# CITY OF CHARLES TOWN
## INFRASTRUCTURE COMMITTEE
## AGENDA • OCTOBER 23, 2023

**City Council Committee Meeting** **CITY HALL** **4:30 PM**

**101 E Washington Street, Charles Town, WV 25414**

**1. CALL TO ORDER**

**2. UNFINISHED BUSINESS**

: **2023-941:** Liberty Street Storm Water Project - updates and next steps

: **2023-942:** Augustine Avenue Trail - updates and next steps

: **2023-943:** Liberty Street Traffic Calming - resident input
E. Liberty Street traffic issues survey results.pdf
City Council Letter Executed 10 19 2023.pdf

: **2023-944:** Lawrence/Congress Street Intersection Project - HEPMPO Grant

: **2023-945:** Street Improvement Fee - Finding from Finance Committee

: **2023-949:** East Academy Street drainage and improvement Design/CTUB Sewer Inlet Modifications
City_of_Charles_Town_-_E_Academy_St_at_S_Samuel_St_Analysis_and_Design_-_2023-08-17_scope_and_fee.pdf

: **2023-950:** Update on Damaged Light Pole Replacement on Washington Street
IMG_0068.jpg
IMG_0069.jpg
IMG_0070.jpg

**3. NEW BUSINESS**

: **2023-946:** Wayfinding Signage Placement
Wayfinding Program.pdf

: **2023-947:** Staff Updates

: **2023-948:** Sheetz/Augustine Avenue Traffic Light Timeline

**4. ADJOURNMENT**

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

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

**SCHEDULED**

Meeting: 10/23/23
Department: Infrastructure Committee
Category: Report
Initiator:

**AGENDA ITEM (ID # )**

## 2023-941: Liberty Street Storm Water Project - updates and next steps

**ATTACHMENTS:**

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

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## 2023-942: Augustine Avenue Trail - updates and next steps

**ATTACHMENTS:**

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

**SCHEDULED**

Meeting: 10/23/23
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## 2023-943: Liberty Street Traffic Calming - resident input

**ATTACHMENTS:**

- E. Liberty Street traffic issues survey results.pdf
- City Council Letter Executed 10 19 2023.pdf

My summary at the end:

Jerry Craft – 32 year resident

518 E. Liberty Street (near Court and E. Liberty Street)

- People pick up speed at top of hill
- Need 4-way stop signs at N. Seminary and E. Liberty – bus stop, children
- Could we have speed bump?
- People don't stop when turning from Court onto Liberty – could we increase awareness and visibility?
- Could we also address garbage issue at the apartments?

Glen Fuss – 69 year resident

514 E. Liberty Street

- Speeding is a constant issue
- Need 4-way stop signs at N. Seminary and E. Liberty

Tim Tice – 4 year resident

509 E. Liberty Street

- Need 4-way stop signs at N. Seminary and E. Liberty
- Could we also address trash problem at apartments?

Tyrone Yates and Darselle Parker

506 B East Liberty

- Need 4-way stop signs at N. Seminary and E. Liberty
- Drivers have to inch out in Liberty Street from Seminary
- Many cars almost wreck
- Bus stop there and kids playing from apartments
- Make sure stop sign is high enough to be seen over parked cars

Jonathan Baylor

- Need 4-way stop signs at N. Seminary and E. Liberty
- Can we also repair the bent street sign on corner of Seminary and Liberty?

- Also, the trash from dumpster blows into yard – can we address?
- Parking on the north side of Liberty blocks view when pulling out of Seminary

Anita Finklestein

218 E. Liberty Street

- Need 4-way stop signs at N. Seminary and E. Liberty
- Need children at play sign
- Speed bump should be installed because signs are often ignored
- Can we ban delivery trucks from the side street and keep them on Washington – using as a short cut

Haley Whitacre – 3 year resident

501 E Liberty Street

- Need 4-way stop signs at N. Seminary and E. Liberty
- Has kids and doesn't let them play out front because of speeding
- Should have a bus stop sign
- Need street parking, so don't want to have that limited with painted curbs, but stop sign could help address visibility issues

423 E. Liberty Street – 3 year resident

Declined to give name

- Need 4-way stop signs at N. Seminary and E. Liberty
- Has complained to city before about issue

Mary Powell

415 E Liberty Street

- Need 4-way stop signs at N. Seminary and E. Liberty
- Speeding is a problem

Merle and Shirley LaRue – long-time resident

414 E. Liberty Street

- Need 4-way stop signs at N. Seminary and E. Liberty
- Street has two bus stops for children
- Also need 4-way stop signs at E. Liberty and N. Church
- Grandchildren are unsafe
- Need Children at Play sign

Marquis Farmer

404 E. Liberty Street

- No speeding issue he's seen

Tina Balbo – 23 year resident

332 E. Liberty

- Need 4-way stop at N. Church and E. Liberty
- Need speed limit sign to remind drivers of speed limit
- Many children on street – need children at play signs

Justin Nottingham – 5 year resident

318 E. Liberty

- Need 4-way stop at N. Church and E. Liberty
- Many kids here
- Many near accidents at intersection – people blow stop signs at N. Church St.

Heather Imbach and husband

314 E. Liberty Street

- Need 4-way stop at N. Church and E. Liberty
- Have children and because of speeding, playing out front doesn't feel safe
- Could we get rumble strips or speed bump?
- Want Children at Play signs
- Flood continues to be big issue

Ronald

313 E. Liberty Street

- Need 4-way stop at N. Church and E. Liberty
- Need 4-way stop signs at N. Seminary and E. Liberty
- Children playing on street – dangerous with speeding
- Can we address flooding on street?

Nicole Fuhrmann – 9 year resident

115 N. Church Street

- Need 4-way stop signs at N. Church and E. Liberty
- Had many close calls when trying to pull onto E. Liberty
- Also hard to see when pulling onto Washington Street

111 N. Church Street

Decline to give name

- Need 4-way stop signs at N. Church and E. Liberty
- Visibility makes it dangerous

Summary:

The overwhelming majority of residents on E. Liberty report that speeding is a problem on the street, and it should be addressed by putting in 4-way stops, much like was done on Mildred Street. Many residents would like to see Children At Play or Bus Stop signs to draw attention to the many children who play and sometimes run into the street. Most residents who live near the corner of E. Liberty and Seminary seemed to think their intersection is the worst issue, whereas those who lived closer to N. Church and E. Liberty feel their intersection was more of a problem. Residents complained of visibility issues at both locations – even where yellow curbs have limited parking (mostly on the corners of N. Church). The south sides of E. Liberty, where the curbs are not painted, provide little space for residents to park, so removing parking on those corners would effectively take away any street parking for one resident and severely limit it for another.

