CITY OF CHARLES TOWN
INFRASTRUCTURE COMMITTEE
AGENDA • JULY 9, 2026

Committee Meeting **COUNCIL CHAMBERS** **4:30 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2026-1637:** Stormwater Issues and Updates

: **2026-1638:** Congress and Lawrence Street Intersection Update

: **2026-1639:** Liberty Street Stormwater Project

: **2026-1640:** Repaving Plan
Paving operation plan 2024 (1).pdf
Paving operation plan 2024 (2).pdf

: **2026-1641:** Resident Requests from City Council Public Comment
request Train Horn Rule 2026.pdf
Site Visit_ Charles Street.pdf
Infrastructure_ site visit S. George St.pdf

: **2026-1642:** EPA Thriving Communities Grant - Next Steps

: **2026-1643:** Ongoing Project List
Projects List 2023.pdf

3. NEW BUSINESS

: **2026-1644:** City App Request
City App Requests.pdf

: **2026-1645:** Pneumatic Tube and Speed Radar Data and Future Placement
316 S George Street Speed Trailer Data May 2026.png
636 S Samuel St NB Speed Data May 2026.png
neighborhood_traffic_summary (15 mph).png
Norborne Glebe - 533 Barksdale Drive SB Speed Data May 2026.png

: **2026-1646:** Walk and Ride WV Statewide Bicycle and Pedestrian Plan
Survey- Walk & Ride WV Statewide Bicycle & Pedestrian Plan.pdf

: **2026-1649:** Maintenance Director Report

: **2026-1650:** Other Projects Updates from Staff

4. ADJOURNMENT - Next Meeting: Monday, August 24, 2026, at 4:30PM

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

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

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/09/26
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1637: Stormwater Issues and Updates

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

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2026-1638: Congress and Lawrence Street Intersection Update

Discussion of project to include four-way stop and coordination with Jefferson County Schools on relocation of school zone signate.

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

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2026-1639: Liberty Street Stormwater Project

Discussion to include consideration of designated Accessible Parking space(s).

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2026-1640: Repaving Plan

ATTACHMENTS:

- Paving operation plan 2024 (1).pdf
- Paving operation plan 2024 (2).pdf

Paving operation

- Mt Parvo Avenue 5,706 sq. FT.
- Morgan Street 2,060 sq. FT.
- Creamery Place 12,742 sq. FT.
- Brownsville Lane 18,524 sq. FT. (Narrow Single Lane)
- Morrison Street 64,197 sq. FT. (Pave parking by park)
- Belvedere Street 37,221 sq. FT.
- North Seminary Street 9,420 sq. FT.
- Court Street 14,319 sq. FT.
- Eagle Avenue 30,495 sq. FT.
- South Lawrence 13,490 sq. FT. (Between Washington & Ann St.)
- Alla Willow Drive 22,686 sq. FT.
- Hessey Street 8,019 sq. FT.

TOTAL 238,879 SQ. ft.

Paving By Rank of Priority

1.	South Lawrence sq. ft. Y Between Congress & Ann Street	70.5		13,490
2.	Willow Spring Drive sq. ft.	71	Willow Spring Apartment	73,236
3.	Cold Storage Road sq. ft.	72.5	Service Road for Mill	38,220
4.	North Charles Street sq. ft.	73		13,419
5.	North Church Street sq. ft.	73		18,821
6.	West Avis Street sq. ft. Y Raise Manhole cover	73		17,100
7.	Hessey Street sq. ft. Y Riser on manhole cover & inlet	73	Narrow Single Lane	8,019
8.	Belvedere Dr. sq. ft. Y.	73.5		37,221
9.	East Congress Street sq. ft. Y	74.8		64,302
10.	N. Mt. Parvo Ave. sq. ft. Y	75	One Way Street	5,706
11.	North Samuel Street sq. ft.	75.3		44,880
12.	Ann Street sq. ft. M Roper house build	75.5	Roper Development	5,250
13.	Bailey Brooks Way sq. ft.	75.5		10,560
14.	Vista Court sq. ft.	77.5		12,702
15.	Court Street sq. ft. Y Crack repairs	77.8		14,319
16.	North West Street sq. ft. Y	78		27,552
17.	South Water Street sq. ft. Y	78.5		11,837
18.	Creamery Place sq. ft. Y	78.5	Narrow Road	12,742
19.	East Wall Street sq. ft. Roper house build	78.9	Narrow Road	12,443
20.	East Avis Street sq. ft. Y pave 4 blocks	79		22,725
21.	North Seminary Street sq. ft.	79		9,420
22.	North Lawrence Street sq. ft. Y	79		37,548
23.	Lincoln Drive sq. ft.	79.5	Days Inn	11,816

