercial areas.

The ordinances are also based on Michael Baker's innovative approaches to zoning and land development. This includes using our model sign ordinance, which is short but comprehensive, includes charts and graphics, complies with Supreme Court rulings on what is permissible in sign regulations, and uses plain language for ease of use. Another example is our approach to uses that pulls all the details necessary to understand a use's requirements into a single location for ease of use. This approach brings together the districts where a use is permitted, the definition, and any supplemental regulations into a single location.

Together, the Town's new ordinances achieve the following project objectives:

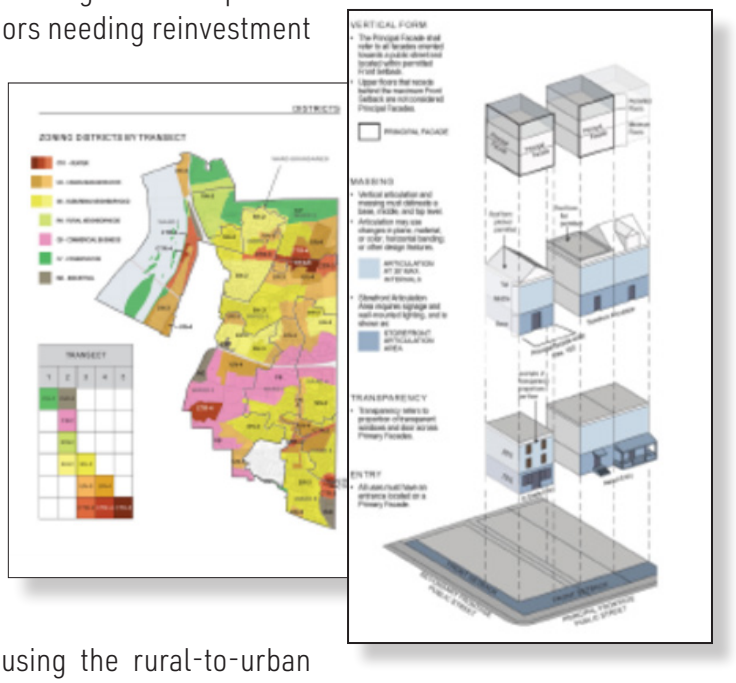
- Flexible – The Zoning Ordinance's hybrid approach places emphasis on form and function and provides flexibility that is necessary in a dynamic development environment.
- Simple – Easy to navigate with a limited number of steps to research the regulations impacting parcel(s).
- Clear and Concise – Written in a clear and concise manner that minimizes ambiguity and technical language and is supported by graphical illustrations and photos to effectively communicate the ordinance requirements.
- Searchable and Maintainable – The ordinances will be published format that is searchable and navigable.
- Online GIS-based Zoning Map – The zoning map will be published online via ESRI ArcGIS easy and searchable access by the public.



CLIENT REFERENCE:
Elizabeth (Betsy) Logan, Assistant Township Manager
Susquehanna Township
1900 Linglestown Road, Harrisburg, PA
(717) 901-6050 | blogan@susquehannatwp.com

Susquehanna Township Comprehensive Plan, Official Map, and Ordinace Rewrites

Michael Baker assisted Susquehanna Township with preparing its new implementable Comprehensive Plan, *Sustainable Susquehanna 2030*, that was adopted by the Township Board of Commissioners in 2019. Its priority issues were identified through an extensive public engagement process that included recurring meetings with a Citizens Advisory Committee, stakeholder focus groups, a public survey, and a series of neighborhood-based urban design workshops that created design illustrations for the Township's priority corridors needing reinvestment and revitalization.



The Plan included identified community development goals and objectives supported by a detailed policy action and implementation plan identifying partnerships, timeframes, cost estimates, and potential sources of funding required for its successful implementation.

Among other implementation steps, the Township immediately embarked on a comprehensive rewrite of its zoning and subdivision and land development codes, plus the creation and adoption of its very first Official Map. The Township selected Michael Baker to assist with these critical policy implementation needs.

Using the Comprehensive Plan and the urban design illustrations, the zoning ordinance rewrite was achieved using the rural-to-urban transect and Smart Code form-based approach as a basis to redefine the Township's zoning districts and articulate new building form standards for each new district. The ordinance rewrite also consolidated and streamlined the ordinance from its original 26 zoning code sections down to six. This approach consolidated all general administrative requirements into a single section and streamlined all district and use standards to include a standardized and defined list of permissible, accessory, and temporary uses. The uses were further defined by a single, easy-to-read, use matrix cross-referencing each use by either permitted by right or by special exception (Susquehanna Township does not use a Conditional Use process). Furthermore, the zoning ordinance included a new content-neutral sign code. The Township's SALDO was then rewritten to be consistent with the new zoning ordinance.

INITIAL STATEMENT OF APPROACH AND METHODS

The following outlines Michael Baker's conceptual approach and methods to successfully perform and deliver the City of Charles Town's Zoning and Subdivision Ordinances Comprehensive Update. The proposed approach and methods may be further refined to achieve a scope of work and budget that best addresses the City's project needs and objectives.

Task 1. Project Management and Coordination

Kathy will serve as the City's sole point of contact throughout the project performance period. As with previous engagements, Kathy will focus on maintaining open lines of communication and fostering coordination between the City (i.e., Director of Community and Economic Development, City Manager, and other staff) and Michael Baker to guide the update. Michael Baker will schedule and facilitate timely meetings with the City to obtain relevant information and data, review draft work products, and identify and address issues or concerns that may impact the project's progress and successful execution.

1.1. KICK-OFF MEETING WITH STAFF

Michael Baker will schedule a meeting with City staff to kick off the project, set up milestones, and establish points of contact within the organization to ensure a quick turnaround of information and data collection. At this meeting, we will accomplish the following:

- Review and refine the project scope of work and milestone schedule for draft and final work products.
- Identify and discuss issues challenges/issues with the current zoning and subdivision ordinances and recommend improvements relative to the recent amendments.
- Discuss expectations for team communication and status updates at specific project milestones.
- Identify information needs and collection efforts.

1.2. PROJECT MANAGEMENT AND STATUS REPORTS

Michael Baker will provide milestone project status reports (along with milestone billing invoices) to the City outlining the completed tasks and a summary of upcoming activities and critical milestones. Michael Baker will also maintain proactive communications with the City throughout the project performance period by conducting status calls on mutually agreed-upon intervals (e.g., bi-weekly or monthly). Such status calls will be supplemental to our team's in-person meetings with the City.

Deliverables:

- Kick-Off Meeting and Summary
- Milestone Status Reports

Task 2. Due Diligence

Michael Baker will conduct a thorough review of the City's relevant plans and policies to establish a foundation for the update to the zoning and subdivision ordinances. The review will include an evaluation and understanding of the following:

- *Historically Hip Charles Town 2040*
- Zoning Ordinance and Map (2012) (including text and map amendments)
- SALDO (2012) (including text amendments)
- Board of Zoning Appeals' Variances and Special Exceptions
- Historic Landmarks Commission Minutes, Decisions, and Findings

Michael Baker will coordinate the review with the City to ensure our understanding is in proper context with the zoning and subdivision ordinances update.

In addition, Michael Baker will conduct a field view of the City according to the currently prescribed zoning districts to obtain a first-hand understanding of the ordinance's permitted uses and dimensional applications. The field

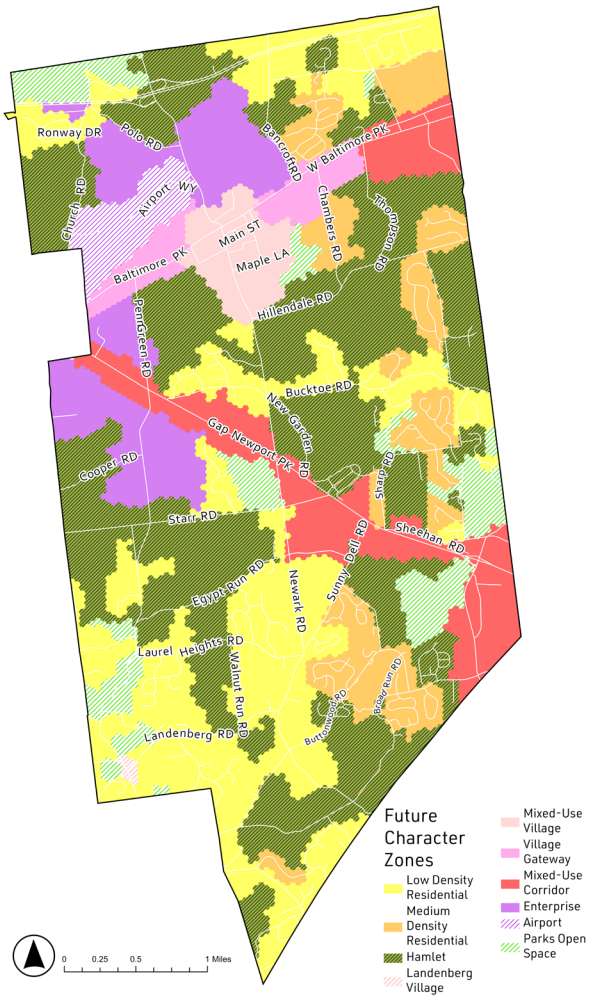
view will be conducted in conjunction with City staff, and the knowledge will help provide additional context and understanding of the city's downtown, residential, commercial, industrial, and historic districts.

Deliverables:

- Due Diligence Memo

Task 3. Evaluation of Future and Existing Character Areas

Based on Tasks 1 and 2 and the sub-tasks below, Michael Baker will identify where to preserve or alter the existing zoning districts and where to create new districts.



Future Character Zones Map for New Garden Township

We recognize that Charles Town has many unique areas, and our team will work collaboratively with the City to create context-sensitive regulations.

The city's zoning district boundaries will be developed using a three-step approach that incorporates the existing character with the community's future goals following the model of zoning districts that prioritize character first and use second.

3.1 EXISTING CHARACTER ZONES

Michael Baker will first assess the existing development patterns of the city through a mapping exercise that will define the city's existing character areas. The purpose of the existing character areas mapping exercise is to establish an understanding of the existing form and use so that it can be compared to the established objectives and goals from previous plans. The existing character areas map will be developed through the observations during the site tour, as well as a general ArcGIS desktop analysis. We will establish guiding characteristics that will help establish each of the existing character areas that are created, some of which will be retained in the future character areas map.

3.2 FUTURE CHARACTER ZONES

Once the existing character areas map is created, Michael Baker will evaluate whether the City's existing plans' objectives and goals are reflected in the existing character areas of the city. The result of this evaluation will guide the future character areas map, which is intended to showcase the desired character throughout the city and identify where changes between the existing character areas and future character areas take place. A set of community development objectives will be then drafted that reflect the identified objectives and goals of existing plans and how they play into the development of the future character areas map. The existing character areas map and the future character areas map utilize a .5-acre grid that allows Michael Baker to asses the development patterns and character of the city without being constrained on a parcel-by-parcel basis. The future character areas mapping activity serves as a precursor to the draft zoning map.

3.3 DRAFT ZONING MAP

A draft zoning map will be created for initial review and comment by City staff and the public. Michael Baker will work with and rely upon the City's and Jefferson County's GIS datasets to prepare the new zoning map. The County's tax parcel data will be used as the base mapping layer to delineate the zoning districts along parcel boundaries. The zoning district's color-coding scheme will conform to an acceptable industry standard, such as the American Planning Association's Land-Based Classification Standards.

Deliverables:

- Existing Character Areas Map
- Future Character Areas Map
- Draft Zoning Map



Public outreach board from New Garden Township showcasing residential character zones

Task 4. Drafting the Zoning Ordinance Document

Michael Baker will initiate the Zoning Ordinance rewriting process based on the following steps:

Step 1 Identify uses according to their respective zoning districts to include new use considerations, and develop a simplified matrix that cross references the uses according to their use permission (i.e., permitted use and special exceptions) and applicable zoning district(s). To the greatest extent possible, the use description/names will be standardized, and consideration will be given to industry standard nomenclature, such as the use classifications from the American Planning Association and Institute of Transportation Engineers Manual (like the approach utilized for the City of Charles Town's Zoning Ordinance rewrite that Troy led).

Step 2 Develop an outline for the new zoning ordinance based on applicable articles that comply with the West Virginia Code and are necessary based on the City's unique circumstances/needs. The outline will consider both the current Zoning Ordinance, plus best practices research that applies to the City of Charles Town. In addition, new regulations that consider mixed-use, form-based design standards, and specific uses will be considered and included as deemed appropriate.

Step 3 Draft each section based on the approved outline and share each drafted section with the City for review and comment according to an agreed upon milestone completion schedule.

Note: The goal is to submit individual draft articles or sets of draft articles to the City for review instead of the entire draft ordinance at one time to manage workload and review schedules.

The drafting process will include text, tables, and graphical depictions/illustrations to simplify the regulatory requirements and standards for the City's administration and enforcement responsibilities and interpretation and application by users.

Step 4 Develop a draft list of terms that need to be defined based on the draft article sections developed under this Task. Definitions will be developed for each term in text format, and supporting graphics will be included where applicable.

Step 5 Compile the draft sections into a single Draft Zoning Ordinance that is searchable and bookmarked in Microsoft Word and Adobe PDF formats and link the Adobe PDF Zoning Ordinance and Zoning Map products by zoning district. A comprehensive QA/QC of the Draft Zoning Ordinance will be conducted to ensure that it is free of spelling, grammatical, and spelling errors.

Note: Michael Baker recommends that an independent legal review of the Zoning Ordinance is completed by the City's solicitor.

Step 6 Prepare a *Study and Report on Zoning* pursuant to West Virginia Code, §8A-7-4. The study and report must include the proposed zoning ordinance, with explanatory maps showing the recommended boundaries of each district and the rules, regulations, and restrictions for each district. Michael Baker will assist the City Planning Department with preparing the study and report based on the adopted Comprehensive Plan.

The Study and Report on Zoning will include an outreach process to include public and stakeholder input. We will work with the City to develop a specific process and schedule for obtaining public and stakeholder input that may include the formation of an ad-hoc Steering/Advisory Committee that will be involved throughout the update process, beginning with Step 1 above.

Step 7 Enact the Zoning Ordinance pursuant to West Virginia Code §8A-7-5. The enacted ordinance will repeal and replace the City's existing Zoning Ordinance. After the enactment, the City must file the Zoning Ordinance in the Office of the Clerk of the Jefferson County Commission.

The enacted Zoning Ordinance and Zoning Map will be created and published to achieve the following objectives:

- **Simple** – Easy to navigate with a limited number of steps to research the regulations impacting a parcel(s).
- **Clear and Concise** – Written clearly and concisely that minimizes ambiguity and technical language and is supported by graphical illustrations and photos to effectively communicate the ordinance requirements.
- **Searchable and Maintainable** – The Zoning Ordinance and Map will be published in a digital Adobe PDF format that is linked and cross-referenced. Microsoft Word and GIS ArcMap MXD files will also be provided to the City to maintain and amend appropriately.
- **Flexible** – The Zoning Ordinance will also consider form-based zoning approaches to place emphasis on form and function and to provide flexibility that is necessary for a dynamic development environment. Smart growth, complete streets, and other urban design elements will be considered.

Deliverables:

- Draft and Final Zoning Ordinance
- Study and Report on Zoning

Task 5. Subdivision Ordinance Update

Michael Baker will complete a comprehensive update of the City's current subdivision regulations. The update of the regulations will conform to the requirements of the West Virginia Code, §8A-4 (SALDO), §8A-5 (Subdivision or Land Development Plan and Plat), and §8A-6 (Methods of Security).

Information obtained through the Task 1.2 Due Diligence effort will be used as the basis for initiating the SALDO update, which will be accomplished through the following steps:

Step 1 Develop an outline for the new SALDO based on applicable articles that comply with the West Virginia Code and are necessary based on the City's unique circumstances/needs. The outline will consider both the current SALDO (2012) and best practices research that will identify other recently adopted SALDOs pursuant to the West Virginia Code that may apply to the City's circumstances/needs.

Step 2 Draft each section based on the approved outline and share each drafted section with the City for review and comment according to an agreed milestone completion schedule.

Note: Similar to the Zoning Ordinance Update, the goal is to submit individual draft SALDO articles or sets of draft articles to the City and Project Advisory Committee (PAC) for review instead of the entire draft ordinance at one time to manage workload and review schedules.

The drafting process will include text, tables, and graphical depictions/illustrations (e.g., Standard Design Details for roadway, sidewalks, and trails) to simplify the regulatory requirements and standards for the City's administration and enforcement responsibilities and interpretation and application by users.

Step 3 Develop a draft list of terms that need to be defined based on the draft SALDO article sections developed under Step 2. Definitions will be developed for each term in text format and supporting graphics will be included where applicable.

Step 4 Compile the draft sections into a single Draft SALDO that is searchable and bookmarked in both Microsoft Word and Adobe PDF formats. A comprehensive quality assurance and quality control review of the Draft SALDO will be conducted to ensure the ordinance is free of spelling, grammatical, and spelling errors.

Note: Similar to the Draft Zoning Ordinance review, Michael Baker also recommends that an independent legal review of the Draft SALDO be completed by the City's Solicitor.

Step 5 Enact the Draft SALDO pursuant to West Virginia Code §8A-4-3. The enacted ordinance will repeal and replace the City's existing SALDO (2012). After the enactment, the City must file the SALDO in the Office of the Clerk of the Jefferson County Commission.

Deliverables:

- Draft and Final SALDO

Task 6. Public Outreach

The Michael Baker Team will work collaboratively with City staff, the Planning Commission, the Board of Zoning Appeals, the City Council, and the community to facilitate an open and transparent engagement process. Michael Baker will develop a clear process that will inform community stakeholders and provide multiple opportunities for feedback and discussion.



Public outreach board from New Garden Township showcasing mixed-use area character zones

PAC COORDINATION

Michael Baker will attend and facilitate a maximum of six PAC meetings to help advise and provide direction on the Zoning Ordinance and SALDO update processes. The PAC will be responsible for reviewing the draft ordinance materials and providing input on the Zoning Map update. The meetings will be held with a combination of three in-person and three virtual meetings, and the schedule of meetings will be confirmed at the initial PAC meeting (Meeting #1) to be held at the City of Charles Town (or other suitable location to be confirmed by the City). Michael Baker will utilize and manage Microsoft Teams as an online project management and communications tool that staff and PAC members may access and utilize to review and comment on draft materials and post questions and messages for the project team's consideration/information.

PUBLIC OPEN HOUSES

We propose hosting two public outreach meetings to garner feedback from community members and stakeholders. One public outreach meeting will be scheduled at the beginning of the process to gather feedback on community issues with current development patterns. A second public meeting will be held to review and present the draft zoning ordinance and map for public input.