Other issues raised by residents:

- Bent/partially knocked over street sign at E. Liberty and N. Seminary
- People ignoring already installed stop signs, particularly one at corner of Court and E. Liberty
- Garbage from apartments

- Flooding near corner of E. Liberty and N. Church – up to N. Mildred
- Delivery trucks using street as a short cut – fast and noisy
- Heard from residents that the mother of the apartment owner lives on Court Street in small yellow house, and she collects rent and attempts to manage property, and it is her daughter who lives in Oklahoma

Anita J. Finkelstein
418 East Liberty Street
Charles Town, WV 25414
(202) 550 5159
ajf@aya.yale.edu

October 19, 2023

*By Way of Email*
Members of the
Charles Town, WV City Council
101 East Washington Street
Charles Town, WV 25414

Re: Traffic Safety Concerns on East Liberty Street

Ladies and Gentlemen:

I relocated to Charles Town from Washington, DC in the summer of 2021. I grew up in a small town in Northeastern Ohio, and after spending my entire adult life, and raising three kids, in Washington, I was more than ready to return to small town life.

I have found Charles Town to be most all I would have expected. It is quiet, my neighbors are friendly, the pace of life is far less frenetic than that in the "big city" and traffic generally moves at a reasonable speed. Over my two years, though, I have become increasingly concerned with the speed of cars on my own little East Liberty Street—and particularly the portion of the street starting at North Mildred to its end past Court Street—and with the increased traffic dangers to my neighbors, including their children and pets. It is out of that concern that I write this letter.

**Background**
East Liberty was a quiet, residential street when I first moved in, with traffic largely limited to residents and others (friends, family, service providers and the like) associated with residents. And *that* was both a relief and a pleasure after the perpetual crush of over-the-speed-limit traffic in DC generally and in front of my home in particular. (For more than 30 years, I lived on Reno Road, a "cut through" street, that commuters used to avoid congestion on adjacent Connecticut and Wisconsin Avenues). However, as the months passed and I settled in, I noticed is distinct upswing in (1) the number of cars and motorcycles on the street; (2) the speed of those vehicles; and (3) the number of large food and beverage delivery trucks "just passing through" on East Liberty. I also noticed the children, pets and other creatures living their lives on or near the street. And, I eventually concluded the current and increasing number and speed of vehicles, not only is eroding the quality of our surroundings, but presents a distinct and growing safety hazard to Liberty Street residents.

**Brief Description**
East Liberty runs parallel to East Washington Street (WV Rte. 51). The particular stretch to which I refer runs from North Mildred to the street's dead end beyond Court Street—a distance of

about three-tenths of a mile. There are no stop signs beyond a four-way stop at North Mildred. There are, however, three intersecting side streets (North Church, North Seminary and Court), each of which presents visibility challenges for drivers and pedestrians both on the side streets and on East Liberty. East Liberty is unusually wide by Charles Town standards, and street parking is permitted (and widely utilized) on both sides. The houses are modest in size and many count children among their residents. Most, but not all, of the houses have lawns and grass strips between sidewalk and curb (we called them “tree lawns” in Ohio), but they are narrow, as are the sidewalks themselves. Consequently, folks walking on those sidewalks or enjoying their front yards (or in some cases their front porches where there are no front lawns) are quite close to the street itself. There is also a small apartment complex at the corner of East Liberty and Seminary, and at least two school buses (and many carpool parents) stop on that corner twice each school day, with many other kids walking to the stop or home after the buses drop them off.

Although no speed limit signs are posted, based on my brief research, I believe the speed limit on East Liberty is 25 miles per hour. And, although I have not “clocked” the speed of traffic, years of experience “tell” me that it frequently moves at speeds significantly above the limit. This is true of passenger cars and pickup trucks, and even more so of commercial trucks and motorcycles (which in addition to being dangerous are unpleasantly noisy and expel foul-smelling exhaust gases for the residents to inhale). None of this should come as a surprise. As noted above, the street presents more than a quarter of a mile of "open road” without stop signs or other legal impediments to “airing it out.” And, as an added “bonus” for commercial trucks, it avoids the traffic and traffic lights on East Washington Street.

**Concern**

I fear that the confluence of factors described above puts East Liberty Street residents and, ultimately, those driving on the street, at risk for serious injury from traffic accidents. The nature of the street “tempts” drivers to proceed at unsafe speeds, the proximity of sidewalks and lawns to the street puts pedestrians in harm’s way, and there are neither signs nor traffic calming roadway modifications in place to encourage drivers to resist temptation.

**Requested Action(s)**

It seems to me that the City has available a number of techniques to slow traffic down on, and keep commercial traffic off, East Liberty Street. Those could include:

(1) Placing four-way stop signs and well-marked crosswalks at some or all of the side streets;
(2) Placing speed limit signs along the length of East Liberty from North Mildred to its end;
(3) Installing “Children Playing” or similar signs along that same stretch of road;
(4) Constructing speed humps at regular intervals; and/or
(5) Prohibiting through commercial traffic and installing signage announcing, and actively enforcing, that prohibition.

Of the first four, it is my belief, based on half a century as a licensed and generally law-abiding (although sometimes temptable) driver, that simply posting speed limit or "Children Playing," or similar signs is unlikely to affect drivers' behavior very much if at all. In contrast, because stopping at stop signs and at least slowing at crosswalks are habits engrained into the "muscle memory" of drivers from the time they first learn to drive, I expect that stop signs and crosswalks are far more likely to have the desired effect of slowing down substantially all vehicles. And, because of their physical effect on drivers, I believe that speed humps, particularly in conjunction with signs and/or crosswalks, would be the most effective of all. Finally, any or all of the above, coupled with specific signs prohibiting through commercial traffic (and, if feasible, imposing hefty fines for violation) should, I would think, remove substantially all through commercial traffic from this otherwise quiet, residential street.

* * *

Thank you for your time and attention in considering and acting on this matter. If you require additional information or I otherwise can be of assistance, please feel free to contact me using the information set forth in the header to this letter.

Very truly yours,



Anita J. Finkelstein

Attachment (Map of East Liberty Street and Environs)

cc: Micheal W. George (via email (mgeorge@charlestownwv.us) with Attachment)
Jeff Hynes (via email (jhynes@charlestownwv.us) with Attachment)
James Kratovil (via email (jkratovil@charlestownwv.us) with Attachment)
Jean Petti (via email (jpetti@charlestownwv.us) with Attachment)
Julie Philabaum (via email (jphilabaum@charlestownwv.us) with Attachment)
Elizabeth Ricketts (via email (ericketts@charlestownwv.us) with Attachment)
Priscilla Rodd (via email (prodd@charlestownwv.us) with Attachment)
Kevin Tester (via email (ktester@charlestownwv.us) with Attachment))
Rikki Twyford (via email (rtwyford@charlestownwv.us) with Attachment)
Bob Trainor (ex officio) (via email (btrainor@charlestownwv.us) with Attachment)

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/23/23
Department: Infrastructure Committee
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2023-944: Lawrence/Congress Street Intersection Project - HEPMPO Grant

**ATTACHMENTS:**

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

**SCHEDULED**

Meeting: 10/23/23
Department: Infrastructure Committee
Category: Report
Initiator:

**AGENDA ITEM (ID # )**

## 2023-945: Street Improvement Fee - Finding from Finance Committee

**ATTACHMENTS:**

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

**SCHEDULED**

Meeting: 10/23/23
Department: Infrastructure Committee
Category: Report
Initiator:

**AGENDA ITEM (ID # )**

## 2023-949: East Academy Street drainage and improvement Design/CTUB Sewer Inlet Modifications

**ATTACHMENTS:**

- City_of_Charles_Town_-_E_Academy_St_at_S_Samuel_St_Analysis_and_Design_-_2023-08-17_scope_and_fee.pdf

August 17, 2023

Mr. Jim Wysong
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

**Re: 5G Engineering Services - On Call Contract – E Academy Street at S Samuel Street Drainage Analysis and Improvement Design**

## INTRODUCTION

Kimley-Horn and Associates, Inc. (Kimley-Horn) is pleased to submit this task order proposal to the City of Charles Town (City) for professional services to analyze the existing drainage patterns and design stormwater runoff focused intersection improvements at E Academy Street at S Samuel Street Drainage Analysis and Improvement Design. Our project understanding and proposed scope of services, schedule, and fee for our services are discussed below.

## PROJECT UNDERSTANDING

In coordination with the City, Kimley-Horn understands the desire for the drainage improvements by improving the existing grate inlets on the east and west side of Academy Street south of S Samuel Street to include a new sag inlet at the actual sag point on the west side of Academy Street, and improving the existing grate inlets based on the drainage analysis to determine the storm events and inlet capacities required to handle the 10-year design storm event. This improvement is limited to drainage network improvements at the intersection.

Kimley-Horn understands that the City is requesting Kimley-Horn's assistance in completing a drainage area and runoff analysis of the existing drainage areas flowing to the grate inlets at the intersection and developing final design documents to complete the E Academy Street at S Samuel Street Drainage Analysis and Improvements project. Kimley-Horn will provide the information and supporting materials to the City as described in the scope of services below.

## SCOPE OF SERVICES

Based on the above project understanding, this proposed scope of services will be provided by a team of people within Kimley Horn. Mark Phillips will lead this project and be the primary point of contact (POC) for this work. Kimley Horn staff who will be supporting this project may include the following individuals:

- Mark Phillips, PE, Project Manager
- Miguel Tyshing, EIT
- Hunter Streb, EIT

Specific tasks to be completed as part of this project are outlined as follows:

**Task 1 – Project Management**

This task includes the anticipated project meetings; coordination with the City; and routine project management activities including monthly project invoicing.

**1.1 – Kickoff Meeting:** Kimley-Horn will facilitate a meeting with the City to confirm the scope of this project. Kimley-Horn will prepare the agenda, attend the meeting, and follow up with meeting notes. Kimley-Horn will conduct a site visit with the City and other interested parties at the time of the kickoff meeting to identify any specific issues or concerns with the proposed improvements. If additional services are identified at this meeting, a new task order amendment will need to be approved prior to starting the additional work.

**1.2 – Project Coordination:** Kimley-Horn will participate in up to two (2) calls with the City to review project progress and related issues. Kimley-Horn will participate in up to one (1) coordination meeting with the City and other stakeholders (WVDOH and Property Owners) as necessary throughout the course of the project.

*Task 1 Deliverables:*

- *Kickoff meeting materials and notes*
- *Progress meeting materials and notes*

**Task 2 – Information Gathering**

Kimley-Horn will complete a review of relevant available plans from nearby developments and road projects that are pertinent to the project. Kimley-Horn assumes the City will provide the latest plans and CAD files for any ongoing projects in the vicinity of the project.

**2.1 – Existing Conditions Survey**: Kimley-Horn will utilize our subconsultant, GRS Group LLC, to complete a detailed topographic and right-of-way survey. Survey will be completed within the limits of the project site. Topographic survey will reflect manmade and natural features and visible utilities within the limits of each project site. Elevations will be obtained at a twenty-five (25) foot interval with contours being generated at a one (1) foot interval. Trees, 4" diameter at breast height or larger and wetlands, if marked, will be located at the time of the survey. Underground utility information to be included in survey file will be based upon surface features and utility company markings. GRS does not guarantee the underground utilities shown will include all the utilities in the area, either in service or abandoned. GRS does not certify that the utilities will be shown in the exact location, however GRS will locate the utilities based upon the available information. This information will be collectively analyzed and compiled into an appropriately scaled AutoCAD 2018 drawing document from which existing conditions plans for each project site will be prepared.

**Task 3 – Drainage Area and Outfall Analysis:**
Kimley-Horn will prepare a study to identify the existing drainage area to both grate inlets along Academy Street at the subject intersection including the sub-area to each individual inlet including curve number, time of concentration, and flow for the 1, 2, 10, and 100-year storm event. Kimley-Horn will identify the drainage area to each inlet utilizing the available contour data from the Jefferson County GIS and the topographic survey data provided in Task 2. Kimley-Horn will then utilize the TR-55 drainage area analysis to determine the design flows to each respective inlet.

Kimley-Horn will document the analysis and findings in a brief memorandum (no more than 4 pages) summarizing the design criteria and results of the analysis and design storm events. The memorandum will include the TR-55 as an attachment along with a map of the drainage area. Kimley-Horn assumes a draft submission to the City with one round of comments. Upon addressing the comments Kimley-Horn will submit a final memorandum.

*Task 3 Deliverables:*

- *Drainage Analysis Memorandum (PDF – Draft and Final)*

**Task 4 – Detailed & Final Design Plans:**
Kimley-Horn will prepare detailed design construction plans for the project. The improvements will be prepared in accordance with the latest edition of the West Virginia Erosion and Sediment Control Best Management Practice Manual, Jefferson County Stormwater Management Ordinance, 2012 AASHTO Guide for the Development of Bicycle Facilities, 2004 AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, the 2011 AASHTO Green Book, ADA Design Standards, and the City of Charles Town Subdivision and Land Development Ordinance. It is assumed that project improvements are generally limited to those improvements necessary to implement the sidewalk.

It is assumed that the drainage structures will be designed to meet the 10-year design storm event as analyzed and calculated in Task 3.

**Task 4A – Detailed 90% Design Plans:**

The Detailed Design Plans will depict the following:

- Title Sheet including Location Map and Sheet index
- Typical Section(s) and General Notes
- Geometric Layout and Survey Reference Points Sheets (W Congress St Baseline)
- Temporary Traffic Control Plans
- Plan & Grading Detail Sheet
- Final Drainage Layout (conveyance only, no stormwater management facilities are assumed to be required for the project, anticipates nutrient credit purchase)

- Final Drainage Calculations (Adequate Outfall, SWM Narrative, VRRM Calculations, and Rip-Rap Sizing calculations)
- Drainage Descriptions (Included on Plan Sheets)
- Drainage Profiles
- Existing Conditions & Demolition Plan Sheets
- Single Phase Erosion and Sediment Plans and Notes and Detail Sheets
- Pavement Marking and Signage Plans
- Cut and fill limits of construction
- Quantities and Opinion of Probable Cost estimated in MS Excel format for Preliminary Plans

Kimley-Horn will develop the design of ditches and channels, and erosion and sediment control (ESC) and will include these items in the design plans. Drainage and erosion and sediment control information required by the City will also be included on the design plans.

Kimley-Horn will compile drainage computations, including pre-, and post-development discharges, capacities, and supporting data such as drainage areas (with maps), ground cover calculations, etc. in a drainage narrative to be provided with the plan submissions. This outfall analysis will provide pre and post 10-year storm calculations for the project. Kimley-Horn will address one round of comments, per submission, received from the City during the plan reviews at these stages.

Kimley-Horn will provide the Detailed Design Plans as a submission to the City for review and comment. Improvements will be submitted as one plan set. It is assumed that at the time the plans are revised based on the 90% design comments from the City Kimley-Horn will submit up to two (2) easement plats to the City for review and acquisition of the easements and right-of-way necessary for the project. It is understood that the City will be responsible for the coordination and cost to acquire any and all easements or right-of-way on the project. Kimley-Horn will provide up to one consolidated round of plan changes to accommodate property owner requests. Further changes will be subject to a contract amendment.

*Task 4A Deliverables:*

- *Detailed Design Plans (90% Plans) – PDF format submitted electronically*
- *Detailed Design Plans Engineer's estimate – Excel and PDF format submitted electronically*
- *Detailed Design Plans (90% Plans) Comment Response Forms – PDF and Word submittal*

**Task 4B – Final Design**

**4B – Final Design Plans (100% Plans):** Final Design Plans will be developed by Kimley-Horn to 100% completion stage and will be used for construction. In addition to the plan sheets that were submitted with the Detailed Design Plans (90% Plans), the following elements of the plan assembly will be submitted:

- Updated plan sheets addressing City comments

- Revision Data Sheet
- Signed and Sealed Plans
- Quantity estimated in MS Excel format for Final Plans

Information that was provided in the Detailed Design Plans will be revised as necessary and provided on the Final Design Plans.

Kimley-Horn will provide the Final Design Plans with the plan submission for the Final Construction Design Phase. One round of comments from the City received during the plan reviews at this stage will be addressed if determined to be appropriate. Once one round of comments from the City are addressed, Kimley-Horn will make a final submission of plans to the City along with a request to advertise the project for construction.

Drainage Design will be performed in accordance with the latest edition of the WV DOH Design Directives Section 500, West Virginia Stormwater Management and Design Guidance Manual, West Virginia Erosion and Sediment Control Best Management Practice Manual, 2013 Virginia Stormwater Management Handbook, Jefferson County Stormwater Management Ordinance, and City of Charles Town Subdivision and Land Development Ordinance Article 1334.

The City of Charles Town must comply with the Chesapeake Bay Preservation Act and West Virginia Stormwater Management Program (WVSMP) Regulations. It is assumed that this project will disturb less than 5,000 square feet and be exempt from WVSMP regulations, and Stormwater Pollution Prevention Plan (SWPPP) requirements. Water quantity and quality requirements are assumed to be waived due to the lack of right-of-way for the installation of stormwater management facilities.

## RESPONSIBILITIES OF THE CITY

It is assumed that the City will provide the following:

- Coordination with WVDOH, and Jefferson County as necessary
- Timely review of project submittals, in accordance with the project schedule

## ADDITIONAL SERVICES

The following services are not included in the scope of services but can be provided as additional services if required and authorized by the City. Compensation for additional services will be agreed to prior to their performance:

- Project Specifications
- Utility coordination and relocation, It is assumed that no utility relocation will be necessary as a result of this project.

- Stormwater Management/BMP Design. It is assumed that nutrient credits will be acquired for the project
- Design Waivers/Exceptions
- Easement acquisition and Plat services
- Signing and Pavement Marking
- No easement acquisition or plats are assumed with this minimized scope.
- Environmental permitting, NEPA, and Historic Architecture or Archaeological Surveys
- Public Outreach and Public Meetings
- Public Utility (water and sewer) design
- Geotechnical Analysis and borings (It is assumed no geotechnical design or assessment is required)
- Right of Way acquisition support (It is assumed the City will utilize the plats provided to acquire easements and right-of-way)
- Traffic Signal Plans, Lighting Design, or Electrical Design
- Landscaping Plans
- Retaining wall design
- IFB and Contract Documentation
- Bidding and Construction Phase Services.

**Schedule:**
It is understood that Kimley-Horn will complete this task order on a mutually agreeable schedule with the intent of submitting the final plans before the due date based on the funding deadlines.

## FEE

Kimley-Horn will perform the scope of services described above on a lump sum basis not to exceed **$35,596.00**, as detailed in **Attachment 2**. This fee estimate uses the approved rate schedule from Kimley-Horn's 5G Engineering Services On-Call Contract.

## CLOSURE

Kimley-Horn appreciates the opportunity to provide these services to you. Please contact Kimley Horn Project Manager, Mark Phillips at Mark.Phillips@kimley-horn.com or 703-870-3631 with any questions.

Very truly yours,
**KIMLEY-HORN & ASSOCIATES, INC.**



Mark Phillips, P.E.

Contract Manager

City of Charles Town
SIGNED:

PRINTED NAME: _____

TITLE:_____

DATE: _____

## ATTACHMENTS

1. Standard Provisions
2. Kimley-Horn Hourly Rate Fee Sheet

Kimley»Horn

**KIMLEY-HORN AND ASSOCIATES, INC.**
**STANDARD PROVISIONS**

1) **Consultant's Scope of Services and Additional Services.** The Consultant will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

2) **Client's Responsibilities**. In addition to other responsibilities herein or imposed by law, the Client shall:
   a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
   b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
   c. Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which the Consultant may rely upon.
   d. Arrange for access to the site and other property as required for the Consultant to provide its services.
   e. Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.
   f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
   g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
   h. Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services or any defect or noncompliance in any aspect of the project.

3) **Period of Services**. Unless otherwise stated herein, the Consultant will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months, Consultant's compensation shall be renegotiated.

4) **Method of Payment.** Client shall pay Consultant as follows:
   a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
   b. If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
   c. If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
   d. If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
   e. The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction"

or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

5) **Use of Documents.** All documents and data prepared by the Consultant are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

6) **Intellectual Property.** Consultant may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Consultant or its affiliates ("Intellectual Property") in the performance of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Consultant maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Consultant and its affiliates.

7) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. The Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination.

9) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or $50,000, whichever is greater. Higher limits of liability may be negotiated

for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify the Consultant.

11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

12) **Construction Costs.** Under no circumstances shall the Consultant be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.

13) **Certifications.** All requests for the Consultant to execute certificates, lender consents, or other third-party reliance letters must be submitted to the Consultant at least 14 days prior to the requested date of execution. The Consultant shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

**15) Hazardous Substances and Conditions.** Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant will notify the Client of unanticipated hazardous substances or conditions of which the Consultant actually becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

**16) Construction Phase Services.**

a. If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.
b. The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
c. The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not

assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

18) **Confidentiality.** The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. If Client requires Consultant to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Consultant or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

| Task | | Staff | | | | | | | Total Hours | Fee Estimate |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Principal | Architect/Engineer 1 | Architect/Engineer 2 | Architect/Engineer 3 | Junior Architect/Engineer 1 | Junior Architect/Engineer 2 | Administrative | | |
| | | $262.00 | $212.00 | $165.00 | $144.00 | $122.00 | $109.00 | $96.00 | | |
| Task 1 - Project Management | *Kickoff Meeting & Site Visit* | | *2* | *2* | | *2* | | *2* | 8 | $1,190.00 |
| | *Project Coordination* | | *2* | *1* | | *1* | | *2* | 6 | $903.00 |
| | *Subtotal* | *0* | *4* | *3* | *0* | *3* | *0* | *4* | 14 | $2,093.00 |
| Task 2 - Data Collection | *Survey Coordination* | | *2* | | | | | *2* | 4 | $616.00 |
| | *Subtotal* | *0* | *2* | *0* | *0* | *0* | *0* | *2* | 4 | $616.00 |
| Task 3 - Drainage Area and Outfall Analysis | *Existing Drainage Area Analysis* | | *2* | *1* | | *6* | *8* | | 17 | $2,193.00 |
| | *Existing Conditions Site Visit* | | *3* | | | *3* | *3* | | 9 | $1,329.00 |
| | *TR-55 Flow Analysis* | | *2* | *2* | | *2* | *4* | | 10 | $1,434.00 |
| | *Draft Drainage Analysis Memorandum* | | *4* | *2* | *1* | *4* | *8* | | 19 | $2,682.00 |
| | *Final Drainage Analysis Memorandum* | | *2* | *1* | *1* | *2* | *4* | | 10 | $1,413.00 |
| | *Subtotal* | *0* | *13* | *6* | *2* | *17* | *27* | *0* | 65 | $9,051.00 |
| Task 4 - Detailed and Final Design | *90% Plan Design* | | | | | | | | | |
| | *Title Sheet, Location Map, Sheet Index* | | *1* | *1* | | *2* | *3* | | 7 | $948.00 |
| | *Construction Baseline* | | | *1* | | *1* | *2* | | 4 | $505.00 |
| | *General Notes & Typical Sections* | | | *1* | | *1* | *2* | | 4 | $505.00 |
| | *Existing Conditions & Demolition Plans* | | *1* | | | *1* | *2* | | 4 | $552.00 |
| | *Plan & Grading Sheets* | | *1* | | *2* | *4* | *8* | | 15 | $1,860.00 |
| | *Erosion and Sediment Control Sheets & Details* | | *1* | | | *2* | *4* | | 7 | $892.00 |
| | *Hydraulics Design & Calculations Plans* | | *4* | *2* | *4* | *8* | *12* | | 30 | $4,038.00 |
| | *Grading Detail Sheets* | | *1* | | | *4* | *6* | | 11 | $1,354.00 |
| | *Traffic Management Plan* | | *1* | *1* | | *2* | *4* | | 8 | $1,057.00 |
| | *Cost Estimate* | | *1* | *1* | | *2* | *2* | | 6 | $839.00 |
| | *100% Plan Design* | | | | | | | | | |
| | *Updated Plan Sheets* | | *2* | *1* | *1* | *2* | *4* | | 10 | $1,413.00 |
| | *Design Details* | | *2* | *2* | | *4* | *6* | | 14 | $1,896.00 |
| | *Final Cost Estimate* | | *1* | | | *1* | *1* | | 3 | $443.00 |
| | *Final Signed and Sealed Plans* | | *1* | | | *1* | | | 2 | $334.00 |
| | *Subtotal* | *0* | *17* | *10* | *7* | *35* | *56* | *0* | 125 | $16,636.00 |
| Task 5 - Stormwater Design | *WVDOT/City of Ranson Drainage Design* | | *1* | | *1* | *2* | | | 4 | $600.00 |
| | *Subtotal* | *0* | *1* | *0* | *1* | *2* | *0* | *0* | 4 | $600.00 |
| **Total Hours:** | | 0 | 37 | 19 | 10 | 57 | 83 | 6 | 212 | $28,996.00 |
| **Total Cost:** | | $0.00 | $7,844.00 | $3,135.00 | $1,440.00 | $6,954.00 | $9,047.00 | $576.00 | | |

| | |
|---|---|
| **Total Hours to Complete:** | 212 |
| **Expenses (field visits and project meetings)** | $600.00 |
| **GRS Group Topographic Survey** | $6,000.00 |
| **Total Lump Sum Fee:** | $35,596.00 |

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

**SCHEDULED**

**AGENDA ITEM (ID # )**

Meeting: 10/23/23
Department: Infrastructure Committee
Category: Report
Initiator:

## 2023-950: Update on Damaged Light Pole Replacement on Washington Street

**ATTACHMENTS:**

- IMG_0068.jpg
- IMG_0069.jpg
- IMG_0070.jpg


2
SPEED
Bobcat
S590


2
SPEED
Bobcat
S590



**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/23/23
Department: Infrastructure Committee
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2023-946: Wayfinding Signage Placement

**ATTACHMENTS:**

- Wayfinding Program.pdf

# City of Charles Town Preliminary Wayfinding Signage Location Analysis

The ability to navigate a city is critically important to its economic prosperity. Residents and visitors must be able to confidently orient themselves within the community as they find local services and points of interest. Proper wayfinding infrastructure has the ability to inform people of their nearby surroundings in an unfamiliar environment and display information at strategic points to guide them in the right direction. Even with the proliferation of smart-phones and other mobile technologies, physical wayfinding elements – such as directional signs, interpretive boards, monuments, and directories – can enhance pedestrian experiences within the community. Further, local wayfinding systems can serve as an educational tool for visitors on the boundaries, destinations, and key cultural or historical features of the community.

## Project Overview

The City of Charles Town Preliminary Wayfinding Signage Location Analysis (Preliminary Wayfinding Analysis) serves as an initial framework for implementing an effective and appealing signage system that directs pedestrians, bicyclists, and automobile drivers to key destinations within the City and its vicinity. Because planning and designing a comprehensive wayfinding signage program is a significant undertaking, the purpose of this Preliminary Wayfinding Analysis is to identify potential locations for wayfinding signs to serve as a base for future implementation efforts. Various plans and studies related to walkability, community development, and economic revitalization have been initiated within the City of Charles Town in recent years and findings from these resources will be used to inform the Preliminary Wayfinding Analysis:

- Existing Sidewalk Inventory & Conditions Assessment tasks of the City of Charles Town Walkability and Connectivity Study
- Charles Town Parking Study
- C*Town Arts and Cultural District
- City of Charles Town Comprehensive Plan
- Jefferson County Convention & Visitors Bureau's "Walking Tour of Charles Washington's Town" brochure

The study area for this Preliminary Wayfinding Analysis includes all areas within the City of Charles Town Urban Growth Boundary, with a key focus on priority sidewalks located in the downtown. **Figure 8** shows the extent of the study area.

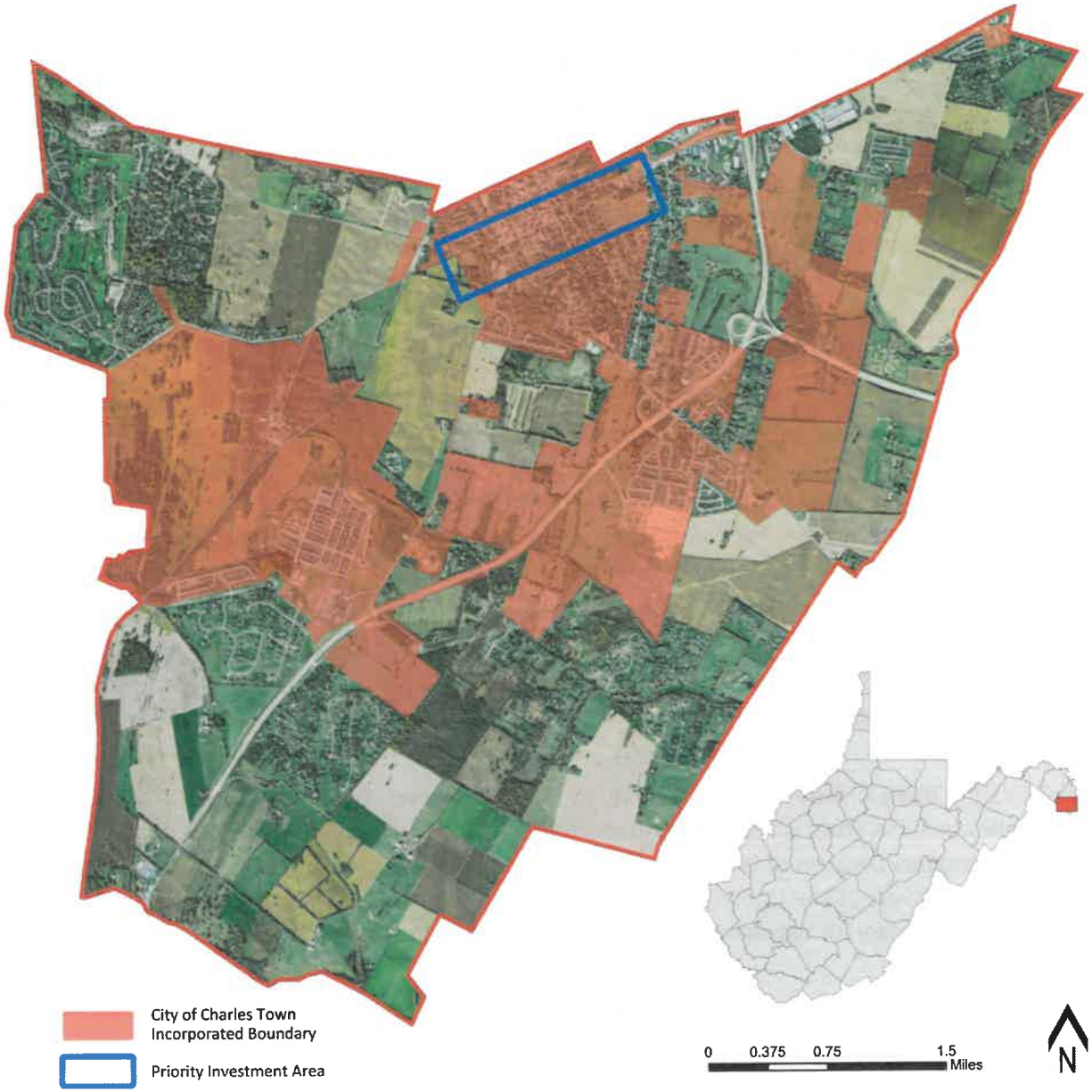



**Figure 8:** City of Charles Town Preliminary Wayfinding Analysis Study Area

# Hierarchy of Wayfinding Signage

An effective wayfinding system should connect people to the unique destinations and attractions located within a city and its region. Signage and mapping elements can create a hierarchy of destinations and simplify the city's layout to allow for ease of navigation. The City of Charles Town has many historic downtown attractions, which lends itself well to a pedestrian-scale signage system (especially along the Washington Street corridor). However, getting to the historic attractions often means traveling via automobile along highway routes. Identifying districts based on the number of and types of destinations available can be beneficial in outlining a wayfinding signage system at the local and regional scale.

## City of Charles Town Signage Districts

Like many historic small towns, the City of Charles Town has a large concentration of noteworthy attractions within its downtown. As the "hub" of the region, the downtown historic district composed of Washington Street, Liberty Street, and East Congress Street (shown in **Figure 9**) should have the greatest number of pedestrian-oriented signage. Additionally, there are three public parking lots in downtown Charles Town that should be clearly marked for vehicular traffic and have locational signage for individuals transitioning from vehicular to pedestrian travel mode to allow them to orient themselves to their immediate environment.

Just outside of the downtown district, there are fewer attractions that are more widely dispersed. These attractions are still accessible to pedestrians and should be identified in any wayfinding mapping products, particularly those of regional significance (e.g. the Charles Washington Grave Site and the Gibson-Todd House, where John Brown was executed). However, locational signage within the secondary signage district will not be as frequent or as prominent as it is within the downtown.

The City of Charles Town is within close proximity to two regional roadways (U.S. Route 340 and WV Route 9) and can use these higher-volume, through corridors to alert drivers of the nearby historic downtown. Specifically, the City can work with West Virginia Division of Highways (WVDOH) to add signage along the WV Route 9 bypass, prior to the exit ramp, that notifies drivers of the upcoming historic district. Once the driver has exited the highway, the City should have prominent gateway signage to welcome residents and visitors to the town.

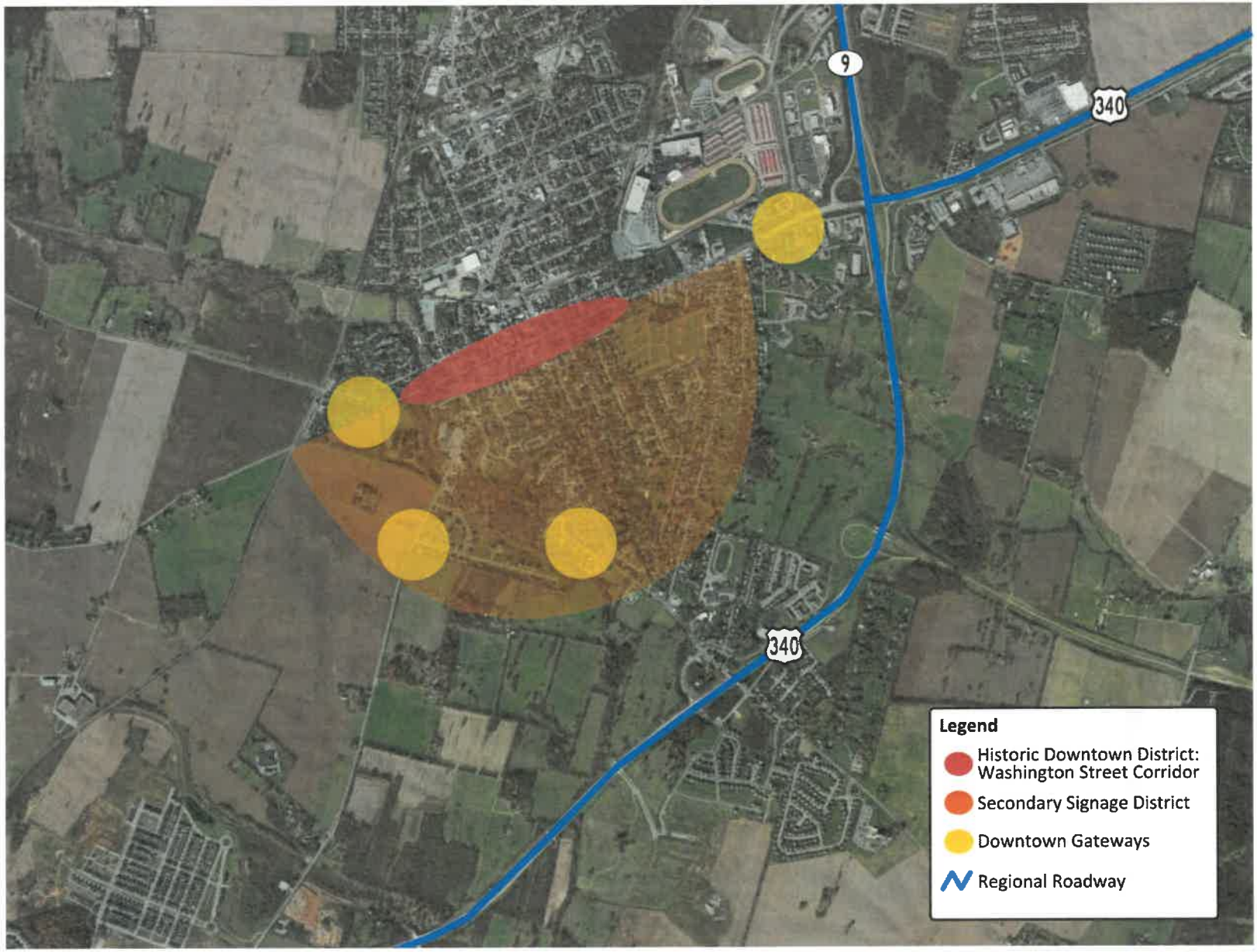



**Figure 9:** Downtown Charles Town Wayfinding Signage Districts

# Signage Requirements by Transportation Mode

The U.S. Federal Highway Administration (FHWA) has established requirements for roadway and community wayfinding signage, which is outlined in their Manual on Uniform Traffic Control Devices (MUTCD). The intent of the MUTCD is to provide national standards for all traffic control devices on all public streets, highways, private roads, and bikeways that are open to public traffic. Design details for these signs are generally not included in the MUTCD; however, FHWA provides design guidance through the Standard Highway Signs and Markings (SHSM) book. Examples of signs regulated by the MUTDC and SHSM include street signs, stop signs, and "destination guide signs" often found along the highway.

## Vehicular Signage

Vehicular signs are intended to move vehicles from freeways leading into Charles Town to major destinations and to parking areas along those travel routes. These signs should contain limited information so as to not distract or confuse drivers. Vehicular signage should focus on tourists and individuals who are new to the area. They should be located at key intersections and appear frequently enough to assure the driver that they are headed in the right direction. Once the driver has parked, the pedestrian signage system should take over. **Figure 10** provides examples of vehicular signage.

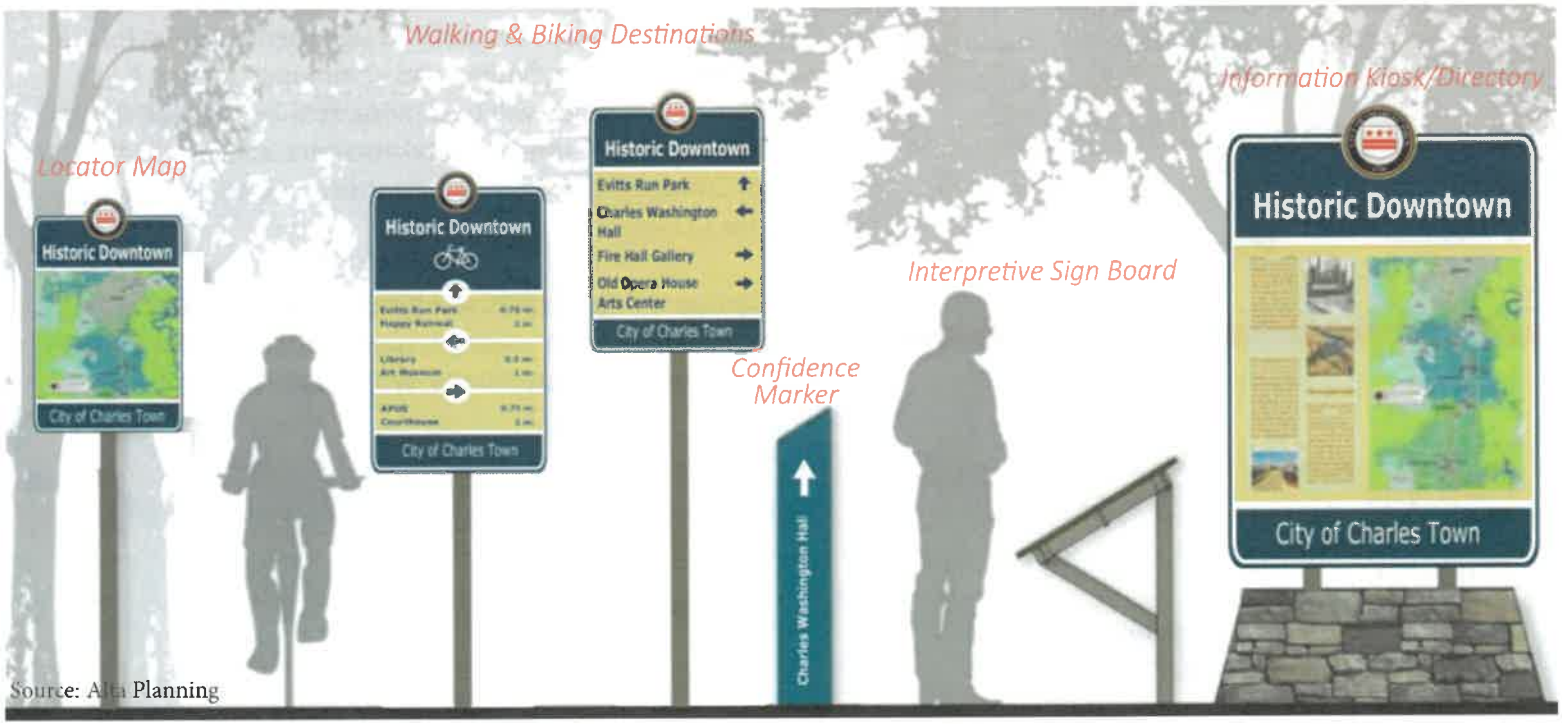



**Figure 10:** Vehicular Signage Examples

## Pedestrian & Bicyclist Signage

Once the visitor is no longer navigating by vehicle, the next level of wayfinding signage should contain more information about specific destinations that are within walking distance, as well as maps to help orient the visitor to their surroundings. The signs should be located near parking and areas of high activity to reinforce predetermined routes so the visitor never feels unsafe or lost. Pedestrian signage includes directional signs, interpretive signs, trail markers, and information kiosks/directories with locator maps. The pedestrian signage network should focus on streets that provide activities that attract visitors and residents (e.g. shopping, dining, parks, museums, historic landmarks, and art galleries).

In addition to directional signage, the City of Charles Town could benefit from additional interpretive signage. Interpretive signage is designed to draw attention to historic landmarks and other sites of interest and should present relevant information in a concise and convenient manner. The location of interpretive signage should fall within high pedestrian activity areas to make the pathways interesting to residents and visitors. **Figure 11** shows examples of pedestrian wayfinding signage, including interpretive sign boards.




Source: Alta Planning

**Figure 11:** Pedestrian Signage Examples

## Defining the City of Charles Town

In summer 2016, the City of Charles Town, along with partnering organizations, launched a new **C*Town Arts & Culture District** with the intent of boosting arts, heritage, and tourism in the downtown. The new district is the result of a two-year planning process sponsored by the National Endowment for the Arts through a creative placemaking grant. The C*Town Arts & Culture District Plan (**Figure 12**) outlines a future vision that celebrates arts, culture, and history and provides an implementation schedule for creating a district with a strong sense of place. The plan places a large emphasis on walkability and connectivity, going as far as suggesting that within the next five years, the City should deploy complete streets principles to Washington Street, encourage tactical urbanism throughout the district, and initiate traffic calming techniques to make the streets more pedestrian friendly.

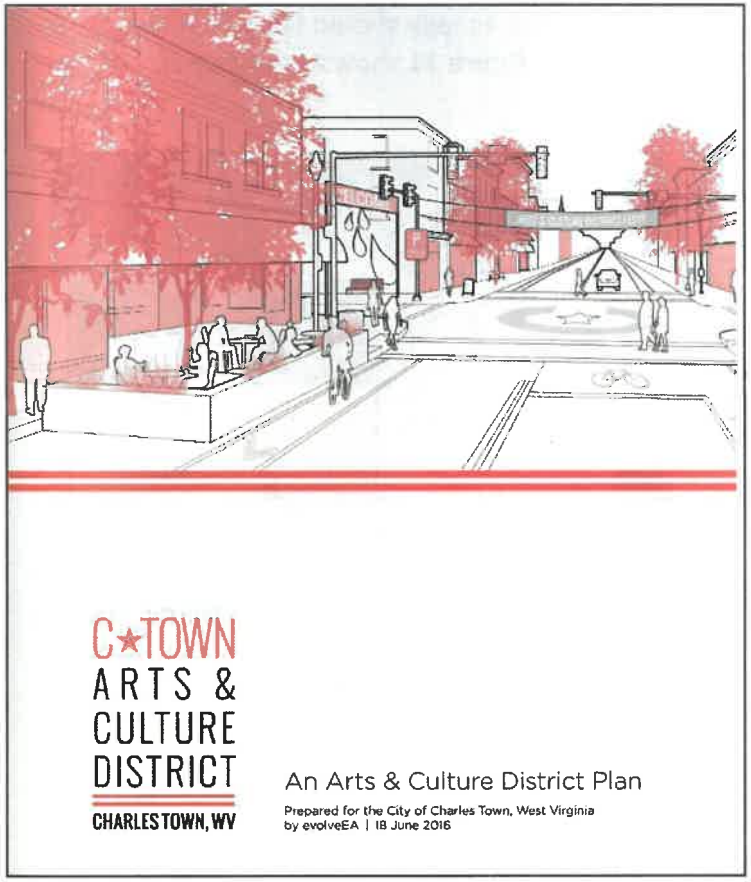



**Figure 12:** City of Charles Town Arts & Culture District

As part of the Arts and Culture District Plan, the City identified potential branding and marketing materials to bolster its public identity. **Figure 13** demonstrates potential signage designs that were one outcome of the Plan and can be used as an example of a unified sign theme during future discussions about wayfinding and community image. A key next step of this study will be a more detailed signage design project that will include local stakeholders, specifically the Design Committee of Charles Town Now and the C*Town Creative Council.

The signage design project will focus on the aesthetic and functional elements of signage, specifically color standards, font and typography standards, symbology, and branding.




**Figure 13:** Example Wayfinding and District Branding Signage Designs

# Opportunities for Wayfinding Signage

A wayfinding signage system for the City of Charles Town should be organized to direct visitors and residents to major attractions and destinations, regardless of their transportation mode. Signage should be strategically located along priority routes that connect to areas of high activity. In addition to navigation, the signs can alert newcomers to the presence of these attractions and encourage "pedestrian propulsion", or some element of the street that entices one to walk further than originally intended. Fortunately, the City has many points of interest located in its downtown and within walking distance of downtown.

## Attractions

To begin identifying potential wayfinding signage locations, the project team compiled a list of 77 attractions, including cultural and historic destinations, community facilities, shopping plazas, and schools. Many of the attractions are clustered around downtown Charles Town and are within walking distance of one another, specifically along Washington Street (shown in **Figure 14**). Most of the identified attractions were included in the "Walking Tour of Charles Washington's Town" brochure, published by the Jefferson County Convention & Visitors Bureau. The following section provides recommendations for potential signage locations based on the City's points of interest.



Source: Jefferson County Convention & Visitors Bureau




**Figure 14:** Attractions in Downtown Charles Town

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/23/23
Department: Infrastructure Committee
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2023-947: Staff Updates

**ATTACHMENTS:**

**Infrastructure Committee**
101 East Washington Street
Charles Town, WV 25414

**SCHEDULED**

Meeting: 10/23/23
Department: Infrastructure Committee
Category: Report
Initiator:

**AGENDA ITEM (ID # )**

## 2023-948: Sheetz/Augustine Avenue Traffic Light Timeline

**ATTACHMENTS:**