24.	Brownville Lane sq. ft.	80	Narrow Single Lane	18,524
25.	East North Street sq. ft.	80		38,440
26.	Mason Street sq. ft.	81		20,319
27.	Eagle Avenue sq. ft. Y Roper House Build	81	Roper Development	30,495
28.	Morrison Street sq. ft.	81		64,197
29.	South Seminary Street sq. ft.	81.5		66,125
30.	Jenkins Way sq. ft.	81.5	Narrow Road	8,250
31.	Blakeley sq. ft.	81.5		26,600
32.	West North Street sq. ft.	82		23,020
33.	Union Ridge Drive sq. ft.	82.7	No topcoat applied.	43,470
34.	Bramble Drive sq. ft.	83		12, 876
35.	Edaw Drive sq. ft.	83		38,440
36.	Green Street sq. ft.	83.3		7,337
37.	West Academy Street sq. ft. Y	84	Narrow Street	30,096
38.	Fairleigh Drive sq. ft.	84		36,134
39.	Morgan Street sq. ft. Y	84		2,060
40.	North Preston Street sq. ft.	84		22,658
41.	Opera House Drive sq. ft.	84.5		6,023
42.	Alla Willow Drive sq. ft.	84.8	Wendy's/McDonalds	22, 686
43.	South Water			
Cherry Tree Drive		63	Apartment Complex	30,620

TOTAL sq. ft. = 1,095,647

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

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2026-1641: Resident Requests from City Council Public Comment

Follow up on lighting at the 661 S. George Street, speeding on Samuel Street, one-way vehicle issues on S. Charles Street, left turn signals on Washington and George Streets, safety concerns at intersection of West Street and Congress Street, S. George traffic calming, Train Horn Rule

ATTACHMENTS:

- request Train Horn Rule 2026.pdf
- Site Visit_ Charles Street.pdf
- Infrastructure_ site visit S. George St.pdf

Outlook

Fw: Contact Us - Received through the website

From Carolyn Vezzosi <CVezzosi@charlestownwv.us>
Date Mon 4/27/2026 12:37 PM
To Micheal George <mgeorge@charlestownwv.us>; Brent Manuel <bmanuel@charlestownwv.us>

I don't know how to answer this so I thought I would pass it along.

Carolyn

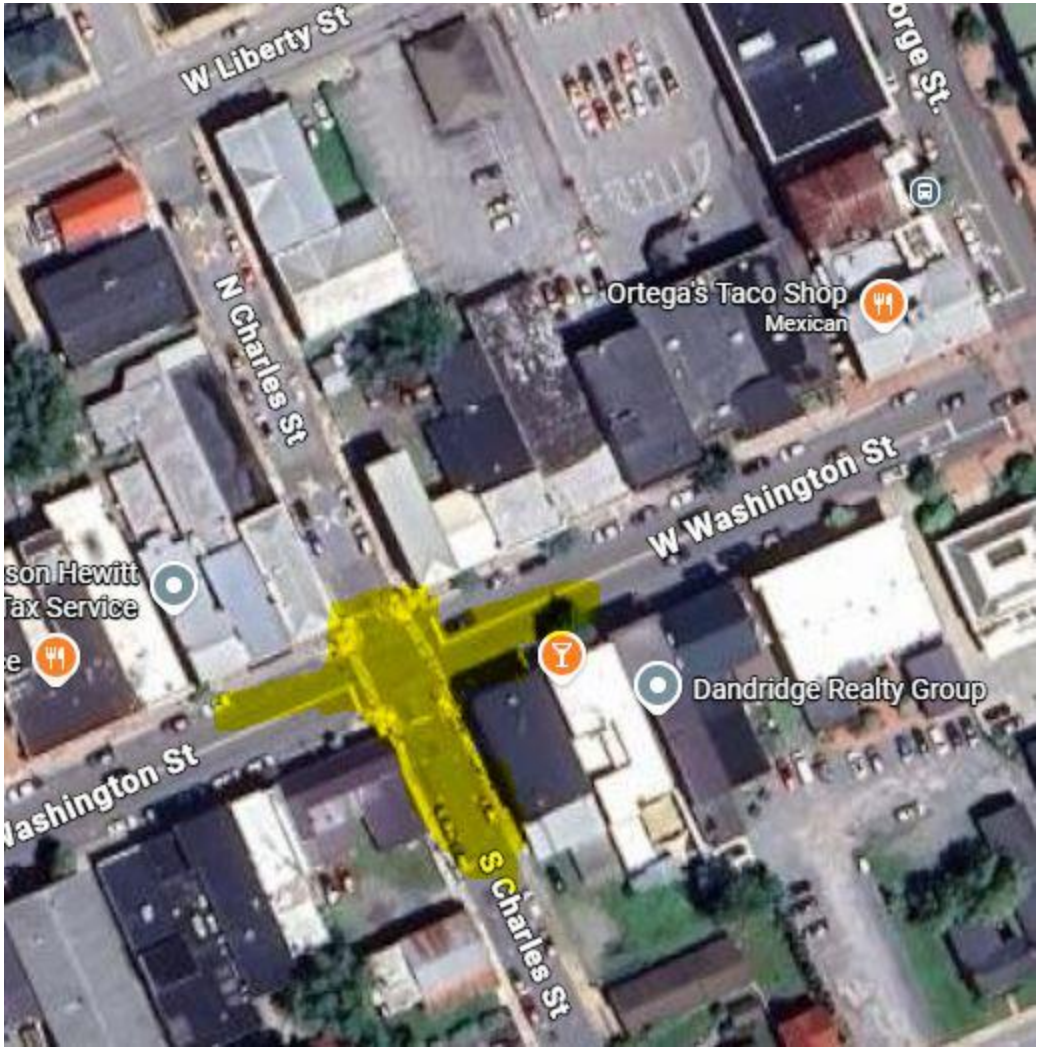
From: noreply@revize.com <noreply@revize.com>
Sent: Wednesday, April 15, 2026 9:54 AM
To: Carolyn Vezzosi <CVezzosi@charlestownwv.us>
Cc: noreply@revize.com <noreply@revize.com>
Subject: Contact Us