Michael Baker uses visual engagement techniques throughout the development of the zoning ordinance to aid in the communication of concepts and applications with the stakeholders and public. Zoning codes are traditionally text-heavy, and it can be difficult for the community to understand the implications of each regulation or topic. Michael Baker brings a form-based approach not only to the product but to the process itself. Using illustrated 3D sketches, projected or shared-screen note-taking, and 3D concept modeling, we illustrate the impact of zoning regulations on the built form. This visual approach helps communities translate numbers such as density and coverage into the understanding of how the neighborhood could change or be preserved.

Deliverables:

- Six PAC meetings; three in-person and three virtual
- Two public outreach meetings

TIMELINE

The following outlines Michael Baker's proposed 12-month timeline to complete this project. Note that we are pepared to begin this project within one month of the Notice to Proceed from the City.

Month 1 - Project Set Up, PAC Identification, and Schedule

Month 2 - Kick-Off Meeting and Community Tour

- PAC Meeting #1

Month 3 - Due Diligence Review

- PAC Meeting #2

Month 4 - Existing and Future Character Analysis

- PAC Meeting #3

Month 5 - 1st Open House

Month 6/7 - Draft Zoning Document

- PAC Meeting #4

Month 8 - Review Draft and Begin SALDO Draft

- PAC Meeting #5

Month 9/10 - Finalize Zoning Draft, Zoning Map, and SALDO Draft

- PAC Meeting #6

Month 11 - 2nd Open House

Month 12 - Begin the Adoption Process

PRICING

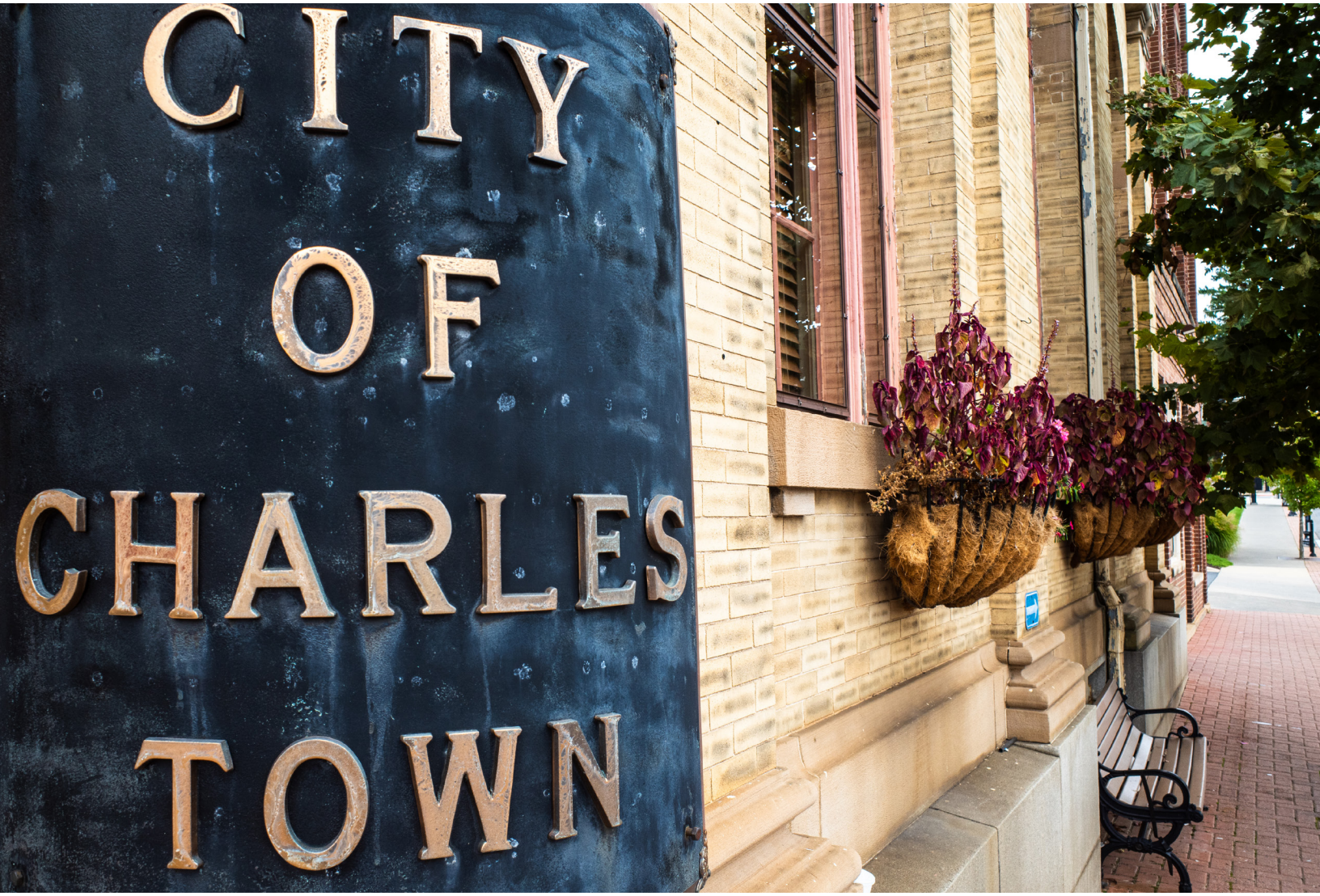
The following breaks down Michael Baker's proposed pricing for the project and includes travel time, meetings, outreach, materials, etc.

TASK DESCRIPTION	PM & TECH. LEAD Kathy		TECH. ADVISOR Troy		LAND USE & ZONING Seth		LAND USE & ZONING Samantha		GIS & PROJ. PLANNING Nick		SITE/CIVIL ENG. Jim		TRAFFIC DESIGN Todd		TOTALS	
	HRS	RATE $204	HRS	RATE $233	HRS	RATE $121	HRS	RATE $125	HRS	RATE $121	HRS	RATE $122	HRS	RATE $250	HRS	COST
1. Project Management and Coordination	24	$4,897	4	$932	8	$1,019	8	$1,002	8	$967	0	$0	0	$0	52	$8,817
2. Due Diligence	8	$1,632	2	$466	18	$2,293	18	$2,254	0	$0	16	$1,944	0	$0	62	$8,590
3. Evaluation of Existing and Future Character Areas	8	$1,632	4	$932	34	$4,332	30	$3,756	30	$3,628	0	$0	0	$0	106	$14,280
4. Drafting the Zoning Ordinance Document	22	$4,489	2	$466	65	$8,282	45	$5,635	28	$3,386	0	$0	0	$0	162	$22,257
5. Subdivision Ordinance Update	50	$10,203	4	$932	30	$3,822	12	$1,503	0	$0	40	$4,861	26	$6,501	162	$27,821
6. Public Outreach	16	$3,265	0	$0	30	$3,822	30	$3,756	16	$1,935	0	$0	0	$0	92	$12,778
MICHAEL BAKER LABOR TOTALS	**128**	**$26,118**	**16**	**$3,727**	**185**	**$23,571**	**143**	**$17,905**	**82**	**$9,915**	**56**	**$6,806**	**26**	**$6,501**	**636**	**$94,544**
MICHAEL BAKER OTHER DIRECT COSTS (ODCS)																**$2,456**
MICHAEL BAKER TOTAL COST (LABOR + ODCS)																**$97,000**

Steven L. Barber, PE
Principal-in-Charge

LITIGATION AND DEBARMENT

Michael Baker is a large international firm working on a variety of complex projects at any given point in time. Through the normal course of business, Michael Baker can become involved in civil litigation, not atypical for the work it performs. For a company of its size, Michael Baker has had very few significant legal actions directly arising from an issue or dispute on a project. If an issue or dispute arises on a project, Michael Baker encourages equitable settlements of the issues or disputes at the project level.



SUBMITTED BY:

Michael Baker
INTERNATIONAL

4431 North Front Street, 2nd Floor
Harrisburg, PA 17110
WWW.MBAKERINTL.COM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-204 Zoning/SLDO Rewrite Advisory Committee Selection

Council shall select two (2) Council Members to serve on the committee.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-106: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to an Outdoor Dining Ordinance

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-190: "But For" Disbursement Plan

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-192: Academy and S. Samuel Street Review

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-210: Personnel Matters - Possible Executive Session

Personnel Matters

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-211: B&O Tax Waiver Request - CTUB

B&O Tax Waiver Request - CTUB

ATTACHMENTS:

- Article 745.16A.pdf

745.16A OPTIONAL EXEMPT ACTIVITIES.

The City Council, by vote of 2/3 majority of the Council, reserves the right to apply, reduce, or eliminate for a specified time period and/or for a specific project, the Business and Occupation tax per the following provision(s): Any activity associated with a municipality- initiated/tax payer-funded project that directly benefits Charles Town's residents, and in which the taxes rendered under this article could result in higher rates to those residents for existing services and/or higher project costs for the municipality.
(Ord. 2024-007. Passed 9-16-24.)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-212: Budget Workshop Schedule

Budget Workshop Schedule

Proposed Motion:
Authorize and schedule a Council workshop for March 3, 2025, at 5:30PM and direct staff to schedule an ad valorem public hearing to coincide with the March 17, 2025, Council meeting.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-219: Payment of Bills - February 18, 2025

Proposed Motion: Approve the bills for payment.

ATTACHMENTS:

- COUNCIL REPORT PCARD 02-18-25.pdf
- GEN FUND COUNCIL REPORT 2025-02-18.pdf
- PARKS N REC COUNCIL REPORT 2025-02-18.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
7-ELEVEN	2/11/25	CAR#4 FUEL 01/29	GENERAL FUND	POLICE DEPARTMENT	63.86
	2/11/25	CAR# 26 FUEL 01/14	GENERAL FUND	POLICE DEPARTMENT	39.64
	2/11/25	D DUNN JEEP FUEL 01/21	GENERAL FUND	STREETS & HIGHWAYS	40.23
	2/11/25	D DUNN JEEP FUEL 01/28	GENERAL FUND	STREETS & HIGHWAYS	36.56
	2/11/25	2016 CHEVY FUEL 01/19	GENERAL FUND	STREETS & HIGHWAYS	48.96
	2/11/25	2017 F350 FUEL 01/10	GENERAL FUND	STREETS & HIGHWAYS	82.80
	2/11/25	2015 F350 FUEL 01/06	GENERAL FUND	STREETS & HIGHWAYS	66.69
				TOTAL:	378.74
ADVANCED AUTO PARTS PROFESSIONAL	2/11/25	CAR# 28 WIPER BLADE 01/07	GENERAL FUND	POLICE DEPARTMENT	31.79
				TOTAL:	31.79
AMAZON	2/11/25	PD FILE FOLDERS	GENERAL FUND	POLICE DEPARTMENT	16.83
	2/11/25	PD ENVELOPES	GENERAL FUND	POLICE DEPARTMENT	38.94
	2/11/25	PD CHAIR MAT	GENERAL FUND	POLICE DEPARTMENT	35.09
	2/11/25	PD USB-C CHARGER/ADAPTER	GENERAL FUND	POLICE DEPARTMENT	42.00
	2/11/25	PD CARDSTOCK	GENERAL FUND	POLICE DEPARTMENT	12.73
	2/11/25	PD REARVIEW MIRROR ADHESIV	GENERAL FUND	POLICE DEPARTMENT	39.95
	2/11/25	PD CHAIR MAT	GENERAL FUND	POLICE DEPARTMENT	33.34
	2/11/25	PD STEERING WHEEL COVER	GENERAL FUND	POLICE DEPARTMENT	15.19
	2/11/25	PD PRINTER TONER	GENERAL FUND	POLICE DEPARTMENT	246.15
	2/11/25	PD PAPER	GENERAL FUND	POLICE DEPARTMENT	59.97
				TOTAL:	540.19
ANSI WEBSTORE	2/11/25	BI CONCRETE CODE BOOK	GENERAL FUND	BUILDING INSPECTION	186.00
				TOTAL:	186.00
APPLE	2/11/25	JAN 25 MUSIC SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
BACKGROUNDCHECKS.COM	2/11/25	BCK GRD CHCK W SHUTZ	GENERAL FUND	PLANNING & ZONING	39.02
				TOTAL:	39.02
BLUE RIDGE COMMUNITY & TECHNICAL COLLE	2/11/25	B BALLOU MS EXCEL CLASS	GENERAL FUND	CITY MANAGER'S OFFICE	49.00
	2/11/25	L NICE MS EXCEL CLASS	GENERAL FUND	CITY MANAGER'S OFFICE	49.00
	2/11/25	K GROVE MS EXCEL CLASS	GENERAL FUND	CITY MANAGER'S OFFICE	49.00
	2/11/25	V BAUER MS EXCEL CLASS	GENERAL FUND	CITY MANAGER'S OFFICE	49.00
				TOTAL:	196.00
BP	2/11/25	CAR#8 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	47.21
	2/11/25	CAR#3 FUEL 01/26	GENERAL FUND	POLICE DEPARTMENT	59.02
	2/11/25	CAR#3 FUEL 01/24	GENERAL FUND	POLICE DEPARTMENT	57.22
	2/11/25	CAR#3 FUEL 01/15	GENERAL FUND	POLICE DEPARTMENT	64.61
	2/11/25	CAR#3 FUEL 01/09	GENERAL FUND	POLICE DEPARTMENT	65.06
	2/11/25	CAR#3 FUEL 01/02	GENERAL FUND	POLICE DEPARTMENT	65.58
	2/11/25	CAR#5 FUEL 01/30	GENERAL FUND	POLICE DEPARTMENT	51.90
	2/11/25	CAR#5 FUEL 01/25	GENERAL FUND	POLICE DEPARTMENT	60.00
	2/11/25	CAR#5 FUEL01/22	GENERAL FUND	POLICE DEPARTMENT	47.06
	2/11/25	CAR#5 FUEL 01/18	GENERAL FUND	POLICE DEPARTMENT	60.56
	2/11/25	CAR#5 FUEL 01/16	GENERAL FUND	POLICE DEPARTMENT	42.17
	2/11/25	CAR#5 FUEL 01/10	GENERAL FUND	POLICE DEPARTMENT	59.38
	2/11/25	CAR#5 FUEL 01/08	GENERAL FUND	POLICE DEPARTMENT	45.94
	2/11/25	CAR#5 FUEL 01/04	GENERAL FUND	POLICE DEPARTMENT	46.68
	2/11/25	CAR#5 FUEL 01/02	GENERAL FUND	POLICE DEPARTMENT	53.21
	2/11/25	CAR#5 FUEL 01/01	GENERAL FUND	POLICE DEPARTMENT	65.53
	2/11/25	CAR#6 FUEL 01/27	GENERAL FUND	POLICE DEPARTMENT	54.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/11/25	CAR#6 FUEL 01/21	GENERAL FUND	POLICE DEPARTMENT	62.50
	2/11/25	CAR#6 FUEL 01/19	GENERAL FUND	POLICE DEPARTMENT	65.50
	2/11/25	CAR#6 FUEL 01/14	GENERAL FUND	POLICE DEPARTMENT	58.00
	2/11/25	CAR#6 FUEL 01/12	GENERAL FUND	POLICE DEPARTMENT	68.00
	2/11/25	CAR#6 FUEL 01/06	GENERAL FUND	POLICE DEPARTMENT	48.00
	2/11/25	CAR#6 FUEL 01/03	GENERAL FUND	POLICE DEPARTMENT	53.00
	2/11/25	CAR#6 FUEL 12/31	GENERAL FUND	POLICE DEPARTMENT	61.00
	2/11/25	CAR# 19 FUEL 01/27	GENERAL FUND	POLICE DEPARTMENT	37.73
	2/11/25	CAR# 19 FUEL 01/21	GENERAL FUND	POLICE DEPARTMENT	39.84
	2/11/25	CAR# 19 FUEL 01/13	GENERAL FUND	POLICE DEPARTMENT	40.81
	2/11/25	CAR# 19 FUEL 01/08	GENERAL FUND	POLICE DEPARTMENT	40.14
	2/11/25	CAR# 19 FUEL 01/06	GENERAL FUND	POLICE DEPARTMENT	36.69
	2/11/25	CAR# 25 FUEL 01/24	GENERAL FUND	POLICE DEPARTMENT	40.81
	2/11/25	CAR# 25 FUEL 01/22	GENERAL FUND	POLICE DEPARTMENT	40.54
	2/11/25	CAR# 25 FUEL 001/20	GENERAL FUND	POLICE DEPARTMENT	45.02
	2/11/25	CAR# 25 FUEL 01/08	GENERAL FUND	POLICE DEPARTMENT	39.83
	2/11/25	CAR# 25 FUEL 01/06	GENERAL FUND	POLICE DEPARTMENT	42.41
	2/11/25	CAR# 25 FUEL 01/03	GENERAL FUND	POLICE DEPARTMENT	48.61
	2/11/25	CAR# 25 FUEL 01/01	GENERAL FUND	POLICE DEPARTMENT	42.43
	2/11/25	CAR#8 fUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	47.21-
				TOTAL:	1,809.28
ELECTIONSOURCE	2/11/25	2 VOTING BOOTHS	GENERAL FUND	ELECTIONS	269.38
	2/11/25	2 VOTING BOOTHS	GENERAL FUND	ELECTIONS	269.38
				TOTAL:	538.76
HAMPSHIRE REVIEW	2/11/25	FY25 JOURNAL ONLN SUBSCRIP	GENERAL FUND	CITY HALL	25.00
				TOTAL:	25.00
HOME DEPOT INC	2/11/25	MD SHOP & CH WATER	GENERAL FUND	CITY HALL	54.18
	2/11/25	MD SHOP & CH WATER	GENERAL FUND	STREETS & HIGHWAYS	4.98
	2/11/25	CH BLIND & THRESHOLD TR OF	GENERAL FUND	STREETS & HIGHWAYS	26.48
	2/11/25	DISHWASHER COUPLER /ORTEGA	GENERAL FUND	STREETS & HIGHWAYS	9.36
	2/11/25	CAULK/ ORTEGA REPAIR	GENERAL FUND	STREETS & HIGHWAYS	9.98
	2/11/25	DISHWASHER COUPLER /ORTEGA	GENERAL FUND	STREETS & HIGHWAYS	1.08
	2/11/25	MD SHOP MULTI TOOL & ACCES	GENERAL FUND	STREETS & HIGHWAYS	222.94
	2/11/25	CH BLIND & THRESHOLD TR OF	CAPITAL RESERVE	STREETS & TRANSPORTATI	17.27
	2/11/25	CH CHAIR RAIL MOULDING TR	CAPITAL RESERVE	STREETS & TRANSPORTATI	166.32
	2/11/25	CH SHELVES TR OFFICE	CAPITAL RESERVE	STREETS & TRANSPORTATI	55.86
	2/11/25	CH SHOE MOULD TR OFFICE	CAPITAL RESERVE	STREETS & TRANSPORTATI	89.30
				TOTAL:	657.75
INTERNATIONAL CODE COUNCIL	2/11/25	BI COMMERCIAL BLDG INSP BO	GENERAL FUND	BUILDING INSPECTION	240.00
				TOTAL:	240.00
JACQUELINE C SHADLE, COUNTY CLERK	2/11/25	LIEN FEE 214 S WATER ST	GENERAL FUND	ENFORCEMENT AGENCY	12.00
	2/11/25	LIEN FEE 214 S WATER ST	GENERAL FUND	ENFORCEMENT AGENCY	1.00
				TOTAL:	13.00
JEFFERSON URGENT CARE	2/11/25	KABLE DOT PHYSICAL	GENERAL FUND	STREETS & HIGHWAYS	120.00
				TOTAL:	120.00
L.L.BEAN FOR BUSINESS	2/11/25	CITY LOGO SHRTS/ PZ CE BIS	GENERAL FUND	PLANNING & ZONING	787.85
				TOTAL:	787.85
LIBERTY GET N GO	2/11/25	CAR#2 FUEL 01/24	GENERAL FUND	POLICE DEPARTMENT	39.53

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/11/25	CAR#2 FUEL 01/13	GENERAL FUND	POLICE DEPARTMENT	41.10
	2/11/25	CAR#4 FUEL 01/23	GENERAL FUND	POLICE DEPARTMENT	71.59
	2/11/25	CAR#4 FUEL 01/15	GENERAL FUND	POLICE DEPARTMENT	75.21
	2/11/25	CAR#4 FUEL 01/10	GENERAL FUND	POLICE DEPARTMENT	69.86
	2/11/25	CAR#4 FUEL 01/08	GENERAL FUND	POLICE DEPARTMENT	69.39
	2/11/25	CAR#4 FUEL 01/01	GENERAL FUND	POLICE DEPARTMENT	75.00
	2/11/25	CAR# 12 FUEL 01/14	GENERAL FUND	POLICE DEPARTMENT	58.31
	2/11/25	CAR# 19 FUEL 01/06	GENERAL FUND	POLICE DEPARTMENT	43.99
	2/11/25	SNOW BLOWER FUEL 01/06	GENERAL FUND	STREETS & HIGHWAYS	1.70
	2/11/25	STAUBS TRUCK FUEL 01/06	GENERAL FUND	STREETS & HIGHWAYS	74.39
	2/11/25	2016 CHEVY FUEL 01/22	GENERAL FUND	STREETS & HIGHWAYS	97.80
	2/11/25	2016 CHEVY FUEL 01/13	GENERAL FUND	STREETS & HIGHWAYS	112.49
	2/11/25	GAS CAN FUEL 01/11	GENERAL FUND	STREETS & HIGHWAYS	15.25
	2/11/25	DIESEL CAN 01/11	GENERAL FUND	STREETS & HIGHWAYS	18.75
	2/11/25	BOBCAT FUEL 01/11	GENERAL FUND	STREETS & HIGHWAYS	59.18
	2/11/25	2016 CHEVY FUEL 01/10	GENERAL FUND	STREETS & HIGHWAYS	101.38
	2/11/25	FUEL 01/06	GENERAL FUND	STREETS & HIGHWAYS	63.63
	2/11/25	2015 F350 01/16	GENERAL FUND	STREETS & HIGHWAYS	88.83
	2/11/25	BACKHOE FUEL 01/21	GENERAL FUND	STREETS & HIGHWAYS	34.35
	2/11/25	BUCKET TRUCK FUEL 01/10	GENERAL FUND	STREETS & HIGHWAYS	78.36
	2/11/25	BUCJET TRUCK FUEL 01/16	GENERAL FUND	STREETS & HIGHWAYS	114.00
	2/11/25	2023 CHEVY FUEL 01/16	GENERAL FUND	STREETS & HIGHWAYS	84.25
	2/11/25	2023 CHEVY FUEL 1/7	GENERAL FUND	STREETS & HIGHWAYS	98.62
	2/11/25	DUMP TRUCK FUEL 01/22	GENERAL FUND	STREETS & HIGHWAYS	40.85
				TOTAL:	1,627.81
LIBERTY WEST LLC	2/11/25	FUEL 10/25	GENERAL FUND	STREETS & HIGHWAYS	101.03
	2/11/25	FUEL 10/25	GENERAL FUND	STREETS & HIGHWAYS	101.03-
				TOTAL:	0.00
MARTINS FUEL	2/11/25	CAR# 15 FUEL 01/28	GENERAL FUND	POLICE DEPARTMENT	36.60
	2/11/25	CAR# 15 FUEL 01/22	GENERAL FUND	POLICE DEPARTMENT	40.00
	2/11/25	CAR# 15 FUEL 01/16	GENERAL FUND	POLICE DEPARTMENT	42.90
	2/11/25	CAR# 15 FUEL 01/10	GENERAL FUND	POLICE DEPARTMENT	41.80
	2/11/25	CAR# 15 FUEL 01/01	GENERAL FUND	POLICE DEPARTMENT	38.30
	2/11/25	CAR# 21 FUEL 01/29	GENERAL FUND	POLICE DEPARTMENT	35.60
				TOTAL:	235.20
MICHAELS CRAFT STORE	2/11/25	EASELS & BOARDS/ PUBLIC ME	GENERAL FUND	PLANNING & ZONING	179.90
				TOTAL:	179.90
NAPA	2/11/25	BATTERY BACKHOE	GENERAL FUND	STREETS & HIGHWAYS	144.56
	2/11/25	BATTERY CREDIT	GENERAL FUND	STREETS & HIGHWAYS	18.00-
	2/11/25	MD SHOP WASHER SOLVENT	GENERAL FUND	STREETS & HIGHWAYS	4.84
	2/11/25	MD THREAD LOCKR& WASHER SL	GENERAL FUND	STREETS & HIGHWAYS	22.06
	2/11/25	BATTERY FOR SCAG	GENERAL FUND	STREETS & HIGHWAYS	67.85
	2/11/25	OIL & OIL FILTER F350	GENERAL FUND	STREETS & HIGHWAYS	42.82
	2/11/25	OIL/OIL FILTER/CHAIN LUB/P	GENERAL FUND	STREETS & HIGHWAYS	51.36
	2/11/25	OIL/OIL FILTER/CHAIN LUB/P	GENERAL FUND	STREETS & HIGHWAYS	40.16
				TOTAL:	355.65
NATIONAL ASSOCIATION OF SCHOOL RESOURC	2/11/25	DESARNO TRAINING	GENERAL FUND	POLICE DEPARTMENT	400.00
				TOTAL:	400.00
NATIONAL MAIN STREET CENTER	2/11/25	MAIN STREET CONF REGISTRAT	GENERAL FUND	ECONOMIC DEVELOPMENT	70.00
				TOTAL:	70.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROYAL FARMS	2/11/25	CAR# 19 FUEL 01/30	GENERAL FUND	POLICE DEPARTMENT	45.40
	2/11/25	CAR# 19 FUEL 01/23	GENERAL FUND	POLICE DEPARTMENT	39.05
	2/11/25	CAR# 19 FUEL 01/20	GENERAL FUND	POLICE DEPARTMENT	36.19
				TOTAL:	120.64
SHEETZ	2/11/25	CAR #4 FUEL 01/17	GENERAL FUND	POLICE DEPARTMENT	70.06
	2/11/25	CAR#4 FUEL 01/03	GENERAL FUND	POLICE DEPARTMENT	71.07
	2/11/25	CAR#4 FUEL 01/26	GENERAL FUND	POLICE DEPARTMENT	38.38
	2/11/25	CAR# 9 FUEL 01/27	GENERAL FUND	POLICE DEPARTMENT	44.31
	2/11/25	CAR# 18 FUEL	GENERAL FUND	POLICE DEPARTMENT	54.82
	2/11/25	CAR# 18 FUEL 01/18	GENERAL FUND	POLICE DEPARTMENT	43.86
	2/11/25	CAR# 18 FUEL 01/14	GENERAL FUND	POLICE DEPARTMENT	45.05
	2/11/25	CAR# 9 FUEL 01/06	GENERAL FUND	POLICE DEPARTMENT	48.39
	2/11/25	CAR# 19 FUEL 01/15	GENERAL FUND	POLICE DEPARTMENT	42.71
	2/11/25	CAR# 25 FUEL 01/14	GENERAL FUND	POLICE DEPARTMENT	46.69
	2/11/25	CAR# 26 FUEL 01/28	GENERAL FUND	POLICE DEPARTMENT	35.76
	2/11/25	CAR# 26 FUEL 01/26	GENERAL FUND	POLICE DEPARTMENT	38.77
	2/11/25	CAR# 26 FUEL #01/21	GENERAL FUND	POLICE DEPARTMENT	39.16
	2/11/25	CAR# 26 FUEL 01/19	GENERAL FUND	POLICE DEPARTMENT	37.18
	2/11/25	CAR# 26 FUEL 01/12	GENERAL FUND	POLICE DEPARTMENT	29.31
	2/11/25	CAR# 26 FUEL 01/08	GENERAL FUND	POLICE DEPARTMENT	40.24
	2/11/25	CAR# 26 FUEL 01/06	GENERAL FUND	POLICE DEPARTMENT	34.19
	2/11/25	CAR# 26 FUEL 01/01	GENERAL FUND	POLICE DEPARTMENT	34.70
	2/11/25	CAR# 26 FUEL 12/30	GENERAL FUND	POLICE DEPARTMENT	37.75
	2/11/25	CAR# 28 FUEL 01/29	GENERAL FUND	POLICE DEPARTMENT	37.00
	2/11/25	CAR# 28 FUEL 01/25	GENERAL FUND	POLICE DEPARTMENT	42.00
	2/11/25	CAR# 28 FUEL 01/23	GENERAL FUND	POLICE DEPARTMENT	45.18
	2/11/25	CAR# 28 FUEL 01/18	GENERAL FUND	POLICE DEPARTMENT	45.47
	2/11/25	CAR# 28 FUEL 01/16	GENERAL FUND	POLICE DEPARTMENT	47.00
	2/11/25	CAR# 28 FUEL 01/11	GENERAL FUND	POLICE DEPARTMENT	47.32
	2/11/25	CAR# 28 FUEL 01/10	GENERAL FUND	POLICE DEPARTMENT	46.05
	2/11/25	CAR# 28 FUEL 01/08	GENERAL FUND	POLICE DEPARTMENT	43.00
	2/11/25	CAR# 28 FUEL 01/04	GENERAL FUND	POLICE DEPARTMENT	44.08
	2/11/25	CAR# 28 FUEL 01/01	GENERAL FUND	POLICE DEPARTMENT	48.00
	2/11/25	CAR# 29 FUEL 01/29	GENERAL FUND	POLICE DEPARTMENT	28.80
	2/11/25	CAR# 28 FUEL 01/25	GENERAL FUND	POLICE DEPARTMENT	29.26
	2/11/25	CAR# 29 FUEL 01/24	GENERAL FUND	POLICE DEPARTMENT	31.04
	2/11/25	CAR# 29 FUEL 01/23	GENERAL FUND	POLICE DEPARTMENT	24.56
	2/11/25	CAR# 29 FUEL 01/22	GENERAL FUND	POLICE DEPARTMENT	38.20
	2/11/25	CAR# 29 FUEL 01/18	GENERAL FUND	POLICE DEPARTMENT	26.15
	2/11/25	CAR# 29 FUEL 01/17	GENERAL FUND	POLICE DEPARTMENT	25.07
	2/11/25	CAR# 29 FUEL 01/16	GENERAL FUND	POLICE DEPARTMENT	25.03
	2/11/25	CAR# 29 FUEL 01/15	GENERAL FUND	POLICE DEPARTMENT	24.08
	2/11/25	CAR# 29 FUEL 01/09	GENERAL FUND	POLICE DEPARTMENT	20.97
	2/11/25	CAR# 29 FUEL 01/08	GENERAL FUND	POLICE DEPARTMENT	30.61
	2/11/25	CAR#1 FUEL 01/28	GENERAL FUND	POLICE DEPARTMENT	67.06
	2/11/25	CAR#1 FUEL 01/27	GENERAL FUND	POLICE DEPARTMENT	44.35
	2/11/25	CAR#1 FUEL 01/15	GENERAL FUND	POLICE DEPARTMENT	54.73
	2/11/25	CAR#1 FUEL 01/08	GENERAL FUND	POLICE DEPARTMENT	70.14
	2/11/25	BUCKET TRUCK FUEL 01/28	GENERAL FUND	STREETS & HIGHWAYS	121.51
	2/11/25	TRAX FUEL 01/17	GENERAL FUND	STREETS & HIGHWAYS	27.69
	2/11/25	BI JEEP FUEL 01/13	GENERAL FUND	STREETS & HIGHWAYS	44.05
	2/11/25	BI JEEP FUEL 12/30	GENERAL FUND	STREETS & HIGHWAYS	41.24
				TOTAL:	2,052.04
STATE ELECTRIC SUPPLY CO.	2/11/25	PD BLDG DOOR CARD KEYS	GENERAL FUND	POLICE DEPARTMENT	135.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	135.98
TOWN MART CITGO	2/11/25	CAR# 12 FUEL 1/28	GENERAL FUND	POLICE DEPARTMENT	57.64
	2/11/25	CAR# 12 FUEL 01/23	GENERAL FUND	POLICE DEPARTMENT	52.02
	2/11/25	CAR# 12 FUEL 01/21	GENERAL FUND	POLICE DEPARTMENT	55.80
	2/11/25	CAR# 12 FUEL 01/20	GENERAL FUND	POLICE DEPARTMENT	47.80
	2/11/25	CAR# 12 FUEL 01/13	GENERAL FUND	POLICE DEPARTMENT	55.56
	2/11/25	CAR# 12 FUEL 01/07	GENERAL FUND	POLICE DEPARTMENT	62.44
	2/11/25	CAR# 12 FUEL 01/05	GENERAL FUND	POLICE DEPARTMENT	52.32
	2/11/25	CAR# 12 FUEL 12/29	GENERAL FUND	POLICE DEPARTMENT	49.55
	2/11/25	CAR# 12 FUEL 12/31	GENERAL FUND	POLICE DEPARTMENT	47.36
	2/11/25	STAUBS TRUCK FUEL 01/30	GENERAL FUND	STREETS & HIGHWAYS	36.42
	2/11/25	STAUBS TRUCK FUEL 01/23	GENERAL FUND	STREETS & HIGHWAYS	40.10
	2/11/25	STAUBS TRUCK FUEL 01/21	GENERAL FUND	STREETS & HIGHWAYS	78.38
	2/11/25	STAUBS TRUCH FUEL 01/13	GENERAL FUND	STREETS & HIGHWAYS	68.61
	2/11/25	STAUBS TRUCK FUEL 12/30	GENERAL FUND	STREETS & HIGHWAYS	32.95
				TOTAL:	736.95
TRANSUNION	2/11/25	BCKGRD CHCK SKONEZNY	GENERAL FUND	POLICE DEPARTMENT	60.00
	2/11/25	BCKGRD CHCK GARZA-GERARD	GENERAL FUND	POLICE DEPARTMENT	60.00
	2/11/25	DEC 24 INVESTIGATIN SUBSCR	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	220.00
UNIQODE	2/11/25	FY 25 QR CODE SOFTWARE	GENERAL FUND	ECONOMIC DEVELOPMENT	180.00
				TOTAL:	180.00
UPS	2/11/25	PD POSTAGE FOR RETURNED KE	GENERAL FUND	POLICE DEPARTMENT	10.54
				TOTAL:	10.54
US POSTAL SERVICE	2/11/25	CERTIFIED MAIL 109 E CONGR	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	2/11/25	CERTIFIED MAIL 121 S SAMUE	GENERAL FUND	ENFORCEMENT AGENCY	11.26
	2/11/25	CERTIFIED MAIL 316 S WEST	GENERAL FUND	ENFORCEMENT AGENCY	10.99
				TOTAL:	33.24
VBELGUYS	2/11/25	AC & EXHAUST FAN BELTS	GENERAL FUND	STREETS & HIGHWAYS	51.96
				TOTAL:	51.96
WALMART INC	2/11/25	PD CAR AIR FRESHENER	GENERAL FUND	POLICE DEPARTMENT	47.52
	2/11/25	PD CAR AIR FRESHENER	GENERAL FUND	POLICE DEPARTMENT	23.48
	2/11/25	MD SHOP COFFEE	GENERAL FUND	STREETS & HIGHWAYS	23.06
				TOTAL:	94.06
ZOOM.US	2/11/25	JAN 25 ONLINE MTNG SUBSCRI	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	11,812.38
200 CAPITAL RESERVE	328.75
GRAND TOTAL:	12,141.13

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PCARD
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: 2/11/2025 THRU 2/11/2025

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
APPLE VALLEY WASTE SERVICE, INC.	2/14/25	JAN25 CH & JMP TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	2/14/25	JAN25 CH & JMP TRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
ATLANTIC BUILDING SUPPLY COMPANY INC	2/14/25	B&O OVERPAYMENT	GENERAL FUND	TREASURER'S OFFICE	3,858.37
				TOTAL:	3,858.37
BOLAND TRANE SERVICES INC	2/14/25	FEB 25 PD HVAC SERVICE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
BORLIE MECHANICAL CONTRACTING LLC	2/14/25	CWH HVAC REPAIRS	GENERAL FUND	STREETS & HIGHWAYS	11,195.84
				TOTAL:	11,195.84
CINTAS	2/14/25	01/03/25 LAUNDRY BAG	GENERAL FUND	STREETS & HIGHWAYS	250.29
	2/14/25	01/10/25 LAUNDRY BAG	GENERAL FUND	STREETS & HIGHWAYS	250.29
	2/14/25	01/17/25 LAUNDRY BAG	GENERAL FUND	STREETS & HIGHWAYS	250.29
	2/14/25	01/24/25 LAUNDRY BAG	GENERAL FUND	STREETS & HIGHWAYS	250.29
	2/14/25	01/31/25 LAUNDRY BAG	GENERAL FUND	STREETS & HIGHWAYS	250.29
				TOTAL:	1,251.45
CITY OF CHARLES TOWN BOARD OF PARKS AN	2/14/25	JAN25 HTL/MTL COLL	GENERAL FUND	TRANSFERS	6,198.83
				TOTAL:	6,198.83
CITY OF CHARLES TOWN -- CAPITAL RESERV	2/14/25	JAN 25 REPAVING	GENERAL FUND	TRANSFERS	13,953.98
				TOTAL:	13,953.98
CITY OF CT CAPITAL RESERVE	2/14/25	XTR 12/24 GMS 1/25 RCTRCK	GENERAL FUND	TRANSFERS	21,057.59
	2/14/25	XTR 12/24 GMS 1/25 RCTRCK	GENERAL FUND	TRANSFERS	34.49
	2/14/25	XTR 12/24 GMS 1/25 RCTRCK	GENERAL FUND	TRANSFERS	1,372.68
	2/14/25	XTR 12/24 GMS 1/25 RCTRCK	GENERAL FUND	TRANSFERS	90,840.36
				TOTAL:	113,305.12
COMCAST CORPORATION	2/14/25	FEB25 CH INTERNET	GENERAL FUND	CITY HALL	313.35
	2/14/25	FEB 25 PD INTERNET	GENERAL FUND	POLICE DEPARTMENT	303.35
	2/14/25	FEB25 PD TV SERV	GENERAL FUND	POLICE DEPARTMENT	10.46
	2/14/25	FEB 25 MD INTERNET SERV	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	724.41
CREAMERS AUTO SERVICE CENTER, LLC	2/14/25	CAR#7 NEW BATTERY	GENERAL FUND	POLICE DEPARTMENT	184.82
	2/14/25	CAR#14 NEW BATTERY	GENERAL FUND	POLICE DEPARTMENT	184.82
	2/14/25	CAR#2 TAILLIGHT SCKT REPL	GENERAL FUND	POLICE DEPARTMENT	163.79
	2/14/25	CAR#11 WV INSP& O2 SENSOR	GENERAL FUND	POLICE DEPARTMENT	420.96
				TOTAL:	954.39
CHARLES TOWN BUILDING COMMISSION	2/14/25	2/25 CWH/CTUB/PD RENTS	GENERAL FUND	CITY HALL	16,667.00
	2/14/25	2/25 CWH/CTUB/PD RENTS	GENERAL FUND	CITY HALL	2,550.00
	2/14/25	2/25 CWH/CTUB/PD RENTS	GENERAL FUND	POLICE DEPARTMENT	7,840.98
				TOTAL:	27,057.98
CHARLES TOWN UTILITY BOARD	2/14/25	JAN 25 WATER SERVICE	GENERAL FUND	CITY HALL	100.67
	2/14/25	JAN 25 WATER SERVICE	GENERAL FUND	CITY HALL	107.33
	2/14/25	JAN 25 WATER SERVICE	GENERAL FUND	POLICE DEPARTMENT	304.00
	2/14/25	JAN 25 WATER SERVICE	GENERAL FUND	STREETS & HIGHWAYS	62.58
				TOTAL:	574.58
DIAMOND TOTS CHILD CARE	2/14/25	B&O REIMBRSMT ACT 1878	GENERAL FUND	TREASURER'S OFFICE	252.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	252.98
DONALD PARRIS	2/14/25	B&O OVERPMNT ACT 1256	GENERAL FUND	TREASURER'S OFFICE	54.32
				TOTAL:	54.32
EXECUTIVE EMERGENCY LIGHTING LLC	2/14/25	CAR# 18 LIGHT REPAIR	GENERAL FUND	POLICE DEPARTMENT	250.09
				TOTAL:	250.09
FIRST-CITIZENS BANK & TRUST CO	2/14/25	FEB 25CH 3RD FLOOR COPIER	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	2/14/25	1/25 -2/25/25 RH ELEVATOR	GENERAL FUND	CITY HALL	63.41
	2/14/25	FEB 25 RH FIRE PHONE SERV	GENERAL FUND	CITY HALL	195.77
	2/14/25	FEB25 CWH FIRE PHONE SERV	GENERAL FUND	CITY HALL	70.99
				TOTAL:	330.17
GREENERVOLTS	2/14/25	PD LED PANELS	GENERAL FUND	POLICE DEPARTMENT	1,155.00
				TOTAL:	1,155.00
GRIFFITH ENERGY SERVICES, INC	2/14/25	CH HTNG OIL DEL 1/28	GENERAL FUND	CITY HALL	528.87
				TOTAL:	528.87
HDL COMPANIES INC	2/14/25	JAN 25 B&O COLL SERV	GENERAL FUND	TREASURER'S OFFICE	4,248.92
				TOTAL:	4,248.92
INTERNATIONAL ASSOCIATION OF CHIEFS OF	2/14/25	FY25 C KUTCHER DUES	GENERAL FUND	POLICE DEPARTMENT	220.00
				TOTAL:	220.00
JEFFERSON COUNTY CONVENTION & VISITOR'	2/14/25	JAN25 HTL/MTL COLL	GENERAL FUND	VISITORS CENTER	6,198.82
				TOTAL:	6,198.82
JEFFERSON PUBLISHING COMPANY, INC.	2/14/25	LEGAL AD /PLANNING COM	GENERAL FUND	PLANNING & ZONING	47.98
				TOTAL:	47.98
KABLE EXCAVATING, LLC	2/14/25	01/10-17&19 BRINE TREAT	GENERAL FUND	STREETS & HIGHWAYS	8,546.20
				TOTAL:	8,546.20
KENT PARSONS FORD, INC	2/14/25	PD NEW BATTERY &MAINT	GENERAL FUND	POLICE DEPARTMENT	184.95
	2/14/25	CAR#10 SPEED SENSOR& INSP	GENERAL FUND	POLICE DEPARTMENT	1,127.03
	2/14/25	CAR#21 RR PADS&ROTOR CHGE	GENERAL FUND	POLICE DEPARTMENT	1,413.84
	2/14/25	CAR#26 FRT PADS&ROTORS CH	GENERAL FUND	POLICE DEPARTMENT	779.29
				TOTAL:	3,505.11
KONICA MINOLTA BUSINESS SOLUTIONS INC	2/14/25	CH&PD FEB 25 WEBEX SERV	GENERAL FUND	CITY HALL	392.64
	2/14/25	CH&PD FEB 25 WEBEX SERV	GENERAL FUND	POLICE DEPARTMENT	478.25
				TOTAL:	870.89
MCKINNEY'S AUTO REPAIR & TOWING	2/14/25	CAR#28 OIL SERV, TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	35.00
	2/14/25	CAR#28 OIL SERV, TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	102.55
				TOTAL:	137.55
MILLENIUM INSURANCE GROUP INC	2/14/25	MARCH 25 INS BROKER FEES	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
MORGAN-KELLER	2/14/25	B&O OVERPAYMNT ACT 772	GENERAL FUND	TREASURER'S OFFICE	631.94
				TOTAL:	631.94

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MOTOROLA SOLUTIONS, INC.	2/14/25	FY25 PD CAR VIDEO SFTWR L	GENERAL FUND	POLICE DEPARTMENT	487.50
				TOTAL:	487.50
PANSCH INVESTIGATIONS LLC	2/14/25	2 PRE-EMP POLYGRAPHS	GENERAL FUND	POLICE DEPARTMENT	325.00
	2/14/25	2 PRE-EMP POLYGRAPHS	GENERAL FUND	POLICE DEPARTMENT	325.00
				TOTAL:	650.00
PATTON BUILDING SERVICES INC	2/14/25	JAN 25 CH PD CLEANNG SERV	GENERAL FUND	CITY HALL	933.50
	2/14/25	JAN 25 CH PD CLEANNG SERV	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	1,867.00
PEIA	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	NON-DEPARTMENTAL	4,293.03
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	127.50
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	580.83
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	28.90
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	TREASURER'S OFFICE	1,165.62
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	TREASURER'S OFFICE	57.80
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,271.88
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	CITY CLERK'S OFFICE	28.90
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	CITY ATTORNEY	1.98
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	580.83
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	ENFORCEMENT AGENCY	28.90
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	BUILDING INSPECTION	1.98
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	PLANNING & ZONING	1,904.69
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	PLANNING & ZONING	57.80
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	CITY HALL	1,271.88
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	CITY HALL	28.90
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	PARKING	1.98
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	POLICE DEPARTMENT	13,812.16
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	POLICE DEPARTMENT	433.50
	2/03/25	FEB 25 PEIA INS CONT	GENERAL FUND	STREETS & HIGHWAYS	1,813.32
	2/03/25	FEB 25 RHBT CONT	GENERAL FUND	STREETS & HIGHWAYS	57.80
				TOTAL:	27,669.84
PITNEY BOWES INC	2/14/25	CH 01/10 POSTAGE	GENERAL FUND	CITY HALL	200.00
				TOTAL:	200.00
POTOMAC EDISON COMPANY, INC.	2/06/25	JAN 25 PD&CTUB ELEC SERV	GENERAL FUND	NON-DEPARTMENTAL	1,829.19
	2/03/25	JAN 25 ROUSS HALL ELEC	GENERAL FUND	CITY HALL	309.28
	2/14/25	JAN25 RH OFFICE ELEC SERV	GENERAL FUND	CITY HALL	192.18
	2/14/25	JAN 25 CWH 2ND FLOOR	GENERAL FUND	CITY HALL	2,052.23
	2/06/25	JAN 25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	3,550.77
	2/06/25	JAN 25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	0.50
	2/04/25	JAN 25 CROSSWINDS ELEC SE	GENERAL FUND	STREETS & HIGHWAYS	0.50
	2/04/25	JAN 25 CROSSWINDS ELEC SE	GENERAL FUND	STREETS & HIGHWAYS	176.90
				TOTAL:	8,111.55
RED HOUSE FARM	2/14/25	WAIVER REIMBRSMT ACT 1933	GENERAL FUND	TREASURER'S OFFICE	250.00
				TOTAL:	250.00
ROBERTS OXYGEN COMPANY INC	2/14/25	WAIVER REIMBRSMT ACT8449	GENERAL FUND	TREASURER'S OFFICE	2,500.00
				TOTAL:	2,500.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	2/14/25	JAN25 MYPERMITNOW FEES	GENERAL FUND	PLANNING & ZONING	730.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	730.00
JOHN DEERE FINANCIAL	2/14/25	WEED ETR OIL& GRASS SEED	GENERAL FUND	STREETS & HIGHWAYS	106.00
	2/14/25	WEED ETR OIL& GRASS SEED	GENERAL FUND	STREETS & HIGHWAYS	3.99
				TOTAL:	109.99
STAPLES ADVANTAGE INC	2/14/25	PZ LABEL MAKER & TAPE	GENERAL FUND	PLANNING & ZONING	38.63
	2/14/25	CH COFFEE& CHOC PODS	GENERAL FUND	CITY HALL	96.75
	2/14/25	CH COPY PAPER	GENERAL FUND	CITY HALL	90.98
				TOTAL:	226.36
SUSTAINABLE STRATEGIES DC	2/14/25	JAN 25 GRANT RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
LYLE C TABB & SONS, INC.	2/14/25	OCT24 & JAN 25 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	2,690.00
				TOTAL:	2,690.00
TEK ADVISORS	2/14/25	JAN 25 TECH SERV/NEW COM	GENERAL FUND	CITY HALL	9,364.03
	2/14/25	JAN 25 TECH SERV/NEW COM	CAPITAL RESERVE	GENERAL GOVERNMENT	5,133.18
				TOTAL:	14,497.21
THE PICCADILLY BUSINESS SUPPLIES INC	2/14/25	CH WINDOW ENVELOPE	GENERAL FUND	CITY HALL	352.00
				TOTAL:	352.00
THE JOURNAL,MARTINSBURG	2/14/25	PD MARCH TESTING AD	GENERAL FUND	POLICE DEPARTMENT	870.00
				TOTAL:	870.00
TYLER TECHNOLOGIES, INC	2/14/25	CY 25 ERP PRO FEES	GENERAL FUND	TREASURER'S OFFICE	16,783.24
				TOTAL:	16,783.24
UNITED WAY OF THE EASTERN PANHANDLE, I	2/14/25	JAN 25 TEEN COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	475.00
				TOTAL:	475.00
US BANK	2/11/25	JAN 25 FLEET PAYMNT	GENERAL FUND	NON-DEPARTMENTAL	4,982.94
	2/11/25	JAN 25 AP PCARD PAYMNT	GENERAL FUND	NON-DEPARTMENTAL	196.00
	2/11/25	JAN 25 PCARD PAYMNT	GENERAL FUND	NON-DEPARTMENTAL	6,782.24
				TOTAL:	11,961.18
VERIZON BUSINESS	2/14/25	FEB25 BI HOT SPOT	GENERAL FUND	BUILDING INSPECTION	40.02
				TOTAL:	40.02
VITAL SIGNS PLUS, INC.	2/14/25	SIGNS P&R & ED & PKG	GENERAL FUND	ECONOMIC DEVELOPMENT	48.00
	2/14/25	SIGNS P&R & ED & PKG	GENERAL FUND	PARKING	15.00
	2/14/25	SIGNS P&R & ED & PKG	PARKS & REC	PARKS & REC	45.00
	2/14/25	SIGNS P&R & ED & PKG	PARKS & REC	PARKS & REC	90.00
				TOTAL:	198.00
WINCHESTER PSYCHOLOGICAL ASSESSMENT LL	2/14/25	PREEMPLMNT EVAL GARZA-GER	GENERAL FUND	POLICE DEPARTMENT	475.00
	2/14/25	PREEMPLMT EVAL SKONEZNY J	GENERAL FUND	POLICE DEPARTMENT	475.00
				TOTAL:	950.00
WV STATE TREASURER'S OFFICE	2/04/25	JAN 25 MUNCIPIAL CRT FEES	GENERAL FUND	NON-DEPARTMENTAL	5,086.38
				TOTAL:	5,086.38

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	302,918.01
200 CAPITAL RESERVE	5,133.18
207 PARKS & REC	660.00
GRAND TOTAL:	308,711.19

TOTAL PAGES: 5

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: 2/03/2025 THRU 2/14/2025

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	2/14/25	HR MOW OIL/GRASSSEEDS	PARKS & REC	PARKS & REC		109.99
	2/14/25	HR FUEL 2/10 MOWER	PARKS & REC	PARKS & REC		8.24
					TOTAL:	118.23
POTOMAC EDISON COMPANY, INC	2/06/25	JAN 25 JMP ELEC SERV	PARKS & REC	PARKS & REC		11.56
	2/06/25	JAN 25 JMP ELEC SERV	PARKS & REC	PARKS & REC		0.50
					TOTAL:	12.06

========== FUND TOTALS ==========

207	PARKS & REC	130.29
	GRAND TOTAL:	130.29

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: 2/06/2025 THRU 2/14/2025

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: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-195: Ms. Milliron Public Comment

ATTACHMENTS:
- Jacquelyn Milliron Comment.pdf

Charles Town City Council Meeting February 3, 2025 – Public Comment offered by Jacquelyn Milliron

Good Evening Councilmembers,

At CTUB's August 14, 2024 meeting, the Chairman stated that the information that Jacqueline Milliron provided this Council was "inaccurate and not up to date," regarding the sewer collection system project.

Chairman Report
The Chairman provided a comment to a public comment made by Jacqueline Milliron at the City Council meeting last week regarding costs for the Collection System Project. He stated her information she provided to City Council was inaccurate and not up to date. He also mentioned City Council will be interviewing candidates for the vacant CTUB board position on August 19th. There were five applicants who applied, but one dropped out.
Action: No action required by the Board.

This statement was made without any evidence put into the public record. Tonight, I am asking that the chairman's statement be expunged from the record for the following reasons,

1. My name is misspelled,
2. Historical information is always not up to date, therefore, it was absurd to insinuate that the data was unreliable,
3. Not all public comments and corrections to comments have been treated the same by either the City or CTUB and therefore the entire public, including the accused, could not inspect the record or defend the data prior to the statement,
4. The chairman did not equally admonish the utility for providing the public with inconsistent, thereby, inaccurate construction costs related to the sewer collection project. In fact, there were three different published values. An inaccurate flow meter reading average in August of 2024 is in CTUB's data set and translates to a lower and inaccurate Total Available Capacity at the sewer plant.

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	36.06	1.16
FEBRUARY	34.43	1.19
MARCH	38.99	1.26
APRIL	38.08	1.27
MAY	37.15	1.2
JUNE	32.9	1.1
JULY	34.51	1.11
AUGUST	41.05	2.65
SEPTEMBER	35.37	1.18
OCTOBER	35.46	1.14
NOVEMBER	35.48	1.22
DECEMBER	32.37	1.1
Annual Total	431.85	1.30

CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA

YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	387.15	1.06	0.69	687,500	4,583
2023	1.75	382.28	1.06	0.69	694,167	4,628
2024	1.75	431.85	1.30	0.45	453,333	3,022

Please remove the chairman's statement as requested and begin publishing ALL actual written public comments/corrections of those who bother to come before you. If CTUB decides it has time to correct public comments and use medieval tactics on citizens, then it should have time to reinstitute the CIF paid developer chart which is immeasurably useful for you to monitor location of growth almost real time.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-196: Mr. Tolbert's Public Comment Information

ATTACHMENTS:

- CTUB Cheat Sheet Revised February 5 2025.pdf
- Package Draft Letter and Position Paper WVDOT WV51.pdf

Utilities in Their Own Documents

February 5, 2025.

Michael Tolbert

Part 1

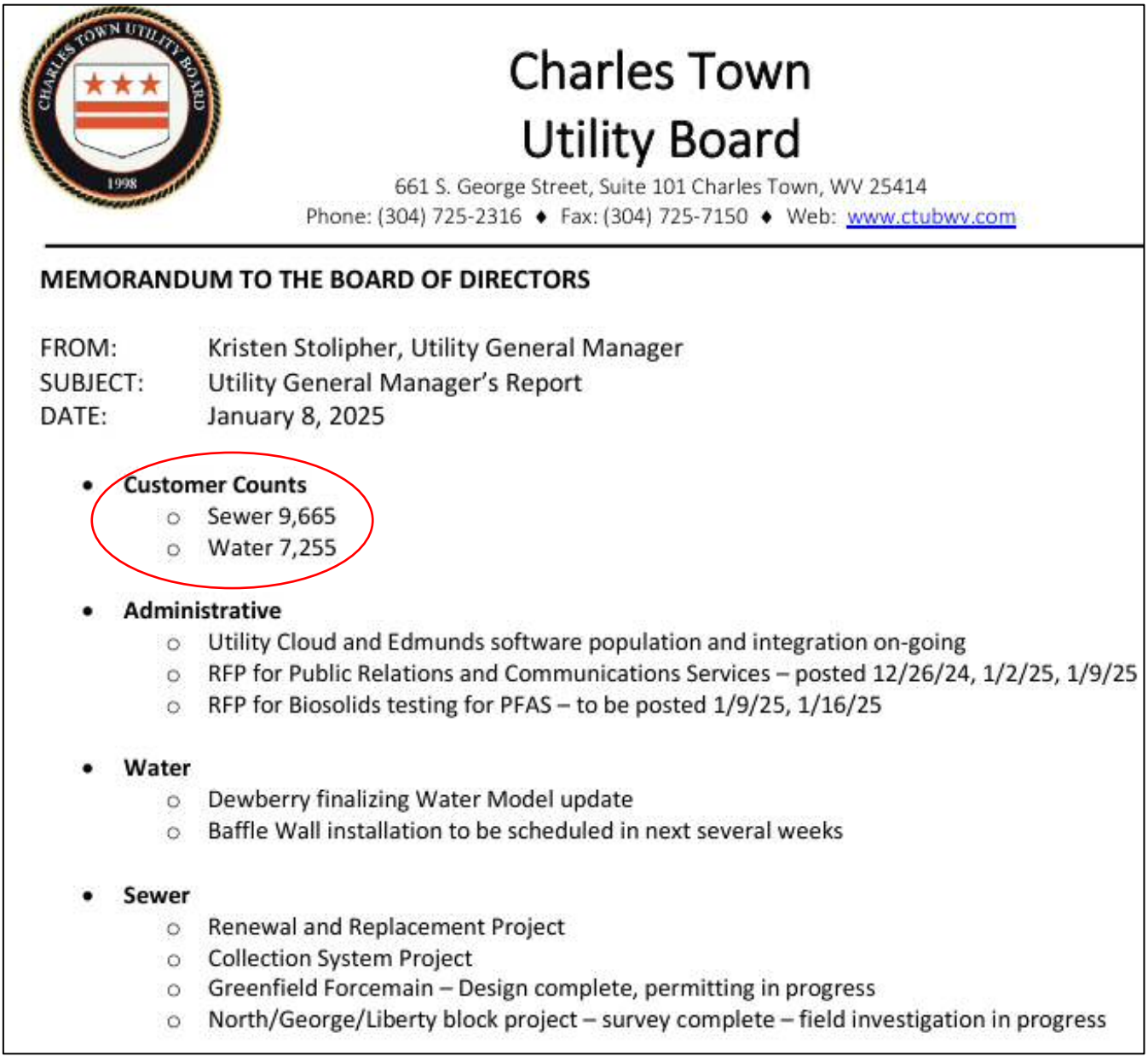
The Basics:

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

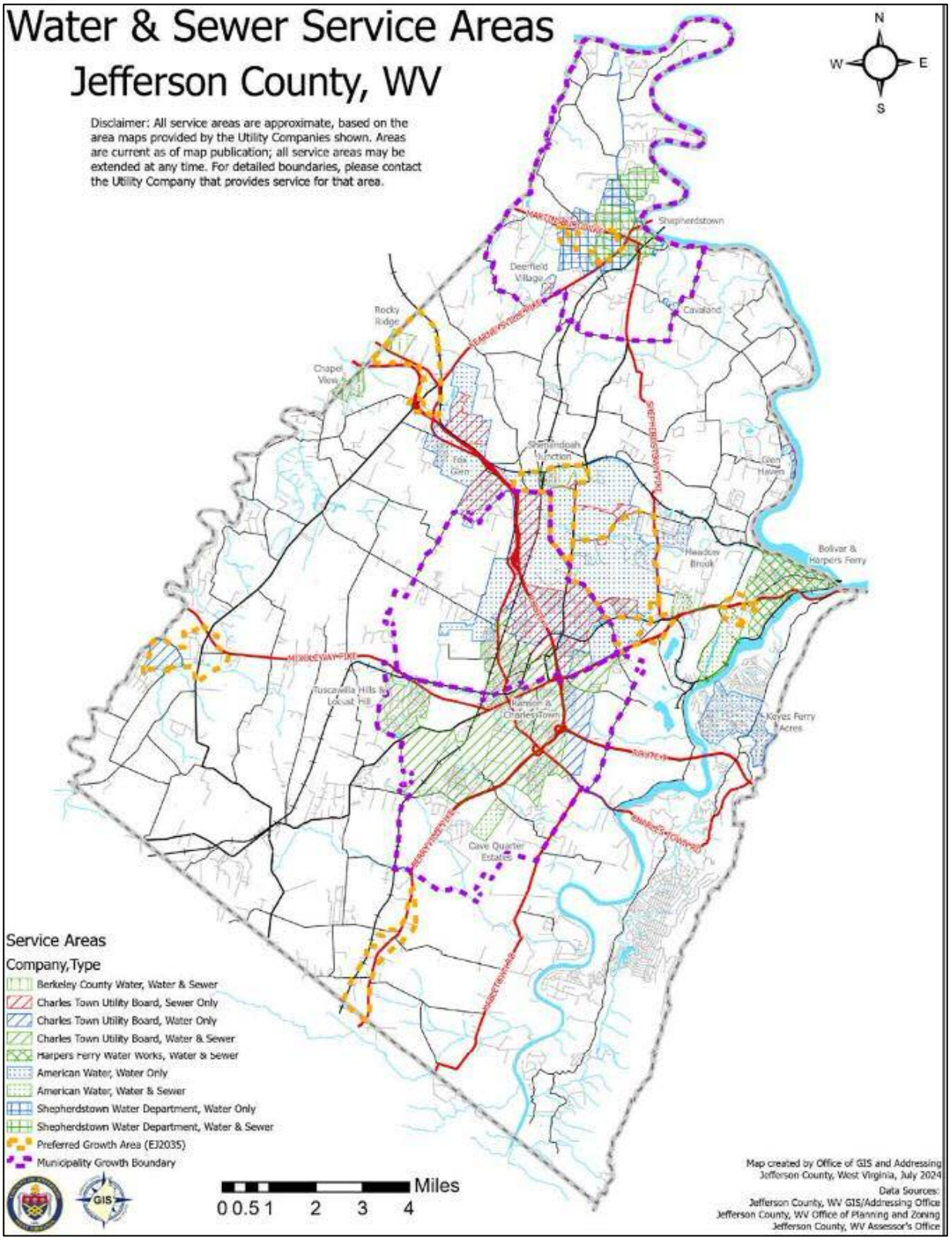
FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: January 8, 2025

- **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?

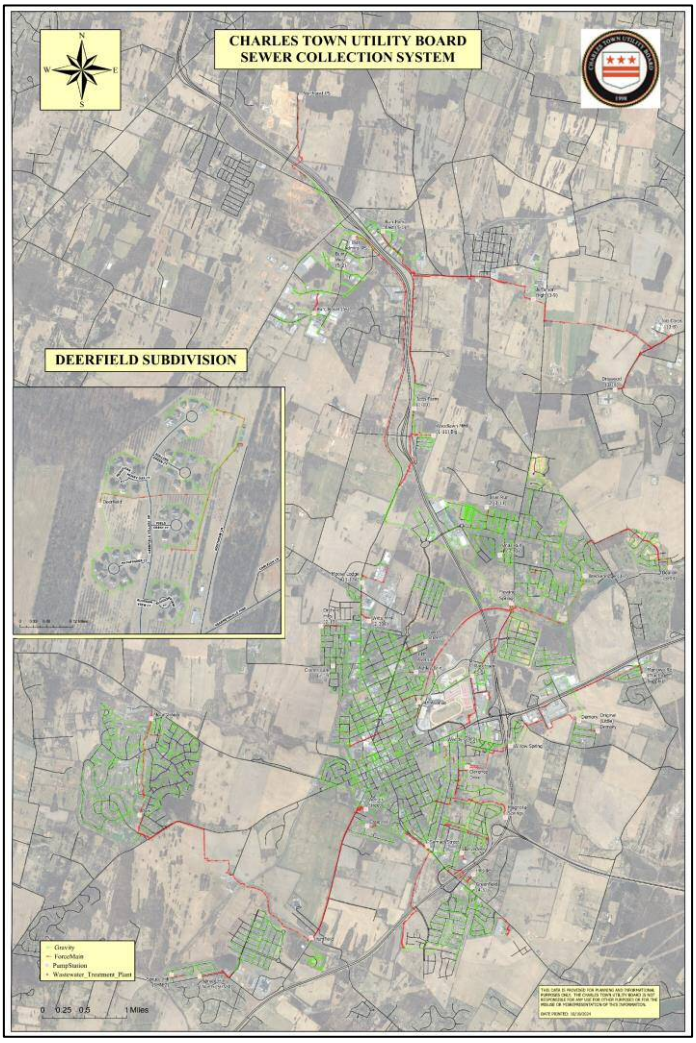
Proof: https://www.jeffersoncountywv.org/home/showpublisheddocument/26336/638641646524430000

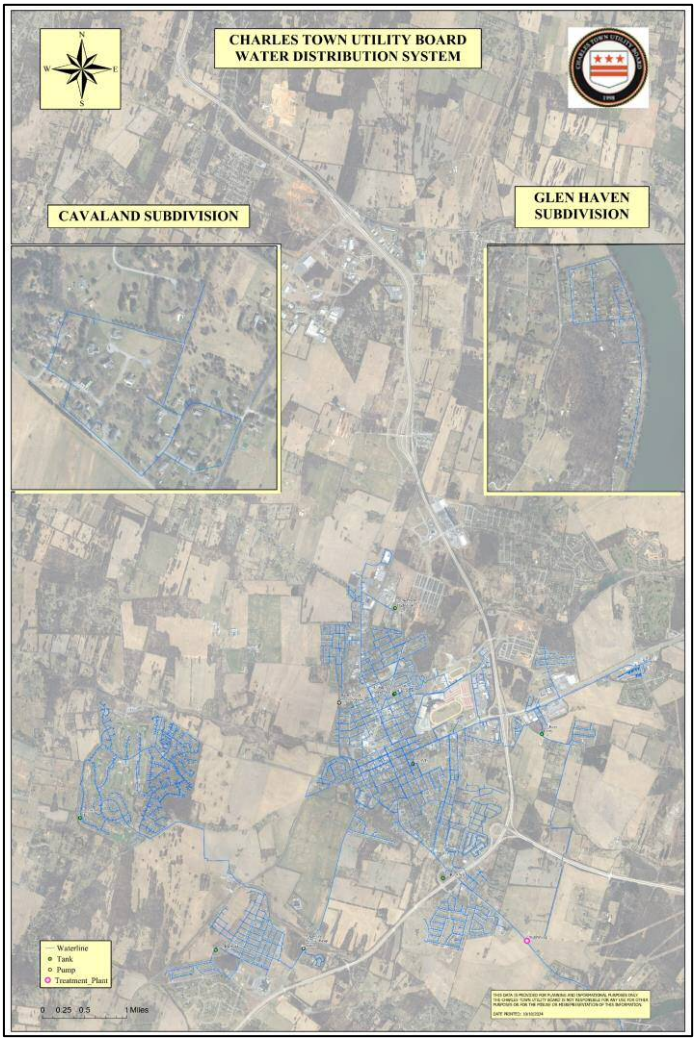


Answer: See CTUB's website under **Maps.**

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 Wastewater (Sewer) Annual Report for the previous year of 2023.

Question: How much wastewater, in millions of gallons, 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

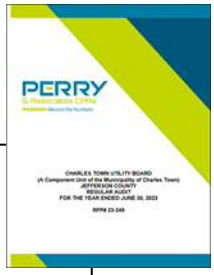
Notes on Billing System:

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.

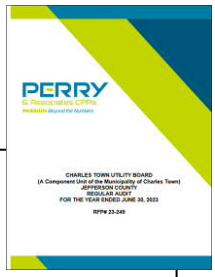
Table 1 - Net Position (in Millions)

	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?

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 water and sewer utilities in the State?

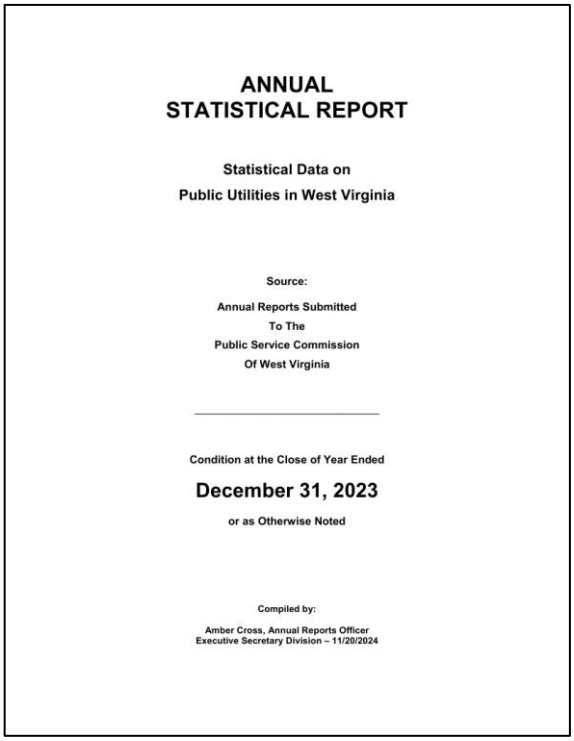
Proof: Sewer Utility Rankings in WV 3400 Gallons 4000 Gallons 4500 Gallons

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 the rates of the private utility company called **West Virginia American Water** compare with other water and sewer 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

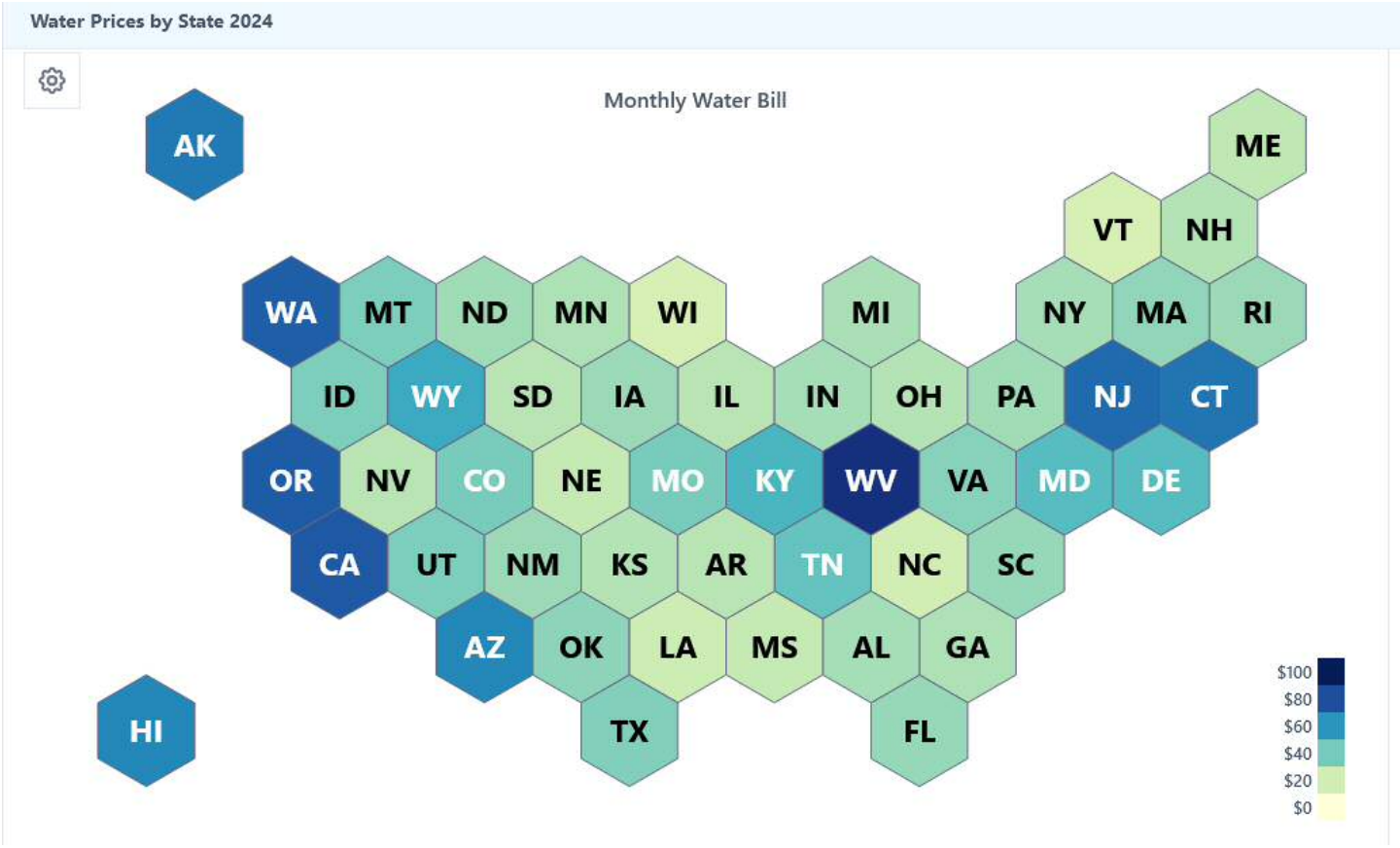
Sewer or Water	Type	Utility	Gallons	Cost	Minimum	Rate Type	Counties	Rank	Out of	Total
Sewer	Private	West Virginia-American Water	3400	$78.53	$60.10	BLOCK		290	Out of	309
Sewer	Private	West Virginia-American Water	3400	$83.01	$63.53	BLOCK		296	Out of	309
Sewer	Private	West Virginia-American Water	3400	$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

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:

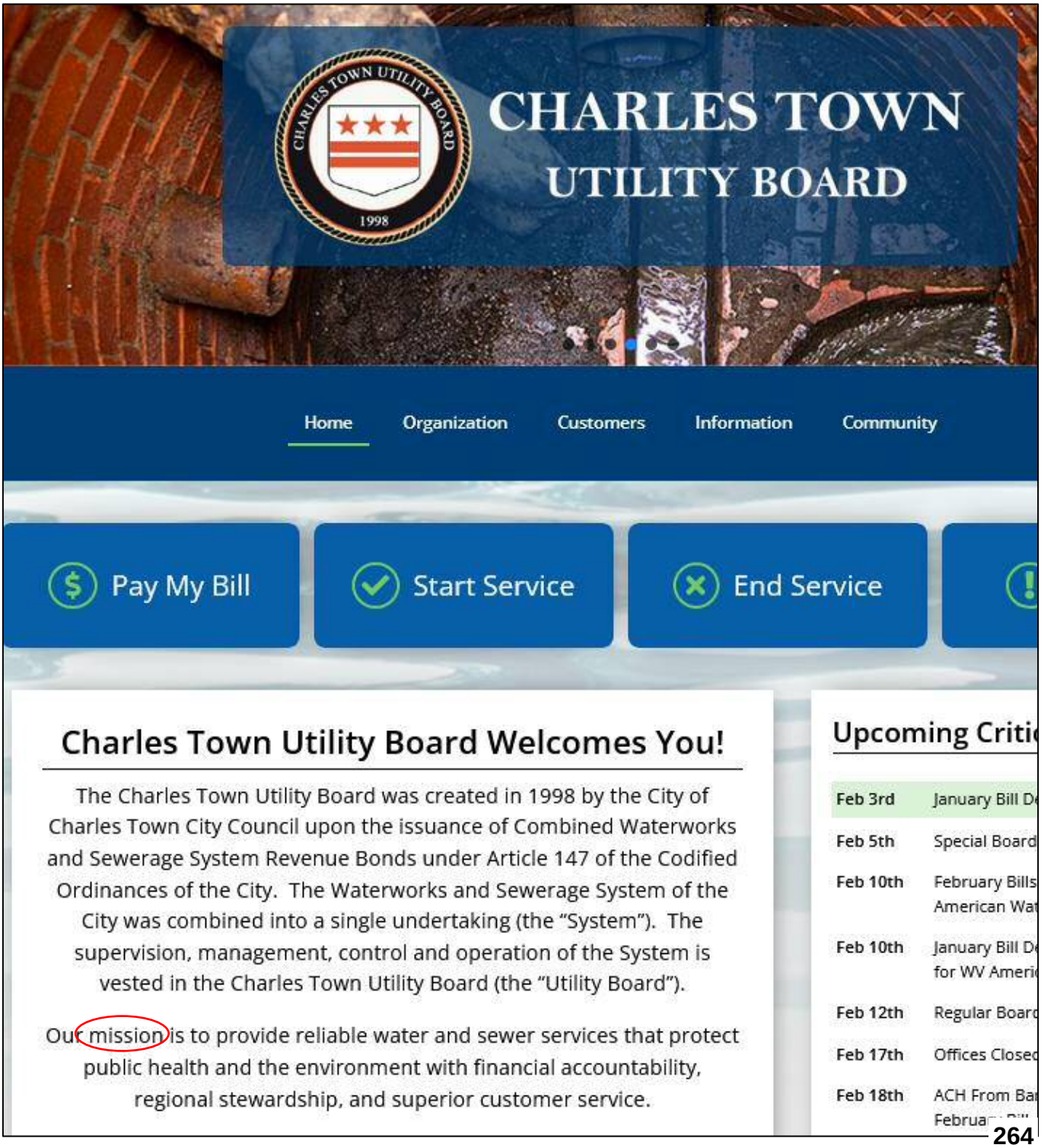
1. https://worldpopulationreview.com/state-rankings/water-prices-by-state
2. https://www.forbes.com/home-improvement/living/monthly-utility-costs-by-state/



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

Question: What is CTUB's mission?

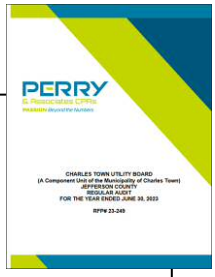
Proof: https://ctubwv.com/



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

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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.

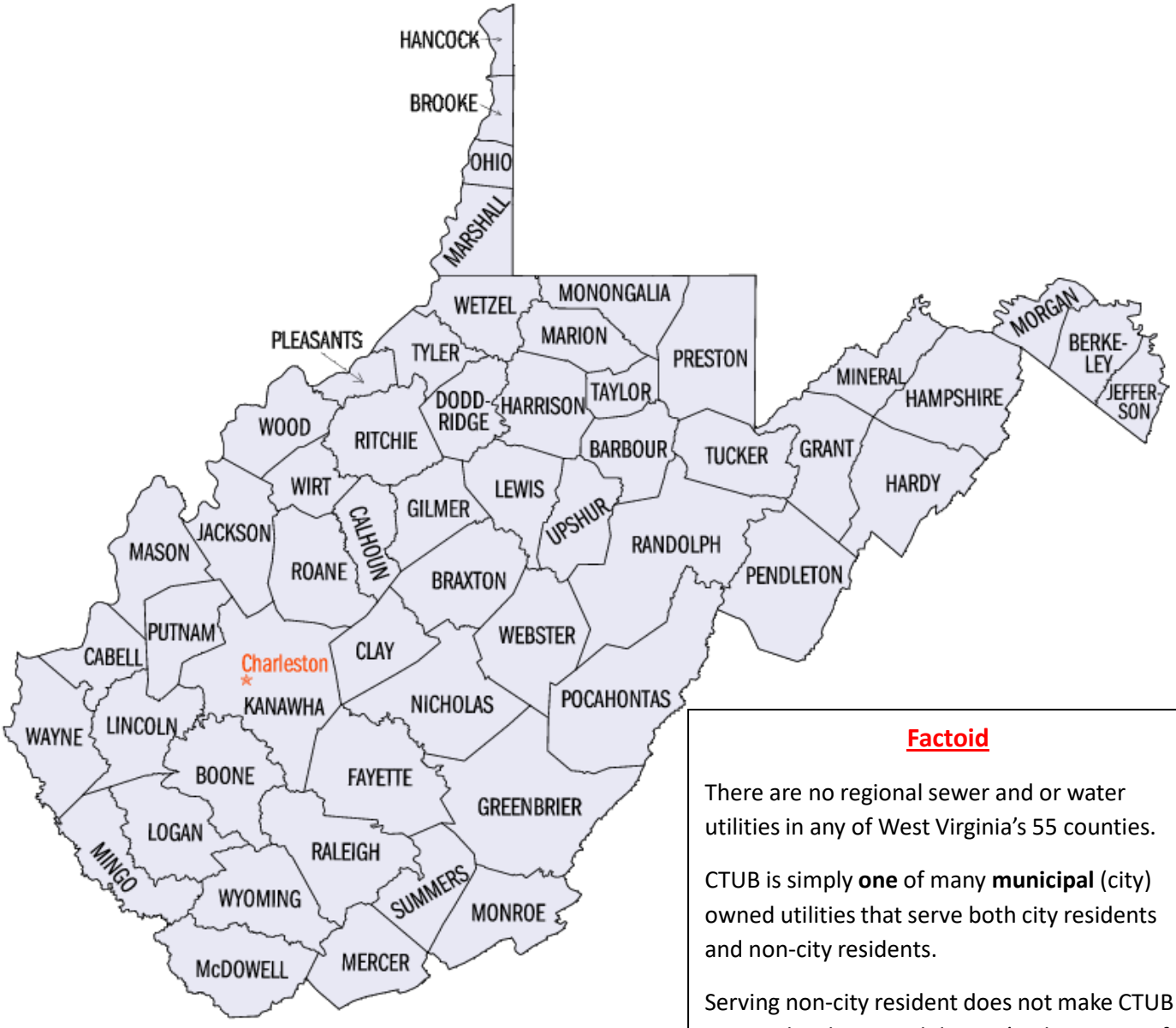
Part 2

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 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 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: 9/26/2024
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

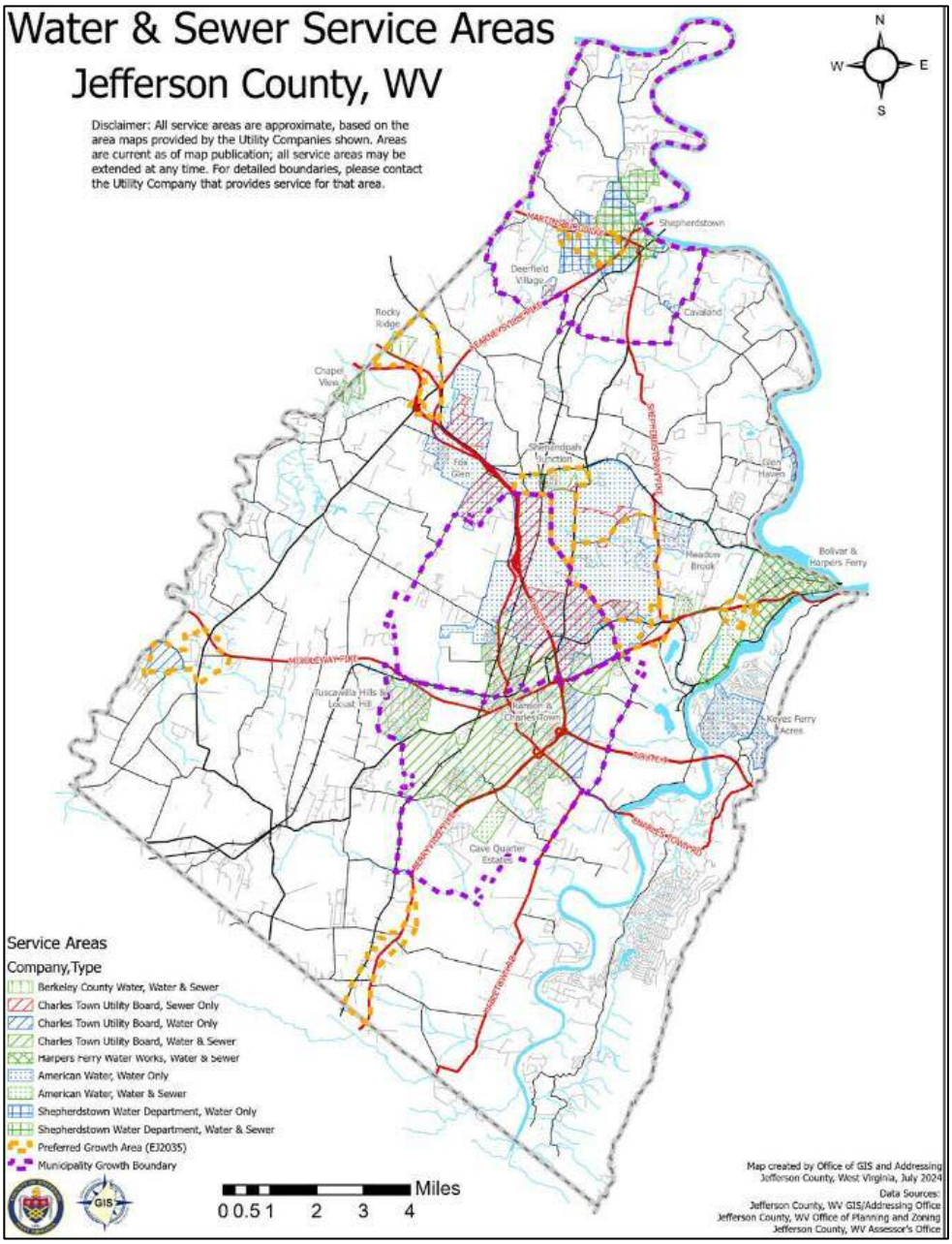
#	Name of Municipality	Gross Utility Plant	Operating Revenu	Operating Revenue Deduction (A)	Average Number of Customers
1	Morgantown	$202,985,503	$15,431,592	$12,330,400	27,915
2	Parkersburg	$83,820,397	$6,944,043	$6,096,541	15,895
3	Fairmont	$66,964,352	$8,753,850	$7,314,581	14,386
4	Wheeling	$97,778,133	$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	

(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, let alone 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

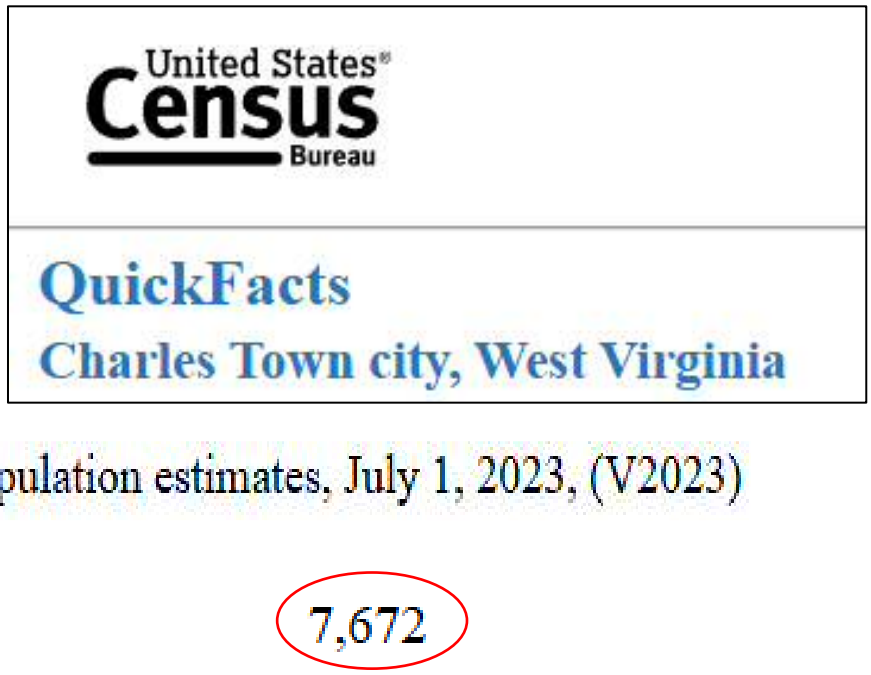
Ownership, Control and Operation

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 accepted 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 written legal response to the WVPSC, 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

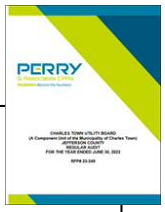
Defendant City owns and operates a combined waterworks and sewerage system (the "System") pursuant to Chapter 8, Article 20 of the West Virginia Code ("the "Code"). Pursuant to the authority and provisions of Section 8-20-18 of the Code, Defendant City's Council did, by ordinance enacted March 16, 1998 (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 and through its separate counsel, filed an Answer on March 14, 2022. As stated in the Answer, CTUB does not, and cannot, speak for Defendant City.

Answer: No. Charles Town fully absorbed all of the assets, 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 "appointed" 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: Idle hands.

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

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

Note: 8 font used to make all text fit

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 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.)

Answer: See below.

Question: Can you simplify 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 (appointed), paid and can be fired by the Charles Town 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: Please map this convoluted board composition language to each position?

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. Hired (appointed), paid and fired via voters.

3rd level - Utility Board of Directors. Fiduciary for the owners. Hired (appointed), paid and can be fired by the Charles Town 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) (Recommended)
Director 5 – Jefferson County Commission (JCC) (1 vote) Recommended
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.

(**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 discretic 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 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: Of course not.

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

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. Hired, (appointed) paid and fired via voters.

3rd level - Utility Board of Directors. Fiduciary for the owners. Hired (appointed), paid and can be fired by the Charles Town 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) (Recommended)
Director 5 – Jefferson County Commission (JCC) (1 vote) Recommended
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.

(**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 section to provide a seat on the Board of Directors that best repres 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.

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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: CTUB's General Manager is not a member of CTUB's Board of Directors. The General Manager's position is not even stated in the Board of Director's composition section of Ordinance 147. The General Manager is a hired employee, paid and directly accountable to CTUB's appointed five-member Board of Directors. The General Manager is hired to supervise the overall operation of CTUB. This is the same job performed by every municipal utility general manager in the State of West Virginia. Nothing in Ordinance 147 says otherwise, or the City has some explaining to do, to the WVPSC, based on the City Council's 2022 written response to the WVPSC, over a resident's complaint concerning the convoluted board composition language of the Ordinance 147.

Question: Why did you leave out CTUB's General Manager from the CTUB's Board of Directors?

Charles Town's Utility

Proof: https://codelibrary.amlegal.com/codes/Charlestown/latest/Charlestown_wv/0-0-0-1952`

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 (appointed employee), 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 selection (1 vote)
- Director 5 – Jefferson County Commission (JCC) selection (1 vote)
- Non-voting Jefferson County Liaison ("Liaison") selected JCC (no-vote)

4th level - General Manager. Employee for the owners. Supervises CTUB. Hired, paid, and can be fired by the CTUB's appointed five-member board of directors.

Answer: CTUB's name should have been be changed long ago to "Charles Town Utilities." The argument for not changing CTUB's name was made by lawyers during the utility consolidation process in 2018 The lawyers recommended against changing CTUB's name because of the difficulties in retitling CTUB's existing bonds. This is yet another issue that needs to be revisited by the Charles Town City Council.

Question: Now I am confused. I thought CTUB's General Manager was a voting member of the CTUB's board. I mean the General Manager's title is the "General Manager of Charles Town Utility Board."

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 via voters.

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

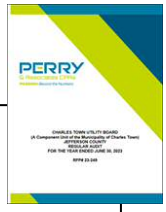
- Director 1 - Chair – Charles Town City Manager (1 vote)
- Director 2 – Professional background (1 vote)
- Director 3 - Charles Town resident (1 vote)
- Director 4 – Ranson selection (1 vote)
- Director 5 – Jefferson County Commission (JCC) selection (1 vote)
- Non-voting Jefferson County Liaison ("Liaison")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

4th level - General Manager. Fiduciary for the owners. Supervises CTUB. Hired, paid and can be fired by the appointed by CTUB's five-member board of directors.

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.

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 a voting board seat to the absorbed entity's former governing body? What has been the City's past position on board seats after acquisitions or absorptions? Is a extending utility board seat a standard practice after mergers, consolidations, acquisitions and absorptions at 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. See below. Neither the City of Ranson or the Jefferson County Commission (JCC) 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 general rule, is that laws (ordinances) should be short, concise, 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 there 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.)

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

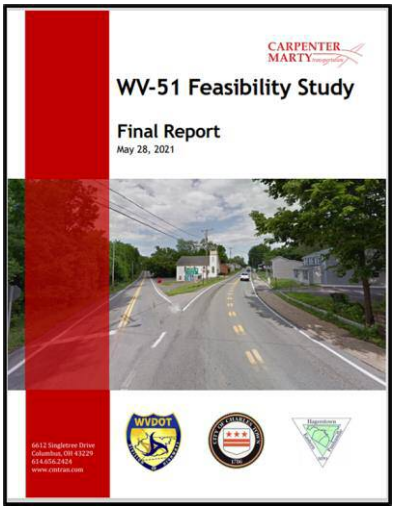
cc: Alissa Meeks
Mayor & City Council
All the area’s State legislators
Mr. Tim Kirk, A Morton Thomas and Associates, Inc
Mr. Mark White, WV DOH Project Manager
Ms. Edwina Benites, Interim Jefferson County Administrator
Ms. Joyce While, Jefferson County Board of Education
Norfolk Southern, all contacts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

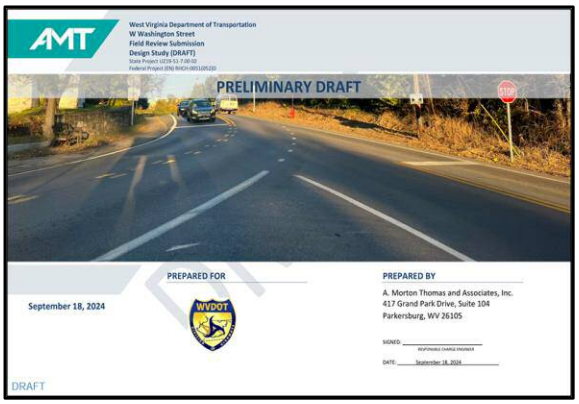
Never shown in either the 2021 and 2024 studies, were colored directional arrows showing the traffic impacts on City residents.

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

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

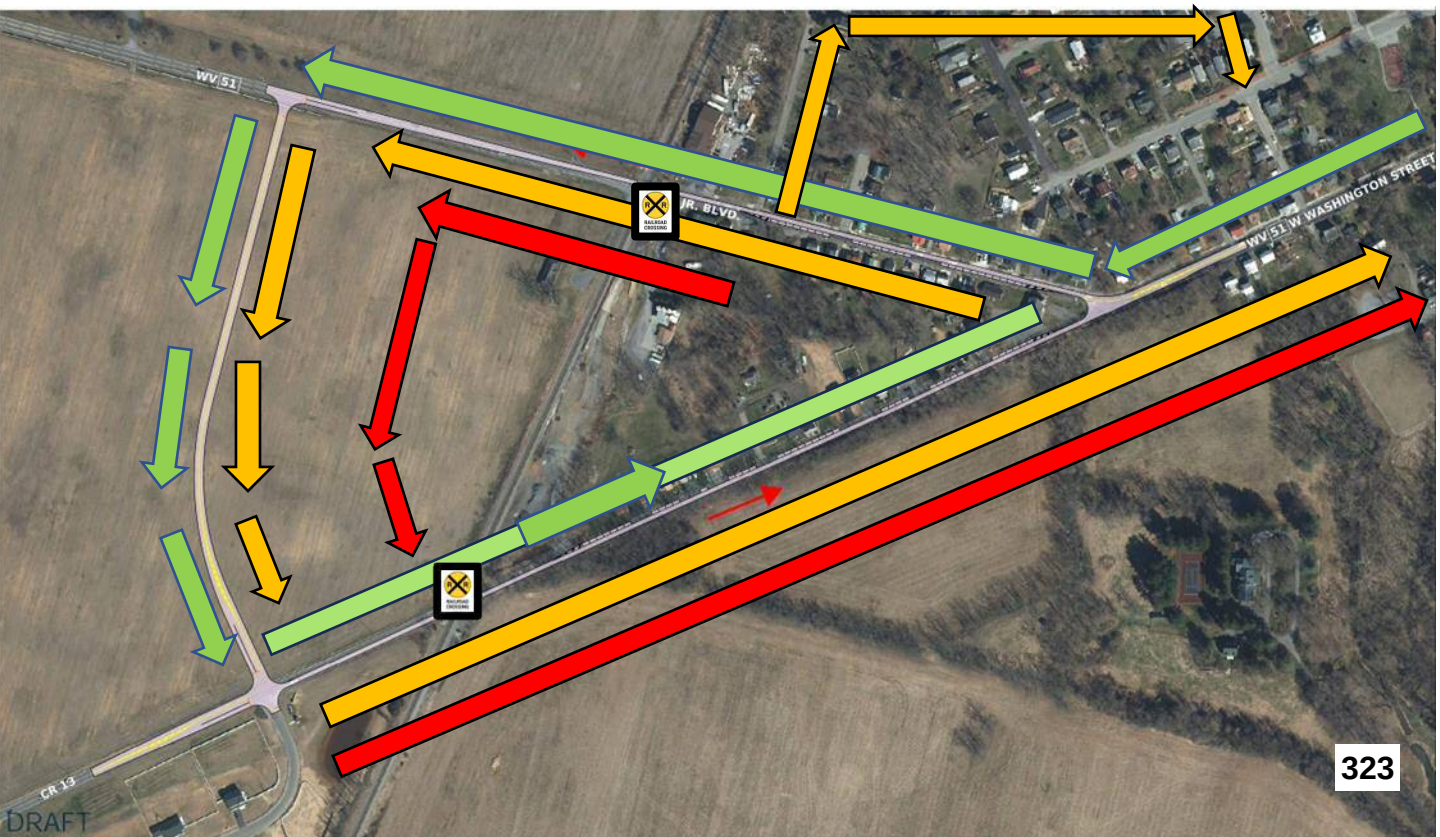




2024 Design Study - “Alternative” #3A

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)

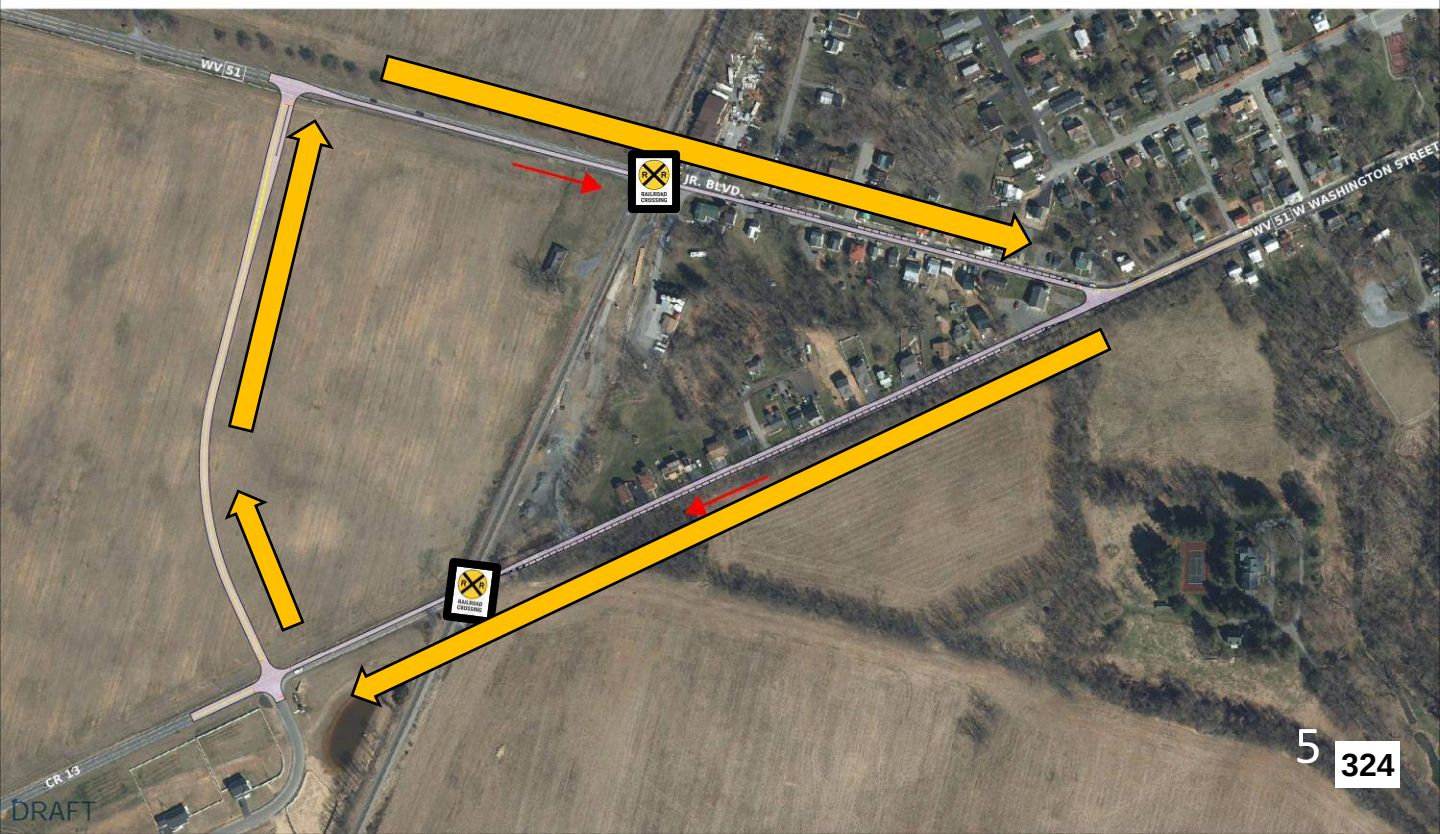




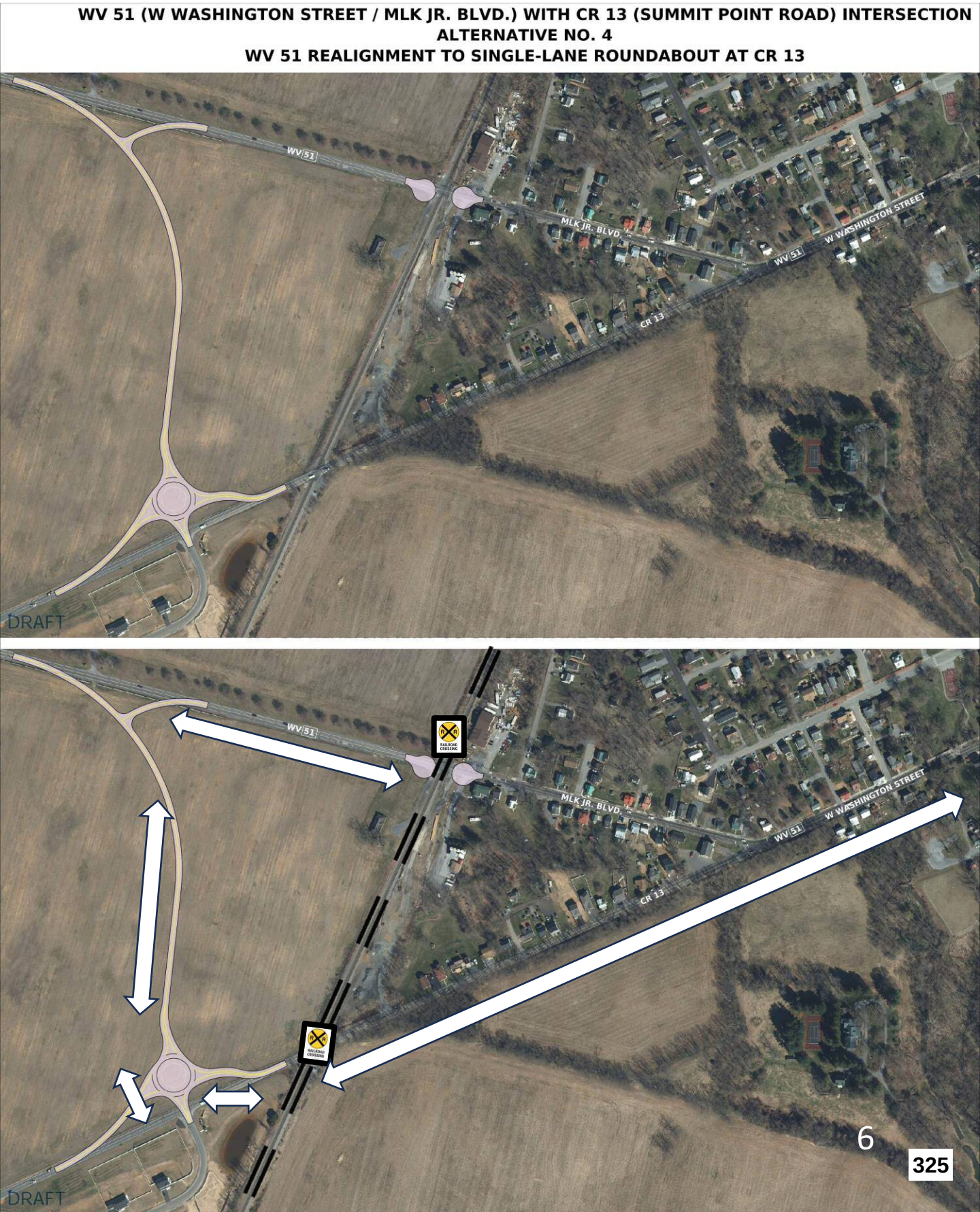
2024 Design Study - “Alternative” #3B

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)





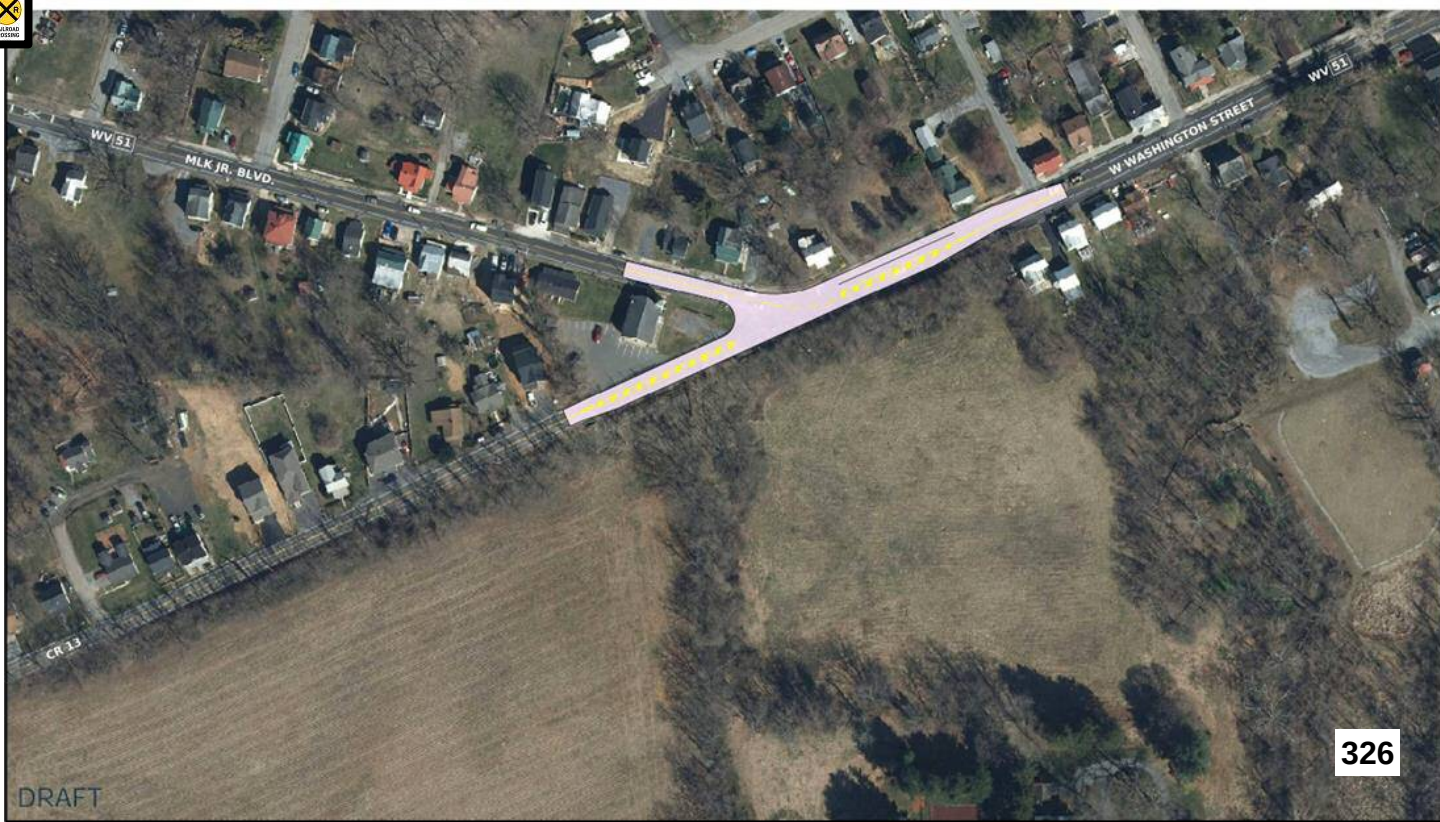
2024 Design Study - “Alternative” #4



2024 Design Study - “Alternative” #5

WV 51 (W WASHINGTON STREET / MLK JR. BLVD.) WITH CR 13 (SUMMIT POINT ROAD) INTERSECTION
ALTERNATIVE NO. 5
WV 51 AT CR 13 TRAFFIC SIGNAL





City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-197: Application For City of Charles Town Opioid Settlement Funds Handout

ATTACHMENTS:

- Opioid Settlement Funds - Application.pdf

APPLICATION FOR CITY OF CHARLES TOWN OPIOID SETTLEMENT FUNDS

NOTICE OF FUNDING AVAILABILITY
Issued: DATE

The City of Charles Town is pleased to offer the availability of a grant opportunity to non-profit organizations from the City's OPIOID Settlement Funds.

The City application, along with a schedule and instructions, will be available beginning ***DATE,*** at 9:00 AM.

Interested applicants may access the application through one of the following two options:

1) Online through the City's website at www.charlestownwv.us. Follow the link to the OPIOID application.
2) Pick-up at City Hall, 101 E Washington St., Charles Town, WV 25414, Monday – Friday, 9:00 AM to 5:00 PM.

Interested applicants may contact John Nissel, City Manager, at (304) 725-2311 or via email at jnissel@charlestownwv.us or Lori Nice, Finance Director, at (304) 725-2311 or via email at lnice@charlestownwv.us with any questions or comments. City staff will remain available throughout the application process to provide guidance and answer any questions.

Please note that final applications will be required to be received by 5:00 PM on ***DATE***.

APPLICATION FOR CITY OF CHARLES TOWN OPIOID SETTLEMENT FUNDS

NOTICE OF FUNDING AVAILABILITY AND APPLICATION SCHEDULE AND INSTRUCTIONS

The City of Charles Town is pleased to offer the availability of a grant opportunity to non-profit organizations from the City's OPIOID Settlement Funds.

*The City application, along with a schedule and instructions, will be available beginning **DATE**, at 9:00 AM.*

The following are approved purposes for which OPIOID funds can be used:

- *Evidence-based strategies, programming and/or services used to expand the availability of treatment for individuals affected by substance use disorders and /or addiction*
- *To develop, promote and provide evidence-based substance use prevention strategies*
- *To provide substance use avoidance and awareness education*
- *To engage in enforcement or curtail the sale, distribution, promotion or use of opioids and other drugs*
- *To decrease the oversupply of licit and illicit opioids*
- *To support recovery from addiction to be performed by qualified providers*
- *(For further information refer to Schedule B – Approved Uses at www.charlestownwv.us)*

Interested applicants may access the application through one of the following two options:

1) *Online through the City's website at www.charlestownwv.us. Follow the link to the OPIOID application.*

2) *Pick-up at City Hall, 101 E Washington St., Charles Town, WV 25414, Monday – Friday, 9:00 AM to 5:00 PM.*

*Please note that final applications must be completed and RECEIVED by 5:00 PM on **DATE**.*

Interested applicants may contact John Nissel, City Manager, at (304) 725-2311 or via email at jnissel@charlestownwv.us or Lori Nice, Finance Director, at (304) 725-2311 or via email at lnice@charlestownwv.us with any questions or comments. City staff will remain available throughout the application process to provide guidance and answer any questions.

APPLICATION INSTRUCTIONS

Applicants must complete and sign the application and deliver the application via one of the following means:

1) *Email the completed application to John Nissel, City Manager, at jnissel@charlestownwv.us or Lori Nice, Finance Director, at lnice@charlestownwv.us.*

2) *Mail or deliver the application to the attention of John Nissel, City Manager, or Lori Nice, Finance Director, at the following address:*

City Hall 101 E. Washington St.
Charles Town, WV 25414
Phone: (304) 725-2311
Monday - Friday
9:00 AM to 5:00 PM

*Please note that final applications must be RECEIVED by 5:00 PM on **DATE**. Applications received after that date may be considered at the discretion of the Charles Town City Council.*

SCHEDULE FOR REVIEW AND AWARD OF OPIOID FUNDING APPLICATIONS

- ***DATE***
    - City Council Approval of the OPIOID Application and Process
- ***DATE – ONE WEEK LATER***
    - City Advertisement of OPIOID Funding Opportunity
      (City Staff Will Remain Available to Provide Guidance to Applicants)
- ***DATE – ONE WEEK LATER***
    - Application process begins. Applications, instructions and a schedule are made available online or by pick-up at City Hall.
- ***DATE – ONE MONTH LATER (END OF MONTH)***
    - OPIOID Application Due Date (Closes at 5:00 PM)
- ***DATE – FIRST COUNCIL MEETING OF THE MONTH***
    - 6:00 PM - Special Meeting of the City Council to Consider Applications
      (Applicants Will Be Invited to Present Their Project Ideas)
    - 7:00 PM - Consideration of Applications during Regular City Council Meeting

Applications received after the due date may be considered at the discretion of the Charles Town City Council.

Funds must be expended by **DATE**.

Grant recipients must submit a report to the City by ***DATE*** *detailing how and when the funds were spent.*

The City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

APPLICATION FOR CITY OF CHARLES TOWN OPIOID SETTLEMENT FUNDS

(DEADLINE FOR FINAL APPLICATIONS - DATE BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: _____

NAME OF PRIMARY CONTACT: _____

ORGANIZATION MAILING ADDRESS: _____

_____

CITY STATE ZIP

WEBSITE ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Evidence-based strategies, programming and/or services used to expand the availability of treatment for individuals affected by substance use disorders and /or addiction
- ☐ To develop, promote and provide evidence-based substance use prevention strategies
- ☐ To provide substance use avoidance and awareness education
- ☐ To engage in enforcement or curtail the sale, distribution, promotion or use of opioids and other drugs
- ☐ To decrease the oversupply of licit and illicit opioids
- ☐ To support recovery from addiction to be performed by qualified providers

3. Purpose and key anticipated outcomes.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

5. Total project budget.

6. Amount of OPIOID funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

7. Amount of matching funds raised or committed by your organization.

8. Source of matching funds raised or committed by your organization.

9. Describe how substance use disorders and /or addiction has necessitated this request.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must expended by ***DATE***).

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

2. Describe the history of your organization and list any significant current programs and activities.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

4. List the staff involved with this project and describe their roles and responsibilities.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the SWV State Attorney General Schedule B-Approved Uses regarding the eligible uses of OPIOID Settlement Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant. Finally I certify that I will submit a report to the City of Charles Town by ***DATE*** explaining how and when the funds were spent.

Signature of Applicant

Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for OPIOID Funding ☐ Not-Eligible for OPIOID Funding

Finance Director Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Due by 5:00 PM on DATE.

SEE WV STATE ATTORNEY GENERAL SCHEDULE B – APPROVED USES

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-198: Charles Town Tree Board Report - January 2025

ATTACHMENTS:

- Tree Board Report January 2025.pdf

Tree Board Report

City of Charles Town

January 2025

Members:
Aaron Amore
Jane King
Katie Coon (absent)
Scott Updike
Carlo Olivares
Elizabeth Ricketts (liaison)
Cindy Rezmer (staff)

Please see complete Tree Board meeting minutes on the City website. This is a summary report provided to the City Council February 2025.

Date: January 16, 2025 at 7PM (via Zoom)

Tree Canopy - board members explored the cost of having a professional tree inventory but found it cost prohibitive - the board would like Scott and Aaron to work with James Newman on updating city GIS layers with known tree data

Grants - several grants were awarded and successful administered over the past year which led to nearly 600 trees being planted in Charles Town in 2024.

Tree Care Plan - the board hopes to develop a tree care plan which will include removal of invasive species and providing water in dry times to new plantings

B**uffer at Evitts Run** - working with the Parks & Rec Commission on a buffer at Evitts Run Park which will incorporate benches, bike racks, shrubs and trees.

Tree Ordinances - the Board is researching various municipal tree ordinances in order to make recommendations to the City.

Cacapon Tree Planting Spring/Fall- application is in for the grant which provides trees for the planting. Tree Board is suggesting planting along the Craig Hill Estates trail to help with runoff issues.

Cacapon Tree Sale - this program provides discounted trees for residents of Charles Town to purchase. The board has decided on a $25 per drop-off point delivery fee for this year. Need to address how this fee would be collected and to what budget line it would be attributed. Technically the fee is to offset Maintenance staff time for delivery.

American Chestnut Foundation - Charles Town is now a member of the foundation which will provide the city with 20+ young saplings. There are national efforts to replenish American Chestnut Trees using more blight-resistant varieties.

The board is suggesting planting at Happy Retreat and will work with the Parks&Rec Commission.

There is an additional grant component of up to $2,000 with no match for demonstration plantings, signage, maintenance, and promotional materials.

Volunteer Days - looking ahead to Blooms and Blossoms, Arbor Day, Earth Day, and additional invasive/brush clearing and tree-planting days.

The board discussed needing a better master list for volunteers. It was discussed to look into the city website capabilities of having a sign up and database housed there.

Next Tree Board meeting: Thursday, February 6th at 7PM (Zoom)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-199: Infrastructure Committee Report - January 2025

ATTACHMENTS:

- Infrastructure Committee Report January 2025.pdf

Infrastructure Committee Report
City of Charles Town

January 2025

CALL TO ORDER: Monday, January 27th at 5:00 PM

In attendance: Elizabeth Ricketts (Chair), Jim Kratovil, Michael George (guest), Marshall McCormick (resident), John Nissel (staff), Jim Wysong (staff)

UNFINISHED BUSINESS

2025-111: Park Street and Surrounding Area – Traffic Flows and Parking

This item was previously tabled and remains tabled.

2025-112: Anne Street – Traffic Flows

This item was previously tabled and remains tabled. Staff did provide pictures of the current streetscape for future discussion.

2025-113: Proposal for a City for Charles Town Infrastructure Retreat Agenda

The committee discussed the referral from City Council to establish a calendar/schedule for a series of workshops rather than a full-day retreat format. The committee discussed sending a survey to council members to help rank the priority of the topics proposed. Then the Chair will work with staff to organize information for the workshops.

2025-114: Grant Opportunity – SS4A

The committee discussed a grant opportunity through Safe Streets for All to address safety concerns and pedestrian improvements to Washington Street, specifically from North Street to Flowing Springs Road. This corridor was identified through the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Safety Action Plan as a High Injury area.

The Safety Action Plan proposes possible solutions to safety issues such as: improvements/addition of sidewalks, updated signage, updating pavement markings, adding/improving ADA ramps, trimming vegetation, retiming traffic signals, adding Rectangular Rapid Flashing Beacons (RRFBs), a “Road Diet” to reconfigure lanes and include bike lane, addition of retroreflective backplates, edge-line striping, Pedestrian Refuge Islands, high visibility crosswalks, Audible Pedestrian Signals (APS), and access management.

In October 2024, there was a HEPMPO-initiated site visit with state, federal, and local transportation specialists as part of the Washington Street Corridor Study. The results and suggestions from this study will likely not be available until April/May. However, since the corridor is covered in the Safety Action Plan, it would be eligible for the SS4A Implementation grant and the City could choose to move forward with applying for a grant which requires an 80/20 funding match. The applicant must be a county or municipal government, even though the corridor is a State road and would require close coordination and approvals from the WVDOT/DOH.

The item was **tabled until February** when more information on a new Notice of Funding Availability may be available. There is uncertainty due to recent Presidential Executive Orders.

2025-115: Update on Damaged Light Pole Replacement

Maintenance Director Wysong updated the committee that the replacement pole and light on the 200 block of West Washington is ready for installation but requires coordination with Potomac Edison. Hoping for a 2/6/2025 installation.

2025-116: Street Paving RFP

Per the City Manager, the RFP for street repaving is set to go out early February. .

2025-117: Stormwater Issues and Updates

The City Manager updated the committee that a new engineering proposal was received for the storm water issues at Academy and Samuel Streets. The committee questioned the process for how this was moved forward without a recommendation from the Infrastructure Committee or an agenda item with the City Council. The City Manager stated that the Mayor had declared the Academy and Samuel intersection to be an emergency. [??]

This specific stormwater issue had previously been referred by City Council to the committee and an engineering estimate was provided by Kimley Horn. The **previous recommendation to Council was that the various issues of stormwater management need to be dealt with strategically and equitably. The committee had asked staff and the City Manager as Chair of CTUB to get more information on timing and scope of their planned work in the area.** [see Infrastructure Committee Report October 23, 2023 , August 28, 2023]

NOTE: website is missing Committee Reports from 2022

RECOMMENDATION TO COUNCIL: Place this issue on the **February 18, 2025** City Council agenda and request that the Mayor and staff provide documentation (including mitigation efforts to date, requests for Engineering, RFPs, invoices, ect) regarding action taken at the intersection of Academy and Samuel Street and show documentation of directives for these actions from previous Council and/or committee minutes or emails.

NEW BUSINESS

: 2025-118: Resident Request - Issue of Speeding on South George Street

Guest Mr. McCormick had emailed the committee and previously spoken at City Council public comment about issues with speeding on South George Street between Congress and the police station (661 S. George St). He is requesting speed radar signs be erected in the area. Previously, the police department had placed the mobile speed sign but it is currently offline for maintenance. There were also issues with enough solar charging to run the sign.

The Committee recommends the placement of the pneumatic tubes in order to collect data, to place the mobile radar sign back in the area once it is repaired, and to suggest the police department park a car in the area. The committee is also willing to draft a letter to the DOT/DOH recommending that "fog lines" be continued from the intersection of Mason St to Congress St and that permanent speed radar signs be placed in the corridor.

2025-119: Maintenance Director Report

Maintenance Director Wysong provided the committee a thorough report of department activities in the City since October 22nd and through January 27th. At least 8 days were spent in January treating roads, plowing snow, salting and/or moving snow piles. Mr. Wysong updated the committee that the HVAC issues at CW Hall ended up being a quick fix after events at the hall had to be cancelled.

For full report, please watch meeting video 1/27/25 . Agenda item 2025-119: Maintenance Director Report was addressed first in the meeting.

: 2025-120: Staff Updates

Staff is in the process of interviewing companies for the proposed stormwater study**.**

The Liberty Street stormwater project is anticipated to begin with Gantz Engineering around June 15, 2025 after previous delays.

Staff is coordinating with CTUB staff to create a GIS layer for stormwater during CTUB's ground penetrating radar (GPR) survey of the 100 block of W. Liberty to W. North Street.

ADJOURNMENT

5:50 PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-200: Charles Town Parks and Recreation Commission Report - January 2025

ATTACHMENTS:

- P&R Report_ January 2025.pdf

City of Charles Town
Parks and Recreation Commission Report
January 2025

I. CALL TO ORDER:

Persons Present: *Commissioners:* Elizabeth Ricketts, Mike Slover, James Kratovil, Trudy Roth, Alden Roth
Staff: Alissa Meeks
Guests: Sam Rich *Thrasher Engineering*

II. APPROVAL OF MINUTES:

October 24, 2024 - *Approved* **- Motion:** M. Slover **; 2nd:** J. Kratovil.
Vote: *Unanimous*

III. UNFINISHED BUSINESS

2025-91: Jefferson Memorial Park Pool - Thrasher Contract

Sam Rich from Thrasher Engineering presented splash pad concepts from *Aquatix* and *Rain Drop* and incorporated feedback from the commissioners. Buying the equipment direct from manufacturer and having General Contractor install will save money. *Aquatix* offers a self-contained mechanical room that will also save on conduit and construction costs. Staff will continue to work with the engineer to finalize concepts.
No action.

2025-Parks and Recreation Budget

The commissioners reviewed the previously presented budget. Discussion only.
No action.

IV. NEW BUSINESS

2025-93: Endowment from Estate of Sheila A. Clifford

The "governing body of the Jefferson Memorial Park" will receive a generous donation from Sheila A. Clifford's Trust. The donation stipulates use for a pavilion. The board directed staff to work with Thrasher Engineering and to evaluate incorporating the funding into a pavilion area planned as part of the Jefferson Memorial Park Pool while incorporating the stipulations of the trust.

Motion to adopt the budget: *M. Slover* ***/ 2nd:*** *J. Kratovil*

2025-Jefferson Memorial Park Ground Penetrating Radar Report

Commissioners received a report from Matt Turner from *GeoModel Inc*. which performed GPR at Jefferson Memorial Park, specifically in the area of the tennis courts and surrounding grassy areas. Anomalies and underground utilities were identified, but no indication of sinkholes. Overall, the ground is normal for this area. Rock outcrops are evident under the existing tennis courts which means the recurring cracks will likely be ongoing due to ground settling. Some areas were flagged for further exploration with a backhoe or by drilling. Follow up with CTUB may be necessary to confirm utilities.

No action.

2025-95: New Parkland Updates

Commissioners were updated on the city's acquisition of new parkland and efforts being made with developers to construct park system amenities.

No action.

2025-96: Parks Updates: Jefferson Memorial, Evitts Run, Willingham Knolls, Skate Park, Happy Retreat

Commissioners discussed the five city parks including the addition of some trail cameras to deter crime, the completion of the Skate Park mural, the ongoing work on the Evitts Run foot bridges (delayed due to weather), pavement to the footbridge at the skatepark, and the Tree Board's successful partnership with Trout Unlimited to plant over 500 trees.

No action.

2025-97: Election of 2025 Parks and Recreation Commission Officers

Nominated and unanimously elected to serve for the year 2025:

President: Elizabeth Ricketts
Vice President: Alden Roth
Secretary: staff

Motion: *J. Kratovil ; 2nd: M. Slover*

V. ADJOURNMENT: 7:10 PM

VI. NEXT MEETING:

Thursday, February 27th at City Hall.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/18/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-218: Charles Town Utility Board (CTUB) Meeting Minutes - January 8, 2025, and February 5, 2025

ATTACHMENTS:

- 2025.01.08 UB MINUTES .pdf
- 2025.02.05 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
January 8, 2025

The Charles Town Utility Board held a regular meeting on January 8, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Heidi Parker, Board Member; John Maxey, Board Member and newly appointed Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of December 10, 2024 Special Meeting Minutes
Approval of December 11, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the December 10, 2024 special meeting minutes and the December 11, 2024 regular meeting minutes.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the December 10, 2024 and December 11, 2024 minutes.**

PUBLIC COMMENT

Public comments were received from Lynn Welsh, Tim Smith, Stacey Chapman, Nichole Chapman, Jessie Norris, Sean Franklin, Jacquelyn Milliron, Christine Wimer, Claudia Kerara, Guiliana Brayna, Rebecca Thompson and Don Rebmann.

EXECUTIVE SESSION

Sidewinder Enterprises, LLC. Agreement Review for Water Service, Middleway – Possible Executive Session WV State Code Section §6-9A 4(b)(9) - To consider matters relating to developer agreement and submission to the Public Service Commission.

Action: **Motion by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 4:30 P.M. to consider matters relating to the developer agreement.**

The Board convened back into public session at 5:13 P.M. The Chairman read a statement into the record regarding the rescinding of his signature on the Sidewinder Enterprises, LLC agreement. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved to rescind the signature from 2024 and table further discussion until a Special Meeting on February 5th to allow continued public comment until that time and publish all related documents/public comments to the CTUB website, and provide details for submitting public comments.**

NEW BUSINESS

Renewal and Replacement Project - Resolution No. 27 – Contractor Pay Application No. 27

Mrs. Stolipher included the contractor application for Payment No. 27 in the amount of $33,105.38 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 27.**

2022 Collection System Project - Resolution No.3 – CIF Payment # 2

Mrs. Stolipher included the pay application for Resolution No. 2 in the amount of $11,751.85 for work completed.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved Resolution No. 3 – CIF Payment # 2.**

2022 Sewer Collection System Project – Business and Occupation Tax Waiver Request

Mrs. Stolipher requested the Board consider submitting a request for a B&O tax waiver with the City of Charles Town and the City of Ranson for work done by the contractor for the project within each City limits.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved submitting a request to Charles Town and Ranson for a B&O tax waiver for the project**

Water and Wastewater Capacity Improvement Fee Study – Gannett Fleming Proposal

Mrs. Stolipher provided the Board committed to reevaluating CIF's in 2025 so she reached out to four firms (Dewberry, Gannett Fleming, TRC and Raftelis) only receiving a proposal from Gannett Fleming totaling $25,000. She mentioned the Board approved reevaluating CIF's every three years. The Board provided discussions and requested an RFP be published in the Spirit newspaper for a CIF study that follows the principle of "growth pays for growth" and adheres to a growth-related cost allocation method.

Action: **Motion made by Mr. Maxey to establish a policy that no CIF amounts be locked in without Board approval from this date forward. After Board discussions, Mr. Maxey withdrew his motion.**

Asbury Block Sewer Project – Geotechnical Proposal

Mrs. Stolipher presented a proposal from GD&F for additional Geophysical Exploration and Geotechnical Engineering Services for the Asbury Church area sanitary sewer improvements project totaling $25,800. The Asbury Church area, the North/George/Liberty block, is in the vicinity of the underground caverns which presents a risk for the project. The Board provided discussions.

Action: **Motion made Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the geotechnical proposal from GD&F.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher suggested moving the January 22nd meeting to February 5th as the Chairman has a conflict that day. She also provided staff is continuing to work on the asset management and billing integration, the RFPs for the public relations and the PFAS testing have been published,

Dewberry is finalizing the Water Model, and the baffle wall installation at the water plant in the upcoming weeks. Mrs. Stolipher also mentioned she needs to obtain two more easements for the Greenfield Project.

Action: **No action required by the Board.**

Chairman Report

The Chairman thanked CTUB staff for assisting with putting up the Christmas tree in front of the Court House and for the quick response to the accident that took out one of the fire hydrants on W. Washington Street.

Action: **No action required by the Board.**

APPROVAL OF BILLS

January 8, 2025

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.**

EXECUTIVE SESSION

Utility Manager Performance Evaluation Review - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A)- Matters arising from the appointment, employment of an employee

Action: **Motion by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 5:50 P.M. for the Utility Manager evaluation.**

The Board convened back into public session at 6:25 P.M.

Mrs. Parker requested the table drop document from Mrs. Stolipher be uploaded to the Board packet.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 6:25 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 5, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Special Board Meeting
February 5, 2024

The Charles Town Utility Board held a special meeting on February 5, 2025 at 9:00 A.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Heidi Parker, Board Member; John Maxey, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M. He mentioned written comments were received prior to the meeting from Jessie Norris, Kandice Freeman, Robert & Kim Shives, Jerri Tribble and Stacy Chapman.

PUBLIC COMMENT

Public comments were received from Jacquelyn Milliron, Giuliana Broyna, Natalie Grantham Friend, David Tabb, James Grantham, Sean Masterson, Jeff Fischbeck, Alden Roth, Stacey Chapman, Don Redman, Mike Tolbert, Christine Wimer, Rebecca Thompson, John Doyle, Jessie Norris, Nicola Bastin and Cheryl Middleton.

UNFINISHED BUSINESS

Sidewinder Enterprises, LLC. Agreement Review for Water Service, Middleway – Possible Executive Session WV State Code Section §6-9A 4(b)(9) - To consider matters relating to developer agreement and submission to the Public Service Commission.

Mrs. Stolipher provided the original agreement, the redline agreement and final draft. She reviewed the proposed changes. The Board provided discussions.

Action: **Motion made by Mrs. Parker to table the agreement with Sidewinder Enterprises, LLC until questions brought up during the discussion have been answered. The motion failed due to a lack of second.**

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board approved the agreement with Sidewinder Enterprises, LLC as amended and thanked the public for input. Mrs. Parker voted against the motion.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:04 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 12, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary