CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JANUARY 6, 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

: **2025-13:** City Council Meeting Minutes - December 16, 2024
CityCouncilMeetingMinutes_16Dec2024_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2025-17:** Governor Invitation to the MLK/Route 51 Town Hall Meeting
Community Meeting Invitation MLK and RT 51.pdf
Invitation to Patrick Morrisey Jan. 2, 2025.pdf
Invitation to Patricia Rucker Jan. 2, 2025.pdf
Invitation to Wayne Clark Jan. 2, 2025.pdf
Invitation to Joe Funkhouser Jan. 2, 2025.pdf

6. COMMITTEE REPORTS

: **2025-2:** Ordinance Committee Report - December 16, 2024

7. CITY MANAGER REPORT

: **2025-29:** City Manager Report - January 6, 2025
City Manager Report - January 6, 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-5:** Public Hearing of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 148 Schedule of Appeal Fees and Other Charges, Section 148.06 Planning and Zoning Services

: **2025-1:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 148 Schedule of Appeal Fees and Other Charges, Section 148.06 Planning and Zoning Services
1. Report.pdf

: **2025-9:** Draft APUS Parking Lease - Possible Executive Session

10. NEW BUSINESS

: **2025-3:** City of Charles Town's Special Activity Permit Policy - Draft
REWRITE Special Activity Permit Permit Policy 2023 v1 SFG.pdf

: **2025-6:** TXA2024-05: First 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
Current Table 1322.09, NC District Bulk and Area Regulations.pdf
Current Table 1322.04 Zoning District Use Table.pdf

: **2025-8:** Boards and Commission Vacancy Interviews
Michael Slover - Parks and Recreation.pdf
Anita Finkelstein - Final Application.pdf
Anita Finkelstein Current Resume September 2024.pdf
Jessy Printz - Parks and Recreation.pdf
Keith Veler - Building Commission.pdf
2024_updike_tree_board.pdf
Jess Derr - Planning Commission.pdf
Kevin Long - Planning Commission.pdf
Nathaneal Hartman - Planning Commission.pdf
Patrick Kratovil - CTUB.pdf
Stephen Galleher - CTUB.pdf

: **2025-18:** Boards and Commission Vacancy Appointments

: **2025-14:** Farmer's Market Special Activity Permit - Possible Executive Session

: **2025-15:** Location Options for Charles Town Farmer's Market

: **2025-16:** Open Container Waiver Letter for Pat Riley (Paddy's Restaurant)
2025PatRileyRequest.pdf

: **2025-20:** Mayor's Select Committee on Community Outreach Report

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2025-28:** Payment of Bills - January 6, 2025
GENERAL FUND COUNCIL REPORT 2024 01-06.pdf
CAPITAL RESERVE COUNCIL REPORT 2024 12-30.pdf
PARKS N REC COUNCIL REPORT 2024 01-06.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Tuesday, January 21, 2025, at 7:00PM

: **2025-10:** Thank You Note from Ms. Nancy Guiney
Thank you note.pdf

: **2025-11:** Charles Town Police Department November Statistic Report
November 2024 CTPD Stats.pdf

: **2025-12:** Charles Town Utility Board Meeting Minutes - November 13, 2024
2024.11.13 UB MINUTES.pdf

: **2025-19:** Citizens Fire Company Awards Ceremony - January 18, 2025
Citizens Awards Ceremony.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: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-13: City Council Meeting Minutes - December 16, 2024

ATTACHMENTS:

- CityCouncilMeetingMinutes_16Dec2024_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • December 16, 2024

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	Present	
Micheal George	Councilmember	Present	
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; Mr. James Newman, City Planner; Ms. Liz Cook, Business Development/Downtown Coordinator; 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

2024-1273: City Council Meeting Minutes - December 2, 2024

The following changes were made to the minutes:

Packet page 7, Unfinished Business – Agenda Item 2024-1188, first sentence: Replace "**Ricketts**" with "**Philabaum**", to read: "Ms. **Philabaum** moved to enter into Executive Session."

Packet page 8, New Business – Agenda Item 2024-1155, first sentence, second line: Replace "**padlet**" with "**pedlet**", to read: "…to research "**pedlet**" style dining options…"

3. PUBLIC COMMENT

Ms. Alice Spickler (maiden name Hayes), co-owner of Vinton Farm, shared a brief background of her family's relationship with Vinton Farm. She expressed appreciation for the City's assistance with amending the 2007 annexation/rezoning agreement, and requested Council approve the Vinton-Hayes Rezoning proposal.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

Ward #2

Mr. Hynes thanked City staff, especially maintenance department personnel, for decorating the City and making Christmas in Charles Town very special.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd had nothing to report.

Ward #4

Mr. George had nothing to report.

Ms. Sugrue reported that on Wednesday, December 18, 2024, the Walks About Nothing will take place at 6:00PM.

5. MAYOR'S REPORT

Mayor Trainor read into the record a note from Ms. Nancy Guiney thanking staff for resurfacing the basketball courts at Jefferson Memorial and Evitts Run parks.

6. COMMITTEE REPORTS

2024-1255: Finance Committee Meeting - December 12, 2024

Mayor Trainor reviewed the Finance Committee Report with the Council.

7. CITY MANAGER REPORT

2024-1274: City Manager Report - December 16, 2024

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

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the CTPD November Statistical Report with the Council. He reported that there were no major incidents at the Christmas Tree Lighting Ceremony or the Charles Town Christmas Parade. Chief Kutcher informed the Council that all parking meters have been reprogramed to reflect the new parking district zones going into effect on January 2, 2025, reflected in Article 365 – Charles Town Parking District.

9. UNFINISHED BUSINESS

2024-1236: Stone Spring Walking Trail Study

Mr. George moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and there were no objections.

Council agreed to task Mr. Nissel with the creation of a Request for Proposals (RFP) to study pedestrian connectivity options for linking Ward 4 neighborhoods to downtown.

2024-1238: Legislative Priorities Discussion

Ms. Ricketts moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and there were no objections.

Council discussed Charles Town's possible legislative priorities for the upcoming 2025 West Virginia legislative session. Mr. Nissel was tasked with drafting correspondence to our West Virginia delegation outlining the City's priorities and presenting the draft for Council approval at the January 21, 2025, Council meeting. He requested councilmembers provide input to him in time for inclusion in the draft.

The Council also agreed to task Mr. Nissel with contacting the Home Rule Board to determine the City's options regarding Developer Fees and to include this topic in the January 21, 2025, meeting agenda.

2024-1239: ZMA2024-04: Vinton-Hayes Rezoning - Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Rezoning 180 Acres of Land on Vinton Lane from Urban Reserve to Neighborhood Residential

Mr. Kratovil moved to approve the second reading and consideration of an Ordinance to Amend the Zoning Map by Rezoning 180 Acres of Land on Vinton Lane from Urban Reserve to Neighborhood Residential, including amendments contained in the *"Approval Conditions for Vinton-Hayes Rezoning Petition REV1"* document as presented on packet page 96 of the meeting agenda. Mr. Tester seconded the motion, and it passed by a 5-3 vote.

RESULT:	**APPROVED [5-3]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Hynes, Tester, George, Sugrue
NAYS:	Ricketts, Philabaum, Rodd

2024-1254: Eminent Domain Property Resolution - Possible Executive Session

Mr. Hynes moved to remove this agenda item from the Table. Ms. Philabaum seconded the motion, and there were no objections.

Mr. Hynes moved to enter into Executive Session. Ms. Philabaum seconded the motion, and there were no objections.

Ms. Sugrue recused herself citing possible conflict of interest.

Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

Mr. Hynes moved to table this agenda item until the February 3, 2025, Council meeting. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2024-1264: Property Acquisition - Possible Executive Session

This agenda item was discussed during agenda item 2024-1254 Executive Session – Eminent Domain Property Resolution.

Mr. Hynes moved to direct the City Manager to create a parking lease agreement for certain property parcels for Council approval at the January 6, 2025, Council meeting. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

10. NEW BUSINESS

2024-1206: BR2024-13: Stone Spring Phase 2 Bond Initiation

Mr. George moved to approve the bond initiation in the amount of $14,782,413.46 for Stone Spring Housing Development. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2024-1261: FY2025 General Budget Revision #3

Mr. Kratovil moved to approve the FY2025 General Budget Revision #3. Ms. Rodd seconded the motion, and it passed by unanimous vote.

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

2024-1265: Charles Washington Hall Rental Agreement

Ms. Cook presented a revised rental agreement proposal for Charles Washington Hall to the Council. After extended discussion, Ms. Rodd moved to table this agenda item until the January 21, 2025, Council meeting. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2024-1266: Holiday Time Off Request

Mr. Tester moved to approve December 24, 2024, and December 31, 2024, as paid time off for all City employees. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2024-1275: Payment of Bills - December 16, 2024

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

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he adjourned the meeting at 9:00PM.

14. INFORMATION ONLY - NEXT MEETING, Monday January 6, 2025, at 7:00PM

2024-1256: City Council Liaison's Report - Eastern Panhandle Transit Authority

2024-1257: City Council Liaison's Report - Hagerstown/Eastern Panhandle Metropolitan Planning Organization

2024-1258: Finance Committee Updated Report - November 13, 2024, meeting

2024-1259: Payment of Bills - Park and Recreation

2024-1260: City of Charles Town Public Statement

2024-1262: Infrastructure Committee Report - October 21, 2024

2024-1263: Green-Copeland American Legion Auxiliary Unit 63 Letter

2024-1267: Article 741 Municipal License Tax

2024-1268: Resolution for Shop Small Business December 2024

2024-1269: 2024 Tree City USA Application for Certification

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: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-17: Governor Invitation to the MLK/Route 51 Town Hall Meeting

ATTACHMENTS:

- Community Meeting Invitation MLK and RT 51.pdf
- Invitation to Patrick Morrisey Jan. 2, 2025.pdf
- Invitation to Patricia Rucker Jan. 2, 2025.pdf
- Invitation to Wayne Clark Jan. 2, 2025.pdf
- Invitation to Joe Funkhouser Jan. 2, 2025.pdf

City of Charles Town Community Input Meeting

Invitation

January 29, 2025

Wright Denny Elementary Auditorium

209 W. Congress St.
Charles Town, WV



Please join the City as it hosts a Community Meeting to present the proposed Department of Highways (DOH) Martin Luther King and Route 51 Intersection Improvements.

Scan the code to access the DOH draft report.

RSVP: Alissa Meeks,
Director of Community Development
ameeks@charlestownwv.us

Venue subject to inclement weather cancelations.

3047243253 cityofcharlestownwv.us

OFFICE OF THE MAYOR

ROBERT M. TRAINOR

The Golden Rule City

VIA EMAIL

January 2, 2025

Office of the Governor
State Capitol, 1900 Kanawha Blvd. E
Charleston, WV 25305

Attention: Governor-Elect Patrick Morrisey
morriseyp@yahoo.com

Subject: Invitation to the Charles Town's Sponsored Town Hall event concerning the West Virginia DOT WV-51 Feasibility Study (State Project U219-51-7.00 02)

Dear Governor-Elect Morrisey:

I write on behalf of the City of Charles Town to congratulate you on your successful election to the Governorship of our great state of West Virginia and to cordially invite you to our Town Hall event at Wright Denny Intermediate School, 209 West Congress Street, Charles Town on January 29, 2025, at 6:00PM.

The Town Hall concerns the West Virginia Department of Transportation WV-51 Feasibility Study and the potential resulting highway project(s), along a main thoroughfare through our city, which would impact historically sensitive neighborhoods and their residents.

The study, commissioned to address traffic operations and safety concerns on the approaches to and intersection of W Washington Street/MLK Jr. Blvd (West Virginia Route 51) with Summit Point Road (County Route 13), and the potential resulting project has been in the works for quite some time. There have been several project alternatives proposed over the last few years, which coupled with the lack of WV-DOT information or City input throughout the process has led to some consternation among our residents as well as our City Council. We hope to ameliorate some concerns and frustration by hosting the aforementioned Town Hall by at least forwarding our residents' feedback to the WV-DOT.

I understand that you are likely very busy with your myriad new responsibilities. However, if you are able to carve out an hour or so in your busy schedule, then we would be honored if you would join us on the 29th of January.

Please feel free to contact me at 304.283.2946 or email: btrainor@charlestownwv.us if you have any questions.

Sincerely,

Robert M. Trainor
Mayor

cc: Mr. John Nissel
Charles Town City Council

OFFICE OF THE MAYOR

ROBERT M. TRAINOR

The Golden Rule City

VIA EMAIL AND FIRST-CLASS MAIL

January 2, 2025

Senator Patricia Rucker
Room 213W, Bldg. 1
1900 Kanawha Blvd. E.
Charleston, WV 25305
patricia.rucker@wvsenate.gov

Subject: Invitation to the Charles Town's Sponsored Town Hall event concerning the West Virginia DOT WV-51 Feasibility Study (State Project U219-51-7.00 02)

Dear Senator Rucker:

I write on behalf of the City of Charles Town to cordially invite you to our Town Hall event at Wright Denny Intermediate School, 209 West Congress Street, Charles Town on January 29, 2025, at 6:00PM.

The Town Hall concerns the West Virginia Department of Transportation WV-51 Feasibility Study and the potential resulting highway project(s), along a main thoroughfare through our city, which would impact historically sensitive neighborhoods and their residents.

The study, commissioned to address traffic operations and safety concerns on the approaches to and intersection of W Washington Street/MLK Jr. Blvd (West Virginia Route 51) with Summit Point Road (County Route 13), and the potential resulting project has been in the works for quite some time. There have been several project alternatives proposed over the last few years, which coupled with the lack of WV-DOT information or City input throughout the process has led to some consternation among our residents as well as our City Council. We hope to ameliorate some concerns and frustration by hosting the aforementioned Town Hall by at least forwarding our residents' feedback to the WV-DOT.

Please feel free to contact me at 304.283.2946 or email: btrainor@charlestownwv.us if you have any questions.

Sincerely,

Robert M. Trainor
Mayor

cc: Mr. John Nissel
Charles Town City Council

OFFICE OF THE MAYOR

ROBERT M. TRAINOR

The Golden Rule City

VIA EMAIL AND FIRST-CLASS MAIL

January 2, 2025

Delegate Wayne Clark
Room 151R, Bldg. 1
1900 Kanawha Blvd. E.
Charleston, WV 25305
wayne.clark@wvhouse.gov

Subject: Invitation to the Charles Town's Sponsored Town Hall event concerning the West Virginia DOT WV-51 Feasibility Study (State Project U219-51-7.00 02)

Dear Delegate Clark:

I write on behalf of the City of Charles Town to cordially invite you to our Town Hall event at Wright Denny Intermediate School, 209 West Congress Street, Charles Town on January 29, 2025, at 6:00PM.

The Town Hall concerns the West Virginia Department of Transportation WV-51 Feasibility Study and the potential resulting highway project(s), along a main thoroughfare through our city, which would impact historically sensitive neighborhoods and their residents.

The study, commissioned to address traffic operations and safety concerns on the approaches to and intersection of W Washington Street/MLK Jr. Blvd (West Virginia Route 51) with Summit Point Road (County Route 13), and the potential resulting project has been in the works for quite some time. There have been several project alternatives proposed over the last few years, which coupled with the lack of WV-DOT information or City input throughout the process has led to some consternation among our residents as well as our City Council. We hope to ameliorate some concerns and frustration by hosting the aforementioned Town Hall by at least forwarding our residents' feedback to the WV-DOT.

Please feel free to contact me at 304.283.2946 or email: btrainor@charlestownwv.us if you have any questions.

Sincerely,

Robert M. Trainor
Mayor

cc: Mr. John Nissel
Charles Town City Council

OFFICE OF THE MAYOR

ROBERT M. TRAINOR

The Golden Rule City

VIA EMAIL AND FIRST-CLASS MAIL

January 2, 2025

Delegate Joe Funkhouser
Room 246M, Bldg. 1
1900 Kanawha Blvd. E.
Charleston, WV 25305
joe.funkhouser@wvhouse.gov

Subject: Invitation to the Charles Town's Sponsored Town Hall event concerning the West Virginia DOT WV-51 Feasibility Study (State Project U219-51-7.00 02)

Dear Delegate Funkhouser:

I write on behalf of the City of Charles Town to cordially invite you to our Town Hall event at Wright Denny Intermediate School, 209 West Congress Street, Charles Town on January 29, 2025, at 6:00PM.

The Town Hall concerns the West Virginia Department of Transportation WV-51 Feasibility Study and the potential resulting highway project(s), along a main thoroughfare through our city, which would impact historically sensitive neighborhoods and their residents.

The study, commissioned to address traffic operations and safety concerns on the approaches to and intersection of W Washington Street/MLK Jr. Blvd (West Virginia Route 51) with Summit Point Road (County Route 13), and the potential resulting project has been in the works for quite some time. There have been several project alternatives proposed over the last few years, which coupled with the lack of WV-DOT information or City input throughout the process has led to some consternation among our residents as well as our City Council. We hope to ameliorate some concerns and frustration by hosting the aforementioned Town Hall by at least forwarding our residents' feedback to the WV-DOT.

Please feel free to contact me at 304.283.2946 or email: btrainor@charlestownwv.us if you have any questions.

Sincerely,

Robert M. Trainor
Mayor

cc: Mr. John Nissel
Charles Town City Council

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-2: Ordinance Committee Report - December 16, 2024

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-29: City Manager Report - January 6, 2025

ATTACHMENTS:

- City Manager Report - January 6, 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 Manager Report
January 6, 2025

- The Route 51 intersection Community Input meeting for January 29th has been advertised on our website and flyers will be going out this week. We will also be producing in-house door knockers and advertising in the Spirit. A letter to Governor Morrisey, Delegate Funkhouser, Delegate Clark and Senator Rucker was drafted and sent on behalf of the Mayor. I have included in your packet a copy of the invitation and letters. We will be accepting public comment indefinitely on the website so folks who could not make it to the meeting can send in their remarks.
- Just a friendly reminder that the filing period for elections runs from January 13th through the 25th. Information regarding that can be found on the website.
- I want to thank Jim Wysong and his crew for removing the holiday decorations.
- The last day for leaf pick-up is scheduled for January 15th.
- Inclement weather: We are expecting some inclement weather this coming Monday accompanied with below freezing temperatures throughout the week. All closing or delayed openings will be posted to the website and on our social media website.
- I will be away on vacation starting January 16th and returning on January 27th. Director Meeks will be in charge during my absence.
- The staff is currently drafting a letter to our Delegates on Legislative priorities. We captured a few agenda items at the last Council meeting and want to remind everyone to send your priorities to both me and our General Council so we can have that draft to you by the next meeting.

HAPPY NEW YEAR

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-5: Public Hearing of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 148 Schedule of Appeal Fees and Other Charges, Section 148.06 Planning and Zoning Services

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 148 Schedule of Appeal Fees and Other Charges, Section 148.06 Planning and Zoning Services

Proposed Motion: Move to approve the Second Reading of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 148 Schedule of Appeal Fees and Other Charges, Section 148.06 Planning and Zoning Services

ATTACHMENTS:

- 1. Report.pdf

Planning and Zoning Fees Update

Date: For the December 2, 2024 City Council meeting
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

ISSUE

There are a variety of applications which do not have an established fee. The purpose of this amendment to City Code is to update the City's Planning and Zoning fees.

The fees that are charged for Planning and Zoning related applications are governed by City Code Article 148 Section 6.

PLANNING COMMISSION

The Planning Commission reviewed this item at a work session on May 28, 2024. As the amendment is not to the Zoning or Subdivision Ordinance, no Planning Commission hearing is required. The Commission reviewed the changes and was in favor.

EXISTING TEXT – Last updated 2012

48.06 PLANNING AND ZONING SERVICES.

The following rates and charges shall be applied for Planning and Zoning review services:

(a) Zoning Permit Application Fee - $20.

(b) Rezoning Request Filing Fee - $400.

(c) Grading/Land Disturbance Permit - $200 application fee plus the actual costs incurred based on the engineering review fee schedule to review provided documents and perform site inspection of completed work.

(d) Site Plan for Building Additions Application Fee:

< 2500 SF and when < 50% increase in impervious area	$100
> 2500 SF or when > 50% increase in impervious area	$200

(e) Site Plan for New Building Application Fee:

(1) Single principal structure on a single site - $200 filing fee plus $500 escrow.
(2) < 3 Residential Single-Family Buildings - $200 filing fee plus $500 escrow.
(3) > 3 Residential Single-Family Buildings - $200 filing fee plus $50 per building, minimum of $2000 escrow.
(4) < 3 Residential Two Family Buildings - $200 filing fee plus $500 escrow.
(5) > 3 Residential Two-Family Buildings - $200 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.
(6) < 3 Residential Multi-Family Buildings - $200 filing fee plus $500 escrow.

(7) > 3 Residential Multi-Family Buildings - $200 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.
(8) < 3 Residential Townhouse Buildings - $200 filing fee plus $500 escrow.
(9) > 3 Residential Townhouse Buildings - $200 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.
(10) Manufactured (Mobile) Home Park - $200 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.
(11) Commercial and Industrial Buildings - $200 filing fee plus $2000 escrow.

(f) Legal review fees for zoning and site plan reviews will be billed at the following hourly rate:
(1) General Representation $130.00

(g) Water and Sewer review fees for zoning and site plan reviews will be billed based on actual payroll records and outside engineering invoices.

(h) Engineering review fees for zoning and site plan reviews will be billed at the following hourly rates:

(1) Senior Civil Engineers	$100.00
(2) Project Engineers	$95.00
(3) Staff Engineers	$80.00
(4) Technicians/Inspectors	$60.00
(5) Senior Traffic Engineers	$100.00
(6) Senior Structural Engineers	$100.00
(7) Senior Planners	$100.00
(8) Landscape Architects	$100.00
(9) Senior Environmental Specialists	$90.00
(10) Environmental Specialists	$60.00
(11) Survey Managers	$85.00
(12) Survey Party Chiefs	$60.00
(13) Survey Instrument Persons	$50.00
(14) Administrative Support Persons	$40.00

(i) Schematic/Preliminary Plan Review - $200 application fee plus the actual costs incurred based on the engineering review fee schedule to review provided documents.

(j) Sign Permit Fee - $25.

(k) Record Plat Review Fees:
(1) With no bonding required - $200 per plat.
(2) With independent estimate of required bonding - $1500 for initial review, any subsequent reviews will be based on engineering review fee schedule.
(3) Without independent estimate of required bonding - $6000 for initial review, any subsequent reviews will be based on engineering review fee schedule.

(l) Bond Reduction Request - Fee will be actual costs incurred based on the engineering review fee schedule to perform site inspection of completed work and review provided documentation.

(m) Bond Release Request - Fee will be actual costs incurred based on the engineering review fee schedule to perform final site inspection of completed work and review provided documentation.

(n) Application for Annexation - $1,000.00 flat fee.

PROPOSED TEXT – Changes to existing text are in red:

PART ONE - CHAPTER 5

148.06 PLANNING AND ZONING SERVICES.

The following rates and charges shall be applied for Planning and Zoning review services:

(a) Zoning Permit Application Fee - $~~20~~ 25

(b) Certificate of Appropriateness - $25

(c) Rezoning Request Filing Fee - $~~400~~ 700

(a) Grading/Land Disturbance Permit - $200 application fee plus the actual costs incurred based on the engineering review fee schedule to review provided documents and perform site inspection of completed work. Minimum of $300 escrow required.

(d) Site Plan for Building Additions Application Fee:

< 2500 SF and when < 50% increase in impervious area	$~~100~~ 200
> 2500 SF or when > 50% increase in impervious area	$~~200~~ 300

(e) Minor Subdivision/Land Development

(1) Boundary Line Adjustment/Property Merger/Property Division - $100 filing fee

(2) Residential construction building plan review - $200 filing fee

(3) Testamentary Transfer, Judicial Partition, Re-Surveys, Utility Lot creation - $75 filing fee

(e f) ~~Site~~ Major Subdivision/Land Development Sketch Plan ~~for New Building~~ Application Fee:

(1) Single principal structure on a single site - $200 filing fee ~~plus $500 escrow.~~

(2) < 3 Residential ~~Single-Family~~ Buildings - $200 filing fee ~~plus $500 escrow.~~

(3) ~~>~~ 3 or more Residential ~~Single-Family~~ Buildings - $~~2~~500 filing fee plus $50 per building, minimum of $2000 escrow.

~~(4) < 3 Residential Two-Family Buildings - $200 filing fee plus $500 escrow.~~

~~(5) > 3 or more Residential Two-Family Buildings - $200 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.~~

~~(6) < 3 Residential Multi-Family Buildings - $200 filing fee plus $500 escrow.~~

~~(7) > 3 Residential Multi-Family Buildings - $200 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.~~

~~(8) < 3 Residential Townhouse Buildings - $200 filing fee plus $500 escrow.~~

~~(9 8) > 3 or more Residential Townhouse Buildings - $200 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.~~

(~~10~~ 9) Manufactured (Mobile) Home Park - $~~2~~500 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.

(~~11~~10) Commercial and Industrial Buildings - $~~2~~700 filing fee plus $2000 escrow.

(~~12~~ 11) Subdivision only – $200 filing fee

(~~f~~ g) Legal review fees for zoning and site plan reviews will be will be actual costs incurred based on the legal review. ~~billed at the following hourly rate:~~

~~(1) General Representation $130.00~~

(~~g~~ h) Water and Sewer review fees for zoning and site plan reviews will ~~be billed based on actual payroll records and outside engineering invoices.~~ be actual costs incurred based on the engineering review

(~~h~~ i) Third-party review fees for zoning and site plan reviews will be actual costs incurred based on the review ~~billed at the following hourly rates~~:

~~(1) Senior Civil Engineers~~	~~$100.00~~
~~(2) Project Engineers~~	~~$95.00~~
~~(3) Staff Engineers~~	~~$80.00~~
~~(4) Technicians/Inspectors~~	~~$60.00~~
~~(5) Senior Traffic Engineers~~	~~$100.00~~
~~(6) Senior Structural Engineers~~	~~$100.00~~
~~(7) Senior Planners~~	~~$100.00~~
~~(8) Landscape Architects~~	~~$100.00~~
~~(9) Senior Environmental Specialists~~	~~$90.00~~
~~(10) Environmental Specialists~~	~~$60.00~~
~~(11) Survey Managers~~	~~$85.00~~
~~(12) Survey Party Chiefs~~	~~$60.00~~
~~(13) Survey Instrument Persons~~	~~$50.00~~
~~(14) Administrative Support Persons~~	~~$40.00~~

(~~i~~ j) Schematic/Preliminary Plan Review - $~~200~~ 300 application fee plus the actual costs incurred based on the engineering review fee schedule to review provided documents.

(~~j~~ k) Sign Permit Fee - $~~25~~ 50.

(~~k~~ l) Record Plat Review Fees:

(1) With no bonding required - $200 per plat.

(2) With independent estimate of required bonding - $1500 for initial review, any subsequent reviews will be based on engineering review fee schedule.

(3) Without independent estimate of required bonding - $6000 for initial review, any subsequent reviews will be based on engineering review fee schedule.

(m) Bond Initiation Request - Fee will be actual costs incurred based on the engineering review

(~~l~~ n) Bond Reduction Request - Fee will be actual costs incurred based on the engineering review costs performed by the City's third-party engineering firm. ~~fee schedule to perform site inspection of completed work and review provided documentation.~~

(~~m~~ o) Bond Release Request - Fee will be actual costs incurred based on the engineering review fee schedule to perform final site inspection of completed work and review provided documentation.

(~~n~~ p) Application for Annexation - $1,000.00 flat fee.

(q) Board of Zoning Appeals
(1) Variance: $300 filing fee
(2) Special Exception/Use permit: $300 filing fee
(3) Appeal: $500 filing fee

(r) Planning Commission Waiver - $200 filing fee

(s) Zoning Verification Letter - $50 per parcel

(t) Text Amendment - $400 filing fee

(u) Legal Notice
(1). In addition to any other fees, an additional fee will be required of all applications requiring public notice in a newspaper:
A. Class I/I-0 Legal Advertisement- - $25 flat fee
B. Class II/II-0 Legal Advertisement - $50 flat fee
C. Class III/III-0 Legal Advertisement - $75 flat fee

(2). In addition to any other fees, an additional fee will be required of all applications requiring mailed notice:
A. First class mail - $25 flat fee
B. Certified mail - $75 flat fee

(3). In addition to any other fees, an additional fee will be required of all applications requiring posted notice:
A. Public notice signage - $10 flat fee

(4). For any postponement of an item at the applicant's request which results in additional legal notice being required, the cost of the legal notice shall be borne by the applicant subject to the costs listed in u.1;u.2; and u.3 above.

CLEAN VERSION OF PROPOSED CHANGES

PART ONE - CHAPTER 5
148.06 PLANNING AND ZONING SERVICES.
The following rates and charges shall be applied for Planning and Zoning review services:

(b) Zoning Permit Application Fee - $25

(c) Certificate of Appropriateness - $25

(d) Rezoning Request Filing Fee - $700

(e) Grading/Land Disturbance Permit - $200 application fee plus the actual costs incurred based on the engineering review fee schedule to review provided documents and perform site inspection of completed work. Minimum of $300 escrow required.

(d) Site Plan for Building Additions Application Fee:

< 2500 SF and when < 50% increase in impervious area	$200
> 2500 SF or when > 50% increase in impervious area	$ 300

(e) Minor Subdivision/Land Development

(4) Boundary Line Adjustment/Property Merger/Property Division - $50 filing fee
(5) Residential construction building plan review - $200 filing fee
(6) Testamentary Transfer, Judicial Partition, Re-Surveys, Utility Lot creation - $50 filing fee

(f) Major Subdivision/Land Development Sketch Plan Application Fee:

(1) Single principal structure on a single site - $200 filing fee
(2) < 3 Residential Buildings - $200 filing fee
(3) 3 or more Residential Buildings - $500 filing fee plus $50 per building, minimum of $2000 escrow.
(4) Manufactured (Mobile) Home Park - $500 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.
(5) Commercial and Industrial Buildings - $700 filing fee plus $2000 escrow.
(6) Subdivision only – $200 filing fee

(g) Legal review fees for zoning and site plan reviews will be will be actual costs incurred based on the legal review.

(h) Water and Sewer review fees for zoning and site plan reviews will actual costs incurred based on the review.

(i) Third-party review fees for zoning and site plan reviews will be actual costs incurred based on the review.

(j) Schematic/Preliminary Plan Review - $300 application fee plus the actual costs incurred based on the engineering review fee schedule to review provided documents.

(k) Sign Permit Fee - ~~$25~~ 50.

(l) Record Plat Review Fees:

(1) With no bonding required - $200 per plat.
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(m) Bond Initiation Request - Fee will be actual costs incurred based on the engineering review

(n) Bond Reduction Request - Fee will be actual costs incurred based on the engineering review costs performed by the City's third-party engineering firm.

(o) Bond Release Request - Fee will be actual costs incurred based on the engineering review fee schedule to perform final site inspection of completed work and review provided documentation.

(p) Application for Annexation - $1,000.00 flat fee.

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A. Public notice signage - $10 flat fee

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-9: Draft APUS Parking Lease - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-3: City of Charles Town's Special Activity Permit Policy - Draft

ATTACHMENTS:

- REWRITE Special Activity Permit Permit Policy 2023 v1 SFG.pdf

City of Charles Town
Special Activity Permit/~~Special Event Permit~~ Policy

Purpose

It is the purpose of this policy to provide for the issuance of special activity ~~event~~ permits; to regulate ~~events~~ Activities on the public streets and public property of the City or activities~~events~~ 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~~events~~. These activities~~events~~ 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 appropriated funds for the City to bear all, some portion, or no portion of the costs. Cost sharing must be done in a fair and reasonable manner. When setting fees and conditions for activities~~events~~, 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~~events~~ 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 ~~Event~~ – 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 ~~Event~~ Activity – An event for which the City engages full financial responsibility.

City Co-Funded Activity~~Event~~ – An activity~~event~~ 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 cities 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~~event~~, including spectators, vendors, event staff, City staff, and all others present for the purpose of the event.

~~*Farmers Market* – an organized group that utilizes a street or parking lot to sell merchandise, food items and~~

~~various approved items.~~

Processional Event – Any activity~~event~~ 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 ~~Event~~ 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~~event~~.

SAP Committee- Special Activity Permit Committee – The committee responsible for receiving, approving or denying, special activity permit requests.

Procedure

Specific activities requiring a Special ~~Event~~ 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.

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

- Charles Town/Ranson Christmas Parade
- Charles Town-Ranson Christmas Tree Lighting
- ~~Heritage Day Festival~~WV Fest
- Charles Town Car Show

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

City-sponsored and city-supported activities will be given priority over other special activity permits and are other permit applications that request an overlap in time and location will be denied.

The Special Activity Permit Committee has the discretion to declare certain activities as a designated City Supported Activity. These activities need to be recurring, hosted by an approved organization, and meet the goals of the 2040 Comprehensive Plan.

The Special Activity Permit Committee will be comprised of the City Manager, Chief of Police, Maintenance Supervisor, Community Development Director, and Business Development and Downtown Coordinator. Decisions will be made by majority rule.

~~**Pre-Approved Events**~~

~~1. The City of Charles Town designates four weekends per year for special events. Should a non-processional event fall within one of these designated weekends, City safety personnel and resources will be provided for an event at no additional costs. Designated event weekends would consist of Thursday – Sunday. These weekends are:~~

- ~~President's Day Weekend~~
- ~~Memorial Day Weekend~~
- ~~Labor Day Weekend~~
- ~~First Weekend in December~~

2. ~~The City of Charles Town designates four event areas for use at no additional personnel and safety cost to the event planners:~~

   - ~~Charles Street Event Area: Charles Street is permitted to be closed to vehicular traffic from Congress Street to Liberty Street, with Washington Street remaining open. This area is available for event use on any weekday from 5:30 p.m. – 11:00 p.m., and weekends* from 8:00 a.m. – 11 p.m.~~
   - ~~George Street Event Area: George Street is permitted to be closed to vehicular traffic from Congress Street to Liberty Street, with Washington Street remaining open. This area is available for event use on any weekday from 5:30 p.m. – 11:00 p.m., and weekends* from 8:00 a.m. – 11:00 p.m.~~
   - ~~Evitts Run Park and Jefferson Memorial Park Areas: These areas are available for rent, either in entirety or by amenity (pavilion, pool, court, etc.) for special events by reservation only for private events. City support provided for events in these locations is determined by the intensity of the event. The City reserves the right to place special conditions on events that would require City support outside of a normal level.~~

Special Activity Permit Application and Submittal

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 event. All other events can be submitted thirty (30) days prior to event.
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 in regards to 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 Application for Special Activity Permit. 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 SAP Committee. Applicant will receive approval or denial via email.

~~** Provided weekend falls on one of the four designated event weekends in the City of Charles Town (see Pre-Approved Events #1)*~~

~~3. All requests for events in pre-approved areas will be reviewed and approved by the Special Activities and Events Committee.~~

1.

Processional Events ~~and Events Falling Outside of the Pre-Approved Categories~~

Processional activities~~events~~ are activities~~events~~ 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~~events~~ that are pre-approved include the Charles Town Christmas Parade and the NAACP African American Culture and Heritage Parade. Processional events ~~and any event that does not meet the parameters of a Pre-Approved Event, outlined above,~~ will be subjected to the below approval process.

~~1.~~ An application for the processional activity~~event~~ will be submitted to City ~~Hall and~~Hall and assessed for completeness. The SAP Committee 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. ~~on the need for a workshop. If staff and the Council agree that the event does not warrant a workshop, the event may be approved by a vote of the City Council with any special conditions being delineated on the Special Activity Permit.~~

1.

~~2. If a workshop for a processional event application is warranted, the City Council will set the date, time and place and direct staff to contact the event planners and affected residents and business owners. Council will also determine if an additional co-pay is necessary from the event planner in order to facilitate the event safely. After the workshop, the City Council will vote on the finalized event application and the event will be noticed to the public via normal communication methods.~~

2.

~~**Special Event Permit Application and Submittal**~~

~~1. Applicant(s) requesting a Special Event Permit are required to submit a completed Application for Special Event Permit, along with a twenty-five dollar **($25.00)** non-refundable application fee payable to the City of Charles Town for review and processing at least sixty (60) days prior to the date of the proposed event to allow for adequate review time.~~

~~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 events@charlestownwv.us~~

~~3. If applicant(s) are not in good standing with the City in regards to 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 Application for Special Event Permit.~~

~~4. The application shall provide relevant event information specified in the permit application, included but not limited to: alternatives for location, route, date and time.~~

~~5. As a condition of the Special Event 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.~~

~~**6. All Special Event Permit Applications will be reviewed by the Special Events Committee (including any pre-approved, processional, or other event requests).**~~

Approval

1. The SAPSpecial Events Committee shall either pre approve the application or forward it to the City Council for further review and set any conditions and fees, in accordance with policy. with the understanding that all department specific permit requirements shall be met by the applicant thirty (30) days prior to the event date. Decision will be approved by the Majority.

2. Any changes to the approved plans, including but not limited to the event: dates, times, and location/route must be approved by all committee members. Changes must be submitted and attached in writing to the original application. Request for changes shall be submitted to the City Clerk's Office for review and comments no less than thirty (30) days prior to the event.

2.

3. The SAP Special Events Committee may include in a special activityevent permit, or in a recommendation to the City Council, among other provisions, reasonable terms or conditions as to the time, place and manner of the activityevent; 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 activityevent permit, and/or other Federal, State, City codes.

4. Once the applicant meets all requirements and has shown proof of permits, and the application has been reviewed by all necessary City personnel, the SAPSpecial Events Committee will issue a Special Event Activity Permit.

Non-Permitted Events

A Boot Drive or similar event designed to raise funds directly from motorists on a public street or at an intersection is not eligible for a Special Activity or Special Event Permit.

Additional Permits

Upon issuance of a City Special Event 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

Cancelation of ActivityEvent/Amendments

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

2. If a permitted activityevent application needs to be amended due to expanding the scope of the activityevent, additional use of City services, or other reasons, a written request will need to be provided. be submitted thirty (30) calendar days prior to the new event date.

2.

3. If the special activityevent is to be held on public property, the City may revoke the special event activity permit at any time if they determine that the conduct of the special event 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.

Fees

1. Applicant(s) and/or sponsor(s), of any activities~~events~~ requiring the use of public services and/or defined as a special activity~~event~~, 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.

2. The non-refundable application fee shall be submitted with the application and any additional fees shall be paid upon receipt of an invoice. The additional fees shall be paid thirty (30) calendar days prior to the event.

    - Non-refundable application fee: twenty-five dollar ($25.00) per application ~~(a concert series or other planned recurring event are considered one event)~~
    - ~~Additional fees include, but are not limited to: electrical usage, water usage, park usage, and rental fees for equipment including but not limited to: vehicles, trailers, barricades, cones, stages, etc.~~
    - 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 outside of an employee's regular hours 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.

Conditions for Approval

In deciding whether to approve, approve with conditions, or deny a permit, the SAP~~Special Events~~ Committee shall determine:

1. The activity~~event~~, 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~~event~~ will not deny reasonable police and fire protection to the City.

~~3. The event shall not conflict with any Federal, State and local (Ordinances) laws.~~

~~4.~~3. The special activity~~event~~ 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~~event~~ shall be paid by the event sponsor(s) or if approved by City Council, the portion agreed upon will be covered by the City.

5. The Sponsor ensures that the activity or any vendors associated with the activity complies with all applicable City Ordinances, including, but not limited to, those Ordinances governing City business license requirements and Business and Occupation taxes.

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

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

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

Refunds

1. Fees/cost are refundable (excluding the twenty-five dollar ($25.00) special ~~event~~ activity permit application fee), if the special activity~~event~~ 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~~event~~ at any time due to unforeseen circumstances. If the activity~~event~~ 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~~event~~ 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.

Late Applications

1. Any application received after the established 60/30-day deadline is a late application. The SAP~~Special Events~~ Committee shall not accept late applications unless:

    - The proposed special activity~~event~~ 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 SAP~~Special Events~~ Committee agrees that little disruption to City residents, businesses, and services would exist if the event were approved.

2. If the SAP~~Special Events~~ Committee 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.

    - Provide a proposed budget showing the full event expense and any revenues generated and a letter requesting the funding with the original application.

~~**Events Requesting City Sponsorship or Funding**~~

~~Sponsorship shall be any businesses, non-profits groups, or individuals promote mutually beneficial relationships for the City of Charles Town. All potential sponsored properties (facilities, events or programs) should be reviewed with regard to benefit, community contributions, knowledge and political sensitivity. All sponsored properties should promote the mission and goal of the City of Charles Town. An event application~~

~~requesting City sponsorship or funding must include a proposed budget showing the full event expense and any revenues generated and a letter requesting the funding with the original application.~~

Indemnification

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~~event~~ 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~~event~~, 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.

Insurance Requirements

1. General liability insurance coverage, in the amount of $1 million, may be required before an activity~~event~~ and maintained throughout the duration of the activity~~event~~, 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~~Event~~.

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~~event~~ 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.

Post Event Evaluation

If a post event evaluation is required it shall be conducted by the SAP~~Special Events~~ Committee. 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/~~event~~ 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: ~~January 2, 2018~~

_____

~~Daryl Hennessy~~John Nissel, City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-6: TXA2024-05: First 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).

Attached is the red-line Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04) as well as the current Sections in the Zoning Ordinance.

Proposed Motion:
Move to approve the First Reading 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
- Current Table 1322.09, NC District Bulk and Area Regulations.pdf
- Current Table 1322.04 Zoning District Use Table.pdf

TXA2024-05

Neighborhood Commercial Requirements

Date: For the January 6, 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.

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. At 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 gross floor area of a mixed-use structure must be for commercial uses: retail, offices, personal services, restaurants, and similar non-residential uses.

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:

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.

exterior stairways and fire escapes may extend or project into a Required Side or Rear Yard not more than four (4) feet; and

b. No front porch or deck shall extend into the Required Front Yard unless development patterns within the block are such that a porch would be appropriate. In no case, shall a front porch extend more than eight (8) feet into the Required Front Yard;

3. *Front Yard Setback Exception*: When the Clearly Prevailing Yard Pattern for Front Yards is less than the minimum Front Yard Setback required in the NC District, then the Front Yard Setback for the subject Lot may be reduced by exception to no less than the Clearly Prevailing Yard Pattern for Front Yards.

4. *Side and Rear Yard Setback Exceptions*: One-half of an alley abutting a Side or Rear Yard may be included in required Setback. When the Clearly Prevailing Yard Pattern for Side Yards is less than the minimum Side Yard Setback required in the NC District, then the Side Yard Setback for the subject Lot may be reduced by exception to no less than the Clearly Prevailing Yard Pattern for Side Yards, provided that in no event shall the Side Yard Setback be reduced to less than three (3) feet; and

(C) *Uses*: Table 1322.04 specifies the principal Permitted Uses and Special Exception Uses for the NC District. Supplemental Regulations outlined in Section 1323 shall apply accordingly.

(D) *Parking and Loading Standards*: Section 1333.23 of the Charles Town Subdivision and Land Development Ordinance sets forth the minimum off-street parking requirements and other standards applicable to Uses permitted in the NC District, which requirements and standards are incorporated herein by reference.

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

(E) *Commercial Pad Sites:* To incentivize and attract commercial development within the City, all commercially zoned areas associated with the land development shall be prepared in a way that includes grading and utility installation. No more than 25% of residential dwelling units shall be built prior to the grading and utility installation of the commercial sites.

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						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
PORT AND TERMINAL USES (ITE CODES 000 – 009)								
090	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	S			
*	Adult Day Care Center			S	S	P		
*	Child Care Center			S	S	P		
*	Detached Garage or carport, provided it does not exceed 500 sq. feet.	PA	PA	PA	PA		PA	PA
	Guest Quarters	PA	PA	PA	PA			PA
	Group Home		S					S
*	Home Occupation, Minor	PA	PA	PA	PA		PA	PA
*	Home Occupation, Major	SA	SA	SA	SA		SA	SA
*	Swimming Pool (Private)	PA	PA	PA				PA
LODGING USES (ITE CODES 300 – 399)								
310	Hotel					P	S	
311	All Suites Hotel					P	S	
312	Business Hotel					P	S	
320	Motel					P	S	
*	Bed and Breakfast Inns	SA	SA	SA	P	P	P	SA

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						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
RECREATIONAL USES (ITE CODES 400 – 499)								
411	City Park	P	P	P	P	P	P	P
412	County Park	P	P	P	P	P	P	
413	State Park	P	P	P	P	P	P	
416	Campground/Recreational Vehicle Park					S		
430	Golf Course		S	S	S	S		
431	Miniature Golf Course			S	P	P		
432	Golf Driving Range			S		S		
433	Batting Cages			S	P	P		
438	Billiard Hall			S	S	S	S	
435	Multipurpose Recreational Facility			S		P		
437	Bowling Alley			S		P		
440	Adult Cabaret (Adult Uses)					S		
441	Live Theater				P	P	P	
443/444	Movie Theater					P	P	
445	Multiplex Movie Theater					P		
460	Arena					S		
464	Roller Skating Rink					P		
465	Ice Skating Rink					P		
473	Casino/Video Lottery Establishment					S		
480	Amusement Park					S		
488	Soccer Complex		S	S	S	P		
490	Tennis Courts			P	P	P		
491	Racquet/Tennis Club			S	S	P		
492	Health/Fitness Club			P	P	P	P	
493	Athletic Club			P	P	P		
495	Recreational Community Center	S	S	S	P	P		
*	Swimming Pool Facility		S	S	S	S		S
INSTITUTIONAL USES (ITE CODE 500 – 599)								
520	Elementary School				P	P	P	P

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						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
522	Middle School/Junior High School				P	P	P	P
530	High School				P	P	P	
534/536	Private School (K-12)				P	P	P	
540	Junior/Community College				P	P	P	
550	University/College				P	P	P	
*	Technical and Vocational School				P	P	P	
*	Professional and Management Development Training Center				P	P	P	S
560/561	Church/Synagogue			S	P	P	P	P
565	Day Care Center			P	P	P	P	
566	Cemetery				P	P	P	
571	Prison					S		
580	Museum			P	P	P	P	S
*	Cultural Center			P	P	P	P	S
590	Library			P	P	P	P	
591	Lodge/Fraternal Organization			S	S	S	S	
MEDICAL USES (ITE CODES 600 – 699)								
610	Hospital					P		
612	(Outpatient) Surgery Center					P	S	
620	Nursing Home				P	P	P	
630	Clinic				P	P	P	
640	Animal Hospital/Veterinary Clinic			S	P	P	P	
*	Medical / Dental Lab			S	P	P	P	
*	Heliport					SA		
OFFICE USES (ITE CODES 700 – 799)								
710	General Office Building				P	P	P	
714	Corporate Headquarters Building				P	P	P	
715	Single Tenant Building			P	P	P	P	
720	Medical-Dental Office Building			P	P	P	P	
730	Government Office Building			P	P	P	P	
732	United States Post Office			P	P	P	P	
733	Government Office Complex					P	P	
735	Judicial Complex					P	S	
750	Office Park				P	P	P	
760	Research and Development Center					S	S	

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						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
770	Business Park					P	P	
RETAIL USES (ITE CODES 800 – 899)								
812	Building Materials and Lumber Store					P	P	
813	Free-Standing Discount Superstore					P		
814	Specialty Retail Center			P		P		
815	Free-Standing Discount Store			P		P		
816	Hardware/Paint Store			P	P	P	P	
817	Nursery/Garden Center			S	P	P	P	
818	Nursery (Wholesale)					P		
820	Shopping Center				P	P		
823	Factory Outlet Center					P		
841	Automobile Sales					P	P	
843	Automobile Parts Sales					P		
848	Tire Store				P	P		
849	Tire Superstore					P		
850	Supermarket			S	P	P	P	
851	Convenience Market (Open 24 Hours)				P	P	P	
852	Convenience Market (Open 15 – 16 Hours)			P	P	P	P	
853	Convenience Market with Gasoline Pumps				S	P	S	
854	Discount Supermarket			P	P	P	P	
857	Discount Club					P		
859	Liquor Store (including Beer Distributor)			S	S	P	S	
860	Wholesale Market					P	P	
861	Sporting Goods Superstore					P		
862	Home Improvement Superstore					P		
863	Electronics Superstore					P		
864	Toy/Children's Superstore					P		
865	Baby Superstore					P		
866	Pet Supply Superstore					P		
867	Office Supply Superstore					P		
868	Book Superstore					P		

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						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
869	Discount Home Furnishings Superstore					P		
870	Apparel Store			P	P	P	P	
879	Arts and Crafts Store			P	P	P	P	
880	Pharmacy/Drugstore w/o Drive-Through Window			P	P	P	P	
881	Pharmacy/Drugstore w/Drive-Through Window			S	P	P	S	
890	Furniture Store				P	P	P	
892	Carpet Store				P	P	P	
896	Video Rental Store				P	P	P	
*	Art Gallery			P	P	P	P	
*	Gift shops and Boutiques			P	P	P	P	
*	Farmers Market				P	P	P	
*	Florist			P	P	P	P	
*	Photo / Camera Store			P	P	P	P	
*	Mobile Food Vendor			P	P	P	P	
SERVICE USES (ITE CODES 900 – 999)								
911	Walk-in Bank			P	P	P	P	
912	Drive-in Bank			S	P	P	P	
918	Hair Salon			P	P	P	P	
931	Quality Restaurant			P	P	P	P	
932	High-Turnover (Sit-Down) Restaurant				P	P	P	
933	Fast-Food Restaurant w/o Drive-Through Window				P	P	P	
934	Fast-Food Restaurant with Drive-Through Window				P	P		
935	Fast-Food Restaurant with Drive-Through Window and No Indoor Seating				P	P		
936	Coffee/Donut Shop w/o Drive-Through Window			P	P	P	P	
937	Coffee/Donut Shop with Drive-Through Window			S	P	P		
938	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating			S	P	P		
939	Bread/Donut/Bagel Shop w/o Drive-Through Window			P	P	P	P	

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						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
940	Bread/Donut/Bagel Shop with Drive-Through Window			S	P	P		
941	Quick Lube Vehicle Shop					P	P	
942	Automobile Care Center					P	P	
943	Automobile Parts and Service Center					P	P	
944	Gasoline/Service Station				P	P	P	
945	Gasoline/Service Station with Convenience Market			P	P	P	P	
946	Gasoline/Service Station with Convenience Market and Car Wash				P	P	P	
947	Self-Service Car Wash					P	P	
948	Automated Car Wash					P	P	
960	Dry Cleaners			S	P	P	P	
*	Funeral Home/Crematory				P	P	P	
*	Kennel				S	P		
*	Tattoo Parlor			P	S	P	P	
*	Self-Storage Facility				S	P		
*	Outdoor Café				P	P	P	
MISCELLANEOUS USES								
*	Parking Facility		PA		PA	P	P	PA
*	Wireless Telecommunication Facilities	S	S	S	S	S	S	
*	Essential Utilities and Equipment	P	P	P	P	P	P	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-8: Boards and Commission Vacancy Interviews

Listed below are the current Board and Commission vacancies:

- Board and Parks Recreation Commission - one vacancy
- Board of Zoning Appeals - two vacancies, possibly three
- Building Commission - one vacancy
- City Tree Board - one vacancy
- Planning Commission - two vacancies
- Charles Town Utility Board - one vacancy

ATTACHMENTS:

- Michael Slover - Parks and Recreation.pdf
- Anita Finkelstein - Final Application.pdf
- Anita Finkelstein Current Resume September 2024.pdf
- Jessy Printz - Parks and Recreation.pdf
- Keith Veler - Building Commission.pdf
- 2024_updike_tree_board.pdf
- Jess Derr - Planning Commission.pdf
- Kevin Long - Planning Commission.pdf
- Nathaneal Hartman - Planning Commission.pdf
- Patrick Kratovil - CTUB.pdf
- Stephen Galleher - CTUB.pdf

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 11/22/2024

- [x] Board of Park and Recreation
- [ ] Board of Zoning Appeals
- [ ] Building Commission
- [ ] Historic Landmarks Commission
- [ ] Planning Commission
- [ ] Tree Board
- [ ] Utility Board
- [ ] Vacant Properties
- [ ] Other: _____

Name: Michael Slover

Address: 414 S. Mildred St Charles Town, WV 25414

Email: 304.839.2313

Phone: mikeslovers@gmail.com

Length of time lived in the City of Charles Town: 22 years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? City Council (8 years), P&R (Current)

List present memberships in any relevant community, service, or civic associations.

Currently in Charles Town Parks & Rec

Explain your interest in the board/commission and how it would benefit from your participation.

Continue to be an advocate for Parks in our community.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to jnissel@charlestownwv.us or cvezzosi@charlestownwv.us

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for:

- ☑Board of Park and Recreation
- Board of Zoning Appeals
- Building Commission
- ☑Historic Landmarks Commission
- Planning Commission
- Tree Board
- Utility Board
- Vacant Properties
- Other: _____

Date of Application: 12/29/2024

Name: Anita J. Finkelstein

Address: 418 East Liberty Street, Charles Town, WV 25414

Email: ajf@aya.yale.edu

Phone: (202) 550 5159

Length of time lived in the City of Charles Town: 3.5 years

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? _____

List present memberships in any relevant community, service, or civic associations.

I have not been involved since I moved to Charles Town (hence, this application). I was deeply involved as volunteer general counsel to my kids' school for a number of years while I lived in Washington, DC.

Explain your interest in the board/commission and how it would benefit from your participation.

As you see, I have applied for two different positions (assuming I would be selected, if at all, for only one). I am an attorney who moved to Charles Town on the way to retirement. I am still working, but I now have the time and desire to give back to the town. You will see that the positions for which I have applied are not "hard core" legal ones. I do legal things every day. I would like to be involved in aspects of the community that immediately affect (for the good) the quality of Charles Town's citizenry, while indulging my love of history and of parks and open spaces. Working to promote and preserve parks and historical landmarks (of which there are *so many* interesting ones in and around Charles Town) would seem to "fit that bill."

Please note that there is another body where I could be helpful, please let me know and I will gladly consider it.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to jnissel@charlestownwv.us or cvezzosi@charlestownwv.us

ANITA J. FINKELSTEIN
418 East Liberty Street
Charles Town, WV 25414
(202) 550-5159 (mobile) (304) 85 8831 (yes)
ajf@aya.yale.edu

PROFESSIONAL EXPERIENCE

Shulman Rogers, Potomac, MD
Of Counsel, July 2021 to Present

- Member Business and Financial Services Group and Startups and Emerging Growth Companies Group
- Advise on Exchange Act reporting, proxy statements, Section 16 reporting, Securities Act compliance, and interface with the SEC on filing and regulatory matters
- Advise on private offerings
- Advise on mergers and acquisitions
- Advise on corporate and transaction matters
- Draft, negotiate, and review securities, offering, merger and acquisition, corporate and commercial contracts

Novavax, Inc., Gaithersburg, MD
Legal Consultant, August 2020 to Present

- Draft, negotiate, and review commercial contracts
- Advise on corporate and transactional matters

Potomac Law Group, PLLC, Washington, DC
Of Counsel, 2019 to 2021
Member, Corporate and General Counsel Services Groups

- Advised on Securities Act and Exchange Act compliance, proxy statements, Section 1 and SEC interface
- Advised on private offerings
- Advised on mergers and acquisitions
- Advised on corporate and transactional matters
- Drafted, negotiated, and reviewed corporate, mergers and acquisitions and other transactions documents
- Drafted, negotiated, and reviewed commercial contracts
- Member, Opinion Letter Committee

QIAGEN, Germantown, MD
Legal Consultant, 2019 to 2022

- Drafted, negotiate, and review commercial contracts
- Advised on corporate and transactional matters
- Supported merger and acquisition transactions

Assured Enterprises, Inc., McLean, VA
Corporate Counsel, 2012-2018

- Advised CEO, senior management, and Board of Directors of early-stage cybersecurity company on governance, capital-raising, financing, contracting, and other corporate and transactional matters
- Prepared, reviewed, and negotiated documentation for transactions including acquisitions, strategic alliances, teaming arrangements, and debt and equity transactions
- Prepared, reviewed, and negotiated company contracts

Consultant, Washington, DC
2009-2012

- Provided counsel and advice as senior attorney, subject matter leader, and top-level reviewer in charge of start-up and administration of extensive mergers and acquisitions document-mapping project
- Non-testifying expert in a successfully concluded Sarbanes-Oxley whistleblower suit
- Negotiated contracts on behalf of and advised local real estate attorney on corporate, LLC, and partnership issues

Kalorama Partners, LLC/Kalorama Legal Services, PLLC, Washington, DC
Managing Director, 2007-2009

- Provided sophisticated counsel in governance, regulatory, and compliance matters within consulting firm led by Harvey L. Pitt, former Securities and Exchange Commission Chair
- Acted as governance counsel to Special Committee of an NYSE company in connection with an SEC investigation of alleged accounting irregularities
- Prepared briefing materials, articles, and speeches for firm principals on market events and topical issues

Fried, Frank, Harris, Shriver and Jacobson, LLP, Washington, DC
Attorney, Corporate Practice Department, 2005-2007

- Provided securities counsel to major investment bank in $1.3 billion acquisition of subprime mortgage originator
- Advised Federal Home Loan Bank in connection with $1 billion issuance of subordinated notes
- Represented Federal Home Loan Banks on disclosure, regulatory, and governance issues
- Acted as counsel to the Foundation for the National Institutes of Health (pro bono)
- Advised on and drafted, reviewed and negotiated documents re mergers and acquisitions
- Advised on and drafted, reviewed and negotiated documents re corporate and transactional matters

Celsion Corporation, Columbia, MD
Vice President, General Counsel and Corporate Secretary, 2004-2005

- Advised the CEO of American Stock Exchange company, senior management team, and the Board of Directors on governance, disclosure, and transaction matters
- Led SEC compliance efforts, including Exchange Act reporting, proxy statements, Section 16 reporting, Securities Act registrations, and interface with the SEC and American Stock Exchange
- Oversaw initial Sarbanes-Oxley compliance implementation, including development of procedures and documentation, development of (and service on) Disclosure Committee, Board committee charters and Business Ethics and Whistleblower Policies, and procedures for "reporting up" structure
- Prepared, reviewed, and negotiated contract and transaction documents in connection with strategic alliances, dispositions, and other corporate transactions, as well as supply, consulting, employment, separation, manufacturing, confidentiality, master study, master services, and other agreements

Venable LLP, Washington, DC
Partner, Business Practice Group, 1995-2004

- Advised public and private companies in governance, regulatory, and transactional matters, including public and private offerings, mergers, acquisitions and dispositions, Sarbanes-Oxley implementation, and compliance and Exchange Act disclosure matters; drafted, reviewed and negotiated documents re same
- Acted as issuers' and underwriters' counsel in public offerings and Regulation D private placements
- Served as acquirers' and targets' counsel in public and private merger and acquisition transactions
- Provided securities counsel to public companies in connection with periodic Exchange Act reports, other disclosure obligations, proxy statements, proxy contests, and stock exchange matters
- Served on Opinion Letter, Audit Letter, Partner Selection, Hiring, and Associate Evaluation Committees

Shaw, Pittman, Potts & Trowbridge, Washington, DC
Counsel, Associate, *Business Practice Group*, 1982-1995

- Represented public and private companies in public and private offerings, and mergers and acquisitions
- Provided ongoing corporate and governance counsel to Boards of Directors and Special Committees

EDUCATION

Yale Law School, JD

Wittenberg University, BA, Business Administration/Accounting/Economics
Summa Cum Laude

PROFESSIONAL CREDENTIALS AND BAR MEMBERSHIP

Bar Memberships: District of Columbia; Maryland

Other Professional Credentials: Certified Public Accountant (Illinois)

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 12/21/2024

- [X] Board of Park and Recreation
- [ ] Board of Zoning Appeals
- [ ] Building Commission
- [ ] Historic Landmarks Commission
- [ ] Planning Commission
- [ ] Tree Board
- [ ] Utility Board
- [ ] Vacant Properties
- [ ] Other: _____

Name: Jessy Printz

Address: 629 S George St Charles Town WV 25414

Email: jessy@printzmortgageteam.com

Phone: 304-707-6804

Length of time lived in the City of Charles Town: 12 years

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? na

List present memberships in any relevant community, service, or civic associations.

Proud supporter of community events such as Movie Night, volunteer efforts, investment in downtown properties and general Cheerleader of all things Charles Town

Explain your interest in the board/commission and how it would benefit from your participation.

As our community and surrounding areas continues to experience more and more growth and an influx of new housing starts, I feel compelled to be involved in initiatives that help to create a well rounded experience for our neighbors. The Parks & Rec board is a perfect vessel for that desire, and as an investor in our city, I have a very vested interest in the long term, sustainable health and social vibrancy of our parks and communal offerings.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to jnissel@charlestownwv.us or cvezzosi@charlestownwv.us

53 Featherstone Drive
Charles Town, WV 25414

November 20, 2024

City of Charles Town Clerk
P.O. Box 14
Charles Town, WV 25414

City of Charles Town Clerk,

I am writing to ask that I may be able to continue my position as a member of the City of Charles Town Building Commission as my current 5-year term has expired. I have included a current resume for your consideration.

I am very interested in continuing my adventures in serving the community.

Please contact me if more information is needed.

Sincerely,

Keith M. Veler

Keith M. Veler
703-627-3323

Keith M. Veler

Address: 53 Featherstone Drive, Charles Town, WV 25414
(703) 627-3323
Email: keith.veler@gmail.com

Summary: Extensive knowledge of computer operating systems, telecommunication systems, techniques of systems analysis and design, performance management and capacity planning. Knowledge of principles, techniques and practices used in the preparation of software applications, the operation and capabilities of computers and related equipment used in systems analysis and design. Experience in the industry since 1985 in Operations, Applications Development, Systems Engineering and Administration, Customer Support, Pre-Sales Engineer and Professional Services Consulting.

Employment:

Rocket Software (Formerly ASG Technologies)
November 2020 - Present
Pre-Sales – Senior Enterprise Systems Engineer

Compuware
November 2019 to November 2020

Responsible for customer success related activities in North America.

Focused on helping our customers realize their potential with our industry-leading Mainframe Solutions. We specialize in developer productivity, test data management and application performance management. The industries we support are financial services, retail, insurance, government, and manufacturing world-wide. The core of what we do daily is help our customers solve business problems using the world's best mainframe technology.

ASG Technologies (Formally Landmark Systems Corporation)
August 1995 to November 2019
Pre-Sales – Senior Enterprise Systems Engineer
Senior Quality Assurance Analyst
Senior Professional Services Consultant
Senior Technical Support Representative

Awards:
2016 Third Quarter Sales Engineer of the Quarter
2016 First Quarter Sale Engineer of the Quarter
2014 Sales Club Achievement Reached
2013 Sales Club Achievement Reached
2010 Sales Club Achievement Reached
2001 Employee of the Year
2000 Company Hall of Fame
1999 Outstanding Systems Engineer
1996 Employee of the Quarter

Providing professional, consulting and high level technical sales services support and guidance to customers on Enterprise wide performance monitoring. Collaborates with Account Managers to recommend and develop appropriate customer solution offerings. Provide an architectural perspective across the product portfolio and leverage technical specialization for sales opportunities. Acting in an increasingly consultative fashion and be looked upon as an expert, or trusted technical adviser by the account team and customers. Perform product installation and upgrades on customer equipment, product demonstration and presentation at customer sites and technical training on the implementation and use of performance monitoring products. Provide documented technical responses to Requests For Information, Requests For Proposal, and Proof Of Concept for sales support management and Account Representatives. Manage special projects for customers to assist in trend analysis, growth projections, and future needs requirements. Actively mentor junior team members and share knowledge and best practices throughout the SE organization. Engage customers face-to-face or via collaborative tools and technology such as WebEx.

First Health Services Corporation – Senior Programmer / Analyst
August 1994 to August 1995

Performing analysis, system development and feasibility study for the re-design of point-of-sale systems for CICS, COBOL II health insurance applications. Prepared Life Cycle development documentation for application teams. Analyze CICS LU6.2 communications programs for region-to-region transmittal of data. Developed and trained programming staff on the efficient use and ways to program COBOL II, VSAM techniques and CICS application tools in a CICS environment.

Loudoun County Government Department of Computer Services - Systems Programmer II
September 1987 to August 1994

Performed installation of hardware PC's, mainframe, communications networks and peripherals including studies on hardware systems design and performance analysis identifying needed hardware upgrades. Installed, maintained,

monitored, and performed tuning techniques on operating systems software. Installed and maintained CICS and performed all CICS administration duties. System Administrator to all Fire, Rescue and Sheriff's office locations for Loudoun County Computer Aided Dispatch System.

Insurance Software/Services, Inc. - Applications Programmer
May 1986 to January 1987

Developed Insurance software applications on PC's using RM-Cobol.

National By-Products, Inc. - Applications Programmer/Operator
October 1985 to May 1986

Developed online raw goods inventory system and management reporting facility. Performed operations activities.

Education:

American Institute of Business (1986)
AB Computer Programming, Business Administration and Accounting

Ongoing Continuing Education for maintaining technical and sales skills.

Current Affiliations:

City of Charles Town Building Commission (Current Chairman)
May 2014 to present

Norborne Glebe HOA Board
December 2022 to present

HOA Architectural Committee Chairman
June 2009 to present

West Virginia Organization of Homeowners Association (Former Treasurer, Board Member)
January 2017 to present

Clarke County Virginia Fire Commission
January 2020 to January 2022

John H. Enders Fire Company, Berryville, VA
Senior Firefighter – Since January 2019

Leesburg Volunteer Fire Company Leesburg, VA
Chairman of multiple committees
Senior Firefighter since 1989

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 12/20/24

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☒ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Scott Updike

Address: 425 S. Mildred St. Charles Town WV 25414

Email: supdike314159@gmail.com

Phone: 540-892-9795

Length of time lived in the City of Charles Town: 8 years

Have you ever been a member of a local government board or commission? yes, currently serving on Tree Board.

If yes, when, where, and in what capacity? Tree Board Member

List present memberships in any relevant community, service, or civic associations.

Tree Board Member.

Explain your interest in the board/commission and how it would benefit from your participation.

I enjoy serving my community and attempting to teach people how to be good stewards to thier local environment.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to jnissel@charlestownwv.us or cvezzosi@charlestownwv.us

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 11/11/2024

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ● Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Jess Derr

Address: 453 Lord Fairfax St, Charles Town, WV 25414

Email: jess.derr13@gmail.com

Phone: 304-449-4911

Length of time lived in the City of Charles Town: 6 years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? Planning Commission (past 3 years), board of Charles Town Now (a couple of months now), and as a teenager, was on a couple of boards in my home county in New York, (Board of Elections, Youth Board, County Legislature)

List present memberships in any relevant community, service, or civic associations.

Charles Town Planning Commission, Huntfield Homeowners Association (Board President), Charles Town Now (Board Member), Jefferson County Community Ministries Fundraiser Committee

Explain your interest in the board/commission and how it would benefit from your participation.

I would love to continue my involvement in the Planning Commission (I believe I've attended every single meeting in the past 3 years since being appointed and have chaired the meetings when needed). I remain interested in seeing smart, healthy growth in Charles Town. I think there is a lot of opportunity for improvement in the areas of text amendments to clarify our code and am happy to help with continued work sessions.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to jnissel@charlestownwv.us or cvezzosi@charlestownwv.us

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 11/14/24

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☒ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Kevin Long

Address: 633 S. Samuel St

Email: kevinclong@gmail.com

Phone: 703-577-5134

Length of time lived in the City of Charles Town: 18 years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? Current member of Planning Commission, former of BZA

List present memberships in any relevant community, service, or civic associations.

Current member of the planning commission

Explain your interest in the board/commission and how it would benefit from your participation.

I have served on both the Planning Commission and BZA for Charles Town so I have an understanding of the Planning/Zoning process (I served on the PC during a revamp of the Zoning and Subdivision ordinances as well as the Comp Plan for the City). I also live in the historic distirct and have successfully written and executed a WV SHPO Historic Preservation grant project so I understand the ins and outs of overlay districts and the difficulties that can come with a town that is pre-industrial in its founding and layout. Finally, I am an IT executive that understands business needs and the impact that zoning and planning can have on economic growth of a town. I am interested in making Charles Town the best city it can be.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to jnissel@charlestownwv.us or cvezzosi@charlestownwv.us

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** _____

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☒ Planning Commission
- ☐ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Nathaneal Hartman

Address: 515 S Samuel St Charles Town WV 25414

Email: nate@flooret.com

Phone: 202-500-8447

Length of time lived in the City of Charles Town: 4.5 Years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? Charles Town WV Building Commission. 2021-2022

List present memberships in any relevant community, service, or civic associations.

Charles Town Parks & Rec Commission WV
Thurston County Chamber of Commerce WA
Lacey Chamber of Commerce WA
Member CEOs Roundtable Thurston County WA

Explain your interest in the board/commission and how it would benefit from your participation.

Recently Retired, I have more available time. And with the increased city & county growth Planning and related aspects seems more and more critical as we move forward.
I am the managing partner of a small Commercial Real Estate investing firm with a portfolio of properties in WA, TN, TX, and WV Including both Commercial and Residential assets.
My professional background in business logistics and transportation may also be useful.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to jnissel@charlestownwv.us or cvezzosi@charlestownwv.us

Patrick Kratovil

509 S Fairfax Blvd. Charles Town, WV 25414 pkratovil@gmail.com 617 943 3272

December 10, 2024

City of Charles Town
661 S. George Street
Charles Town, WV 25414

Dear Charles Town City Council,

I am writing to express my interest in serving on the Charles Town Utility Board as a ratepayer representative. As a resident of Charles Town, and an attorney, I am eager to contribute to the management and oversight of our community's water and sanitary sewer systems.

My background in law positions me to offer valuable insights and support to the Board's operations. My legal career frequently requires me to interpret complex legal frameworks, advocate for effective policy implementation by government actors, and to navigate the specifics of regulatory requirements. These experiences have equipped me with skills that will enhance understanding of the legal considerations that impact utility management and this will be of great value to CTUB and the City of Charles Town.

Additionally, I have been actively involved in local community initiatives and currently serve on the Charles Town Board of Zoning Appeals. This experience has given me an understanding of municipal policy and a deep appreciation of the crucial role that effective oversight boards play in our community.

Thank you for considering my application. I am eager to bring my legal expertise and dedication to public service to the Charles Town Utility Board.

Sincerely,



Patrick Kratovil

Patrick Kratovil

509 South Fairfax Blvd Charles Town, WV 25414
Phone: 617-943-3272 E-Mail: pkratovil@gmail.com

Education

Jefferson High School, Shenandoah Junction, WV	Diploma, June 2000
City University of New York, York College	B.A., May 2015
West Virginia University, College of Law	J.D., December 2017

Organizational Involvement

Legal Advisor- Jefferson County Teen Court: 2018-present

Economic Development Board- Charles Town Now/DDCT: 2013-2015, 2020-present

Employment History

Attorney - Kratovil Law Offices 2018-present

- Cases in Magistrate, Family and Circuit Courts in West Virginia and Virginia.
- Specializing in criminal, family, and juvenile abuse and neglect cases.

Bankruptcy and Criminal Paralegal- Kratovil Law Offices: 2013-2015

- Managed multiple ongoing bankruptcy cases simultaneously from initial consultation to discharge.
- Drafted letters and other communications daily on behalf of supervisor using his notes.
- Performed extensive legal research for multiple appeals and trials using FastCase.

Procurement and Inventory Manager- Tarzian Hardware: 2007- 2013

- Supervised purchasing for $20,000 of merchandise per week.
- Oversaw the inventory control computer system for a multi-million dollar business.
- Implemented a new computerized ordering system for major weekly vendors.
- Maintained working relationships with dozens of vendors to ensure efficient flow of products to our customers

References Available Upon Request

Patrick Kratovil

509 South Fairfax Blvd Charles Town, WV 25414
Phone: 617-943-3272 E-Mail: pkratovil@gmail.com

Education

Jefferson High School, Shenandoah Junction, WV	Diploma, June 2000
City University of New York, York College	B.A., May 2015
West Virginia University, College of Law	J.D., December 2017

Organizational Involvement

Legal Advisor- Jefferson County Teen Court: 2018-present

Economic Development Board- Charles Town Now/DDCT: 2013-2015, 2020-present

Employment History

Attorney - Kratovil Law Offices 2018-present

- Cases in Magistrate, Family and Circuit Courts in West Virginia and Virginia.
- Specializing in criminal, family, and juvenile abuse and neglect cases.

Bankruptcy and Criminal Paralegal- Kratovil Law Offices: 2013-2015

- Managed multiple ongoing bankruptcy cases simultaneously from initial consultation to discharge.
- Drafted letters and other communications daily on behalf of supervisor using his notes.
- Performed extensive legal research for multiple appeals and trials using FastCase.

Procurement and Inventory Manager- Tarzian Hardware: 2007- 2013

- Supervised purchasing for $20,000 of merchandise per week.
- Oversaw the inventory control computer system for a multi-million dollar business.
- Implemented a new computerized ordering system for major weekly vendors.
- Maintained working relationships with dozens of vendors to ensure efficient flow of products to our customers

References Available Upon Request

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for: **Date of Application:** 12/10/24

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☒ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Patrick Kratovil

Address: 509 S Fairfax Blvd

Email: PKRatovil@gmail.com

Phone: 681-513-9792

Length of time lived in the City of Charles Town: 33 years

Have you ever been a member of a local government board or commission? yes

If yes, when, where, and in what capacity? BZA, Charles Town

List present memberships in any relevant community, service, or civic associations.

Jefferson County Teen Court 2018 - present

Explain your interest in the board/commission and how it would benefit from your participation.

Legal experience will assist CTUB in planning for future expansion and development of services

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to inissel@charlestownwv.us or cvezzosi@charlestownwv.us

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for:

Date of Application: 12/13/2024

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☐ Tree Board
- ☑ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Steve Galleher

Address: 623 S Mildred St, Charles Town, WV 25414

Email: sgalleher.60@gmail.com

Phone: 240-344-6461

Length of time lived in the City of Charles Town: 7 months

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? N/A

List present memberships in any relevant community, service, or civic associations.

Explain your interest in the board/commission and how it would benefit from your participation.

Answer on following page

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-725-2311. Applications can be emailed to jnissel@charlestownwv.us or cvezzosi@charlestownwv.us

Explain your interest in the board/commission and how it would benefit from your participation.

I have always strived to find ways to serve the community in which I am a part of. Whether coaching at various levels, serving as a firefighter, or working with children, embedding myself into the process of helping improve my community has always been a priority.

I am excited to be seeking out a place on the City of Charles Town Utilities Board of Directors and feel I have much to offer our community in this role. Having served as a Water Treatment Operator for much of the last 9 years, I have gained a wealth of knowledge in the treatment processes, facilities maintenance, distribution systems and a wide range of related areas.

I have recently been elevated to the position of Assistant Chief Operator and oversee water plants, tanks, and pump stations throughout Frederick County. I understand the importance of compliance and adhering to regulations; of infrastructure and distribution systems; more than anything else, I understand the weight of responsibility that comes along with providing residents with safe drinking water.

Stephen Galleher

623 S Mildred St, Charles Town, WV 25414 | 240-344-6461 | sgalleher.60@gmail.com

OBJECTIVE

To become a member of the City of Charles Town Utility Board.

PROFESSIONAL EXPERIENCE

Frederick County Division of Utilities & Solid Waste Management **November 2015 – Present**
Frederick, MD

Assistant Chief Operator- Water Purification & Distribution *October 2024 – Present*

- Oversee the operations of and personnel assigned to water treatment facilities throughout the County with a concentration on 9 Small Systems water plants and various tanks and booster pump stations.
- Conduct performance evaluations and assist employees with career advancement through on the job proficiency training.
- Evaluate and enforce all safety directives.
- Coordinate a strict preventative maintenance program for equipment.
- Develop and assess Standard Operating Procedures to ensure optimal efficiency.
- Maintain manual and computerized records and compile and prepare reports to be submitted to regulatory authorities.
- Assist in preparation of reports, budgets, directives, and work order processing and participate in the review of system expansion plans.
- Maintain inventories of equipment, chemicals, reagents, etc. and order, track, and verify purchases and procurements.
- Coordinate facility and equipment repairs, maintenance and inspections.
- Direct general labor tasks to maintain buildings and grounds.
- Investigate customer complaints and aid in providing timely resolutions.
- Assume additional administrative and supervisory duties of the Chief Operator in their absence.

Water Treatment Operator *November 2015 – October 2024*

- Help ensure high drinking water standards are met in accordance with the Clean Water Act.
- Continuous monitoring of facilities, water sample testing, adjusting water flow and chemical doses.
- Work in a laboratory and facility environment to produce high quality drinking water for the residents of Frederick County.
- Extensive experience as a lead shift operator spearheading a team as well as overseeing and maintaining my own Small Systems plants and sites throughout the County.
- Utilize Cartegraph and Excel as important tools to document work, projects, and assign tasks as necessary.

EDUCATION

Frostburg State University **December 2009**
Frostburg, Maryland

Bachelor of Science
Major in Physiology with a concentration in Health & Fitness, Minor in Coaching

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-18: Boards and Commission Vacancy Appointments

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-14: Farmer's Market Special Activity Permit - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-15: Location Options for Charles Town Farmer's Market

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-16: Open Container Waiver Letter for Pat Riley (Paddy's Restaurant)

ATTACHMENTS:

- 2025PatRileyRequest.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

MAYOR
Robert M. Trainor

CITY COUNCIL
Elizabeth Ricketts
James Kratovil
Jeff Hynes
Kevin Tester
Julie Philabaum
Priscilla Rodd
Michael George
Andie Sugrue

CITY MANAGER
John Nissel

January 3, 2025

WV Alcohol Beverage Control Administration
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

To Whom It May Concern,

I am writing on behalf of the City of Charles Town to ask that the WV Alcohol Beverage Control Administration approve the request by Parick Riley and Paddy's Irish Pub, for a one-day permit to extend their footprint for an event on March 17, 2025. The city agrees to suspend all open container laws and related ordinances in the specified serving area.

If you have any questions regarding this event or our support for the application from Patrick Riley, please do not hesitate to contact our Business Development Coordinator, Liz Cook. She can be reached by email at ecook@charlestownwv.us.

Thank you for your assistance with this request.

Sincerely,

Robert M. Trainor
Mayor

c: Liz Cook, Business Development and Downtown Coordinator
Patrick Riley, Paddy's Irish Pub

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-20: Mayor's Select Committee on Community Outreach Report

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-28: Payment of Bills - January 6, 2025

ATTACHMENTS:

- GENERAL FUND COUNCIL REPORT 2024 01-06.pdf
- CAPITAL RESERVE COUNCIL REPORT 2024 12-30.pdf
- PARKS N REC COUNCIL REPORT 2024 01-06.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	12/13/24	NEWLIN & KERNS UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	415.27
				TOTAL:	415.27
7-ELEVEN	12/11/24	CAR#26 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	32.85
	12/11/24	CAR#26 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	42.84
	12/11/24	CAR#4 FUEL 11/28	GENERAL FUND	POLICE DEPARTMENT	64.16
	12/11/24	CAR#4 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	77.25
	12/11/24	CAR#4 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#4 FUEL 11/23	GENERAL FUND	POLICE DEPARTMENT	60.03
	12/11/24	CAR#26 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	39.16
	12/12/24	2017 CHEVY FUEL 11/05	GENERAL FUND	STREETS & HIGHWAYS	100.78
				TOTAL:	467.07
ACADEMY.COM	12/12/24	6 TRAIL CAMERAS FOR CITY P	PARKS & REC	PARKS & REC	385.14
				TOTAL:	385.14
AMAZON	12/12/24	SUPPLIES WALK ABOUT NOTHIN	GENERAL FUND	ECONOMIC DEVELOPMENT	47.27
	12/13/24	CM NOTEBOOK/FRAME	GENERAL FUND	CITY MANAGER'S OFFICE	29.27
	12/13/24	CH & TREAS OFFICE SUPPLIE	GENERAL FUND	TREASURER'S OFFICE	32.35
	12/13/24	GROVE DESK ORGANIZER	GENERAL FUND	TREASURER'S OFFICE	43.44
	12/13/24	CH& CE OFFICE SUPPLIES	GENERAL FUND	ENFORCEMENT AGENCY	23.03
	12/12/24	DUANE OFFICE CHAIR	GENERAL FUND	BUILDING INSPECTION	119.00
	12/12/24	OFFICE DESK DUANE	GENERAL FUND	BUILDING INSPECTION	269.99
	12/13/24	CH & TREAS OFFICE SUPPLIE	GENERAL FUND	CITY HALL	34.87
	12/13/24	CH EXTENSION CORDS	GENERAL FUND	CITY HALL	74.97
	12/13/24	CH PORT PODIUM/ORGANIZER	GENERAL FUND	CITY HALL	358.90
	12/13/24	CH PORT PODIUM/ORGANIZER	GENERAL FUND	CITY HALL	298.54-
	12/13/24	CH& CE OFFICE SUPPLIES	GENERAL FUND	CITY HALL	13.84
	12/12/24	WINDSHIELD WASHER FLUID	GENERAL FUND	POLICE DEPARTMENT	114.26
	12/12/24	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	118.82
	12/12/24	6 HOLSTER MOUNTED SYST	GENERAL FUND	POLICE DEPARTMENT	257.94
	12/12/24	HIGHLIGHTERS/CAR WASH SUPP	GENERAL FUND	POLICE DEPARTMENT	40.44
	12/12/24	6 HOLSTER MOUNTING SYST	GENERAL FUND	POLICE DEPARTMENT	257.94
	12/12/24	2 THUMB DRIVES	GENERAL FUND	POLICE DEPARTMENT	38.78
	12/12/24	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	117.94
	12/12/24	FIRE HOSE NOZZLE	GENERAL FUND	STREETS & HIGHWAYS	53.99
	12/12/24	WIRE AND CONNECTORS XMAS D	GENERAL FUND	STREETS & HIGHWAYS	125.99
	12/12/24	CH CANDY FOR XMAS PARADE	GENERAL FUND	FAIR ASSOC/FESTIVAL	29.99
	12/12/24	CANDY FOR XMAS PARADE	GENERAL FUND	FAIR ASSOC/FESTIVAL	384.42
	12/12/24	2 SURVEILLANCE SIGNS FOR P	PARKS & REC	PARKS & REC	44.95
				TOTAL:	2,333.85
AMERICAN HEART ASSOCIATION	12/12/24	CPR INSTRUCTOR COURSE-NEWL	GENERAL FUND	POLICE DEPARTMENT	88.17
	12/12/24	CPR INSTRUCTOR MANUAL	GENERAL FUND	POLICE DEPARTMENT	47.05
	12/12/24	DUPLICATE CPR CHARGE	GENERAL FUND	POLICE DEPARTMENT	44.09-
				TOTAL:	91.13
AMERICAN LEGAL PUBLISHING CORP	12/30/24	FY25 WEB HOSTING FEE	GENERAL FUND	CITY HALL	465.00
				TOTAL:	465.00
APPLE	12/12/24	DEC 24 APPLE SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
APPLE VALLEY WASTE SERVICE, INC.	12/13/24	OCT&NOV 24 TRASH SERVICE	GENERAL FUND	STREETS & HIGHWAYS	1,320.26
	12/13/24	OCT&NOV 24 TRASH SERVICE	PARKS & REC	PARKS & REC	1,050.00
				TOTAL:	2,370.26

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ARCHANGEL DEVICE LLC	12/30/24	18 HAND FREE LIGHTS	GENERAL FUND	POLICE DEPARTMENT	2,528.45
				TOTAL:	2,528.45
BACKGROUNDCHECKS.COM	12/12/24	BACKGROUND CHECK D DUNN	GENERAL FUND	CITY HALL	39.02
				TOTAL:	39.02
BOLAND TRANE SERVICES INC	12/13/24	DEC24 PD HVAC SERV	GENERAL FUND	STREETS & HIGHWAYS	457.00
	12/13/24	9/13 SERV PD HVAC UNIT	GENERAL FUND	STREETS & HIGHWAYS	1,128.20
				TOTAL:	1,585.20
BOWLES RICE LLP	12/30/24	APU B&O MATTER SERV FEES	GENERAL FUND	CITY ATTORNEY	210.00
				TOTAL:	210.00
BP	12/11/24	CAR#5 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	64.01
	12/11/24	CAR#5 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	50.57
	12/11/24	CAR#5 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	62.88
	12/11/24	CAR#6 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	65.00
	12/11/24	CAR#6 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	65.50
	12/11/24	CAR#6 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	54.00
	12/11/24	CAR#25 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	41.70
	12/11/24	CAR#25 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	39.67
	12/11/24	CAR#25 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	43.91
	12/11/24	CAR#25 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	45.08
	12/11/24	CAR#3 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	67.35
	12/11/24	CAR#3 FUEL11/11	GENERAL FUND	POLICE DEPARTMENT	64.18
	12/11/24	CAR #3 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	62.33
	12/11/24	CAR #3 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	62.86
	12/11/24	CAR#4 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	71.57
	12/11/24	CAR#5 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	61.39
	12/11/24	CAR#5 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	65.32
	12/11/24	CAR#5 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	66.52
	12/11/24	CAR#5 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	58.47
	12/11/24	CAR#5 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	63.62
	12/11/24	CAR#5 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	50.52
	12/11/24	CAR#6 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	65.50
	12/11/24	CAR#6 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	58.50
	12/11/24	CAR 15 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	32.10
	12/11/24	CAR 15 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	41.55
	12/11/24	CAR#8 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	47.21
	12/11/24	CAR#25 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	25.83
	12/11/24	CAR#25 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	41.39
	12/11/24	CAR#25 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	39.12
	12/11/24	CAR#25 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	43.38
	12/11/24	CAR#25 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	28.29
	12/12/24	2017 F350 FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	91.47
				TOTAL:	1,740.79
CARLOS NIEDERHAUSER	12/13/24	REIMBURSEMENT ZNG USE AP	GENERAL FUND	PLANNING & ZONING	20.00
				TOTAL:	20.00
CARPER'S AUTO SERVICE	12/12/24	TRAX STATE INSPECTION	GENERAL FUND	STREETS & HIGHWAYS	19.00
	12/12/24	2023 CHEVY STATE INSPECTIO	GENERAL FUND	STREETS & HIGHWAYS	19.00
				TOTAL:	38.00
CHILI'S	12/12/24	11/17 DNNR CRT CLK TRNG S	GENERAL FUND	CITY CLERK'S OFFICE	23.02
	12/12/24	11/17 DNNR CRT CLRK TRNG R	GENERAL FUND	CITY HALL	33.58

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	56.60
CINTAS	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
				TOTAL:	1,251.45
CITY OF CHARLES TOWN BOARD OF PARKS AN	12/13/24	NOV 24 HOTEL MOTEL COLL	GENERAL FUND	TRANSFERS	8,613.31
				TOTAL:	8,613.31
CITY OF CT CAPITAL RESERVE	12/13/24	OCT GAMES NOV RACETRACK	GENERAL FUND	TRANSFERS	17,446.24
	12/13/24	OCT GAMES NOV RACETRACK	GENERAL FUND	TRANSFERS	14.91
	12/13/24	OCT GAMES NOV RACETRACK	GENERAL FUND	TRANSFERS	1,345.24
	12/13/24	OCT GAMES NOV RACETRACK	GENERAL FUND	TRANSFERS	94,745.40
				TOTAL:	113,551.79
CMA'S TOYOTA CHEVROLET OF MARTINSBURG	12/13/24	CAR#12 OIL SERV TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	29.95
	12/13/24	CAR#12 OIL SERV TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	142.09
				TOTAL:	172.04
COMCAST CORPORATION	12/30/24	12/09-01/08 CH INTERNET	GENERAL FUND	CITY HALL	308.35
	12/13/24	12/7-01/06 PD TV SERVICE	GENERAL FUND	POLICE DEPARTMENT	10.49
	12/13/24	DEC 24 PD INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	303.35
	12/13/24	11-12/24 MD INTERNET	GENERAL FUND	STREETS & HIGHWAYS	188.60
				TOTAL:	810.79
CONRAD LUTTRELL LLP	12/17/24	APU EARNEST MONEY DEP	CAPITAL RESERVE	CULTURE & RECREATION	25,000.00
				TOTAL:	25,000.00
CONSTRUCTIVE SOLUTIONS LLC	12/13/24	CH BRICK REPOINTING ROOF	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,600.00
				TOTAL:	1,600.00
CREAMERS FAST LUBE 1	12/13/24	CAR#2 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	58.95
				TOTAL:	58.95
CREAMERS AUTO SERVICE CENTER, LLC	12/13/24	CAR#17 BATTERY/TIRE/BRAKE	GENERAL FUND	POLICE DEPARTMENT	1,444.40
	12/13/24	CAR#2 STATE INSP/ HEADLIG	GENERAL FUND	POLICE DEPARTMENT	179.42
	12/13/24	CAR#28 STATE INSP/OIL	GENERAL FUND	POLICE DEPARTMENT	18.67
	12/13/24	CAR#28 STATE INSP/OIL	GENERAL FUND	POLICE DEPARTMENT	91.82
	12/30/24	CAR#26 STTE INSP TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	39.62
	12/30/24	CAR#28 4 TIRES&BAL&ALIGNM	GENERAL FUND	POLICE DEPARTMENT	239.35
				TOTAL:	2,013.28
CHARLES TOWN BUILDING COMMISSION	12/13/24	DEC 24 PD/CTUB/CWL RENT	GENERAL FUND	CITY HALL	2,550.00
	12/13/24	DEC 24 PD/CTUB/CWL RENT	GENERAL FUND	CITY HALL	16,667.00
	12/13/24	DEC 24 PD/CTUB/CWL RENT	GENERAL FUND	POLICE DEPARTMENT	7,840.98
				TOTAL:	27,057.98
CHARLES TOWN UTILITY BOARD	12/13/24	NOV 24 WATER BILL	GENERAL FUND	CITY HALL	100.67
	12/13/24	NOV 24 WATER BILL	GENERAL FUND	CITY HALL	139.02
	12/13/24	PD WATER DELIVERY 11/08	GENERAL FUND	POLICE DEPARTMENT	89.43
	12/13/24	NOV 24 WATER BILL	GENERAL FUND	POLICE DEPARTMENT	313.23
	12/13/24	NOV 24 WATER BILL	GENERAL FUND	STREETS & HIGHWAYS	108.80
				TOTAL:	751.15

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DAVID A VAGO	12/13/24	POTTER'S FIELD SIGN DEP	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,750.00
				TOTAL:	1,750.00
DOCUMENT SOLUTIONS, INC.	12/30/24	CY 24 COPIER BLCK OVRG	GENERAL FUND	CITY HALL	98.64
	12/30/24	CY 24 COPIER COLOR OVRG	GENERAL FUND	CITY HALL	1,332.96
				TOTAL:	1,431.60
DOLLAR GENERAL	12/12/24	BATTERIES FOR TRAIL CAMERA	PARKS & REC	PARKS & REC	51.20
				TOTAL:	51.20
EMBASSY SUITES INC	12/12/24	11/17-19 HTL CRT CLRK TRNG	GENERAL FUND	CITY CLERK'S OFFICE	328.00
	12/12/24	11/17-19 HTL CRT CLRK TRNG	GENERAL FUND	CITY HALL	298.00
				TOTAL:	626.00
ENCOVA INSURANCE	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	ECONOMIC DEVELOPMENT	175.06
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	MAYOR'S OFFICE	31.15
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY COUNCIL	99.68
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY MANAGER'S OFFICE	448.56
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	TREASURER'S OFFICE	585.62
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY CLERK'S OFFICE	154.50
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	POLICE JUDGE'S OFFICE	79.74
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY ATTORNEY	373.80
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	ENFORCEMENT AGENCY	139.55
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	BUILDING INSPECTION	205.09
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	PLANNING & ZONING	605.55
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY HALL	236.74
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	PARKING	103.67
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	POLICE DEPARTMENT	3,820.21
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	POLICE-SPECIAL DUTY	86.72
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	STREETS & HIGHWAYS	65.79
	12/13/24	OCT-DEC 24 WORKERS COMP	PARKS & REC	PARKS & REC	129.57
				TOTAL:	7,341.00
ENVIRO-TECH PEST SERVICES INC	12/13/24	12/06 PREG PEST SERV	GENERAL FUND	CITY HALL	80.75
	12/13/24	PD PEST SERV 11/05/24	GENERAL FUND	POLICE DEPARTMENT	80.75
				TOTAL:	161.50
ENVIRONMENTAL SYSTEMS RESEARCH INSTITU	12/13/24	ERCGIS ANNUAL SUBSCRIPTIO	GENERAL FUND	PLANNING & ZONING	749.00
				TOTAL:	749.00
FIRST-CITIZENS BANK & TRUST CO	12/13/24	CH 3RD FLOOR COPIER NOV	GENERAL FUND	CITY HALL	110.00
	12/30/24	2ND FLOOR PLOTTER JAN25	GENERAL FUND	CITY HALL	539.23
	12/30/24	1ST FLOOR COPIER JAN 25	GENERAL FUND	CITY HALL	255.36
				TOTAL:	904.59
FRONTIER, INC.	12/13/24	ROUSS HLL PHN 11-25-12/24	GENERAL FUND	CITY HALL	63.58
	12/30/24	RSS HLL FRE ALRM 12/4-1/3	GENERAL FUND	CITY HALL	195.42
	12/30/24	12/10-01/09 CH ELEVATOR	GENERAL FUND	CITY HALL	143.55
	12/13/24	PD PHONE SERV 11/24-12/23	GENERAL FUND	POLICE DEPARTMENT	67.33
	12/13/24	11/19-12/18 PD PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	218.20
				TOTAL:	688.08
GALLS, LLC	12/13/24	HALL DUTY BELT	GENERAL FUND	POLICE DEPARTMENT	100.18
	12/13/24	10 CROSSFIRE SPRAYS	GENERAL FUND	POLICE DEPARTMENT	200.79
	12/13/24	10 CROSSFIRE SPRAYS	GENERAL FUND	POLICE DEPARTMENT	147.16-
				TOTAL:	153.81

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GO MART	12/12/24	CH JEEP FUEL 11/19	GENERAL FUND	STREETS & HIGHWAYS	35.82
				TOTAL:	35.82
GREENWAY ENGINEERING, INC.	12/13/24	LIBERTY BID PRCSSNG& SLCT	CAPITAL RESERVE	STREETS & TRANSPORTATI	830.00
	12/13/24	LIBERTY BID PRCSSNG&SELEC	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,541.25
				TOTAL:	3,371.25
GRIFFITH ENERGY SERVICES, INC	12/13/24	CH OIL DELIVERY 12/02	GENERAL FUND	CITY HALL	663.32
	12/30/24	12/13 CH HEATING OIL	GENERAL FUND	CITY HALL	509.07
				TOTAL:	1,172.39
HDL COMPANIES INC	12/13/24	NOVEMBER 24 RMBSMT	GENERAL FUND	CITY HALL	1,703.93
				TOTAL:	1,703.93
HOME DEPOT INC	12/12/24	FIREHOSE CONNECTORS/ MAINT	GENERAL FUND	STREETS & HIGHWAYS	95.66
	12/12/24	ZIP TIES CHRISTMAS DECORAT	GENERAL FUND	STREETS & HIGHWAYS	69.88
	12/12/24	LAG SHIELDS & SCREW EYES X	GENERAL FUND	STREETS & HIGHWAYS	101.29
	12/12/24	EXTENSION CORDS & ADAPTERS	GENERAL FUND	STREETS & HIGHWAYS	60.68
	12/12/24	LIGHTS FOR CHEER BOOTH	GENERAL FUND	FAIR ASSOC/FESTIVAL	199.92
	12/12/24	PAINT SUPPLIES SKATE PARK	CAPITAL RESERVE	CULTURE & RECREATION	72.02
				TOTAL:	599.45
INTERNATIONAL CODE COUNCIL	12/12/24	BLDG INSP STUDY GUIDE C L	GENERAL FUND	CITY MANAGER'S OFFICE	69.00
	12/12/24	INTL BLDG CODE BOOK C LEWI	GENERAL FUND	ENFORCEMENT AGENCY	170.50
				TOTAL:	239.50
INTERNATIONAL CODE COUNCIL	12/12/24	CODE BOOKS BLDG INSP	GENERAL FUND	BUILDING INSPECTION	359.20
				TOTAL:	359.20
INDUSTRIAL ORGANIZATIONAL SOLUTIONS IN	12/13/24	ZECHMAN & HINKLE PROM EXM	GENERAL FUND	POLICE DEPARTMENT	201.00
				TOTAL:	201.00
JEFFERSON COUNTY CIRCUIT COURT	12/06/24	APPEAL K BALL COURT COSTS	GENERAL FUND	POLICE DEPARTMENT	205.00
				TOTAL:	205.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	12/13/24	CAD MOBILE 08/06-09-05	GENERAL FUND	POLICE DEPARTMENT	451.42
				TOTAL:	451.42
JEFFERSON COUNTY CONVENTION & VISITOR'	12/13/24	NOV 24 HOTEL/MOTEL COLL	GENERAL FUND	VISITORS CENTER	8,613.31
				TOTAL:	8,613.31
JEFFERSON PUBLISHING COMPANY, INC.	12/30/24	7/17 ST JAMES PUBLIC HRNG	GENERAL FUND	PLANNING & ZONING	42.46
	12/13/24	11/14&21 STORMWATER STUDY	GENERAL FUND	PLANNING & ZONING	33.74
	12/30/24	9/4 WEEKLY EVENT AD	GENERAL FUND	CITY HALL	69.50
	12/30/24	10/11 BL RENEWAL REMINDER	GENERAL FUND	CITY HALL	69.50
	12/30/24	9/11 BL REMINDER	GENERAL FUND	CITY HALL	69.50
	12/30/24	SAVE THE DATE 10/03	GENERAL FUND	CITY HALL	69.50
	12/30/24	10/10 SAVE THE DATE	GENERAL FUND	CITY HALL	69.50
	12/30/24	10/17 SAVE THE DATE	GENERAL FUND	CITY HALL	69.50
	12/30/24	10/24 SAVE THE DATE	GENERAL FUND	CITY HALL	69.50
	12/30/24	11/07 CITY& TREE LIGHTING	GENERAL FUND	CITY HALL	69.50
	12/30/24	10/31 CITY& TREE LIGHTING	GENERAL FUND	CITY HALL	69.50
	12/30/24	11/14 SMALL BIZ SAT	GENERAL FUND	CITY HALL	69.50
	12/30/24	11/21 SMALL BIZ SAT	GENERAL FUND	CITY HALL	69.50
				TOTAL:	840.70

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JOAN & JOE COFFEE	12/12/24	COFFEE FOR AUG TRAIL CEREM	GENERAL FUND	PLANNING & ZONING	53.63
				TOTAL:	53.63
JOHN WYSONG	12/13/24	REIMB CABLE TIES	GENERAL FUND	STREETS & HIGHWAYS	54.28
				TOTAL:	54.28
JOHNSON CONTROLS SECURITY SOLUTIONS	12/30/24	661S GRG ALRM 1/1-3/31/25	GENERAL FUND	POLICE DEPARTMENT	1,471.30
				TOTAL:	1,471.30
ROBERT E. JONES, M.D.	12/13/24	HINKLE & ZECHMAN PHYSICAL	GENERAL FUND	POLICE DEPARTMENT	240.00
				TOTAL:	240.00
KAESER BLAIR INC.	12/30/24	100 PROMOTIONAL BANDANA	GENERAL FUND	PLANNING & ZONING	341.33
				TOTAL:	341.33
KIMLEY-HORN AND ASSOCIATES, INC.	12/13/24	09/30 PLNG & SITE REVIEWS	GENERAL FUND	PLANNING & ZONING	8,484.63
	12/30/24	11/24 PLNG & SITE REVIEWS	GENERAL FUND	PLANNING & ZONING	2,953.90
	12/30/24	S ACADEMY DRAINAGE STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	11,275.00
				TOTAL:	22,713.53
KONICA MINOLTA BUSINESS SOLUTIONS INC	12/13/24	WEBEX 12/01-12/31	GENERAL FUND	CITY HALL	392.73
	12/13/24	WEBEX 12/01-12/31	GENERAL FUND	POLICE DEPARTMENT	478.18
				TOTAL:	870.91
L JAYS DINER	12/13/24	CH XMAS LUNCH CATERING	GENERAL FUND	CITY HALL	1,100.00
				TOTAL:	1,100.00
LIBERTY GET N GO	12/11/24	CAR#12 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	60.92
	12/11/24	CAR#12 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	60.83
	12/11/24	CAR#12 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	54.96
	12/11/24	CAR#12 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	53.12
	12/11/24	CAR#12 FUEL 10/29	GENERAL FUND	POLICE DEPARTMENT	61.57
	12/11/24	CAR#2 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	49.78
	12/11/24	CAR#5 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	67.20
	12/11/24	CAR#2 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	46.51
	12/11/24	CAR#4 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#12 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	63.24
	12/12/24	SWEEPER FUEL 11/01	GENERAL FUND	STREETS & HIGHWAYS	112.66
	12/12/24	SWEEPER FUEL 11/08	GENERAL FUND	STREETS & HIGHWAYS	117.58
	12/12/24	SWEEPER FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	94.62
	12/12/24	STAUB TRUCK FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	94.80
	12/12/24	STAUB TRUCK FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	34.45
	12/12/24	SWEEPER FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	104.27
	12/12/24	BUCKET TRUCK FUEL 11/01	GENERAL FUND	STREETS & HIGHWAYS	145.30
	12/12/24	2017 CHEVY FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	93.59
	12/12/24	LEAF VAC FUEL 11/18	GENERAL FUND	STREETS & HIGHWAYS	86.33
	12/12/24	2015 FORD FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	94.12
	12/12/24	2017 CHEVY FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	48.76
	12/12/24	2017 CHEVY FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	98.36
	12/12/24	2023 CHEVY FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	88.09
	12/12/24	GAS CAN FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	15.70
	12/12/24	2023 CHEVY FUEL11/14	GENERAL FUND	STREETS & HIGHWAYS	94.63
	12/12/24	2023 CHEVY FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	98.48
	12/12/24	BOBCAT FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	72.08
	12/12/24	DUMP TRUCK FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	125.16
	12/12/24	2017 F350 FUEL 11/22	GENERAL FUND	STREETS & HIGHWAYS	83.04

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,270.15
LOVES#537	12/12/24	11/17 LNCH CRT CLRK TRNG R	GENERAL FUND	CITY HALL	5.31
	12/12/24	CH JEEP FUEL 11/17	GENERAL FUND	STREETS & HIGHWAYS	44.96
				TOTAL:	50.27
MARCUS ANDERSON	12/13/24	B&O DUPLICATE PMNT REFUND	GENERAL FUND	TREASURER'S OFFICE	39.63
				TOTAL:	39.63
MARK ROPER CONSTRUCTION LLC	12/30/24	BOUNDARY ADJMT REFUND	GENERAL FUND	PLANNING & ZONING	150.00
				TOTAL:	150.00
MARLIN LEASING CORPORATION	12/13/24	NOV 24 CH PD COPIER SERV	GENERAL FUND	CITY HALL	590.20
	12/13/24	NOV 24 CH PD COPIER SERV	GENERAL FUND	POLICE DEPARTMENT	320.28
				TOTAL:	910.48
MARTINS	12/12/24	COOKIES AUG TRAIL CEREMONY	GENERAL FUND	PLANNING & ZONING	66.44
				TOTAL:	66.44
MARTINS FUEL	12/11/24	CAR#15 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	39.80
	12/11/24	CAR#15 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	41.30
	12/11/24	CAR 15 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	36.75
	12/11/24	CAR 15 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	43.25
	12/11/24	CAR 15 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	44.54
				TOTAL:	205.64
MATTHEW ANDERSON, PE, PLLC	12/30/24	INSP SERV 10/28-10/31	GENERAL FUND	BUILDING INSPECTION	2,525.00
	12/30/24	INSP SERV 11/01-11/07	GENERAL FUND	BUILDING INSPECTION	6,300.00
	12/30/24	INSP SERV 11/11- 11/15	GENERAL FUND	BUILDING INSPECTION	7,900.00
	12/13/24	INSPECT SERV 11/25-11/27	GENERAL FUND	BUILDING INSPECTION	7,250.00
	12/13/24	INSPECT SERV 12/02-12/06	GENERAL FUND	BUILDING INSPECTION	6,750.00
				TOTAL:	30,725.00
MCKINNEY'S AUTO REPAIR & TOWING	12/13/24	CAR#28 TIRE PATCHING	GENERAL FUND	POLICE DEPARTMENT	63.00
	12/30/24	CAR#28 TIRE REPAIR	GENERAL FUND	POLICE DEPARTMENT	38.00
				TOTAL:	101.00
MELISSA SEGURA	12/13/24	INTRPRTR SERV COURT 11/06	GENERAL FUND	POLICE DEPARTMENT	75.00
	12/13/24	TRANSL SERV	GENERAL FUND	POLICE DEPARTMENT	75.00
	12/13/24	TRANSL SERV	GENERAL FUND	POLICE DEPARTMENT	75.00
				TOTAL:	225.00
MIDWAYUSA.COM	12/12/24	INVESTIGATION COTTON SWAB	GENERAL FUND	POLICE DEPARTMENT	21.97
				TOTAL:	21.97
MILLENIUM INSURANCE GROUP INC	12/13/24	JAN 25 INS BROKER FEES	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
MILLER'S SUPPLIES AT WORK	12/30/24	3 CHAIRS FRT OFFICE& PLNG	CAPITAL RESERVE	GENERAL GOVERNMENT	1,127.85
				TOTAL:	1,127.85
MOULTRIE MOBILE	12/12/24	FY25 CAMERA SERVICE PLAN	PARKS & REC	PARKS & REC	495.70
				TOTAL:	495.70
NAPA	12/12/24	MD WASHER FLUID FOR VEHICL	GENERAL FUND	STREETS & HIGHWAYS	2.42
				TOTAL:	2.42

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NATIONAL ASSOCIATION OF SCHOOL RESOURC	12/12/24	DESARNO MEMBER FEES	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/12/24	LIPSCOMB MEMBER FEES	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/12/24	LIPSCOMB SRO TRAINING	GENERAL FUND	POLICE DEPARTMENT	500.00
				TOTAL:	600.00
NVA	12/30/24	JAN 25 VISION PREM	GENERAL FUND	NON-DEPARTMENTAL	131.30
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	TREASURER'S OFFICE	31.88
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	CITY ATTORNEY	7.97
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	PLANNING & ZONING	23.91
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	CITY HALL	7.97
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	POLICE DEPARTMENT	127.52
	12/30/24	JAN 25 VISION PREM	GENERAL FUND	STREETS & HIGHWAYS	15.94
				TOTAL:	378.37
OUTBACK STEAKHOUSE	12/12/24	11/18 DNR CRT CLRK TRAING	GENERAL FUND	CITY CLERK'S OFFICE	28.52
	12/12/24	11/18 DNR CRT CLERK TRNG R	GENERAL FUND	CITY HALL	33.58
				TOTAL:	62.10
PATTON BUILDING SERVICES INC	12/13/24	CH CLEANING SERV NOV 24	GENERAL FUND	CITY HALL	1,867.00
				TOTAL:	1,867.00
PEIA	12/10/24	DEC 24 PEIA	GENERAL FUND	NON-DEPARTMENTAL	4,277.69
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	NON-DEPARTMENTAL	115.70
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	NON-DEPARTMENTAL	127.50
	12/10/24	DEC 24 PEIA	GENERAL FUND	ECONOMIC DEVELOPMENT	580.83
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	12/10/24	DEC 24 PEIA	GENERAL FUND	TREASURER'S OFFICE	1,165.62
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	TREASURER'S OFFICE	57.80
	12/10/24	DEC 24 PEIA	GENERAL FUND	CITY CLERK'S OFFICE	1,271.88
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	CITY CLERK'S OFFICE	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	CITY ATTORNEY	1.98
	12/10/24	DEC 24 PEIA	GENERAL FUND	ENFORCEMENT AGENCY	580.83
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	ENFORCEMENT AGENCY	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	PLANNING & ZONING	1,275.84
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	PLANNING & ZONING	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	CITY HALL	1,271.88
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	CITY HALL	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	PARKING	1.98
	12/10/24	DEC 24 PEIA	GENERAL FUND	POLICE DEPARTMENT	14,328.39
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	POLICE DEPARTMENT	462.40
	12/10/24	DEC 24 PEIA	GENERAL FUND	STREETS & HIGHWAYS	1,813.32
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	STREETS & HIGHWAYS	57.80
				TOTAL:	27,539.90
PITNEY BOWES INC	12/30/24	2 RED INK CRTRG/PSTG MCHN	GENERAL FUND	CITY HALL	257.97
				TOTAL:	257.97
PODS ENTERPRISES LLC	12/12/24	SKATE PARK MURAL PAINT STO	CAPITAL RESERVE	CULTURE & RECREATION	116.63
				TOTAL:	116.63
POM INCORPORATED	12/13/24	PARKING PROGRAMMER RENTAL	GENERAL FUND	PARKING	500.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	500.00
POTOMAC EDISON COMPANY, INC.	12/06/24	OCT DEC 24 CWH 2ND FLOOR	GENERAL FUND	CITY HALL	232.07
	12/06/24	OCT NOV 24 CWH ELEC SERV	GENERAL FUND	CITY HALL	1,175.14
	12/13/24	OCT 24 CWH ELEC SERV BALA	GENERAL FUND	CITY HALL	1,756.02
	12/13/24	OCT 24 106N G ELEC SER BA	GENERAL FUND	CITY HALL	458.28
	12/06/24	NOV 24 ELEC SERVICE	GENERAL FUND	CITY HALL	895.09
	12/06/24	NOV 24 ELEC SERVICE	GENERAL FUND	CITY HALL	418.02
	12/06/24	NOV 24 ELEC SERVICE	GENERAL FUND	PARKING	107.60
	12/06/24	NOV 24 ELEC SERVICE	GENERAL FUND	STREETS & HIGHWAYS	10,282.95
	12/16/24	NOV 24 CROSSWIND ELEC SER	GENERAL FUND	STREETS & HIGHWAYS	174.48
				TOTAL:	15,499.65
DONALD B RICE TIRE CO INC	12/13/24	4 TIRES FOR CAR#17	GENERAL FUND	POLICE DEPARTMENT	586.96
				TOTAL:	586.96
RON SHIELDS	12/13/24	B&O OVERPAYMENT REIMBURSE	GENERAL FUND	TREASURER'S OFFICE	27.35
				TOTAL:	27.35
ROYAL FARMS	12/11/24	CAR#8 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	47.06
				TOTAL:	47.06
RUCKMAN ENGINEERING, PLC	12/13/24	PLAN REVIEWS 10/07-10/11	GENERAL FUND	BUILDING INSPECTION	1,750.00
	12/13/24	PLAN REVIEWS 10/14-10/18	GENERAL FUND	BUILDING INSPECTION	1,725.00
	12/13/24	PLAN REVIEWS 10/28-11/02	GENERAL FUND	BUILDING INSPECTION	1,650.00
	12/13/24	PLAN REVIEWS 11/04-11/08	GENERAL FUND	BUILDING INSPECTION	1,200.00
	12/13/24	PLAN REVIEWS 11/11-11/15	GENERAL FUND	BUILDING INSPECTION	1,150.00
	12/13/24	PLAN REVIEWS 11/25 -11/29	GENERAL FUND	BUILDING INSPECTION	975.00
	12/13/24	PLAN REVIEW 12/02-12-06	GENERAL FUND	BUILDING INSPECTION	1,950.00
	12/30/24	PLAN RVW 12/09-12/13/24	GENERAL FUND	BUILDING INSPECTION	450.00
				TOTAL:	10,850.00
S&K ENTERPRISES, LLC	12/13/24	TREE FELLING JMP	GENERAL FUND	STREETS & HIGHWAYS	900.00
				TOTAL:	900.00
SCOTT ELECTRIC GREENSBURG	12/12/24	DELIVERY FEE FOR STREET PO	GENERAL FUND	STREETS & HIGHWAYS	281.88
				TOTAL:	281.88
SHEETZ	12/11/24	CAR#28 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	46.02
	12/11/24	CAR# 28 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	43.86
	12/11/24	CAR#28 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	48.00
	12/11/24	CAR#28 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	40.00
	12/11/24	CAR#28 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	48.00
	12/11/24	CAR#28 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	25.27
	12/11/24	CAR#26 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	39.84
	12/11/24	CAR#26 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	43.07
	12/11/24	CAR#26 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	38.22
	12/11/24	CAR#4 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	74.63
	12/11/24	CAR#4 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	71.86
	12/11/24	CAR#9 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	45.00
	12/11/24	CAR#9 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	30.63
	12/11/24	CAR#9 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	41.76
	12/11/24	CAR#9 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	39.46
	12/11/24	CAR 19 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	22.67
	12/11/24	CAR 15 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	44.14
	12/11/24	CAR#26 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	39.11

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/11/24	CAR#26 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	31.42
	12/11/24	CAR#26 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	35.98
	12/11/24	CAR#28 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	45.00
	12/11/24	CAR#28 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	42.00
	12/11/24	CAR#28 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	43.00
	12/12/24	CAR #21 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	25.51
	12/12/24	CAR#21 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	24.94
	12/12/24	CAR#21 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	33.95
	12/12/24	CAR#21 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	24.83
	12/12/24	CAR#21 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	32.55
	12/12/24	CAR#21 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	32.47
	12/12/24	CAR#21 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	39.21
	12/12/24	CAR#21 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	37.56
	12/12/24	CAR#21 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	29.76
	12/12/24	CAR#21 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	24.47
	12/12/24	CAR#21 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	29.28
	12/12/24	CAR#21 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	26.45
	12/12/24	CAR#21 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	33.62
	12/12/24	CAR#21 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	42.05
	12/12/24	CAR#21 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	36.72
	12/12/24	CAR#21 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	29.07
	12/12/24	CAR#1 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	68.82
	12/12/24	CAR#1 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	70.36
	12/12/24	CAR#1 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	71.88
	12/12/24	CAR#18 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	55.00
	12/12/24	TRAX 5937 FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	26.83
	12/12/24	LEAF VAC FUEL 11/07	GENERAL FUND	STREETS & HIGHWAYS	56.99
				TOTAL:	1,831.26
SHERWIN - WILLIAMS	12/30/24	PAINT FOR SKT PRK MURAL	CAPITAL RESERVE	CULTURE & RECREATION	359.01
				TOTAL:	359.01
SOUTH CENTRAL PLANNING & DEVELOPMENT C	12/30/24	JULY24 MYPERMITNOW FEES	GENERAL FUND	PLANNING & ZONING	730.00
	12/30/24	SEPT 24 MYPERMITNOW FEES	GENERAL FUND	PLANNING & ZONING	730.00
	12/13/24	NOV 24 MYPERMITNOW FEES	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	2,190.00
STANLEY MARTIN	12/16/24	REFUND DUPLI FEES24-525	GENERAL FUND	PLANNING & ZONING	119.35
				TOTAL:	119.35
STAPLES ADVANTAGE INC	12/13/24	ORGANIZATIONAL STAND	GENERAL FUND	TREASURER'S OFFICE	31.69
	12/13/24	RECEIPT ROLLS	GENERAL FUND	TREASURER'S OFFICE	38.74
	12/30/24	MOUSE/MSE PAD/ MSE MAT	GENERAL FUND	TREASURER'S OFFICE	37.57
	12/30/24	OFFICE SUPPLIES	GENERAL FUND	PLANNING & ZONING	9.35
	12/30/24	OFFICE SUPPLIES	GENERAL FUND	PLANNING & ZONING	34.58
	12/13/24	CH CUPS COFFEE CREAMER	GENERAL FUND	CITY HALL	197.04
	12/13/24	CH SUGAR	GENERAL FUND	CITY HALL	14.82
	12/30/24	OFFICE SUPPLIES	GENERAL FUND	CITY HALL	105.38
	12/30/24	CH BATHROOM SUPPLIES	GENERAL FUND	CITY HALL	601.82
	12/30/24	OFFICE SUPPLIES	GENERAL FUND	CITY HALL	65.46
				TOTAL:	1,136.45
SUN LIFE	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	NON-DEPARTMENTAL	713.39
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	ECONOMIC DEVELOPMENT	87.26
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	CITY MANAGER'S OFFICE	163.94
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	TREASURER'S OFFICE	303.15

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	CITY CLERK'S OFFICE	80.26
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	CITY ATTORNEY	120.56
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	ENFORCEMENT AGENCY	64.72
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	BUILDING INSPECTION	98.15
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	PLANNING & ZONING	280.90
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	CITY HALL	105.17
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	PARKING	34.04
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	POLICE DEPARTMENT	1,405.38
	12/20/24	DEC 24 PREMIUMS	GENERAL FUND	STREETS & HIGHWAYS	250.23
				TOTAL:	3,707.15
SUNOCO	12/12/24	STAUB TRUCK FUEL 11/11	GENERAL FUND	STREETS & HIGHWAYS	81.20
	12/12/24	STAUB TRUCK FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	85.19
				TOTAL:	166.39
SUSTAINABLE STRATEGIES DC	12/13/24	NOV 24 GRANT RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
T-MOBILE	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	ECONOMIC DEVELOPMENT	31.99
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	CITY MANAGER'S OFFICE	42.09
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	TREASURER'S OFFICE	31.99
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	CITY ATTORNEY	17.85
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	ENFORCEMENT AGENCY	17.85
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	BUILDING INSPECTION	84.18
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	PLANNING & ZONING	17.85
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	CITY HALL	31.99
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	140.10
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	STREETS & HIGHWAYS	58.85
				TOTAL:	474.74
LYLE C TABB & SONS, INC.	12/13/24	NOV 24 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	675.00
	12/13/24	APR BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	675.00
				TOTAL:	1,350.00
TECHSTAR MECHANICAL SERVICES LLC	12/13/24	CWH 4 AC UNITS REPAIR	GENERAL FUND	STREETS & HIGHWAYS	750.00
				TOTAL:	750.00
TEK ADVISORS	12/13/24	CH TECH SERV NOV24	GENERAL FUND	CITY HALL	20,705.00
				TOTAL:	20,705.00
THE GARLAND CO INC	12/13/24	CH ROOF	CAPITAL RESERVE	STREETS & TRANSPORTATI	71,547.66
				TOTAL:	71,547.66
THE JOURNAL,MARTINSBURG	12/30/24	FY25 SUBSCRIPTION	GENERAL FUND	POLICE DEPARTMENT	208.00
				TOTAL:	208.00
TOWN MART CITGO	12/11/24	CAR #4 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#12 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	54.68
	12/11/24	CAR#12 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	51.88
	12/11/24	CAR 15 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	37.20
	12/11/24	CAR 15 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	47.26
	12/11/24	CAR 15 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	34.36
	12/12/24	CAR#21 FUEL 11/23	GENERAL FUND	POLICE DEPARTMENT	43.10
	12/12/24	STAUB TRUCK FUEL 10/30/24	GENERAL FUND	STREETS & HIGHWAYS	75.24
				TOTAL:	393.72

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TRACTOR SUPPLY	12/12/24	LYNCH PINS	GENERAL FUND	STREETS & HIGHWAYS	5.96
	12/12/24	DRILL BITS FOR XMAS DECORA	GENERAL FUND	STREETS & HIGHWAYS	17.98
				TOTAL:	23.94
TRANSUNION	12/12/24	OCT 24 INVESTIGATION SUBSC	GENERAL FUND	POLICE DEPARTMENT	200.00
				TOTAL:	200.00
TRAVELERS	12/30/24	FY25 SALES BOND	GENERAL FUND	CITY CLERK'S OFFICE	100.00
				TOTAL:	100.00
TYLER TECHNOLOGIES, INC	12/11/24	BLANK CHECK PAPER	GENERAL FUND	TREASURER'S OFFICE	216.56
				TOTAL:	216.56
UNITED WAY OF THE EASTERN PANHANDLE, I	12/13/24	NOV 24 TEEN COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	705.00
				TOTAL:	705.00
US BANK	12/11/24	NOV 24 FLEET PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	4,090.76
	12/11/24	NOV 24 AP PCARD PAYMNT	GENERAL FUND	NON-DEPARTMENTAL	216.56
	12/11/24	NOV PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	9,770.16
				TOTAL:	14,077.48
US POSTAL SERVICE	12/12/24	CERT MAIL 126 W WASHINGTON	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	12/12/24	CERT MAIL 109 N CHARLES	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	12/12/24	CERT MAIL 418 E NORTH	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 321 N PRESTON	GENERAL FUND	ENFORCEMENT AGENCY	9.68
	12/12/24	CERT MAIL 307 N PRESTON	GENERAL FUND	ENFORCEMENT AGENCY	20.67
	12/12/24	CERT MIAL 399 E FIRST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 502 S CHURCH	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 615 S MILDRED	GENERAL FUND	ENFORCEMENT AGENCY	11.54
	12/12/24	CERT MAIL 418 S MILDRED	GENERAL FUND	ENFORCEMENT AGENCY	9.96
				TOTAL:	103.71
VITAL SIGNS PLUS, INC.	12/13/24	100 PUBLIC NOTICE SIGNS	GENERAL FUND	PLANNING & ZONING	900.00
	12/13/24	B KIND & FREE PRKG SIGNS	GENERAL FUND	PARKING	1,316.00
	12/13/24	B KIND & FREE PRKG SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	96.00
				TOTAL:	2,312.00
WALMART INC	12/12/24	MAINT SHOP COFFEE	GENERAL FUND	STREETS & HIGHWAYS	23.06
				TOTAL:	23.06
WASSERMAN MUSIC LLC	12/17/24	25 WV FEST MUSIC BAND	GENERAL FUND	FAIR ASSOC/FESTIVAL	2,500.00
				TOTAL:	2,500.00
WASTE MANAGEMENT INC	12/13/24	DEC 24 MAINT TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	323.89
				TOTAL:	323.89
WINCHESTER PSYCHOLOGICAL ASSESSMENT LL	12/30/24	D COWELL PREEMP PSY EVAL	GENERAL FUND	POLICE DEPARTMENT	415.00
				TOTAL:	415.00
WITMER PUBLIC SAFETY GROUP INC	12/13/24	18 END CAP BATONS	CAPITAL RESERVE	PUBLIC SAFETY	342.95
				TOTAL:	342.95
WV STATE TREASURER'S OFFICE	12/06/24	MUN COURT FEES NOV 24	GENERAL FUND	NON-DEPARTMENTAL	7,297.59
				TOTAL:	7,297.59
WV CODE OFFICIALS ASSOCIATION	12/12/24	25 WV CODE OFFICIALS ASS D	GENERAL FUND	ENFORCEMENT AGENCY	40.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	40.00
WV MUNICIPAL LEAGUE	12/12/24	MAGISTRATE TRAINING KUTCHE	GENERAL FUND	POLICE JUDGE'S OFFICE	120.00
	12/12/24	MAGISTRATE TRAINING KING	GENERAL FUND	POLICE JUDGE'S OFFICE	120.00
				TOTAL:	240.00
ZOOM.US	12/12/24	NOV 24 ZOOM SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

========== FUND TOTALS ==========

001	GENERAL FUND	367,442.43
200	CAPITAL RESERVE	116,562.37
207	PARKS & REC	2,156.56
	GRAND TOTAL:	486,161.36

TOTAL PAGES: 13

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
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: 12/06/2024 THRU 12/30/2024

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
KIMLEY-HORN AND ASSOCIATES, INC.	12/30/24	S ACADEMY DRAINAGE STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	11,275.00
				TOTAL:	11,275.00
MILLER'S SUPPLIES AT WORK	12/30/24	3 CHAIRS FRT OFFICE& PLNG	CAPITAL RESERVE	GENERAL GOVERNMENT	1,127.85
				TOTAL:	1,127.85
SHERWIN - WILLIAMS	12/30/24	PAINT FOR SKT PRK MURAL	CAPITAL RESERVE	CULTURE & RECREATION	359.01
				TOTAL:	359.01

========== FUND TOTALS ==========

200	CAPITAL RESERVE	12,761.86
	GRAND TOTAL:	12,761.86

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 12/30/2024 THRU 99/99/9999

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
AC & T CO., INC	12/30/24	11/21 JMP PT SERVICE	PARKS & REC	PARKS & REC		289.00
					TOTAL:	289.00
CBP ENTERPRISES	12/30/24	11/7 & 25 MOW EVITTS RUN	PARKS & REC	PARKS & REC		480.00
	12/30/24	11/7 & 25 MOW HAPPY RET	PARKS & REC	PARKS & REC		460.00
	12/30/24	11/07 & 25 CRAIG H MOW	PARKS & REC	PARKS & REC		470.00
	12/30/24	11/07& 25 MOW JMP	PARKS & REC	PARKS & REC		790.00
	12/30/24	MOW WLNGHM 11/07&25	PARKS & REC	PARKS & REC		590.00
					TOTAL:	2,790.00
CHET HINES	12/30/24	2/17 HR MOWER FUEL	PARKS & REC	PARKS & REC		16.79
					TOTAL:	16.79
POTOMAC EDISON COMPANY, INC	12/30/24	DEC 24 JMP ELEC SERV.	PARKS & REC	PARKS & REC		356.23
					TOTAL:	356.23

========== FUND TOTALS ==========

207	PARKS & REC	3,452.02
	GRAND TOTAL:	3,452.02

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: All
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: 12/30/2024 THRU 12/30/2024

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: 01/06/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-10: Thank You Note from Ms. Nancy Guiney

ATTACHMENTS:
- Thank you note.pdf

12/8/24

Mayor Traina,

Please extend my sincere thanks to those responsible for the recent resurfacing of the basketball courts at Jefferson Memorial and Evetts Run parks.

I frequently visit both parks with my grandchildren. It is a pleasure to see them well cared for.

With my prayers for your family at Christmas time.

Nancy

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-11: Charles Town Police Department November Statistic Report

ATTACHMENTS:

- November 2024 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

November 2024

911 Hangup	
Abandoned Vehicle	7
Alarm	24
Animal Complaint	3
ATV Complaint	1
BOLO	4
Breaking and Entering Vehicle	4
Building Check	66
Burglary	1
Capias Recall by Court	3
Capias Service	7
Citizen Assist	
Code Enforcement	
Court/Bailiff Duty	4
Crossiing Guard Duties	
Destruction of Property	1
Directed Patrol	436
Disabled Vehicle	6
Disturbance	22
Dog Locked in Vehicle	
Domestic	1
Drug Activity	11
DUI	1
EMS Assist	1
Fingerprinting	2
Fire Assist	1
Follow Up	17
Foot Patrol	11
Found Property	4
Fraud	1
Gunshots Heard	2
Harassment	2
Hardcopy Check	4
Illegal Burn	
Information	1
Injured Animal	
Intoxicated Person	1
Juvenile Complaint	3

Loose Dog	1
Missing Person	
Motorist Assist	7
MVA w/ Entrapment	
MVA Hit and Run	2
MVA No Injury	22
MVA w/ Injury	5
Noise Complaint	
Open Door	6
Out of Car (Investigation/Mtg/Court)	4
Overdose	
Overdose-Death	
Panhandling	
Parking Complaint	24
Public Assist (In Person Contact)	15
Public Service (Phone Contact)	54
Reckless Driver	2
Road Patrol	13
Sexual Assault	
Shoplifting	
Special Event/Detail	3
Stolen Vehicle	1
Suspicious Activity	4
Suspicious Person	1
Suspicious Vehicle	11
Swear To Complaints	
Theft	3
Threats	1
Traffic Hazzard	8
Transport	2
Trespassing	
Unattended Death	1
VIN Verification	
Warrant Service	8
Welfare Check	19
Wildlife Complaint	3
Wires Down	1
Total calls of service	**873**

Assists/Back-Ups:	Ranson	**9**	Sheriffs Dept.	**24**
	Harpers Ferry		State Police	**4**
	Shepherdstown		Other (not including CTPD)	**6**
			Total Assists	**43**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	20	7	19	6	1	1	0	**27**
Total Charges	33	12	31	11	1	2	0	**45**
Citations:								**273**
- Moving								**122**
- Nonmoving								**121**
- Criminal								**10**
- S Ticket (Parking)								**20**
Stops	136	99	169	27	30	5	4	**235**
Warnings:								**148**
Stops	88	59	108	11	14	0	14	**147**
Total	**244**	165	**296**	**44**	**45**	**6**	18	
Incident Report								**62**
Parking								
- Citations								**131**
-Warnings								**19**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

November 2024

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Grand Larceny, Attempted							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny	2		2				
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	2	0	2	0	0	0	0
PART II OFFENSE							
Assault							
Assault on an Officer							
Attempted to Escape from LEO	1			1			
Battery	1		1				
Bond Revocation	1			1			
Breaking and Entering Vehicle	2		2				
Capias Served	5	1	3	1		2	
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy	1			1			
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Cocaine							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Possess w/Intent to Deliver Methamphetamine							
Cruelty to Animals							
Destruction of Property							
Disorderly Conduct							
Disruption of School							
Distribution of Crack Cocaine							
Domestic Assault 3rd Offense							
Domestic Battery	2		2				
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI	1	2	3				
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI							
DUI 2nd							
DUI 3rd							
DUI Aggravated							
DUI Causing Bodily Injury							
DUI - Drugs	1			1			

Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

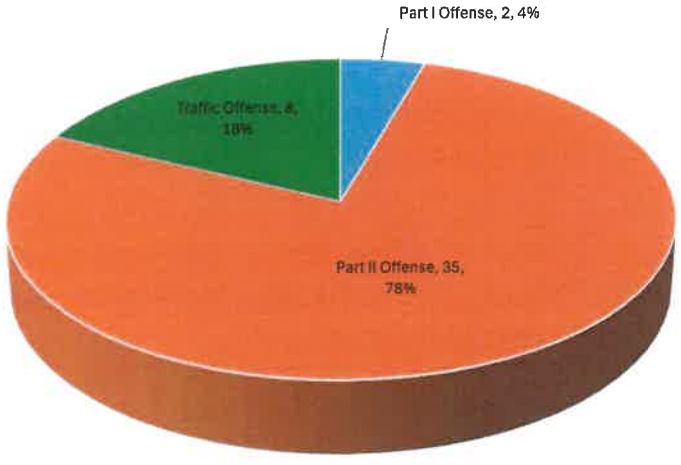
DUI - Drugs 3rd Offense							
DUI w/ Minor							
Engage in Business W/O Business Franchise Registration							
Enter without Breaking	1		1				
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing from Officer							
Forgery of a Public Record							
FPO Violation							
Fraudulent Schemes							
Fugitive From Justice							
Injuring or Tampering with Mobile Equipment							
Interfering with Emergency Communication	1		1				
Malicious or unlawful Assault	1			1			
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer							
Obtain Money, Property, Services by False Pretense							
Open Container							
Organized Retail Theft							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Acetaminophen/Tramadol							
Possession of Gabapentin							
Possession of Fentanyl	1			1			
Possession of Marijuana	6	4	7	3			
Possession of Methamphetamine							
Possession of Oxycodontin							
Possession of Pregabalin							
Possession of Xanax							
Possession w/ Intent to Deliver Methamphetamine							
Possession w/ Intent to Destribute Heroin							
Probation Revocation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication							
Resisting Arrest	1		1				
Sale of Alcohol to Person Under 21							
Sexual Abuse 1st Degree							
Sexual Assault 3rd Degree	1				1		
Tampering with Vehicle							
Transfer Receive Stolen Vehicle Felony							
Trespassing							
Unauthorized Use of Vehicle	1		1				
Underage Consumption of Alcohol							
Uttering							
Wanton Endangerment							
TOTAL	**28**	**7**	**22**	**10**	**1**	**2**	**0**

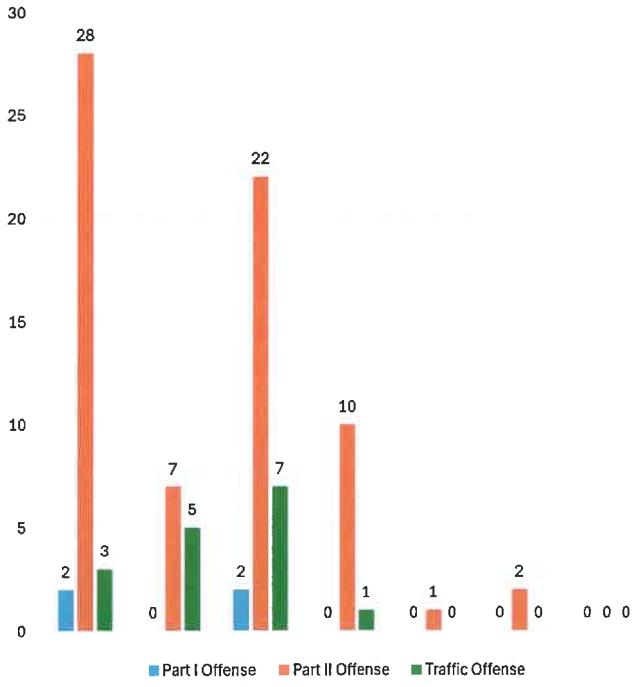
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended		1	1				
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense							
Driving Too Fast for Conditions							
Exp/No MVI		1	1				
Expired/No Operators	1			1			
Expired/No Registration	1	2	3				
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device							
Fail to Render Aid							
Fail to Report Accident							
Failure to Yield at Intersetion							
Following to Closely							
Improper Display							
Improper Registration							
Leaving the Scene of Accident w/ Injury							
Leaving the Scene of Accident w/ Damage							
Left of Center							
Littering from Vehicle							
No Insurance/No Proof of Insurance	1	1	2				
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
Passing on Right Off Road							
Red Light Violation							
Speeding							
Wrong Way on Traffic Circle							
TOTAL	3	5	7	1	0	0	0
TOTAL CHARGES	**33**	**12**	**31**	**11**	**1**	**2**	**0**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2024/2025 / November 2024

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	2	SRO Use of Force	0
Battery on School Employee	0	Found Property	2	Suspensions	10
Citizen Assist	5	Incident Reports	4	Threats	2
Directed Patrols	2	Juvenile Petitions	4	Tobacco Related	2
Disturbance	5	Marijuana Possession	4	Trespassing	0
Evacuations	1	Parental Contacts	8	Vandalism/Theft	0
Extra Curricular Activities	2	Parking Complaints	2	Vehicle Accident	1
Fights	2	Reckless Driver	0	Welfare Check	2
Fire Department Assist	0	Social Media Related	1	***Total Involvements***	***61***

Officer Notes/Misc. Information:

Thanksgiving break last week of month.

YOUTH SERVICES:	
Total Classes Taught:	
Students in Class:	
Topics Taught:	
One on One Contacts:	12
Total Students Served:	12

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	35
17A-9-2	No Or Expired Registration	55
17A-9-3	Improper Registration	1
17B-2-1	No Operators	4
17B-2-12	Expired Operators	1
17B-4-3(a)	Driving Suspended/2nd/3rd	9
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	3
17C-12-5	Stop Sign Violation	1
17C-12-7	Fail To Stop For School Bus	1
17C-13-3	Parking Violation	6
17C-15-49	Seatbelts Required	1
17C-16-9	No Or Expired MVI	18
17C-3-4	Fail To Obey Traffic Control Device	8
17C-3-5	Fail To Obey Traffic Light	19
17C-3-5(c)	Right on Red	3
17C-4-2	Leaving The Scene Of An Accident	1
17C-5-2(e)	Basic DUI <.15	1
17C-6-1(a)	Too Fast For Conditions	1
17C-6-1a	Failure To Maintain Control	2
17C-6-1b	Speeding	58
17C-7-6	Left of Center	1
17C-7-8	One Way And Traffic Island Violation	1
17C-9-1	Fail Yield At Intersection	4
17D-2A-3	No Insurance	6
17D-2A-4	No Proof Of Insurance	6
CTPD171.07	Failure To Appear For Trial (CAPIAS)	5
CTPD333.03	Hazardous Driving	1
CTPD349.15	Shortcutting Traffic Control Device	1
CTPD349.22	ALL TERRAIN VEHICLES PROHIBITED	1
CTPD361.05	Manner And Angle Of Parallel Parking	1
CTPD361.08	Parking For Prohibited Purposes	13
CTPD531.03	Possession Of Marijuana <15gms	5
Report Totals		**273**

Report Includes:
All dates of issue between `00:00:00 11/01/24` and `23:59:59 11/30/24`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

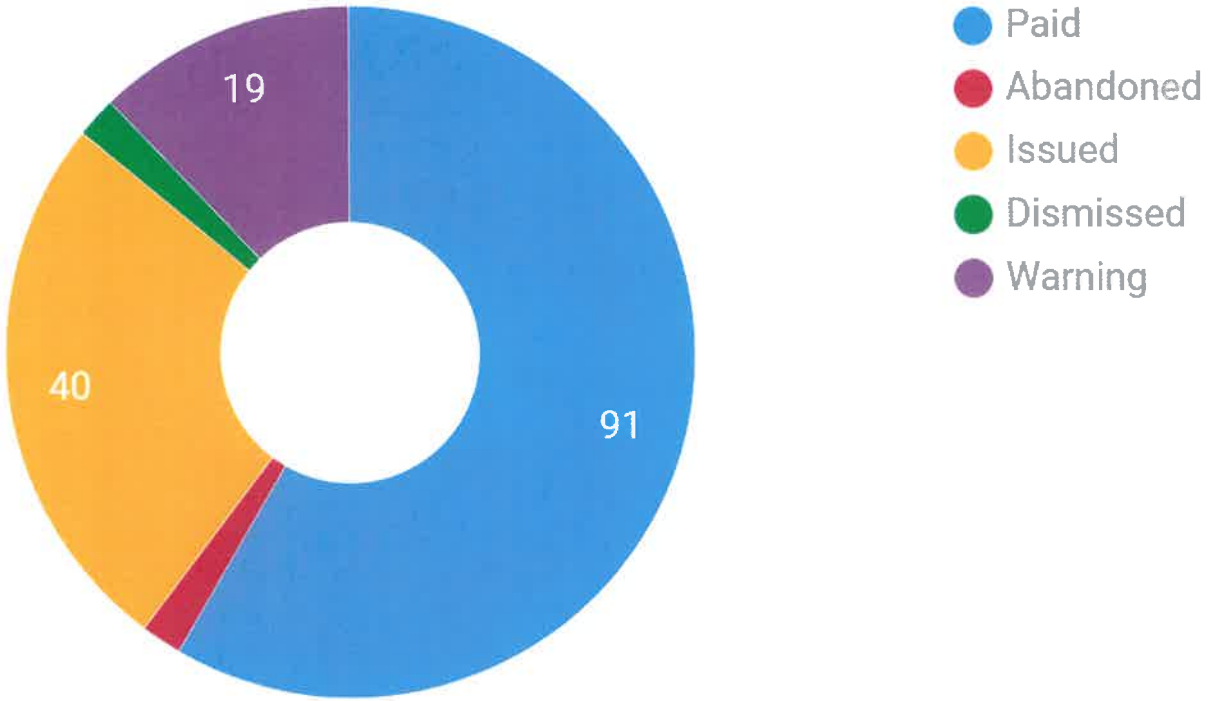
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	18
17A-3-16	Expired Registration	23
17A-3-1a.(a)	Fail To Obtain WV Registration 30days	1
17B-2-1a(b)	Failure To Obtain WV Operator's	2
17C-12-5	Stop Sign Violation	12
17C-15-1	Unsafe-Improperly Equipped Vehicle	11
17C-15-4	Head Lamp Requirements	5
17C-15-5	Tail Lamp Requirements	8
17C-16-9	No Or Expired MVI	1
17C-3-4	Fail To Obey Traffic Control Device	10
17C-3-4a	Fail To Obey TCD Construction Site	1
17C-3-5	Fail To Obey Traffic Light	1
17C-3-5(c)	Right on Red	2
17C-6-1(a)	Too Fast For Conditions	1
17C-6-1a	Failure To Maintain Control	5
17C-6-1b	Speeding	32
17C-7-10	Following Too Closely	1
17C-7-3	Improper Passing/Audible Signal	1
17C-7-4	Passing On Right-Off Road	6
17C-7-6	Left of Center	2
17C-7-9	Improper Lane Change	1
17C-9-1	Fail Yield At Intersection	2
17D-2A-4	No Proof Of Insurance	1
CTPD333.03	Hazardous Driving	1
	Report Totals:	**148**

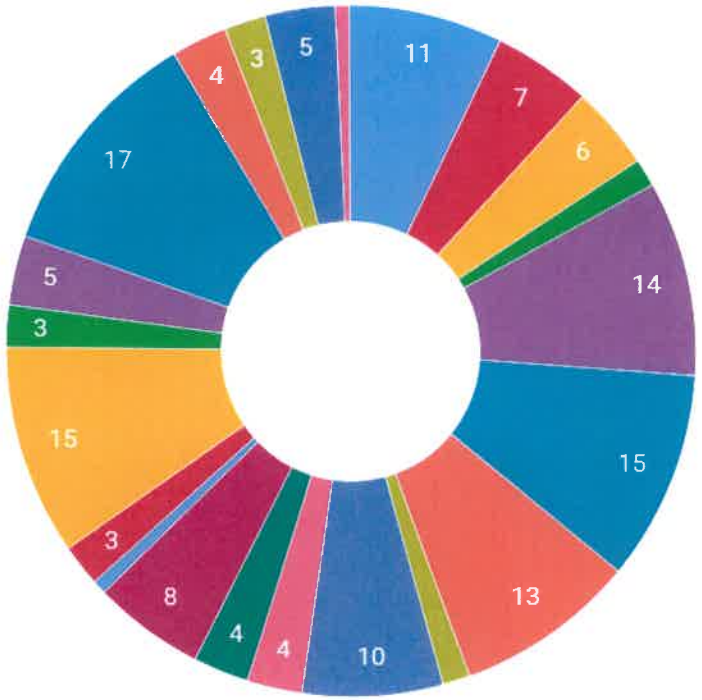
Report Includes:
All dates between `00:00:00 11/01/24` and `23:59:59 11/30/24`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Nov. 2024)



Data as of 12/16/2024, 12:00:00 AM

City of Charles Town - Tickets By Location (Nov. 2024)

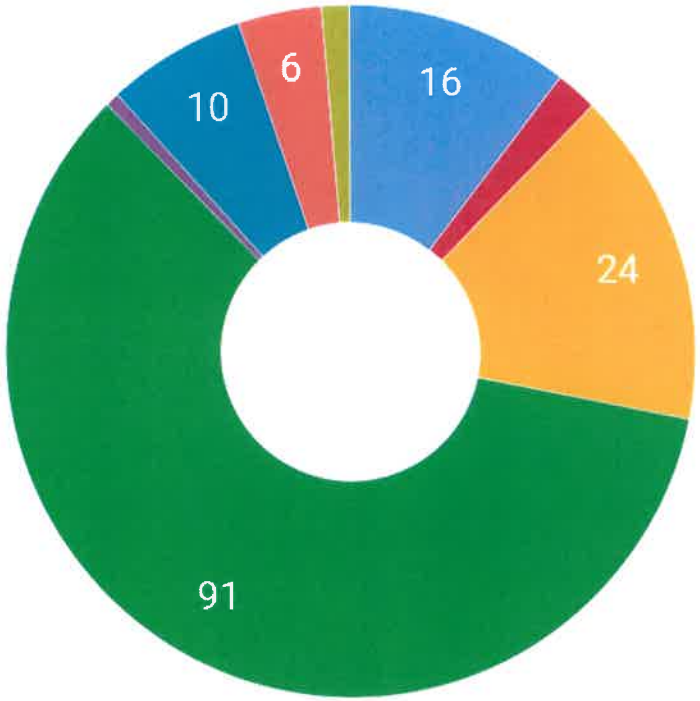


- 200 BLOCK NORTH GEORGE STREET
- LIBERTY STREET PARKING LOT
- LAWRENCE STREET PARKING LOT
- 200 BLOCK NORTH CHARLES STREET
- 100 BLOCK WEST LIBERTY STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK WEST WASHINGTON STREET
- 100 BLOCK NORTH GEORGE STREET
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH SAMUEL STREET
- 100 BLOCK SOUTH LAWRENCE STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK NORTH LAWRENCE STREET
- 100 BLOCK WEST CONGRESS STREET
- 200 BLOCK WEST WASHINGTON STREET
- 300 BLOCK WEST WASHINGTON STREET

1/2 ▼

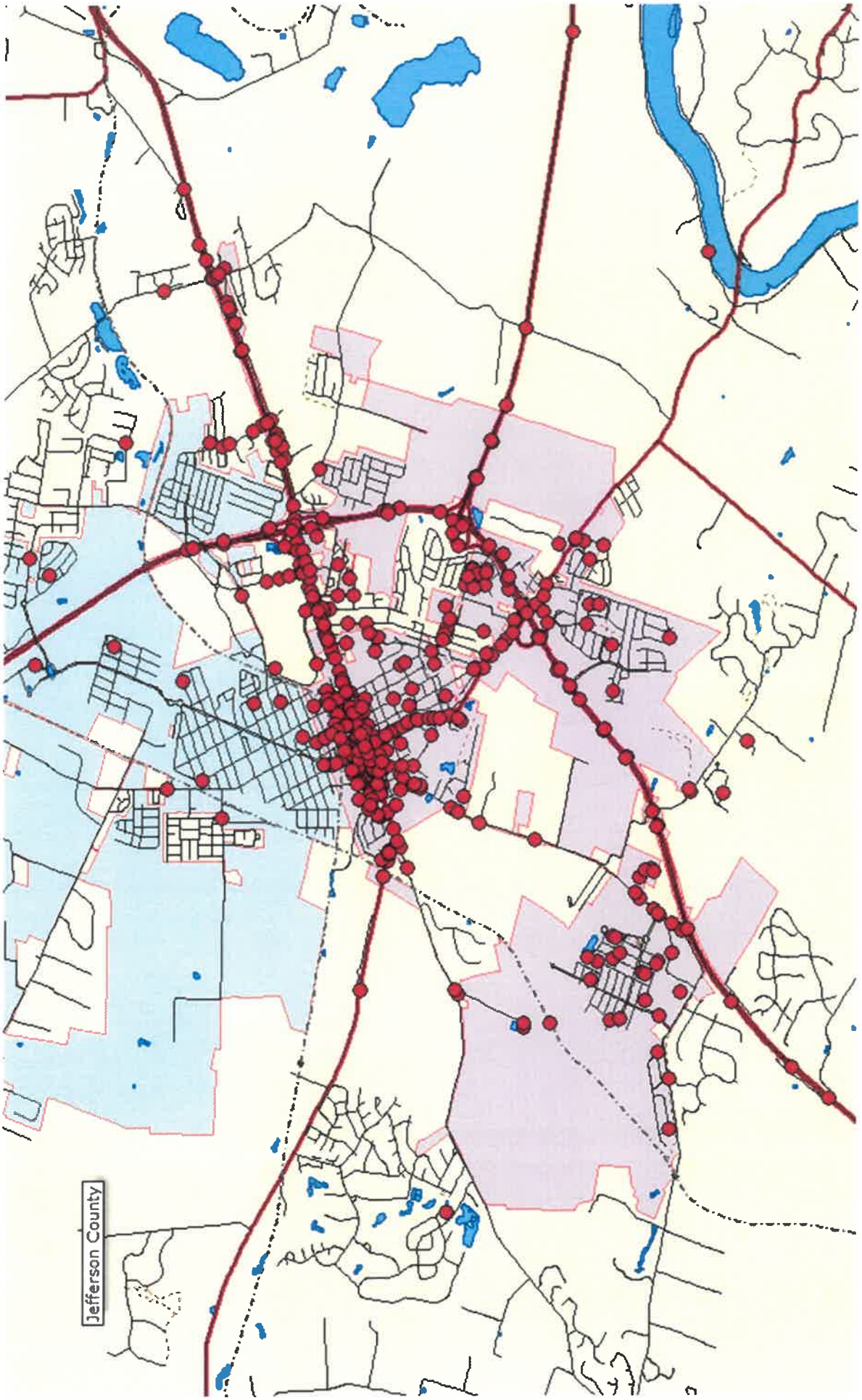
Data as of 12/16/2024, 12:00:00 AM

City of Charles Town - Tickets By Violation (Nov. 2024)

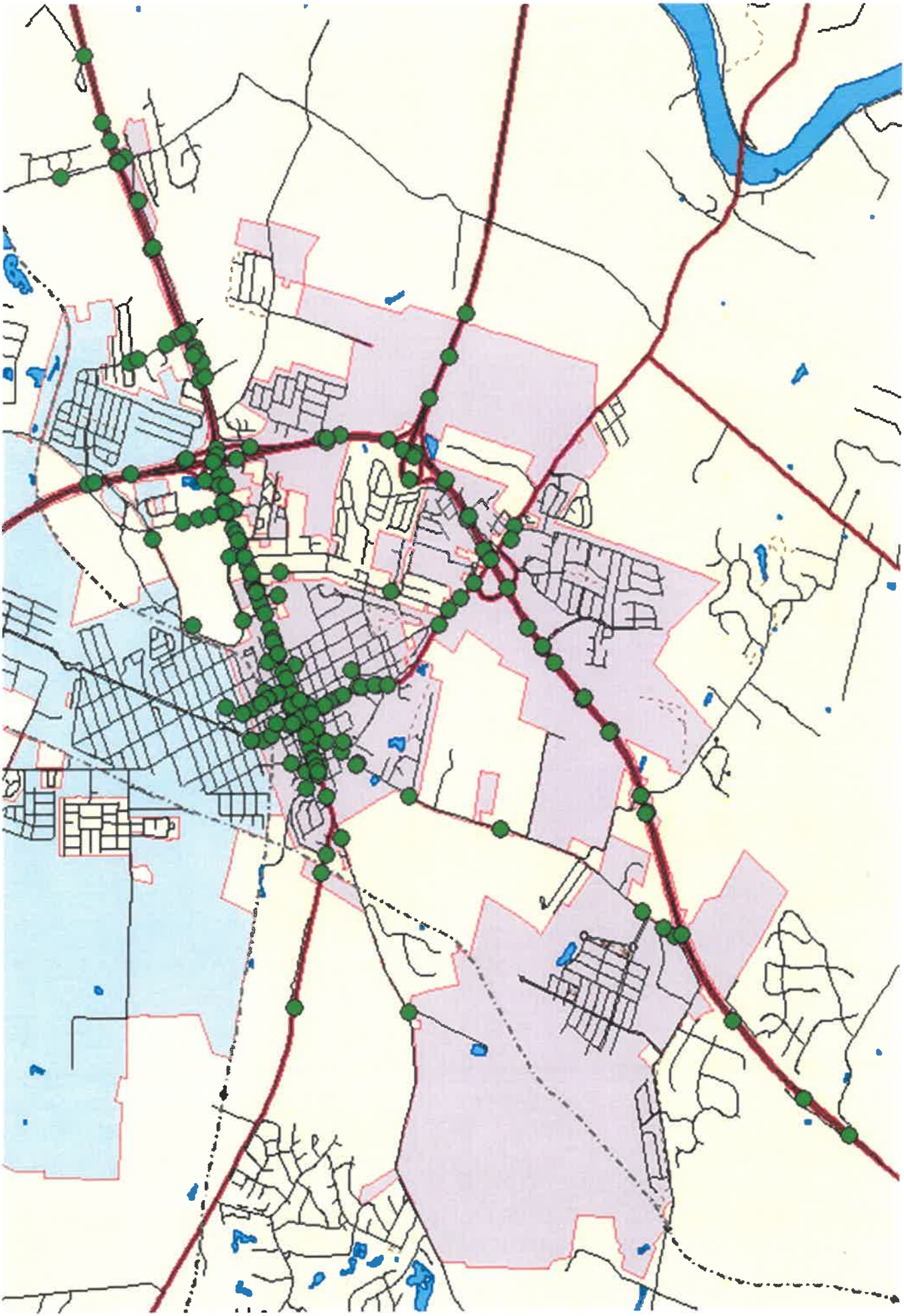


- Accessible Parking Violation
- Blocking Public or Private Driveway
- Exceed 2 Hour Free Parking
- Expired Meter
- Immobilization Device (Booting) Fee
- Parking Permit Violation
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Yellow/Red Painted Curbs or Streets Violation

Data as of 12/16/2024, 12:00:00 AM



November 2024 – All CTPD Calls



November 2024 – All CTPD Traffic Stops

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-12: Charles Town Utility Board Meeting Minutes - November 13, 2024

ATTACHMENTS:

- 2024.11.13 UB MINUTES.pdf

Charles Town Utility Board
Special Board Meeting
November 13, 2024

The Charles Town Utility Board held a special meeting on November 13, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Heidi Parker, Board Member; and John Maxey, Board Member (Zoom). Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of October 16, 2024 Special Meeting Minutes

The Chairman called for changes or corrections to the October 16, 2024 special meeting minutes.

Action: **Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the October 16, 2024 minutes.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

John Maxey, Board Member, logged into the meeting on Zoom.

NEW BUSINESS

Renewal and Replacement Project

a. Resolution No. 25 – Contractor Pay No. 25

Mrs. Stolipher included the contractor application for Payment No. 25 in the amount of $314,935.06 for work completed. The project is 96% complete.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, with discussions, the Board unanimously approved Resolution No. 25.**

b. Change Order #6

Mrs. Stolipher provided Change Order #6 to extend contract times to substantial completion to January 31, 2025 as a result of numerous material delivery delays. The final payment will be May 1, 2025. Mrs. Stolipher also mentioned the $23,071.00 increase to add level sensors in the waste sludge holding tanks and a plaque for the project.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Change Order #6.**

Summit Point Raceway Evaluation

Mrs. Stolipher mentioned the $38,000 grant for the analysis of the water and wastewater utilities at the Summit Point Raceway. She included the GDF task order to prepare a Sanitary Survey for that effort not to exceed $32,000. The Board provided discussions. Mr. Maxey had a concern with the contract and suggested delaying action on this item until Mr. Rodecker reviews the contract in its entirety.

Mrs. Parker, though in favor of the grant in general, had concerns regarding the specific grant application which noted septic failures at Summit Point Raceway which she said was not a part of their presentation on January 10, 2024 to the Board. Mrs. Parker recalled Summit Point requesting water and sewer services for their growing business not for any septic failures. Mrs. Stolipher said that Summit Point Raceway did mention sewer concerns in their presentation responding to Mrs. Parker's concerns.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the tabling of this item until next meeting.**

Collection System Project

a. Notice of Award

Mrs. Stolipher provided the Notice of Award for the Collection System Project in the amount of $6,074,000 contingent on the approval of the 3rd Reading and Supplemental Parameters Resolution by City Council on November 18th. The Notice of Award does not include the Flowing Springs pump station upgrade. The Board provided discussions. Mr. Rodecker suggested a date change to the Notice. Mrs. Parker requested a bid sheet with project costs broken down for the public.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the Notice of Award as revised.**

b. Draw Resolution – Pay Application No. 1

Mrs. Stolipher included the pay application for Payment No. 1 in the amount of $40,650 for Bond Council closing costs. The Board provided discussions. Mrs. Parker requested a copy of the CIF transfer.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the Draw Resolution – Pay Application No. 1.**

c. Sweep Resolution

Mrs. Stolipher provided the Sweep Resolution to authorize the Municipal Bond Commission to make the bond payments.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the Sweep Resolution.**

Orchard Hills and Huntwell Pump Stations

Mrs. Stolipher proposed to the Board to run a gravity line approximately 539 feet to connect the existing Orchard Hills pump station, which currently serves 54 homes, to the gravity sewer line in the Huntwell Subdivision. This will allow for the decommissioning of the Orchard Hills pump station which is almost 40 years old with no operational generator. Mrs. Stolipher provided CTUB would be responsible for extending the gravity line for an estimated $60,818 and an estimated cost to reimburse the developer for the upsizing of their pump station to accommodate the Orchard Hills pump station flows totaling $91,516.48. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, to table the item until all associated costs are listed on a single document. Motion fails 2-3. Mr. Stocks, Mr. Pierson and the Chairman voted no.**

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board approved moving forward with the design as discussed. Motion passed 4-1. Mrs. Parker voted no.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided updates on the asset management program as well as various other projects in progress and addressed the public comment on sewer flows due to construction work at the plant. She also mentioned Dewberry is finalizing the Water Model so then bids can be obtained to evaluate CIF's. Chris Eckenrode from GDF provided an update on the Renewal and Replacement Project.

Action: **No action required by the Board.**

Chairman Report

The Chairman had no updates.

Action: **No action required by the Board.**

APPROVAL OF BILLS

November 13, 2024

Action: **Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 4:50 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, December 11, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/06/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-19: Citizens Fire Company Awards Ceremony - January 18, 2025

ATTACHMENTS:

- Citizens Awards Ceremony.pdf

YOUR PRESENCE IS REQUESTED



AS WE HONOR THE DEDICATION
AND ACCOMPLISHMENTS
OF THE MEMBERSHIP OF
CITIZENS FIRE COMPANY



JANUARY 18, 2025

5:30 PM - 11:00 PM

EVENT LOCATION:
CHARLES TOWN MOOSE LODGE

AWARDS CEREMONY

HOSTED BY CITIZENS FIRE CO.
245 CITIZENS WAY
CHARLES TOWN, WV 25414

PLEASE RSVP TO RONALD FLETCHER
CFCPRESIDENT.FLETCHER@GMAIL.COM
(304)279-2029 (304)725-2814

RSVP BY JANUARY 3, 2025
DINNER PROVIDED