cvezzosicharlestownwvus = cvezzosi@charlestownwv.us
first_name = Laurent
last_name = Pessaint
email = lpessaint@yahoo.com
phone = 5408181996
issue = Hello,

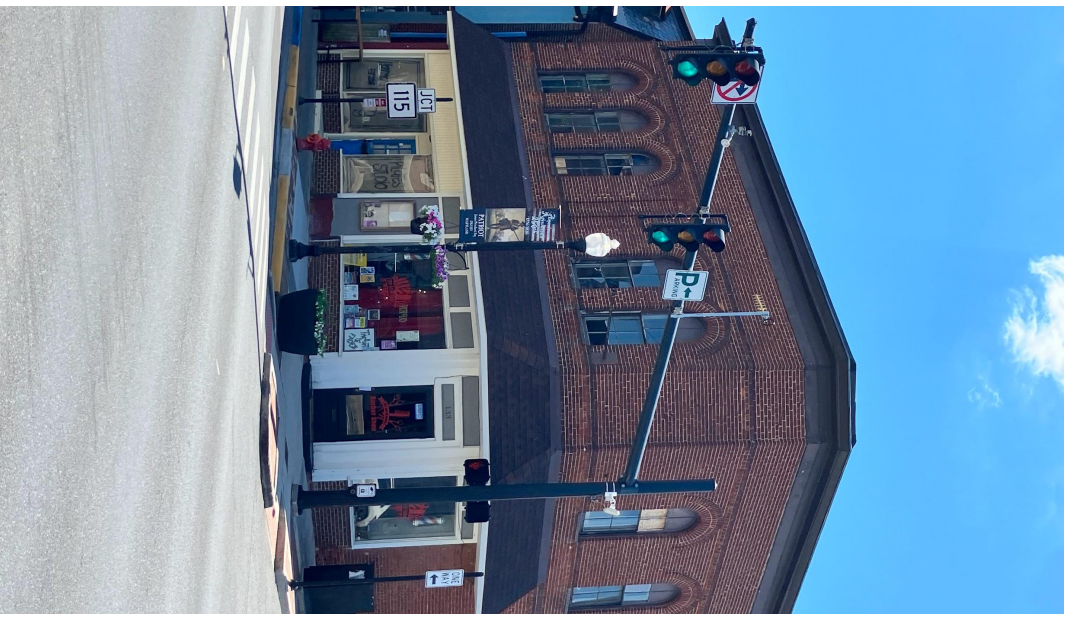
Under the Train Horn Rule (49 CFR Part 222) a public authority may establish quiet zones as long as it mitigates the increased risks associated with the absence of the train horn. Has this been looked at before for the Charles Town railroad crossings, at least for night time hours?
preferred_contact = email
Client IP = 63.88.115.174
Beware - This email comes from outside the City of Charles Town.

Charles Street

One-Way Street Issues


W Liberty St
N Charles St
Ortega's Taco Shop
Mexican
W Washington St
son Hewitt
Tax Service
Dandridge Realty Group
Washington St
S Charles St

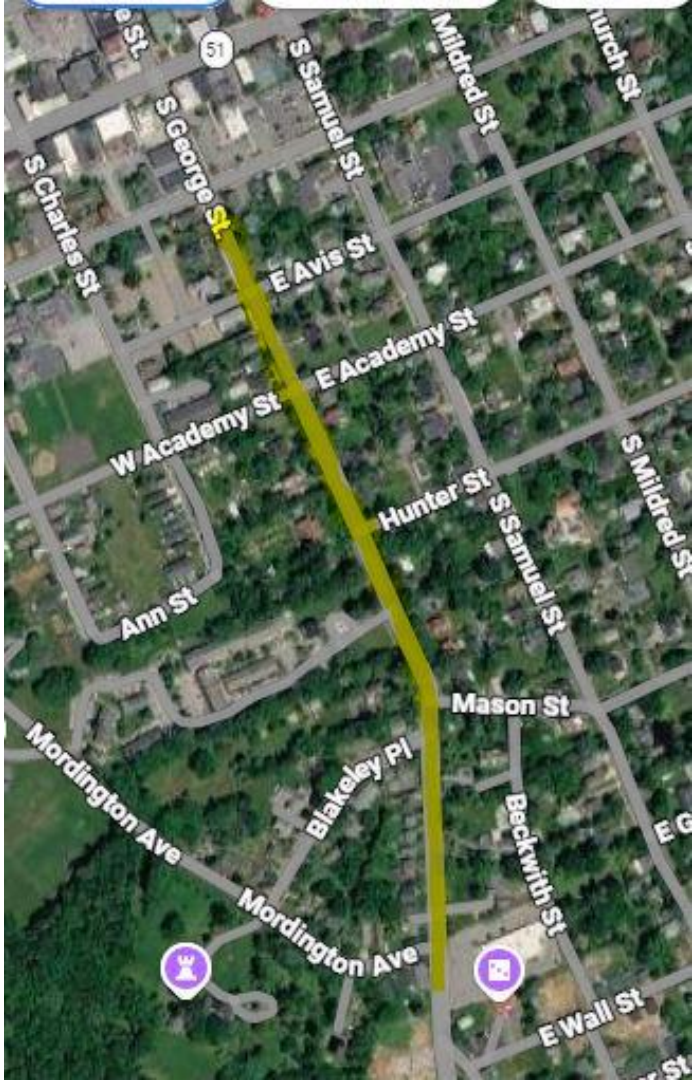

JCT
115


JCT
115


ONE WAY
P
PARKING
PATRIOT
WE'RE OPEN!

S. George St

Traffic Calming Plan





Fog Line 5’ from Curb

<7’ travel lane width


PARKING













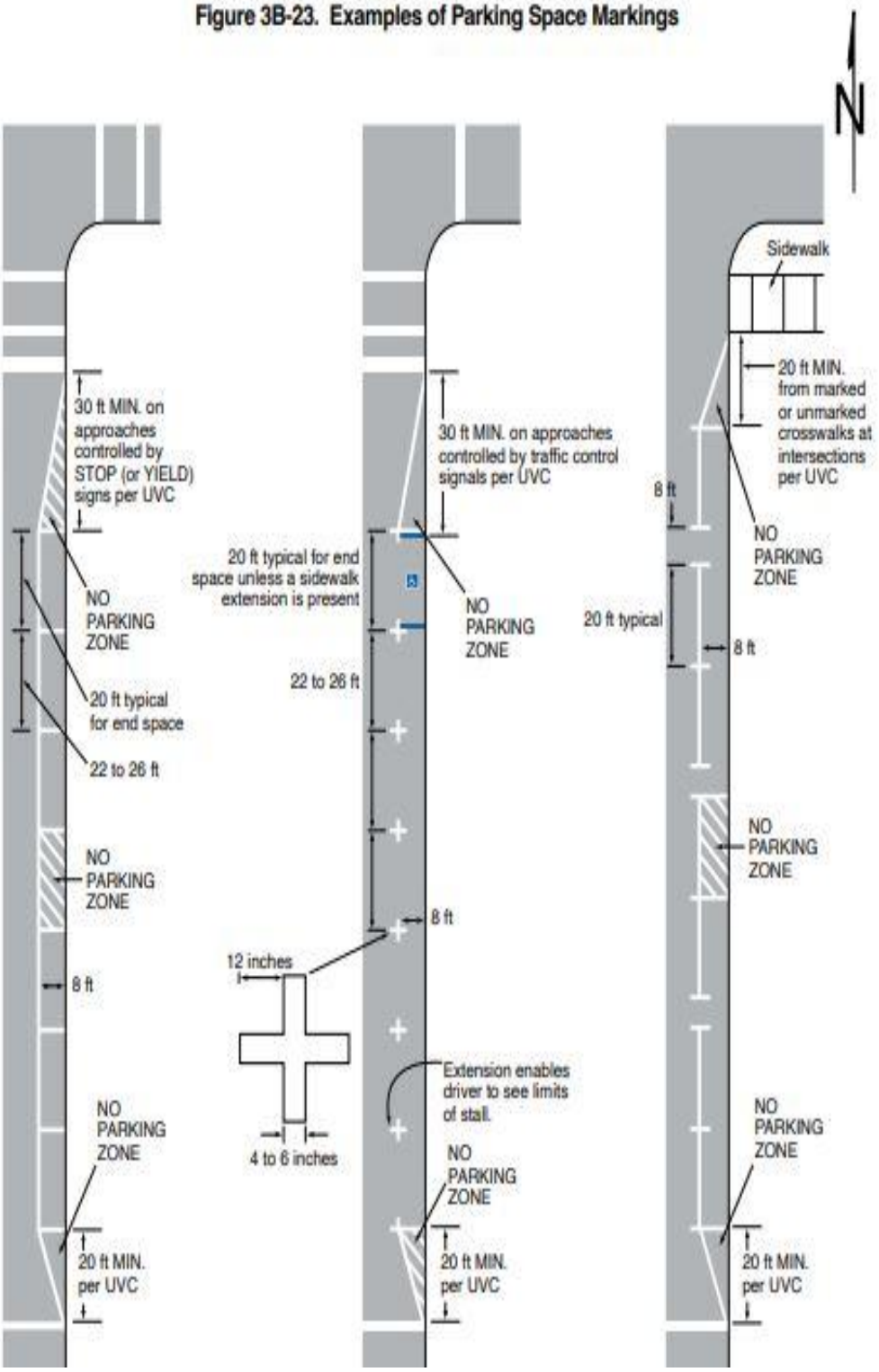








Figure 3B-23. Examples of Parking Space Markings



Lane widths of 10 feet are appropriate in urban areas and have a positive impact on a street's safety without impacting traffic operations. For designated truck or transit routes, one travel lane of 11 feet may be used in each direction. In select cases, narrower travel lanes (9–9.5 feet) can be effective as through lanes in conjunction with a turn lane.

Research has shown that narrower lane widths can effectively manage speeds without decreasing safety and that wider lanes do not correlate to safer streets. Moreover, wider travel lanes also increase exposure and crossing distance for pedestrians at inter-sections and midblock crossings.

https://nacto.org/publication/urban-street-design-guide/street-design-elements/lane-width/

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 07/09/26
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AGENDA ITEM (ID #)

2026-1642: EPA Thriving Communities Grant - Next Steps

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 07/09/26
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2026-1643: Ongoing Project List

ATTACHMENTS:

- Projects List 2023.pdf

VII. ATTACHMENT:

INFRASTRUCTURE PROJECTS

- Paving / re-paving RFPs
    - Pavement condition study

- Connect CT app requests: quantity, type, and areas of town
    - Work that can be done in-house versus needing outside contractor

- Augustine Ave Trail
    - Phase 1 and 2 updates
    - Eminent domain issues with grant funds
    - phase 3 options
        - combine public outreach with Parks and Rec or separate public input initiatives?

- Sidewalks
    - Sidewalk study (previously completed)
    - George Street sidewalk update - resolution needed?
    - Mordington Ave sidewalk
    - Sidewalk/trail/midblock crossing to Charles Town Middle School
    - Eagle Avenue

- Lawrence and Congress Street intersection damage- engineering update from Kimle Horne

- Pavement Art - assess conditions, future project standards
    - Use in heat mitigation

- West End Y- intersection / State DOH
    - roundabout versus new roadway (3 options previously presented)
    - public concerns

- Other DOH projects
    - Rt 115 Hilldale roundabout
    - ?

- Lead and copper pipe inventory- CTUB

- CTUB trail project proposal

- Charles Street redesign

- Cross walks
    - Library / E. Washington St
    - Jefferson Ave /CTM
    - West St. /Wright Denny

- City signage
    - Signage audit and new way-finding

- Complaints about light pollution
    - Jefferson Memorial Park
    - Police Station
    - Baptist Church on Mildred

- City Hall updates/renovations - *has own special committee*

- Street traffic pattern issues:
    - Park Street & Potato Hill – traffic flow problems – should it be one way? *Mrs. Taylor*
    - Liberty Street & Seminary - new stop sign
    - Liberty Street & Lawrence - new stop sign

- Storm water / Drainage issues:
    - Citywide study by Greenway Engineering (video?)
    - Liberty Street
        - Grant updates, funding total, draft letter to suggest council send to county
    - Shutter Street – *Ann Baily and Edna Downey*
    - Perry Pond
    - Ability to fix ponding issues downtown

- Happy Retreat/Evitts Run walking bridges

- Seating downtown and in parks – benches?

- Designated fishing access points on Evitts Run

- Carbon Neutrality

Overall questions for each topic:

What is the status of these projects?
What documents exist pertaining to each project?
What funding has been received (grants)?
What funding has been allocated in this FY budget?
What are the next steps?

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

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AGENDA ITEM (ID #)

2026-1644: City App Request

ATTACHMENTS:
- City App Requests.pdf

Work Order: #3185926

Opened: 04/14/2026 10:10

Closed: --

This issue is referred | Est. Resolution Date: Not Yet Set

By : Anonymous

Email :

Phone :

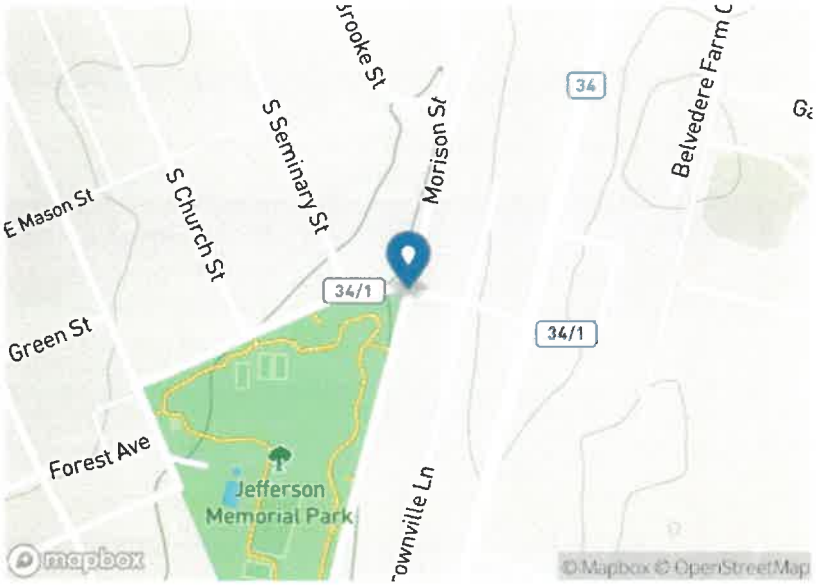
Device : iOS

Media Submitted
None

Streets

STREET ADDRESS

E Forrest Ave
Charles Town WV 25414



COMMENTS & ADDITIONAL NOTES

This intersection was just paved and made wider and larger. This could have been better designed with a lot less asphalt. That would have reduced stormwater runoff and slowed the cars.

Status Changed: 04/29/2026 7:48 AM **Jim Wysong**

Work Order #3185926 status has changed from new to referred. This will be referred to the infrastructure committee

Share with Citizen: YES

Work Order: #3188480

Opened: 04/15/2026 15:23

Closed: –

This issue is new | Est. Resolution Date: Not Yet Set

By : Anonymous

Email :

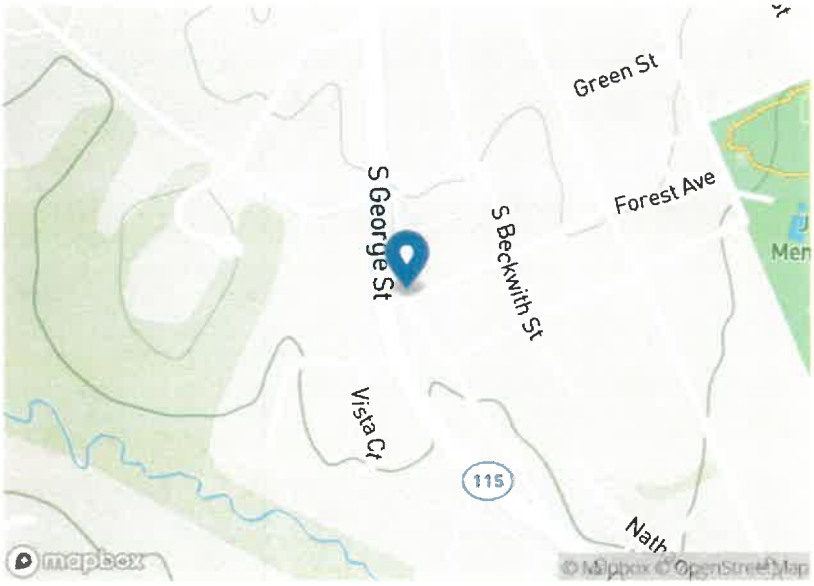
Phone :

Device : iOS

Streets

STREET ADDRESS

S George St
Charles Town WV 25414



Media Submitted
1 Images



COMMENTS & ADDITIONAL NOTES

There is a stop sign in the middle of the sidewalk.

Work Order: #3208098

Opened: 04/28/2026 17:30

Closed: –

This issue is referred | Est. Resolution Date: Not Yet Set

By : Anonymous

Email :

Phone :

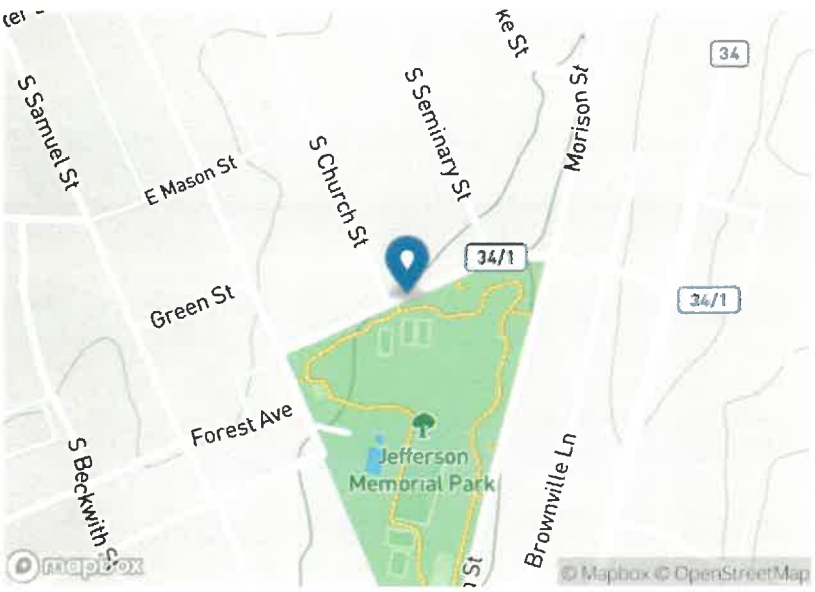
Device : iOS

Media Submitted
None

Streets

STREET ADDRESS

400 E Forrest Ave
Charles Town WV 25414



COMMENTS & ADDITIONAL NOTES

Can we please complete this missing piece of sidewalk before we spend more money on new things at Jefferson Memorial Park?

Status Changed: 04/29/2026 7:48 AM **Jim Wysong**

Work Order #3208098 status has changed from new to referred. This will be referred to the infrastructure committee

Share with Citizen: YES

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/09/26
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1645: Pneumatic Tube and Speed Radar Data and Future Placement

ATTACHMENTS:

- 316 S George Street Speed Trailer Data May 2026.png
- 636 S Samuel St NB Speed Data May 2026.png
- neighborhood_traffic_summary (15 mph).png
- Norborne Glebe - 533 Barksdale Drive SB Speed Data May 2026.png

ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 5mph

Traffic Study Dates:

05/15/2026 - 05/29/2026

Times: 0:00:00 - 23:59:59

Traffic Study Location:

316 South George Street, SB

Violators
875

Total Vehicles	Min Speed	Average Speed	Max Speed
42533	10 MPH	22 MPH	52 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display.

**85th Percentile Speed refers to the maximum speed that 85% of drivers will not exceed on a given road, even if there were no speed limits, stop signs, or traffic signals.

Generated by Charles Town PD-WV on 06-01-2026

ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 15mph

Traffic Study Dates:

05/01/2026 - 05/15/2026

Times: 0:00:00 - 23:59:59

Traffic Study Location:

636 S Samuel Street, NB

Violators
4

Total Vehicles	Min Speed	Average Speed	Max Speed
4643	10 MPH	18 MPH	50 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display.

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Generated by Charles Town PD-WV on 05-15-2026

ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 15mph

Traffic Study Dates:

05/01/2026 - 05/15/2026

Times: 0:00:00 - 23:59:59

Traffic Study Location:

636 S Samuel Street, NB

Violators
4

Total Vehicles	Min Speed	Average Speed	Max Speed
4643	10 MPH	18 MPH	50 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

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Generated by Charles Town PD-WV on 05-15-2026

ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 5mph

Traffic Study Dates:

04/17/2026 - 04/30/2026

Times: 0:00:00 - 23:59:59

Traffic Study Location:

553 Barksdale Drive (Norborne), SB

Violators
0

Total Vehicles	Min Speed	Average Speed	Max Speed
6354	10 MPH	16 MPH	96 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display.

**85th Percentile Speed refers to the maximum speed that 85% of drivers will not exceed on a given road, even if there were no speed limits, stop signs, or traffic signals.

Generated by Charles Town PD-WV on 05-15-2026

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 07/09/26
Department: Infrastructure Committee
Category: Report
Initiator:

2026-1646: Walk and Ride WV Statewide Bicycle and Pedestrian Plan

ATTACHMENTS:

- Survey- Walk & Ride WV Statewide Bicycle & Pedestrian Plan.pdf

English

Walk & Ride WV Statewide Bicycle & Pedestrian Plan

Walk & Ride Statewide Bicycle & Pedestrian Plan

The **West Virginia Statewide Bicycle and Pedestrian Plan** identifies goals, strategies, and actions to promote walking and biking in the state. It supports the West Virginia Department of Highway's mission to provide a world-class mountain transportation system that is safe for all users. In support of this, the Statewide Bicycle and Pedestrian Plan will provide decision makers with an integrated set of policies, design strategies, and supportive programs to advance active transportation initiatives statewide.

The West Virginia Statewide Bicycle and Pedestrian Plan represents a collaborative planning effort led by the West Virginia Department of Highways and supported by the West Virginia Municipal Planning Organizations (MPOs), Regional Planning Organizations (RPOs), municipalities, cities, and stakeholders.

We invite YOU to contribute to the plan by sharing your thoughts to help shape the future of bicycle and pedestrian transportation in our community. Join us online for interactive activities or attend in-person meetings to make your voice heard. Together, we'll create a transportation plan that works for everyone. Your voice matters!

Open

Online Survey

Walking

Can you walk safely to the places you want to go?

Select one

- ○ Yes – I can walk safely to where I want to go.
- ○ Partly - I can walk safely part of the way.
- ○ No - I do not feel safe walking.
- ○ There are no sidewalks or trails where I live.
- ○ Other (please specify):

Why do you walk?

Select all that apply

- ☐ I walk to get to the everyday places I need to go.
- ☐ I walk or run for exercise.
- ☐ I walk or run for fun or recreation.
- ☐ I don't walk.

Would you like to walk more often than you do now?

Select one

- ○ Yes.
- ○ Neutral.
- ○ No.

I would walk more if there were...

Select all that apply

- ☐ More and better sidewalks, flat rails-to-trails, and safe street crossings.
- ☐ Better driver behavior.
- ☐ More programs that promote walking.

- [ ] More traffic enforcement from police.
- [ ] Community events and inclusive walking groups.
- [ ] I don't want to walk.
- [ ] Other (please specify):

Do you walk or run for exercise outside?

Select one

- ( ) Yes - regularly.
- ( ) Sometimes - monthly.
- ( ) Rarely - special events.
- ( ) I don't walk or run.

Do you know of a resource to find nearby trails and recreational areas?

Select one

- ( ) Yes
- ( ) No
- ( ) Unsure

Cycling

How comfortable do you feel biking?

Select one

- ( ) High - I will ride on the road no matter what.
- ( ) Medium - I will ride on the road if I have to, but prefer bike lanes and facilities.
- ( ) Low - I do not ride on the road or in bike lanes, but I will ride off the road (in a park, greenway, or trail).
- ( ) I don't bike.

Why do you bike?

Select all that apply

- [ ] I bike to get to the everyday places I need to go.
- [ ] I bike for exercise.

- [ ] I bike for fun or recreation.
- [ ] I don't bike.

Who do you bike with?

Select all that apply

- [ ] Organized group rides.
- [ ] With a few people (informal).
- [ ] Solo.
- [ ] With my family.
- [ ] I don't bike.

Would you like to bike more often than you do now?

Select one

- ( ) Yes.
- ( ) Neutral.
- ( ) No.

I would bike more if there were...

Select all that apply

- [ ] More bike lanes, trails, and street-crossing opportunities.
- [ ] More signed bike routes.
- [ ] More programs promoting bicycling
- [ ] More traffic enforcement from police
- [ ] Community events and inclusive bike rides.
- [ ] I don't want to bike.
- [ ] Other (please specify):

What surface types do you generally prefer for biking

Select all that apply

- [ ] Paved roads.
- [ ] Dirt.

- [ ] Gravel.
- [ ] I don't bike.

Do you own an e-bike?

Select one

- ○ Yes.
- ○ No.

Would you be interested in e-bike or e-scooter rentals?

Select one

- ○ Yes.
- ○ No.
- ○ Unsure.

Are you familiar with the differences between e-bike categories and e-motos?

Select one

- ○ Yes.
- ○ No.
- ○ Unsure.

Transit

Do you currently take the bus or use paratransit?

Select one

- ○ Yes.
- ○ No.

How do you get to the bus stop?

Select one

- ○ I walk.
- ○ I ride my bike.
- ○ I drive or someone drives me.

- ○ The service picks me up at my house or close to it.
- ○ I don't take transit.

I would take transit more if...

Select all that apply

- ☐ Transit was available.
- ☐ I could get to the transit stop more easily.
- ☐ Transit went to where I needed to go.
- ☐ I don't want to take transit.

Culture

Where are the places that you walk or bike today? Be specific!

Where are the places that you would want to walk or bike if you felt safe doing so? Be specific!

Do you see the following in your community?

Select all that apply

- ☐ Groups that get together to ride bikes.
- ☐ Groups that help kids ride bikes to school.
- ☐ Events or festivals that include biking, walking, running, hiking and/or trekking.
- ☐ Young children riding bikes for fun.

- [ ] Individuals and groups riding bikes for fitness or competition.
- [ ] Individuals and groups walking or running for fitness or competition.
- [ ] I don't see or know about any of these things.

Do you feel that current sidewalks, trails, bike lanes, and signage in your community are well-maintained?

Select one

- ( ) Yes.
- ( ) No.
- ( ) Unsure.
- ( ) Other (please specify):

Do you think people, no matter their age or ability, can safely ride a bike or walk to schools and parks in your area?

- ( ) Yes.
- ( ) No.
- ( ) Unsure.
- ( ) Other (please specify):

What would make you feel better walking or biking?

Select all that apply

- [ ] Bike lanes and sidewalks.
- [ ] Trails and greenways.
- [ ] Better lighting.
- [ ] More signed bike routes.
- [ ] Clear signage.
- [ ] Street crossings with signals for when to walk or bike.

Demographics

How old are you?

Enter age in years

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/09/26
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1649: Maintenance Director Report

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/09/26
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1650: Other Projects Updates from Staff

ATTACHMENTS: