CITY OF CHARLES TOWN
INFRASTRUCTURE COMMITTEE
AGENDA • APRIL 28, 2025

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

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2025-487:** Park Street and Surrounding Area - Traffic Flows and Parking

: **2025-488:** Anne Street - Traffic and Parking

: **2025-489:** Proposal for a City of Charles Town Infrastructure Retreat Agenda

: **2025-490:** Grant Opportunity - SS4A
email from Matt Mullenax.pdf
Grant Information.pdf
Washington_Street_Corridor_Plan._Draft for Public Comment_Update.pdf

: **2025-491:** Augustine Avenue Trail Project Update

: **2025-492:** Congress/Lawrence Street Intersection Project Update

: **2025-493:** Resident Request - Issue of Speeding on S. George Street

3. NEW BUSINESS

: **2025-494:** Maintenance Director Report

: **2025-495:** Staff Updates

4. ADJOURNMENT

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

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

2025-487: Park Street and Surrounding Area - Traffic Flows and Parking

This agenda item needs to be removed from the Table.

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-488: Anne Street - Traffic and Parking

This agenda item needs to be removed from the Table.

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Infrastructure Committee
101 East Washington Street
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SCHEDULED

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-489: Proposal for a City of Charles Town Infrastructure Retreat Agenda

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-490: Grant Opportunity - SS4A

This agenda item needs to be removed from the Table.

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- email from Matt Mullenax.pdf
- Grant Information.pdf
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From: Mullenax, Matt <mmullenax@washco-md.net>
Sent: Monday, March 31, 2025 7:56 AM
To: Andrew Blake <ABlake@cityofmartinsburg.org>; Baker, Jill <JBaker@washco-md.net>; Barr, John <jbarr@washco-md.net>; bmcintire@hagerstownmd.org <bmcintire@hagerstownmd.org>; Carr, Brian E <Brian.E.Carr@wv.gov>; CKeys@jeffersoncountywv.org <CKeys@jeffersoncountywv.org>; ebartoldson <ebartoldson@eptawv.com>; Elizabeth Ricketts <ericketts@charlestownwv.us>; Harbaugh, Shawn M. <sharbaugh@washco-md.net>; jhardy@berkeleywv.org <jhardy@berkeleywv.org>; jtflannery@franklincountypa.gov <jtflannery@franklincountypa.gov>; Karen Taylor <ktaylor@nsvregion.org>; mayorbillgreen@yahoo.com <mayorbillgreen@yahoo.com>; Mohn, Pam <pmohn@washco-md.net>; raygreen@pa.gov <raygreen@pa.gov>; rsnavely@region9wv.com <rsnavely@region9wv.com>; scatlett@berkeleywv.org <scatlett@berkeleywv.org>; sflaherty@hagerstownmd.org <sflaherty@hagerstownmd.org>; Shawn Kiernan <skiernan@mdot.maryland.gov>; Wagner, Randall <rwagner@washco-md.net>; Alissa Meeks <AMeeks@charlestownwv.us>; cmullins@pa.gov <cmullins@pa.gov>; Crooney@williamsportmd.org <Crooney@williamsportmd.org>; Doran, Neil <ndoran@washco-md.net>; dsmith@berkeleywv.org <dsmith@berkeleywv.org>; Hobbs, Scott <SHobbs@washco-md.net>; Jim Bender <jbender@hagerstownmd.org>; jwishmyer <jwishmyer@region9wv.com>; Karen Taylor <ktaylor@nsvregion.org>; Kenneth.L.Clohan@wv.gov <Kenneth.L.Clohan@wv.gov>; Kepler-Thomas, Kim <kthomas@washco-md.net>; KMaher@hagerstownmd.org <KMaher@hagerstownmd.org>; kpetrucci@cityofmartinsburg.org <kpetrucci@cityofmartinsburg.org>; KWilhelm1@mdot.maryland.gov <KWilhelm1@mdot.maryland.gov>; lee.j.thorne@wv.gov <lee.j.thorne@wv.gov>; lgrindle@eptawv.com <lgrindle@eptawv.com>; lhoffmaster@berkeleywv.org <lhoffmaster@berkeleywv.org>; lseigfried@jeffersoncountywv.org <lseigfried@jeffersoncountywv.org>; LZerbee@mdot.maryland.gov <LZerbee@mdot.maryland.gov>; mbromero@franklincountypa.gov <mbromero@franklincountypa.gov>; Nate Evans <nevans1@mdot.maryland.gov>; Nicolas Diehl <nic@flymrb.com>; Shank, Connor <cshank@washco-md.net>; SVarsolona@mdot.maryland.gov <SVarsolona@mdot.maryland.gov>; tjohnston@mdot.maryland.gov <tjohnston@mdot.maryland.gov>; Todd Wilt <twilt@ransonwv.us>
Cc: McDonough, Michaela <mmcdonough@washco-md.net>; Sean Winkler <swinkler1@mdot.maryland.gov>; Elsayed, Gehan M <gehan.m.elsayed@wv.gov>; Mullins, Madisyn T <madisyn.t.mullins@wv.gov>
Subject: Safe Streets For All (SS4A) FY25 Grant Notice Published

Hello all,

The FY25 Safe Streets For All (SS4A) Notice of Funding Opportunity has been released (see attached).

This round of the federal program for Planning, Demonstration and Implementation (construction) grants has a single submission deadline of June 26, 2025 at 5:00pm.

Under SS4A, State DOTs are not eligible applicants, there is a 20% match requirement and HEPMPO approved a Regional Safety Action Plan last May to aid in grant applications.

HEPMPO is currently assisting the City of Hagerstown on their FY23 Planning Grant. We also supported the City of Martinsburg on their recent FY24 Planning and Demonstration award.

If you have any questions, would like grant assistance or technical support please let me know.

Thank you,
Matt

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BILLING CODE 4910-9X

DEPARTMENT OF TRANSPORTATION

Office of the Secretary of Transportation

Docket Number: DOT-OST-2025-0050

USDOT FY25 Safe Streets and Roads for All Funding

ISSUED: March 28, 2025

AGENCY: Office of the Secretary of Transportation, U.S. Department of Transportation (DOT or the Department)

ACTION: Notice of Funding Opportunity (NOFO), Assistance Listing # 20.939

Each section of this Notice of Funding Opportunity contains information and instructions relevant to the application process for SS4A grants, and all applicants should read this notice in its entirety to have the information they need to submit eligible and competitive applications.

Section	Content
A	Basic Information
B	Definitions
C	Eligibility Information
D	Program Description
E	Federal Award Information
F	Submission Requirements and Deadlines
G	Application Review Information
H	Federal Award Notices
I	Post-Award Requirements and Administration
J	Other Information

A. Basic Information

Basic Information: Safe Streets and Roads for All (SS4A)	
Federal Agency Name	Office of the Secretary of Transportation, U.S. Department of Transportation
Funding Opportunity Number	DOT-SS4A-FY25-01 (Grants.gov)
Assistance Listing Number	20.939
Executive Summary	Funds for the fiscal year (FY) 2025 SS4A grant program are to be awarded on a competitive basis to support planning, infrastructure, and behavioral and operational initiatives to prevent fatalities and serious injuries on roads and streets involving all roadway users, including pedestrians, bicyclists, public transportation, motorists, and commercial vehicle operators.
Objective	The purpose of this notice is to solicit applications for Safe Streets and Roads for All (SS4A) grants.
Eligible Applicants	• Metropolitan planning organizations; • Political subdivisions of a State or territory (e.g., cities, towns, counties); • Federally recognized Tribal governments; and • A multijurisdictional group of entities described in any of the aforementioned three types of entities.
Eligible Project Types	• Develop a comprehensive safety action plan (Action Plan). • Conduct supplemental safety planning to enhance an Action Plan. • Carry out demonstration activities to inform the development of, or an update to, an Action Plan. • Perform planning, design, and development activities for projects and strategies identified in an Action Plan. • Implement projects and strategies identified in an Action Plan that address roadway safety problems.

Basic Information: Safe Streets and Roads for All (SS4A)	

Funding Details	This Notice makes available up to $982,260,494 for FY 2025 grants:
	• **$580,000,000** is available for Implementation Grants
	  ○ Expected number of awards: 40 to 70
	  ○ Expected funding range: $2,500,000 to $25,000,000
	• **$402,260,494** is available for Planning and Demonstration Grants
	  ○ Expected number of awards: 400 to 700
	  ○ Expected funding range: $100,000 to $5,000,000
	The Department reserves the right to make more, or fewer, awards. USDOT reserves the discretion to alter minimum and maximum award sizes upon receiving the full pool of applications and assessing the needs of the program in relation to the SS4A grant priorities in Section D.3. DOT may increase the overall amount of funding if additional funds become available.

Funding Restrictions	• Not more than 15 percent of the $1 billion in FY 2025 funds made available to carry out the SS4A program may be awarded to eligible applicants in a single State.[1] • A minimum of 40 percent of the total funds made available in FY 2025 must be awarded for developing an Action Plan, including supplemental planning to update an existing Action Plan, or demonstration activities to inform the development or update of an Action Plan. The 40 percent set-aside for FY 2025 funding may change if Congress enacts applicable legislation before awards are announced.
Key Dates	Planning and Demonstration Grant and Implementation Grant applications must be submitted by 5:00 PM (EDT) on June 26, 2025. Technical questions must be submitted by 5:00 PM (EDT) on May 29, 2025. Pre-application eligibility review requests must be submitted for Implementation Grants by 5:00 PM (EDT) on May 9, 2025.
Application Links	Applications must be submitted via Valid Eval, an online submission proposal system used by USDOT • **Implementation Grant Application:** https://usg.valideval.com/teams/usdot_ss4a_2025_implementation/signup • **Planning and Demonstration Grant Application:** https://usg.valideval.com/teams/usdot_ss4a_2025_planning_demo/signup Customer support for Valid Eval can be reached at support@valideval.com.
Agency Contact Information	**Email:** SS4A@dot.gov **Website:** https://www.transportation.gov/grants/SS4A DOT will regularly post answers to common questions and requests for clarification, as well as schedule information regarding webinars providing additional guidance.

[1] Funding for Tribal lands will be treated as their own State and will not count toward a State's 15% limit.

1. Changes in the FY 2025 NOFO

The FY 2025 NOFO substantively differs from the FY 2024 NOFO in the following ways:

- The NOFO includes one application deadline of June 26, 2025.
- Underserved Community will use the same definition as Areas of Persistent Poverty for purposes of this NOFO. See Section B for more information.
- The maximum expected award for Planning and Demonstration Grants changed from $10,000,000 to $5,000,000.
- Section C.3.iii contains updated Action Plan requirements for Planning and Demonstration Grant applicants requesting funds to conduct supplemental planning and/or demonstration activities only.
- Section C.4.i states that applicants may use no more than three plans to meet the Action Plan requirement.
- Section C.4.i.b contains updated Action Plan requirements for Implementation Grant award recipients.
- Section D.2.i Table 1: Action Plan Components has been updated.
- Section G.1.ii contains updated Implementation Grant selection criteria.
- References to rescinded Executive Orders and priorities from the previous administration have been removed.

B. Definitions

Term	Definition
Applicant's Jurisdiction(s)	The U.S. Census tract(s) where the applicant operates or performs their safety responsibilities. If an applicant is seeking funding for multiple jurisdictions, they should include all relevant Census tracts for the jurisdictions covered by the application.
Complete Streets	Standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles..[2]
Comprehensive Safety Action Plan	A comprehensive safety action plan (referred to as an "Action Plan") is a plan to prevent roadway fatalities and serious injuries in a locality or region or on Tribal land. This can be either an Action Plan developed with a Planning and Demonstration Grant, or a previously developed plan (e.g., a Vision Zero plan or similar plan) that is substantially similar to and meets the eligibility requirements of an Action Plan. See Table 1 for a detailed description.
Fatal or Serious Injury Crash	A fatal or serious injury crash involves a motor vehicle traveling on a trafficway customarily open to the public. To be considered a motor vehicle related fatal injury, the crash must involve a motor vehicle traveling on a trafficway customarily open to the public and must result in the death of a vehicle occupant or a nonoccupant within 30 days of the crash. This definition aligns with the definition of a fatal crash in the Fatality Analysis Reporting System (FARS).
High-Injury Network	Identifies the highest concentrations of motor vehicle related crashes resulting in serious injuries and fatalities within a given roadway network or jurisdiction.
Micromobility	Any small, low-speed, human- or electric-powered transportation device, including bicycles, scooters, electric-assist bicycles, electric scooters (e-scooters), and other small, lightweight, wheeled conveyances.[3]

[2] The definition is in IIJA Section 11206 (a)

[3] Source: FHWA, Public Roads Magazine, Spring 2021, "Micromobility: A Travel Innovation." Publication Number: FHWA-HRT-21-003.

Personal Conveyance	A personal conveyance is a device, other than a transport device, used by a pedestrian for personal mobility assistance or recreation. These devices can be motorized or human powered, but not propelled by pedaling (e.g., a wheelchair).[4]
Political Subdivision of a State	A unit of government created under the authority of State law. This includes cities, towns, counties, special districts, certain transit agencies, and similar units of local government. A transit district, authority, or public benefit corporation is eligible if it was created under State law, including transit authorities operated by political subdivisions of a State.
Rural	For the purposes of this NOFO, jurisdictions outside an Urban Area (UA) or located within UAs with populations fewer than 200,000 will be considered rural. Lists of UAs are available on the U.S. Census Bureau website at https://www2.census.gov/geo/docs/reference/ua/2020_Census_ua_list_all.xlsx
Safe System Approach	A guiding principle to address the safety of all road users. It involves a paradigm shift to improve safety culture, increase collaboration across all safety stakeholders, and refocus transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives.[5] Safe System Approach includes five elements: safe road users, safe vehicles, safe speeds, safe roads, and post-crash care.
Areas of Persistent Poverty and Underserved Community	Areas of Persistent Poverty (APP)[6] are defined as: • Any county that has consistently had greater than or equal to 20 percent of the population living in poverty during the 30-year period preceding November 15, 2021, as measured by the 1990 and 2000 decennial census and the most recent annual Small Area Income Poverty Estimates as estimated by the Bureau of the Census • Any census tract with a poverty rate of at least 20 percent as measured by the 2014 – 2018 5-year data series available from the American Community Survey of the Bureau of the Census • Any territory or possession of the United States Underserved Community will use the same definition as APP for purposes of this NOFO.

[4] https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/813251. See page 127 for the full definition as defined in the 2020 FARS/CRSS Coding and Validation Manual.

[5] https://highways.dot.gov/safety/zero-deaths Zero Deaths and Safe System | FHWA

[6] This definition is in 49 U.S.C. 6702(a)(1).

C. Eligibility Information

1. Eligible Applicants

Eligible applicants for SS4A grants are:

- a metropolitan planning organization (MPO);
- a political subdivision of a State or territory;
- a federally recognized Tribal government; and
- a multijurisdictional group of entities made up of any of the aforementioned three types of entities.

A multijurisdictional group of entities described in 4) should identify a lead applicant as the primary point of contact. Non-profits are not eligible applicants unless created under State law with roadway safety and/or planning responsibilities equivalent to a political subdivision of a State. States are not eligible applicants.

For the purposes of this NOFO, an applicant's jurisdiction is defined as the U.S. Census tracts where the applicant operates or performs their safety responsibilities.

SS4A award recipients from all previous years are eligible to apply in FY 2025.

i. Additional Eligibility Requirements for Implementation Grant Applicants

An eligible applicant for an Implementation Grant must also meet at least one of the following conditions:

- have ownership and/or maintenance responsibilities over a roadway network;
- have safety responsibilities that affect roadways; or
- have agreement from the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant's jurisdiction.

2. Number of Applications

Eligible applicants may submit one application only to the FY25 funding opportunity. If multiple applications are received from the same political subdivision of a State and/or applicant, the last application submitted will be reviewed. If an applicant is eligible for both a Planning and Demonstration Grant and an Implementation Grant, the applicant must choose between applying for a Planning and Demonstration Grant or an Implementation Grant.

Implementation Grant applicants may request funds to bundle supplemental planning and demonstration activities as described in Section D.2.i to update an Action Plan, with funds to implement projects and strategies.

3. Planning and Demonstration Grant Eligibility Requirements

Eligibility requirements are contingent on whether an applicant is requesting funds to develop a new Action Plan, conduct supplemental planning to update an existing Action Plan, and/or carry out demonstration activities to inform the development of or update to an Action Plan. Any applicant that meets the eligibility requirements may apply for a Planning and Demonstration Grant to develop an Action Plan.

i. Developing an Action Plan

Applicants applying to develop an Action Plan may also bundle supplemental planning and demonstration activities into their funding request. Applicants with an existing Action Plan may also apply to update their Action Plan. The development of an Action Plan must include all relevant road users and be at a broad, systemic geographic level (i.e., the eligible applicant's entire jurisdiction, not a few road segments within a jurisdiction). Corridor-level or site-specific studies are considered to be supplemental planning and not an Action Plan.

ii. Supplemental Planning and Demonstration Activities

If a higher-level jurisdiction (e.g., an MPO or county would be a higher-level jurisdiction for a city or town) has an eligible and finalized Action Plan, or is in the process of completing or updating an SS4A funded Action Plan from a previous grant round, an eligible applicant can apply for supplemental planning and/or demonstration activities without its own plan only if: 1) the geographic boundaries of the higher-level jurisdiction's Action Plan cover the eligible applicant's jurisdiction; 2) the proposed activities are coordinated with the higher-level jurisdiction and the application demonstrates such coordination; and 3) the activities will inform the Action Plan of the higher-level jurisdiction. An application may be deemed duplicative, and therefore ineligible, if it requests funds to develop a new Action Plan when another jurisdiction is already preparing an Action Plan in the same area using SS4A funding and/or it requests funds to develop a new Action Plan in the same area as another FY25 application. Duplicative funding requests to develop a new Action Plan will be identified and assessed for merit within the context of other jurisdictions and their planning activities and will result in an eligibility determination. The Department encourages complementary but distinctive activities, including but not limited to demonstration activities that will help inform the development of an Action Plan.

iii. Action Plan Requirement

Applicants applying to conduct supplemental planning and/or demonstration activities only, without developing or updating an Action Plan must either a) have an existing Action Plan, which is demonstrated through meeting the Action Plan requirements outlined in the Self-Certification Eligibility Worksheet and described in Table 1: Action Plan Components, b) have received SS4A funding in a previous round to develop or update an Action Plan and are in the process of completing or updating an Action Plan, as described in Table 1: Action Plan

Components, or c) use a higher-level jurisdiction's Action Plan as described above in Section C.3.ii.

4. Implementation Grant Eligibility Requirements

i. Action Plan Requirement

To apply for an Implementation Grant, the applicant must certify that they have an existing plan that is substantially similar to an Action Plan as defined in Section D.2.i.a and Table 1: Action Plan Components and has been finalized and/or last updated between 2020 and June 26, 2025. The components required for an existing plan to be substantially similar to an Action Plan may be found in up to three plans (e.g., a regional transportation safety plan and a local Vision Zero plan may be used together to meet all component requirements).

If another jurisdiction (e.g., an MPO or county) has an existing plan in place that meets Action Plan eligibility requirements, an eligible applicant covered within the Action Plan's geographic boundaries could apply without its own plan as long as the existing plan is focused, at least in part, on the roadway network within the applicant's jurisdiction, the plans include the applicant's projects and strategies, and all other eligibility requirements are met.

If an applicant does not have an existing Action Plan or is not located in a jurisdiction which has an existing Action Plan, they should apply for a Planning and Demonstration Grant to develop one. They should **NOT** apply for an Implementation Grant.

The plan, or a combination of up to three plans, must be uploaded as an attachment to the application or provided as web links to publicly available sites. Applicants should use the Self-

Certification Eligibility Worksheet to determine eligibility and upload the completed worksheet with their application.[7]

a. Ineligible Plans

State-level Action Plans (e.g., a Strategic Highway Safety Plan required under 23 U.S.C. § 148, State Highway Safety Plans required under 23 U.S.C. § 402, Commercial Vehicle Safety Plans required under 49 U.S.C. § 31102) as well as Public Transportation Agency Safety Plans required under 49 U.S.C. § 5329 cannot be used as an established plan to apply for an Implementation Grant.

b. Alignment With All Action Plan Components

Implementation Grant applicants who meet any of the following conditions must update their Action Plan during the period of performance for the grant agreement to align with all Action Plan components in Table 1: Action Plan Components as a condition of receiving SS4A funds:

- Self-Certification Eligibility Worksheet areas that include a "no" response; or
- Safety focus in the qualifying Action Plan does not include all road users, including pedestrians, bicyclists, and motor vehicle users.
- Implementation Grant applicants are encouraged to request supplemental planning funding in their application to complete any missing components of an existing plan but may choose to complete such activities without Federal funding.

[7] https://www.transportation.gov/grants/ss4a/self-certification-worksheet.

5. Cost Sharing or Matching

The Federal share of an SS4A grant may not exceed 80 percent of total eligible SS4A project costs. Recipients are required to contribute a local matching share of no less than 20 percent of total eligible project costs. Unless otherwise authorized by statute, all matching contributions must be from non-Federal sources. Applicants that intend to combine SS4A funds with Federal-Aid funds provided under Title 23 U.S.C. could experience a significant delay in programming funding and executing a grant agreement.

i. Exceptions to Non-Federal Match Requirements

- Tribal Transportation Program and Tribal Transportation Program Safety Funds are Federal funding programs, and these programs may be used as non-Federal match. Matching funds may include funding from the applicant, or other eligible non-Federal sources.
- When the required local match is less than $200,000, SS4A will apply a 100-percent Federal share and waive local match requirements for eligible applicants located in the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands per Public Law 96-205, Title VI, Section 601, as amended and consistent with OMB Controller Alert-23-04, Waiving Matching Fund Requirements for Insular Areas.

ii. Types of Non-Federal Match

In accordance with 2 CFR § 200.306, grant recipients may use in-kind or cash contributions toward local match requirements so long as those contributions meet the requirements under 2

CFR § 200.306(b). Any in-kind contributions used to fulfill the cost-share requirement for both Planning and Demonstration Grants and Implementation Grants must:

- Be in accordance with the cost principles in 2 CFR Part 200 Subpart E;
- Include documented evidence of completion within the period of performance; and
- Support the execution of the eligible activities in Section D.4.

Additional information about match requirements and costs that can be considered match are available at https://www.transportation.gov/grants/SS4A.

D. Program Description

1. Overview

Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; referred to as "IIJA") authorized and appropriated $1 billion to be awarded by the Department of Transportation for fiscal year (FY) 2025 for the Safe Streets and Roads for All (SS4A) grant program. This Notice of Funding Opportunity (NOFO) solicits applications for activities to be funded under the SS4A grant program.

The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through the development of Action Plans and refinement and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, and commercial vehicle operators. The Comprehensive Safety Action Plan includes strategies to implement the Safe System Approach for safe road users, safe

vehicles, safe speed, safe roads, and post-crash care[8]. The program provides funding to develop tools to strengthen a community's approach to roadway safety and save lives and is designed to meet the needs of local, Tribal, and regional communities that differ dramatically in size, location, and experience administering Federal funding.

2. Grant Options and Deliverables

The SS4A program provides funding for two main types of grants: **Planning and Demonstration Grants** for Action Plans, including supplemental safety planning, and/or safety demonstration activities; and **Implementation Grants**. Planning and Demonstration Grants are used to develop, complete, or supplement an Action Plan, as well as carry out demonstration activities that inform an Action Plan. Implementation Grants are used to implement strategies or projects that are consistent with an existing Action Plan and may also bundle funding requests for supplemental planning and demonstration activities that inform the Action Plan.

i. Planning and Demonstration Grants

Planning and Demonstration Grants have three different types of eligible activities:

a) Develop an Action Plan;

b) Conduct supplemental safety planning to enhance an Action Plan; and

c) Carry out demonstration activities to inform the development of, or an update to, an Action Plan.

Any of the three different types of activities under Planning and Demonstration Grants can be included in one application, or an applicant may choose to request funding for only one of the

[8] https://www.ems.gov/issues/ems-highway-safety-and-post-crash-care/

activities. The development of, or updates to, an Action Plan must be the intended end result of each supplemental planning and demonstration activity. Further information on which activities can be bundled together are described in Section D.2.i.

a. Action Plan

An Action Plan is the foundation of the SS4A grant program and supports the implementation of projects and strategies that will help achieve local data-driven transportation safety goals. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, region, or on Tribal Lands. Grants for Action Plans provide Federal funds to eligible applicants to develop, complete, or enhance an Action Plan.

The primary deliverable is a publicly available Action Plan. For the purposes of the SS4A grant program, an Action Plan includes the components in Table 1. DOT considers the process of developing an Action Plan to be critical for success, and the components reflect a process-oriented set of activities. For applications involving a multi-jurisdictional group, applicants may propose the development of a single Action Plan covering all jurisdictions, several plans for individual jurisdictions, or a system to administer sub-awards to entities within its jurisdiction.

Table 1: Action Plan Components

Component	Description
Leadership Commitment and Goal Setting	An official public commitment (e.g., resolution, policy, ordinance) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, metropolitan planning organization [MPO] Policy Board) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following: (1) the target date for achieving zero roadway fatalities and serious injuries, OR (2) a percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

Component	Description
Planning Structure	A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
Safety Analysis	Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of crash locations and crash severity, as well as contributing factors and crash types by relevant road users (motorists, pedestrians, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, analysis of the built environment, demographics, and structural issues). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard to ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a high-injury network or equivalent).
Engagement and Collaboration	Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practicable.
Policy and Process Changes	Assessment of current local policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new local policies, guidelines, and/or standards, as appropriate.
Strategy and Project Selections	Identification of a comprehensive set of projects and strategies informed by data, the best available evidence and noteworthy practices, and stakeholder input that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach and effective interventions and consider multidisciplinary activities. To the extent practicable, data limitations are identified and mitigated. Once identified, the projects and strategies are prioritized in a list that provides time ranges for when the strategies and countermeasures are expected to be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explain prioritization criteria used. The list should contain interventions focused on infrastructure and behavioral and/or operational safety.

Component	Description
Progress and Transparency	Method to measure progress over time after an Action Plan is developed or updated, including outcome data. A means to ensure ongoing transparency is established with residents and other relevant stakeholders. The approach must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries and public posting of the Action Plan online.

b. Supplemental Planning Activities

Supplemental planning activities support or enhance an existing Action Plan. Examples of eligible supplemental planning activities are provided at https://www.transportation.gov/grants/ss4a/planning-and-demonstration-activities.

The final deliverable for supplemental planning is a written product that connects to, and enhances, an Action Plan. Final products shall be made publicly available.

Implementation Grant applicants may request supplemental planning funds to make necessary updates to Action Plans as a condition of award, for example:

- Broadening the road user focus to encompass all roadway users
- Updating plan components laid out in Table 1 and missing in an eligible plan

c. Demonstration Activities

Demonstration activities inform an Action Plan by testing proposed project and strategy approaches to determine their potential benefits and future scope; demonstration activities are temporary. Demonstration activities must measure potential benefits through data collection and evaluation and inform an Action Plan's list of selected projects and strategies and their future implementation.

Eligible demonstration activities may include but are not limited to feasibility studies; MUTCD (Manual on Uniform Traffic Control Devices) engineering studies; pilot programs for behavioral

or operational activities that include at least one element of the Safe System Approach; and pilot programs that demonstrate safety benefits of technologies not yet adopted in the community, including vehicle-to-infrastructure technology.[9] Eligible technologies must be commercially available and at a prototype or advanced technological readiness level.[10] Additional examples of eligible demonstration activities are provided at https://www.transportation.gov/grants/ss4a/planning-and-demonstration-activities.

Demonstration activities and pilot programs must inform Action Plans through small-scale tests with finite trial periods intended to gauge potential project and strategy effectiveness that will lead to project and strategy selection at a systemic level. DOT generally expects demonstration activities to be initiated within 18 months of executing a grant agreement (e.g., quick-builds on the roadway; pilot project established) and the benefits of the demonstration activity to be evaluated during the period of performance for the grant agreement.

The final deliverable is an assessment of the demonstration activities and an updated Action Plan that incorporates the information gathered from the demonstration activities into the Action Plan's list of projects or strategies and/or informs another part of the Action Plan.

ii. Implementation Grants

Implementation Grants fund projects and strategies identified in an Action Plan that address roadway safety problems. Implementation Grants may also fund supplemental planning and demonstration activities as described in Section D.2.i, as well as planning, design, and

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9 Eligible vehicle-to-infrastructure demonstrations use interoperable vehicle-to-infrastructure (V2X) communications capabilities using 4G LTE cellular V2X (C-V2X) technology in the 5.905 – 5.925 GHz spectrum frequency band to enable safety applications for public fleet vehicles.

10 The corresponding level would be "Development," level 7 Prototype demonstrated in operational environment. See https://www.fhwa.dot.gov/publications/research/ear/17047/17047.pdf.

development activities for projects and strategies identified in an Action Plan (e.g., project-level National Environmental Policy Act (NEPA) compliance, associated environmental review activities, permits and approvals, construction design, etc.). DOT encourages Implementation Grant applicants to include supplemental planning and demonstration activities in their application.

3. SS4A Grant Priorities

This section discusses priorities specific to SS4A and NOFO requirements. Successful grant applications will:

- Promote safety to prevent fatal and serious injuries on public roadways;
- Employ low-cost, high-impact strategies that can improve safety over a wide geographic area;
- Ensure equitable investment in the safety needs of underserved communities,[11] which includes both underserved urban and rural communities;
- Incorporate evidence-based projects and strategies and adopt innovative technologies and strategies; and
- Demonstrate engagement with a variety of public and private stakeholders.[12]

In accordance with the Americans with Disabilities Act of 1990 (ADA), awards focused on infrastructure and demonstration activities must ensure that newly constructed facilities in the public right-of-way are accessible to, and usable by, individuals with disabilities to the extent that it is not structurally impracticable to do so. The ADA also requires that, when an existing

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[11] IIJA Section 24112(d)(3)(E)
[12] IIJA Section 24112(d)(3)(B)

facility is altered, the altered facility be made accessible to and usable by individuals with disabilities to the maximum extent feasible (28 CFR 35.151[a] and 35.151[b]).

The Department intends to use the SS4A program to support the creation of good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards, such as through the use of project labor agreements, registered apprenticeship programs, and other training and placement programs.

The Department intends to apply principles from the DOT Order, Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities when evaluating applications and making award selections.

4. Eligible Activities and Costs

Broadly, eligible activity costs must comply with the cost principles set forth in 2 CFR Part 200, Subpart E (i.e., 2 CFR 200.403 and 200.405). DOT reserves the right to make cost eligibility determinations on a case-by-case basis.

i. Eligible Activities

Eligible activities for grant funding include the following three elements:

A. Developing or updating an Action Plan (i.e., the activities described in Section D.2.i);

B. Conducting planning, design, and development activities for projects and strategies identified in an Action Plan; and

C. Carrying out projects and strategies identified in an Action Plan.

For Implementation Grants, activities *must* include element (C) "carrying out projects and strategies identified in an Action Plan," and *may* include element (B) "conducting planning, design, and development activities for projects and strategies identified in an Action Plan" and/or

element (A) such as supplemental planning or demonstration activities. Projects and strategies identified in element (C) must be either infrastructure, behavioral, operational, or post-crash care activities identified in the Action Plan and must be directly related to addressing the safety problem(s) identified in the application and Action Plan. Applicants may "bundle" different projects, strategies, supplemental planning, and/or demonstration activities into one Implementation Grant application, even if they address different safety problems or are located in different areas. Funding requests for (B) planning, design, and development activities for a project or strategy must be directly connected to the completion of the (C) projects and strategies funded through the Implementation Grant application. Examples of eligible Implementation Grant activities are listed on the SS4A website (https://www.transportation.gov/grants/ss4a/implementation-grants). The following activities are **not** eligible for element (C) "projects and strategies" nor demonstration activity funding:

- Projects and strategies whose primary purpose is not roadway safety.
- Projects and strategies exclusively focused on non-roadway modes of transportation, including air, rail, marine, and pipeline. Roadway intersections with other modes of transportation (e.g., at-grade highway rail crossings) are eligible activities.
- Capital projects to construct new roadways used for motor vehicles. A new roadway facility exclusively for non-motorists (e.g., a shared use path) is an eligible activity if the primary purpose is safety related.
- Infrastructure projects primarily intended to expand capacity to improve Levels of Service for motorists on an existing roadway, such as the creation of additional lanes.

- Maintenance activities for an existing roadway primarily to maintain a state of good repair. However, roadway modifications on an existing roadway in support of specific safety-related projects identified in an Action Plan are eligible activities.
- Development or implementation of a public transportation agency safety plan (PTASP) required by 49 U.S.C. § 5329. However, a PTASP that identifies and addresses risks to pedestrians, bicyclists, personal conveyance and micromobility users, transit riders, and others may inform Action Plan development.

5. Project and Strategy Location

For Implementation Grants, applications must identify the problems to be addressed, the relevant geographic locations (e.g., corridors, intersections), and the projects and strategies they plan to implement based on their Action Plan or established plan. This should include specific intervention types, address common safety risk characteristics, and be located on the Action Plan's high-injury network to the extent practicable.

E. Federal Award Information

1. Total Funding Available

IIJA established the SS4A program with $5,000,000,000 in advanced appropriations in Division J, including $1,000,000,000 for FY 2025. DOT has retained not more than 2 percent or $20,000,000 for the administrative expenses.[13] Additionally, DOT has **$2,260,493** in FY 2024 carryover funds. Therefore, this Notice makes available up to **$982,260,493** for FY 2025 grants

[13] IIJA Section 24112 (f)(2)

HEPMPO
CORRIDOR STUDY

Draft for Public Comment



Safety Corridor Assessment
Washington Street

May 2025

Michael Baker INTERNATIONAL

FEHR PEERS

Hagerstown Eastern Panhandle MPO

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The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) would like to thank the Washington Street Corridor Stakeholders for their valuable contributions throughout the planning process and development of the Safety Corridor Assessment for Washington Street.

- Charles Town City Council
- Charles Town Community Development
- Charles Town Police Department
- Eastern Panhandle Transit Authority (EPTA)
- Federal Highway Administration (FHWA)-WV Community Planning Office
- FHWA-WV Safety and Operations Office
- FHWA Office of Safety
- Jefferson County Engineering
- Jefferson County Planning & Zoning
- Jefferson County Sheriff's Office
- WV Governor's Highway Safety Program
- WVDOT District 5 Engineering Division
- WVDOT Planning and Programming Division
- WVDOT Traffic

Disclaimer

Under 23 U.S. Code § 409 and 23 U.S. Code § 148, safety data, reports, surveys, schedules, lists compiled or collected for the purposes of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damage arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

The analysis and recommendations in this report are conceptual in nature based upon limited information, and before implementing any changes, or using any of its information for design or construction, HEPMPO or local jurisdiction, should conduct a more detailed analysis and make sure that the design or construction documents reflect specific, detailed, local and field conditions.

The scope of this work, including study locations, time frame, and topics, was determined by the client. While it is possible that some locations or issues were not addressed in this report, nothing should be inferred by their omission.

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Introduction

Study Purpose

The HEPMPO Regional Safety Action Plan (SAP) identified a high-injury network (HIN) highlighting roadway segments with disproportionate severe or fatal crashes, particularly for pedestrians, cyclists, and motorcyclists. Three safety corridors were selected for further analysis, including the Washington Street corridor in Charles Town, WV. This report summarizes the corridor's existing conditions, concept development for safety countermeasures, and funding strategies.

About Washington Street

Washington Street is part of WV-51, a feeder roadway in Jefferson County, West Virginia. It connects to US-340 to the east and to I-81 to the west, serving as a critical transportation corridor. The study area for this assessment consists of a 1.2-mile segment between West Street and Flowing Springs Road/Flowing Springs Way in Charles Town **(Figure 1)**.

Figure 1: Washington Street Safety Corridor Study Area Map



HEPMPO Regional Safety Action Plan

The HEPMPO Regional SAP was developed to address roadway safety challenges and was officially adopted in May 2024. The plan prioritizes strategies to enhance safety for all users, including pedestrians, cyclists, transit riders, and commercial vehicle operators. A key component is the HIN, which identifies high-crash locations for targeted interventions. Using a data-driven approach and stakeholder input, HEPMPO selected one HIN segment per county for safety assessments: Washington Street (Jefferson County, WV), Edwin Miller Boulevard (Berkeley County, WV), and Virginia Avenue (Washington County, MD). These assessments aim to identify solutions and position jurisdictions for funding opportunities like the Highway Safety Improvement Program (HSIP) or the Safe Streets and Roads for All (SS4A) program.

Needs Assessment Process

The needs assessment process involved collecting and analyzing data, as well as reviewing previous plans.

Data Collection & Evaluation

The project team collected data on crash history (2018–2023), survey responses, future planning designations, and corridor profiles. They also analyzed traffic volumes, land use, roadway characteristics, transit stops, pedestrian and bicycle infrastructure, signal operations, and right-of-way details to assess the study area's safety and mobility needs.

Previous Plans or Work Reviewed

The project team reviewed local documents that provide guidance on existing and future land use and transportation vision for the study corridor:

- HEPMPO Regional Safety Action Plan
- Historically HIP Charles Town Comprehensive Plan
- WV Vulnerable Road User Assessment
- Jefferson County 2035 Comprehensive Plan
- Charles Town's Zoning Ordinances
- Jefferson County Zoning Ordinance

Existing and Future Conditions

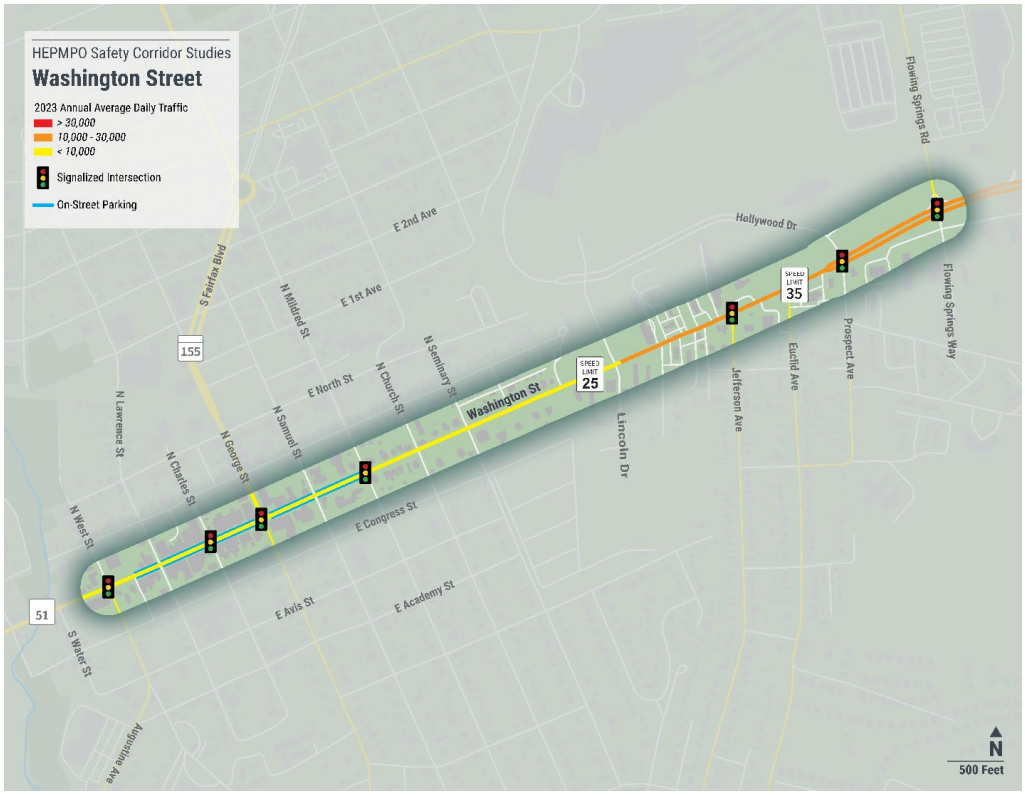
Existing Conditions

This section summarizes the existing conditions along the Washington Street safety corridor study area including roadway, active transportation, and transit facilities, as well as reviewing corridor safety and community context.

Roadway Facilities

The Washington Street priority corridor is a 1.2-mile segment of WV-51, connecting US-340 to the east and I-81 to the west. It features seven signalized intersections, with all other intersections stop-controlled on minor approaches (**Figure 2**). The roadway transitions from two to four lanes, with widths ranging from 12 to 14 feet. Street parking is available near businesses and government buildings between the Liberty gas station and Mildred Street. The posted speed limit varies from 25 to 35 mph, and traffic volumes range from 9,780 average daily vehicles between West Street and Lincoln Drive to 22,650 average daily vehicles from Lincoln Drive to Flowing Springs Road.

Figure 2: Washington Street Safety Corridor Roadway Map



Source: WVDOT, Fehr and Peers, 2025

Active Transportation and Transit

Bicycle and Pedestrian Infrastructure

The corridor lacks designated bicycle facilities and has inconsistent pedestrian infrastructure. Sidewalks vary in width and continuity, with the north side featuring a 6-foot sidewalk with a buffer until KFC, where it ends, while the south side narrows to 4 feet with sections becoming discontinuous. Crosswalks are mainly at major intersections, varying in design, with one uncontrolled crosswalk at Alla Willa Drive (**Figure 3**). Curb ramps were upgraded in 2022, but pedestrian signals are limited to key intersections. Brick curb extensions exist downtown, but gaps in pedestrian infrastructure remain, especially outside the historic core.

Figure 3: Washington Street Safety Corridor Pedestrian and Bicycle Facilities Map



Transit System

The Eastern Panhandle Transit Authority (EPTA) serves Jefferson and Berkeley Counties, with Routes 16 and 20 operating along Washington Street in Charles Town. Key stops include the Jefferson County Courthouse (northbound) and Charles Washington Hall (southbound), with Route 20 also stopping at City Hall and Walgreens on Flowing Springs Way. However, these stops lack passenger amenities such as benches, shelters, trash cans, and lighting.

Figure 4: Washington Street Safety Corridor Transit Facilities Map



Safety

Crash History

The Washington Street segment between Water Street and George Street ranks 51st in West Virginia's High Injury Network, based on the 2023 West Virginia Vulnerable Road Users (VRU) Assessment. A VRU is anyone on the road who is not protected by a vehicle, such as pedestrians, cyclists, and motorcyclists, and is therefore at greater risk of injury in a crash. **Figure 5** shows all crashes by severity that occurred in Washington Street from 2018 to 2023. During this period, motor vehicle crashes made up 96.9% of all incidents, while VRU crashes accounted for only 3.1% (**Table 1**). However, VRU crashes posed a significantly higher risk, comprising 66.7% of serious injury crashes. The most common crash types on Washington Street were rear-end, right-angle, and sideswipe collisions, with the only fatal crash being a right-angle collision. Approximately 86% of crashes occurred at intersections, with the highest concentrations at Flowing Springs Road and West Street. The only fatal crash occurred at Prospect Avenue, while 50% of severe injury crashes happened at Flowing Springs Road.

Table 1: Washington Street Safety Corridor - Crashes by Mode and Severity (Total) from 2018 to 2023

Mode	Fatal	Severe Injury	Minor Injury	Possible Injury	No Apparent Injury	Total
Pedestrian	0 (0%)	4 (66.7%)	0 (0%)	1 (2.6%)	0 (0%)	5 (1.7%)
Bicycle	0 (0%)	0 (0%)	2 (12.5%)	0 (0%)	0 (0%)	2 (0.7%)
Motorcycle	0 (0%)	0 (0%)	1 (6.3%)	0 (0%)	1 (0.4%)	2 (0.7%)
Vehicle	1 (100%)	2 (33.3%)	13 (81.3%)	37 (97.4%)	231 (99.6%)	284 (96.9%)
Total	**1**	**6**	**16**	**38**	**232**	**293**

Figure 5: Washington Street Safety Corridor Crash Map – 2018 to 2023



Source: WVDOT, Fehr and Peers, 2025

Risk Factors and SSA Alignment Along Washington Street

The project team used the FHWA's 2024 Safe System Project-Based Alignment Framework to proactively identify risk factors along the corridor. The completed Safe System Project-Based Alignment Framework for the Washington Street Corridor is included in

Appendix A: FHWA Safe System Project-Based Alignment Framework. This tool supports agencies in aligning with the Safe System Approach (SSA), adopted by FHWA in 2022 to guide efforts toward zero traffic deaths by encouraging a comprehensive evaluation of safety strategies. A high-level summary of the SSA alignment along the corridor is listed below:

- There is higher alignment with the SSA along the western portion of the corridor (between West Street and Mildred Street) for intersections and segments.
- VRU exposure is higher along the western portion of the corridor, but operating speeds and roadway width are lower along the same portion of the corridor.
- The largest risk factors for VRUs across the entire corridor include no bicycle facilities, limited separation in time for pedestrians and bicyclists, right turn on reds, permissive left turns, insufficient lighting, and occasional obstructed sight distance.
- Euclid Avenue to Flowing Springs Road is notably less aligned with the SSA, due to incomplete or missing sidewalks, more lanes, wider overall roadway width, and increased operation speed.
- **Table 2** highlights the top three least aligned intersections and segments along the corridor. The higher the score the less alignment.

Table 2: Least Safety Aligned Intersections and Segments along the Washington Street Safety Corridor

LOCATION TYPE	LOCATION NAME	LOCATION SCORE
INTERSECTION	Flowing Springs Road & Washington Street et	12,000
	Prospect Avenue/Hollywood Drive & Washington Street	9,360
	Jefferson Avenue & Washington Street	8,760
SEGMENT	Euclid Avenue to Prospect Avenue/Hollywood Drive	5,760
	Jefferson Avenue to Euclid Avenue	5,760
	Prospect Avenue/Hollywood Drive to Flowing Springs Road	5,040

Community Context

Demographics

Washington Street is within a Census Tract where socio-economic challenges are noteworthy. Around 30% of residents live at or below 200% of the federal poverty line (less than double the federal poverty level for their household size), with a median

household income of $58,393. Households spend an average of 16% of their income ($11,375 annually) on transportation, and 33% of households face high housing costs. Additionally, 17% of households lack a personal vehicle, limiting access to essential services.

Public Input

A survey was conducted to gather public input on transportation safety concerns in the HEPMPO region (**Figure 6**). Along the Washington Street corridor, common issues reported included unsafe intersections, a lack of sidewalks, and inadequate crosswalks. Many respondents felt at risk due to gaps in pedestrian infrastructure, especially where pedestrian and vehicle traffic intersect. Additional concerns included near-miss incidents at certain intersections. Suggested improvements focused on expanding sidewalk availability, installing crosswalks, and enhancing traffic safety measures to reduce crash risks and improve pedestrian accessibility.

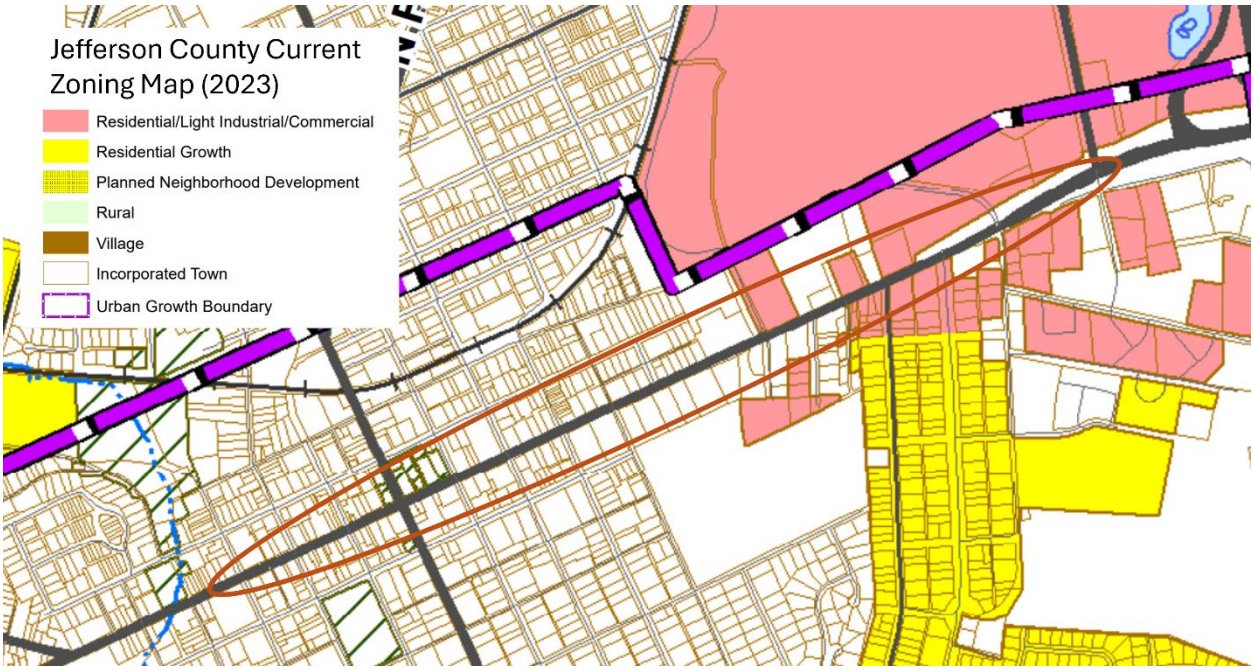
Figure 6: Washington Street Corridor Community Need and Public Input Map



Future Conditions

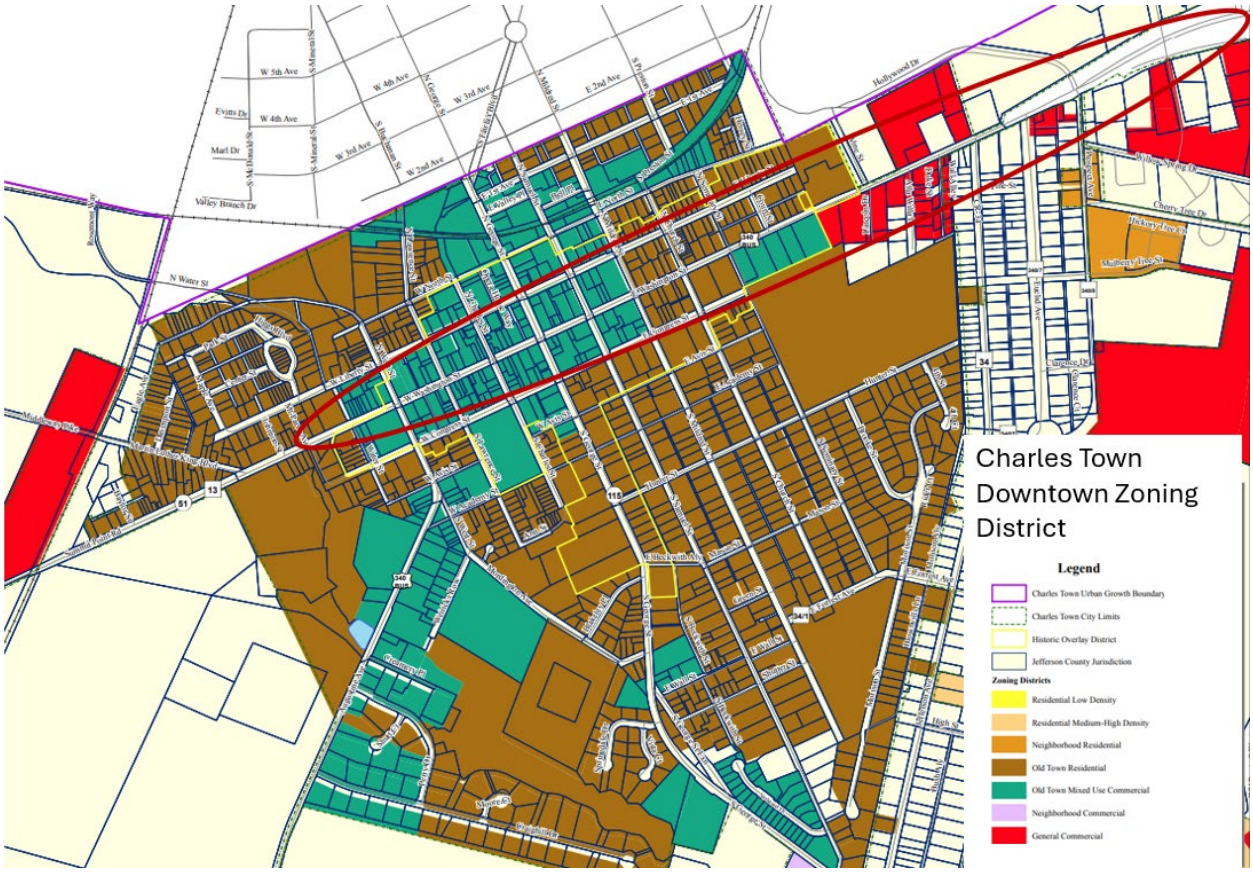
In addition to examining existing conditions, the project team also explored potential future conditions along the corridor. Future conditions could impact countermeasure selection and improvement recommendations. **Figure 7** highlights existing Jefferson County land use and zoning along the corridor. All of the corridor is within the incorporated town and inside the urban growth boundary. The map shows that portions further east along the corridor are adjacent to light industrial and commercial areas. The Charles Town Downtown Zoning District Map (Figure 8: Charles Town Downtown Zoning Districts (2018)**Figure 8**) fills in the gaps and shows that most of the Washington Street corridor is surrounded by Old Town Residential, Old Town Commercial, and some General Commercial uses.

Figure 7: Jefferson County Current Zoning Map (2023)



Source: Jefferson County Office of Planning and Zoning

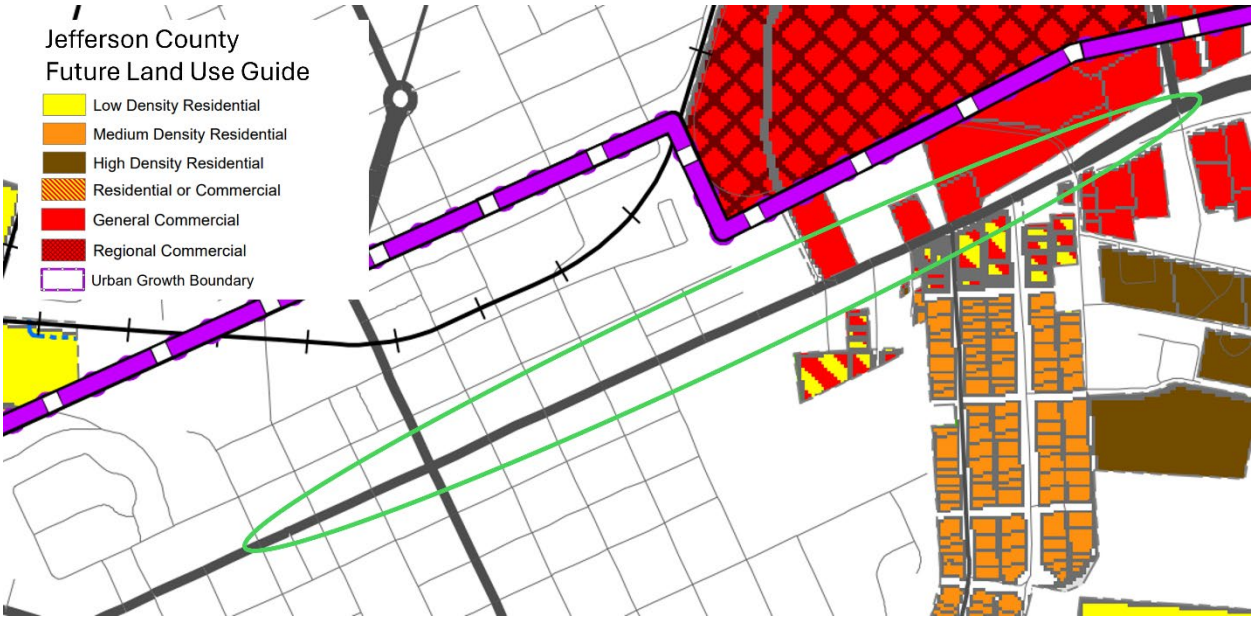
Figure 8: Charles Town Downtown Zoning Districts (2018)



Source: City of Charles Town

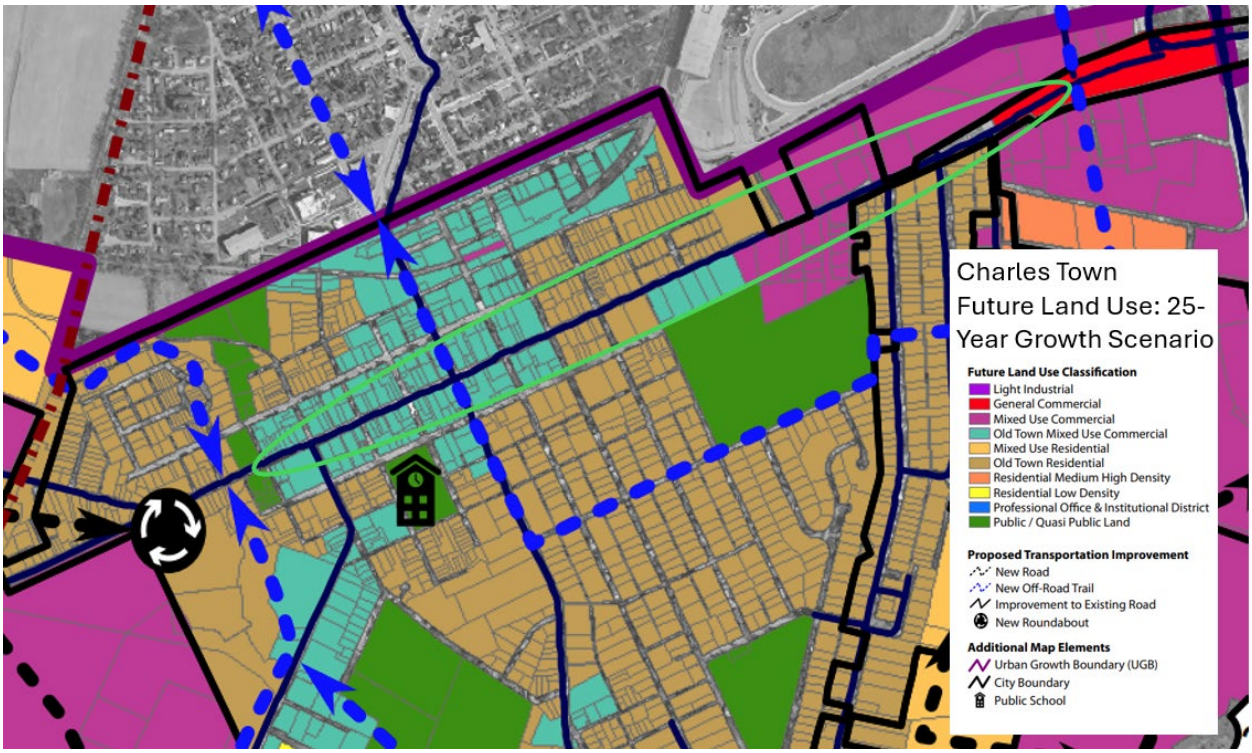
While no specific future development sites were identified along the corridor for the Jefferson County Comprehensive Plan, **Figure 9** highlights the future land use guide from the 2035 Plan. Existing light industrial and commercial areas are expected to remain consistent, while some residential areas are designated for higher density by 2035. n the Charles Town Future Land Use: 25-Year Growth Scenario (**Figure 10** most land uses remain the same, with a few exceptions in the western and central portions of the corridor, where Old Town Residential areas are reclassified as Public/Quasi-Public land.

Figure 9: Jefferson County Future Land Use Guide



Source: : Jefferson County Office of Planning and Zoning

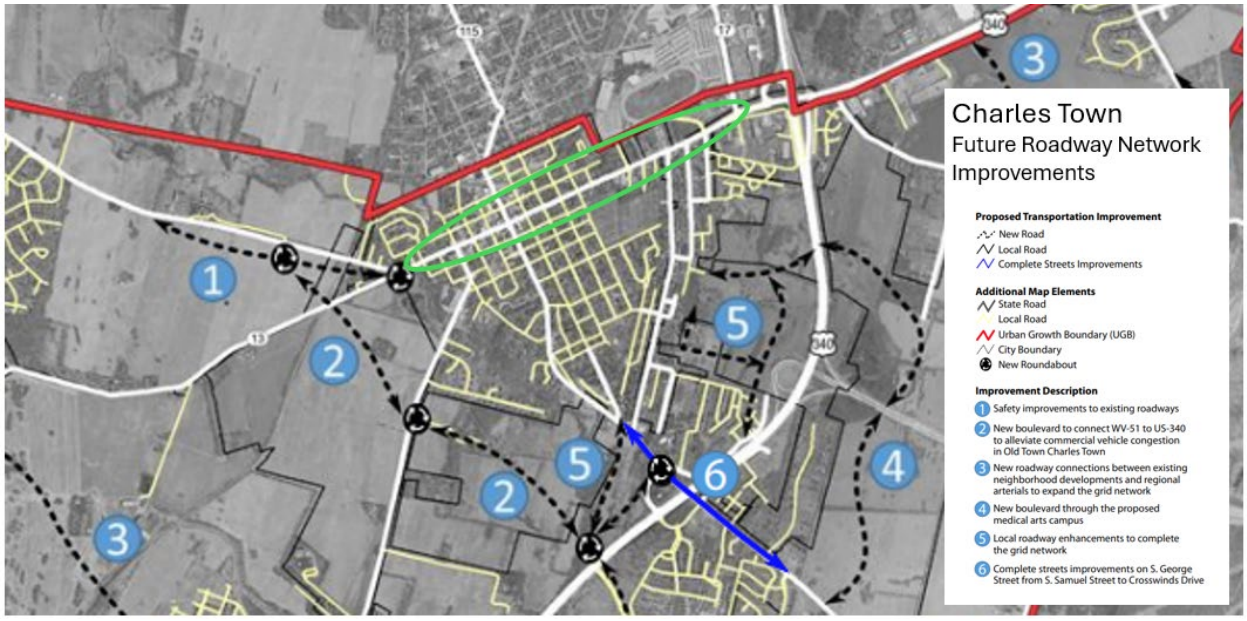
Figure 10: Charles Town Future Land Use – 25 – Year Growth Scenario (2017)



Source: City of Charles Town Comprehensive Plan

Washington Street is a key focus in the *Historically Hip Charles Town 2040 Comprehensive Plan*. The plan promotes a Complete Streets approach, proposing to narrow travel lanes to 10 feet and widen sidewalks to 13 feet to enhance comfort and safety for pedestrians and cyclists, while also supporting retail activity and public uses. However, the *Future Roadway Network Improvements Map* created by the city in 2018 (**Figure 11**), does not show any planned improvements along the Washington Street corridor.

Figure 11: Charles Town Future Roadway Network Improvements (2018)



Source: Source: City of Charles Town

Additionally, the team identified a handful of planned, committed, or recommended projects along or near the corridor (**Table 3**).

Table 3: Potential Existing Projects or Recommendations

REFERENCE	DESCRIPTION
HISTORICALLY HIP CHALRES TOWN 2040 COMPREHENSIVE PLAN	Narrow travel lanes (10') and wider sidewalk (13') along Washington Street in the downtown district.
TRANSPORTATION IMPROVEMENT PLAN (TIP) PROJECTS	J2024-09 Washington Street (at West Street)
LONG RANGE TRANSPORTATION PLAN - FISCALLY CONSTRAINED PROJECTS	C34 Washington Street Intersection Improvements (at Jefferson Avenue)
WEST VIRGINIA VULNERABLE ROAD USER ASSESSMENT	Portion of corridor is designated as a VRU priority corridor for the State: West Street to George Street.
LOCAL NEWS OUTLETS	Jefferson County Commission purchases American Public University System (APUS) buildings to repurpose as county government center.

Engagement Opportunities and Takeaways

Site Visit

On October 22, 2024, the project team held a stakeholder presentation and site visit along the Washington Street corridor. The presentation, conducted at Charles Town City Hall, provided an overview of the corridor and included training on the FHWA Safe System Project-Based Alignment Framework. Following the training, stakeholders participated in a site visit, making strategic stops at key intersections and walking a portion of the corridor to assess existing conditions and identify potential safety improvements, as shown in **Figure 12**.

Attendees included representatives from local, regional, and state agencies, such as Charles Town City Council, city staff, law enforcement, the Eastern Panhandle Transit Authority, the Hagerstown/Eastern Panhandle Metropolitan Planning Organization, Jefferson County Planning & Zoning, the West Virginia Division of Highways, and FHWA officials. The event facilitated discussions on transportation safety and helped align project efforts with FHWA's Safe System Approach.

Figure 12: Stakeholders Visiting and Evaluating the Washington Street Corridor



Stakeholders and project team members were able to document safety challenges and risk factors along Washington Street, particularly at key intersections. Common issues included inadequate pedestrian infrastructure, such as missing crosswalks, uncontrolled pedestrian crossings, and poor visibility due to obstructions or lighting conditions, show described in **Table 4**. Many intersections experienced vehicle conflicts, including right-turn conflicts, permissive left turns without adequate control, and congestion leading to unsafe driving behaviors like passing on the right or cutting through adjacent properties. Additional hazards included poor road conditions, such as water pooling in winter, wide pedestrian crossings without clear markings, and limited sight distance due to recent construction or topographical constraints. Some locations, like Prospect Avenue, had a history of fatal crashes, highlighting the need for targeted safety interventions.

Table 4: Washington Street Intersection Safety Challenges Identified During Site Visit

Location	Safety challenges and risk factors
West Street	• No crosswalk at northbound approach. • Cars driving on Liberty sidewalk at northbound approach to make right turn. • Limited intersection lighting. • Obstructed sight distance for northbound and southbound approaches, and right turn on red allowed. • Permissive left turn at all approaches • Eastbound and westbound topographical sight distance issues over hill. • Driveways along both sides of westbound approach and one side of northbound and southbound approach. • Right turn conflict at all approaches. • Undivided roadway. • Context change west of the intersection. • Sunset and sunrise glare on roadway, and no backplates • Congestion and backups due to left turn vehicles which leads to vehicles cutting through gas station.
Lawrence Street	• Street level bulb outs generally ignored by vehicular traffic. • Pedestrian crossing hazard. • Left turn vehicles passed on right. • Created a multi-lane crosswalk and false sense of security to pedestrians.
Charles Street	• Water pools and ices over at curb ramp during winter.
George Street	• Crosswalks are brick only. • Signal timed for all-pedestrian phase and not actual scramble (diagonal crossing). • City Hall corner attractors protestors, which anecdotally identified as roadside distraction/safety hazard.

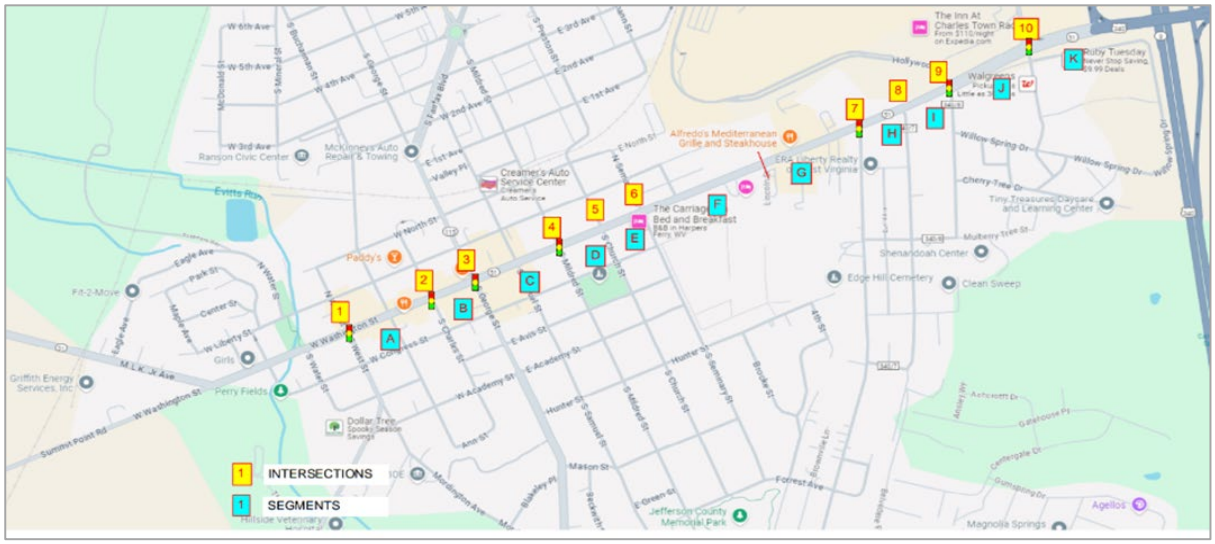
Location	Safety challenges and risk factors
Samual Street	• No pedestrian crossing opportunity at Samual Street despite previous crosswalk and destinations (public library and farmer's market).
Lincoln Drive	• Westbound left turn lane recently installed to replace two-way left turn lane, but extends driveway instead of public road.
Alla Willa Drive	• Existing uncontrolled pedestrian crossing uses brick and has no advance yield markings or signage.
KFC Driveway	• Visibility issues due to hill combined with wide lanes likely increases speeds.
Euclid Avenue	• Recent construction has added a dual stop turn lane on south leg which is set back – sight distance to stop sign is out of line with sight of vehicles approaching from neighborhood.
Prospect Avenue	• Fatal crash history.
Flowing Springs Road	• Wide pedestrian crossing. • No connecting pedestrian facilities despite destination demand (DHHR, Walmart, Martins). • More traffic volume on south leg than anticipated.

Risk Assessment Summary

In coordination with the FHWA Office of Safety, the Washington Street Corridor was evaluated for potential safety risks using the Safe System Project-Based Alignment Framework. The Project-Based Framework tool was developed to assess roadway locations at the intersection and segment level, as highlighted in **Figure 13**, to identify potential hazards and improvements through the lens of the Safe System Approach (SSA).

This framework emphasizes a holistic view of road safety, aiming to minimize the risk of severe injuries and fatalities by considering all aspects of the transportation system. By integrating principles of the SSA, the Project-Based Framework ensures that safety is a fundamental priority in the planning, design, and operation of roadways, ultimately fostering a safer and more resilient transportation network for all users.

Figure 13: Washington Street Corridor Intersections and Segments



The assessment estimates the potential risk to vehicle drivers and vulnerable road users based on existing conditions, and is later reevaluated by considering potential safety countermeasures. The assessment is based on the following:

- *Exposure* – the volume and/or length (distance) various users are using a facility and could be involved in a potential crash.
- *Likelihood* – the elements and/or risks that impact the probability of a crash taking place by influencing the opportunity for conflict or user error rates.
- *Severity* – the elements and/or risks that impact the probability of a crash taking place by influencing the opportunity for conflict or user error rates.

The results demonstrate improved safety along the corridor through the implementation of proven countermeasures. **Table 5** provides a summary of the assessment, and detailed results are included in

Appendix A: FHWA Safe System Project-Based Alignment Framework.

Table 5: Washington Street Project Summary Assessment by Segment & Intersection

Name	Existing Risk Score	Implementation Risk Score	% Improvement	Any Countermeasures Implemented
Segments				
1: West St	1,512	1,470	3%	Yes
2: Lawrence St	1,260	1,260	0%	No
3: Charles St	864	864	0%	No
4: George St	984	984	0%	No
5: Mildred St	4,320	4,320	0%	No
6: Church St	4,320	4,320	0%	No
7: Seminary St	4,104	4,104	0%	No
8: Jefferson Ave	8,760	7,200	18%	Yes
9: Euclid Ave	7,200	6,048	16%	Yes
10: Prospect Ave/ Hollywood Dr	9,360	7,680	18%	Yes
11: Flowing Springs Way	12,000	10,200	15%	Yes
Total Segments	**54,684**	**48,450**	**11%**	**-**
Intersections				
A: West St - Lawrence St	1,080	1,080	0%	Yes
B: Lawrence St - Charles St	390	390	0%	No
C: Charles St - George St	630	630	0%	No
D: George St - Mildred St	603	603	0%	No
E: Mildred St - Church St	2,880	2,880	0%	No
F: Church St - Seminary St	2,880	2,880	0%	No
G: Seminary St - Private Driveway/KFC	3,600	3,600	0%	No
H: Private Driveway/KFC - Lincoln Dr	2,880	2,880	0%	Yes
I: Lincoln Dr - Jefferson Ave	2,754	2,646	4%	Yes
J: Jefferson Ave - Euclid Ave	5,760	4,320	25%	Yes
K: Euclid Ave - Prospect Ave/Hollywood Dr	5,760	4,680	19%	Yes
L: Prospect Ave/Hollywood Dr - Flowing Springs Way	5,040	5,040	0%	Yes
Total intersections	**34,257**	**31,629**	**8%**	**-**
Total Corridor	**88,941**	**80,079**	**10%**	**-**

Concept Development

Three action item concepts were developed, each with proposed safety countermeasures for specific locations along Washington Street. These locations were selected based on safety challenges and risk factors identified during the stakeholder meeting and field visit. The selected locations are:

- West Street and Washington Street Intersection
- Flowing Springs and Washington Street Intersection
- Washington Street Commercial area between Western Driveway of KFC and Flowing Springs Road Intersection

West Street and Washington Street Intersection Safety Focus Action Items

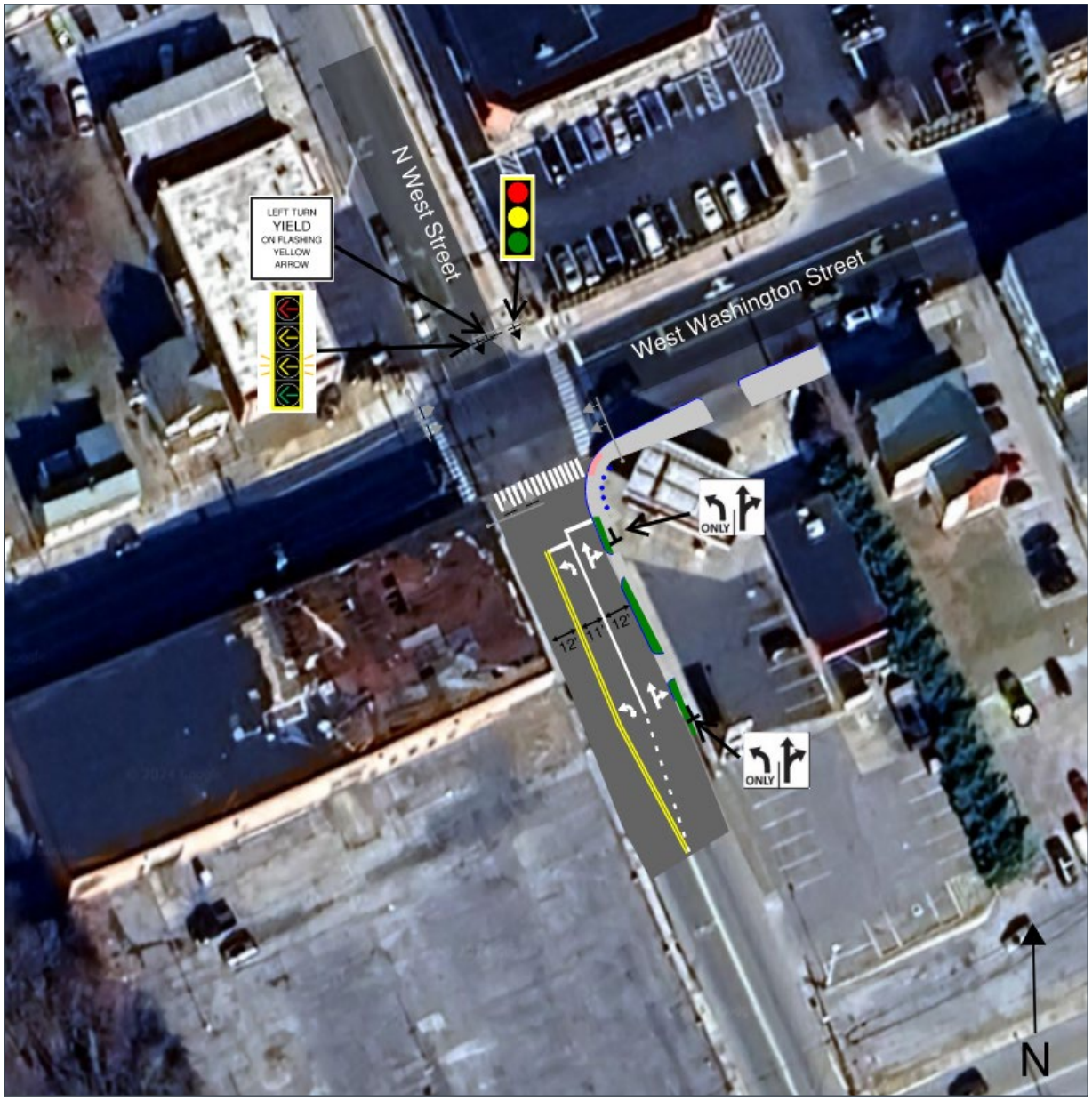
Figure 14: Proposed West Street Improvements



- Restripe the NB West Street approach to add an exclusive left-turn lane.
    - Install ground-mounted lane use control signs at the beginning of the left-turn lane and at the stop bar.
    - Install arrow pavement markings for both the new left-turn lane and the thru-right lane to help motorists adjust to the new lane configuration.

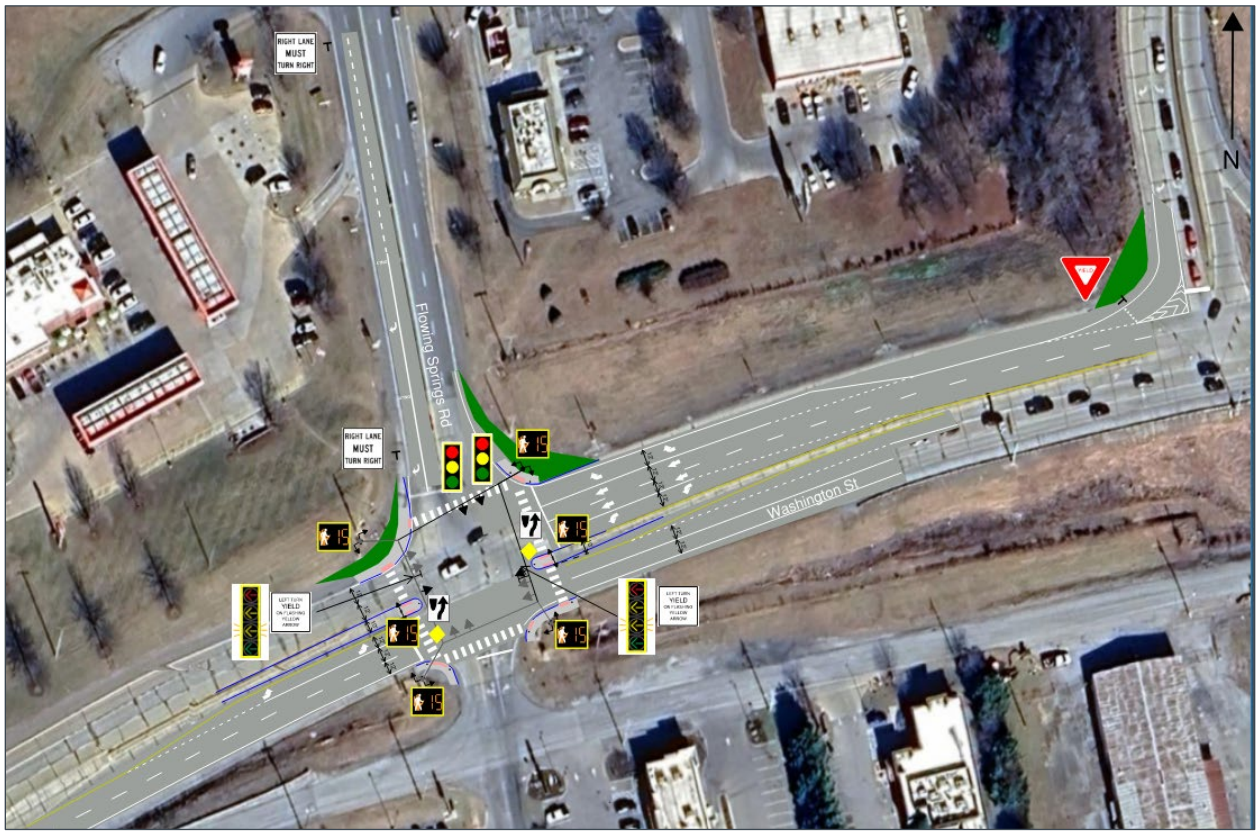
    - Install a flashing yellow arrow signal head and relocate the second primary three-section signal head closer to, or onto, the mast arm pole.
- Obtain turning movement traffic counts and retime and rephase traffic signal to provide a variable mode (time-of-day) protected-permitted left-turn phase for the newly installed left turn lane. Update all timing and phasing for all approaches at the signal, including cycle lengths, allocation of green times, yellow change, all red clearance and pedestrian clearance intervals.
- Implement access control and construct channelized driveways with curbed sidewalks at the gas station on the southeast corner. Construct curb, driveways and sidewalk along both the West Street and Washington Street frontages.
    - Construct a grass buffer between proposed curb and sidewalk along the gas station frontage on West Street to discourage vehicles from driving over the curb.
    - Install bollards along back of sidewalk at the corner to separate vehicles at gas station pumps from pedestrians using the sidewalk.
- Stripe/restripe high-visibility crosswalk across West Street NB approach. Pretreat the concrete roadway surface for adherence of thermoplastic pavement markings or use epoxy paint suitable for concrete application and durability.
- To improve signal conspicuity, address rear end crash history for all approaches, and address glare reported during the field visit, install backplates with retroreflective strips on all signal heads.

Figure 15: West Street and Washington Street Intersection Proposed Countermeasures



Flowing Springs Road and Washington Street Intersection Safety Focus Action Items

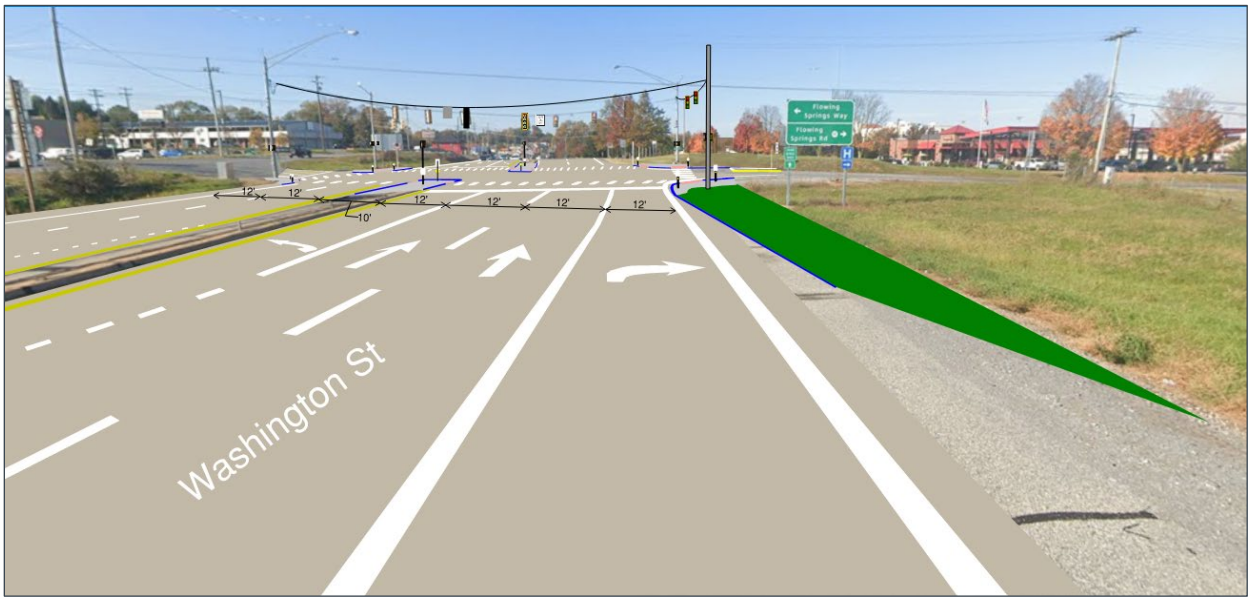
Figure 16: Flowing Springs Road and Washington Street Intersection Proposed Countermeasures



- Eliminate the channelized yield right turn from WB Washington Street to NB Flowing Springs Road Reduce the northeast corner radius and operate as a standard exclusive right turn lane.
- Update the right-turn lane drop pavement markings and signing on SB Flowing Springs Road to meet /match MUTCD recommendation for lane drops. Reduce the radius for this right-turn movement to WB Washington Street to reduce turning speeds and reduce pedestrian crossing distances.
- Eliminate the painted channelized right-turn merge lane from the SB US 340 off-ramp to WB Washington St. Reduce the northeast corner radius and have the ramp traffic merge with the Washington Street through lane in a yield condition.
- Construct 6 ft to 10 ft wide median islands on both Washington Street approaches to serve as pedestrian refuge areas.
    - Install KEEP RIGHT signs and OBJECT MARKERS at median noses.

  - Install ADA ramps for pedestrian crossing and pedestrian refuge within median islands.
  - Install APS pedestrian push buttons and countdown pedestrian signal heads on pedestals in median islands.
  - Consider implementing split pedestrian phases/ timings for crossing Washington St, allowing pedestrians to wait safely in the refuge islands.
- Install a full suite of pedestrian features at the intersection:
  - APS pedestrian push buttons
  - Countdown pedestrian signal heads
  - ADA-compliant ramps/access pads
  - High-visibility crosswalks
  - Pedestrian-actuated traffic signal phasing
- Replace the five-section protected-permissive left-turn signal heads for Washington Street exclusive left-turn lanes with Flashing Yellow Arrow protected-permissive signal heads.
- Obtain updated turning movement traffic counts and revise signal timing to provide variable-mode protected-permitted left-turns based on time of day and pedestrian actuation.
- To enhance traffic signal visibility and implement a proven safety countermeasure, install backplates with retroreflective strips on all signal heads.

Figure 17: Proposed Washington Street Improvements

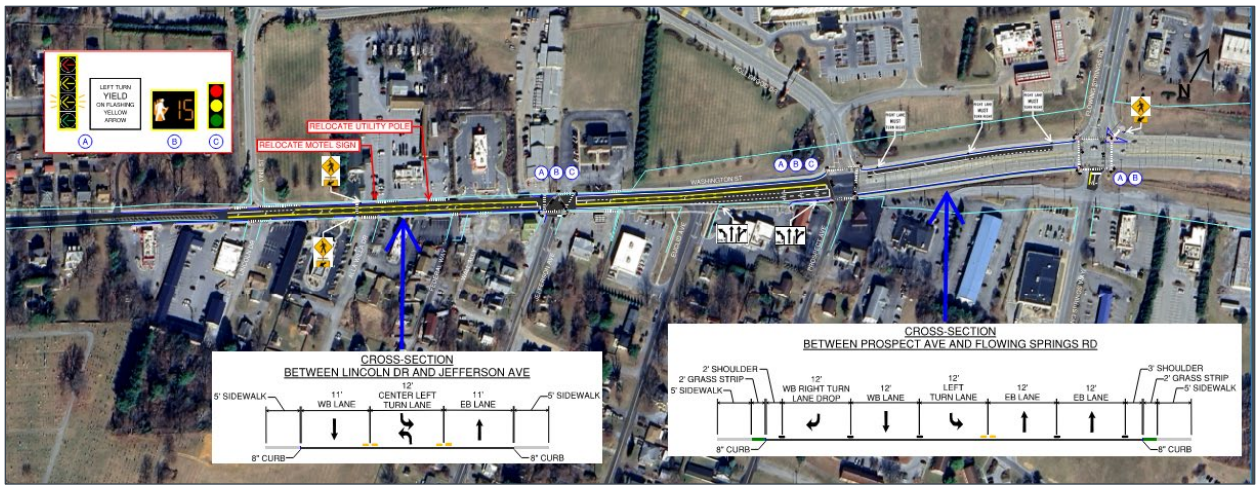


Washington Street Between KFC Western Driveway and Flowing Springs Road - Commercial Area -Safety Focus Action Items

Corridor Length

- Reduce travel lane widths to 11 ft to discourage higher travel speeds.
- Create a consistent corridor cross section and convey a suburban/urban context to motorists by constructing a continuous curbline along both sides of the corridor.
    - Implement access management by reducing the number of driveways and uncontrolled parking lot accesses.
- Install/construct continuous ADA-complaint sidewalk along full length of both sides of corridor.
    - Install ADA-compliant ramps at all public streets, public alleys, and high- and medium-volume driveways.
    - Install high-visibility crosswalks across all public streets and high- and medium-volume driveways.

Figure 18: Washington Street Between KFC Western Driveway & Flowing Springs Road Proposed Countermeasures



All Signalized Intersections (Jefferson Avenue, Hollywood Drive/Prospect Avenue, Flowing Springs Road)

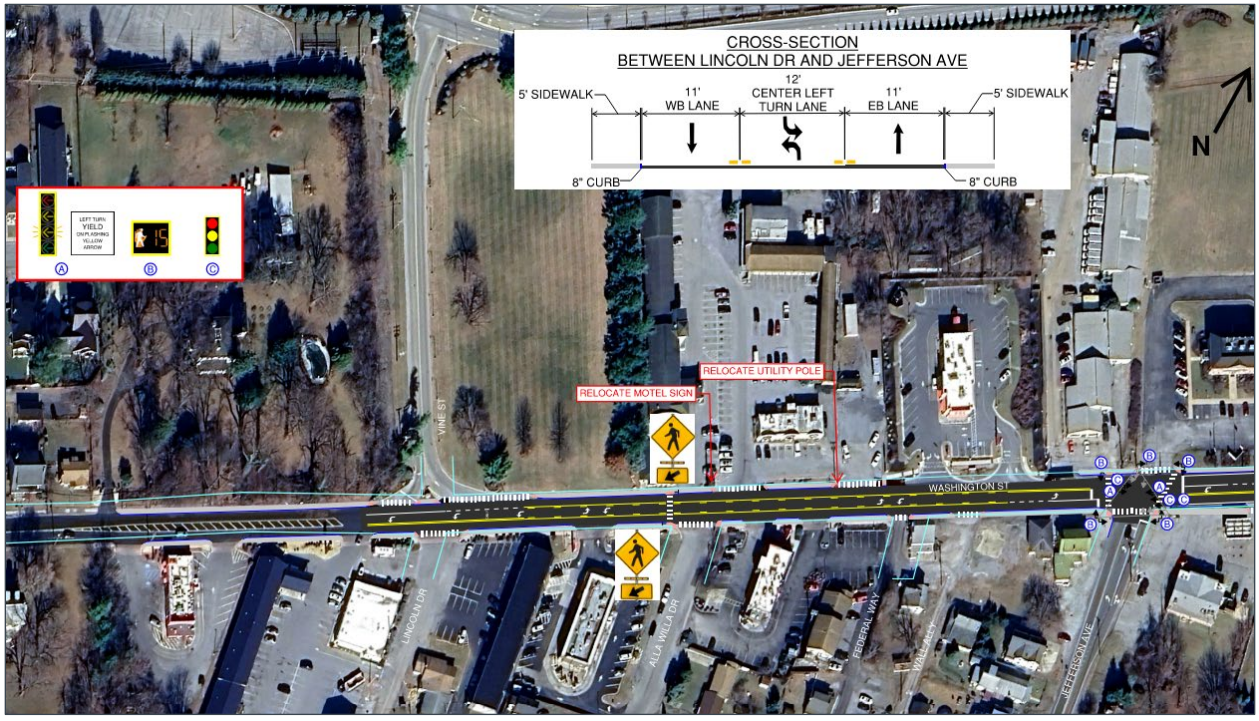
- To enhance traffic signal visibility and implement a proven safety countermeasure, install backplates with retroreflective strips on all signal heads.
- Install a full suite of pedestrian features at the intersection:

  - APS pedestrian push buttons
  - Countdown pedestrian signal heads
  - ADA-compliant ramps/access pads
  - High-visibility crosswalks
  - Pedestrian-actuated traffic signal phasing
- Replace five-section protected-permissive left turn signal heads for exclusive left-turn lanes with Flashing Yellow Arrow protected-permissive signal heads.
- Obtain updated turning movement traffic counts and revise signal timing to provide variable-mode protected-permitted left turns based on time of day and pedestrian actuation.

Location Specific Action Items

- Upgrade existing brick crosswalk uncontrolled crossing of Washington Street at Alla Willa Drive with a Rectangular Rapid Flashing Beacon (RRFB), high-visibility crosswalk markings, and ADA ramps.
  - Implement access management by closing the Rodeway Hotel driveway immediately adjacent to the crosswalk (the hotel has another driveway 10 ft away).

Figure 19: Washington Street Commercial Area KFC to Jefferson Avene



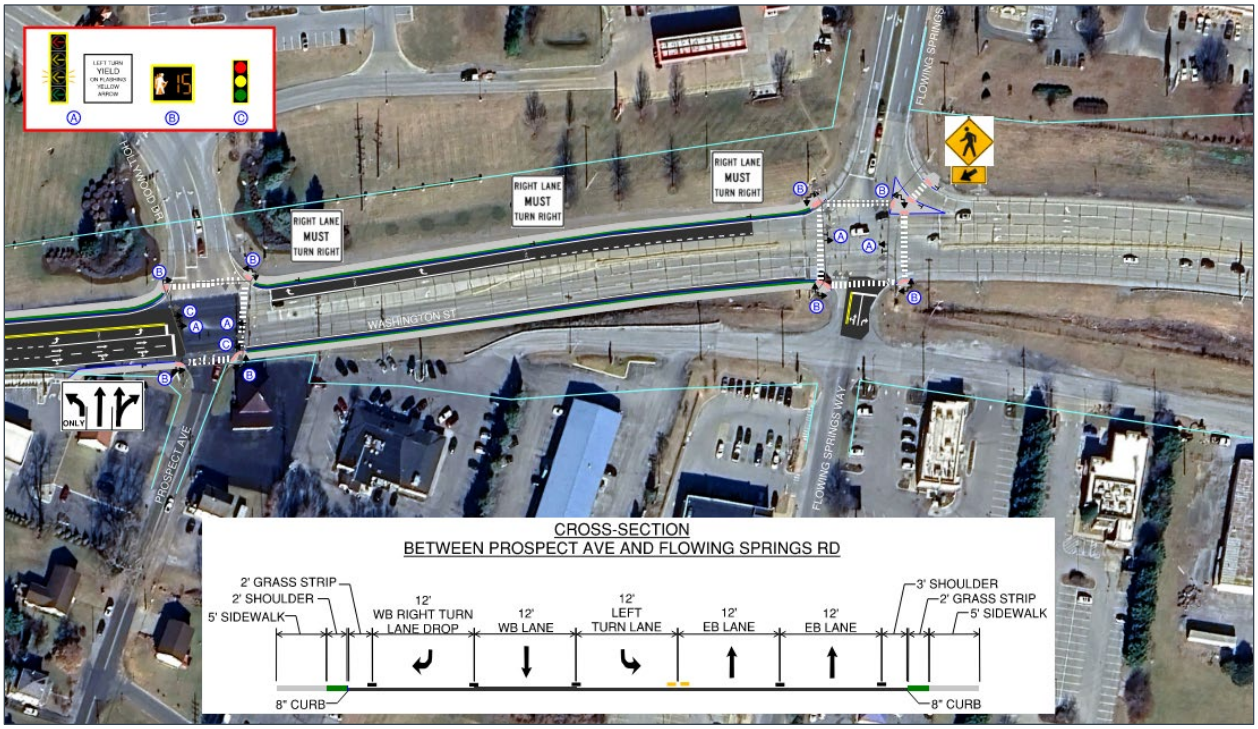
- Implement access management at the Charlies Too property opposite Jefferson Avenue at the signalized intersection. Close and construct curb and sidewalk along the street frontage and create a channelized driveway area to eliminate uncontrolled access into the intersection within the stop bar areas.
- Implement access management at the properties located in the southern quadrants of the Jefferson Avenue signalized intersection.
- Revise the lane configuration of WB Washington Street between Hollywood Drive and Jefferson Avenue such that the second through lane becomes a right turn lane drop at Hollywood Drive, rather than a left turn lane drop at Jefferson Avenue. Develop a center left-turn lane/exclusive left-turn lane at Jefferson Avenue.
    - Eliminate the existing WB Washington Street right-turn lane and right-turn overlap at Hollywood Drive. Construct a curbline and buffered sidewalk in the existing right-turn lane area.
    - Implement MUTCD recommended pavement markings and signing for the proposed right-turn lane drop at Hollywood Drive.
    - Eliminate the rightmost Washington Street through lane west of Hollywood Drive. Use the existing lane and shoulder area to construct a curbline and buffered sidewalk.
    - Transition /taper the single through lane downstream from Hollywood Drive to align with the existing through lane at Jefferson Avenue, while simultaneously developing the center turn lane through this segment.

Figure 20: Washington Street Commercial Area Jefferson Avenue to Hollywood Drive/Prospect Avenue



- Flowing Springs Road Intersection Action Items may be implemented concurrently with this action item plan or with the signalized intersection recommendations listed above. For this action item:
    - Construct a curbed right run channelizing island in place of the existing painted island for the WB Washington Street right turn to NB Flowing Springs Road.
    - Install a full suite of pedestrian features, including pedestrian signal equipment on the newly constructed island.
    - Install high-visibility crosswalk across channelized right-turn lane, along with PEDESTRIAN warning signs with downward ARROW plaques.

Figure 21: Washington Street Commercial Area Hollywood Drive/Prospect Avenue to Flowing Springs Road



Monitoring and Evaluation

To support the ongoing evaluation of the Washington Street corridor, the project team defined a set of performance metrics to assess the change in crash rates over time. As part of this effort, the team developed a crash data monitoring tool for the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO). The tool allows staff to update and maintain corridor-level data and analyze trends in crash rates, severity, and mode. The tool emphasizes crashes involving vulnerable road users and those that result in someone being killed or seriously injured, while also capturing vehicle-only and non-KSI crashes.

Key features of the tool include:

- An inputs tab labeled "Crashes", which organizes crash data. Users enter 5-year crash counts segregated by mode and severity into designated cells, and the tool calculates the mode percent shares. The tables are formatted to help visualize the distribution of crashes involving VRUs and the share that resulted in KSI.
- An outputs tab labeled "Summary Stats", which calculates Annual Average Crash Rates to help identify long-term trends. A rolling average is used to smoothen any seasonal or one-time variations. This tab also calculates the percent change between the data being evaluated and the baseline or previous iteration of this process.

This method provides a practical and feasible way for HEPMPO to monitor changes in crashes over time using existing data sources. **Table 6** shows the Annual Average Crash Rates for the 2019-2023 Baseline Crashes. As the agency starts to keep track of crashes in the corridor this table will expand to show the new crash rates and percent changes.

Table 6: Baseline Annual Average Crash Rates

Crash Type	Baseline
VRU-KSI	0.8
VRU-nonKSI	1
Vehicle-KSI	0.6
Vehicle-nonKSI	56.2
All Crashes	**58.6**

Appendix A: FHWA Safe System Project-Based Alignment Framework

Segments Data	A: West St – Lawrence St	West St – Lawrence St (CM)	B: Lawrence St – Charles St	Lawrence St – Charles St (CM)	C: Charles St – George St	Charles St – George St (CM)	D: George St – Mildred St	George St – Mildred St (CM)	E: Mildred St – Church St	Mildred St – Church St (CM)	F: Church St – Seminary St	Church St – Seminary St (CM)	G: Seminary St – Private Driveway /KFC	Seminary St – Private Driveway /KFC (CM)	H: Private Driveway /KFC – Lincoln Dr	Private Driveway /KFC – Lincoln Dr (CM)	I: Lincoln Dr – Jefferson Ave	Lincoln Dr – Jefferson Ave (CM)	J: Jefferson Ave – Euclid Ave	Jefferson Ave – Euclid Ave (CM)	K: Euclid Ave – Prospect Ave/Hollywood Dr	Euclid Ave – Prospect Ave/Hollywood Dr (CM)	L: Prospect Ave/Hollywood Dr – Flowing Springs Way	Prospect Ave/Hollywood Dr – Flowing Springs Way (CM)
Exposure Scoring Sheet																								
Vulnerable Road Users																								
Vulnerable Road Users Present (users per day)	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	50	50	50	50	50	50
Vulnerable Users Score	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	6	6	6	6	6	6
Crossing Distance (Max Number of Lanes)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	5	4	6	5
Crossing Distance (Max Number of Lanes) Score	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	6	6	6	6	10	8	10	10
Exposure – Vulnerable Road Users Score	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	14	14	12	12	16	14	16	16
Motor Vehicles																								
Motor Vehicle Volumes (AADT)	6950	6950	6950	6950	6950	6950	6950	6950	6950	6950	6950	6950	6950	6950	6950	6950	17334	17334	18300	18300	18300	18300	18300	18300
Motor Vehicle Volumes (AADT) Score	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	10	10	10	10	10	10	10	10

Segments Data	A: West St – Lawrence St	West St – Lawrence St (CM)	B: Lawrence St – Charles St	Lawrence St – Charles St (CM)	C: Charles St – George St	Charles St – George St (CM)	D: George St – Mildred St	George St – Mildred St (CM)	E: Mildred St – Church St	Mildred St – Church St (CM)	F: Church St – Seminary St	Church St – Seminary St (CM)	G: Seminary St – Private Driveway /KFC	Seminary St – Private Driveway /KFC (CM)	H: Private Driveway /KFC – Lincoln Dr	Private Driveway /KFC – Lincoln Dr (CM)	I: Lincoln Dr – Jefferson Ave	Lincoln Dr – Jefferson Ave (CM)	J: Jefferson Ave – Euclid Ave	Jefferson Ave – Euclid Ave (CM)	K: Euclid Ave – Prospect Ave/Hollywood Dr	Euclid Ave – Prospect Ave/Hollywood Dr (CM)	L: Prospect Ave/Hollywood Dr – Flowing Springs Way	Prospect Ave/Hollywood Dr – Flowing Springs Way (CM)
Roadway Width (feet)	40	40	30	30	30	30	25	25	30	30	30	30	30	30	35	34	40	34	40	38	58	48	90	64
Roadway Width Score	6	6	4	4	4	4	1	1	4	4	4	4	4	4	4	4	6	4	6	6	10	10	10	10
Exposure – Motor Vehicles Score	12	12	10	10	10	10	7	7	10	10	10	10	10	10	10	10	16	14	16	16	20	20	20	20
Likelihood Risk Factors (Motor Vehicle)																								
Roadside																								
Risk Factor: Lighting Conditions	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	3	3	3	3	1.5	1.5	1.5	1.5	1.5	1.5	3	3	3	3	3	3
Risk Factor: Fixed Objects	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	3	3	3	3
Roadway and Intersection Geometry																								
Risk Factor: Obstructed Sight Distance	3	3	0	0	1.5	1.5	1.5	1.5	0	0	0	0	1.5	1.5	1.5	1.5	0	0	0	0	0	0	0	0
Risk Factor: Topographical Risks	1.5	1.5	0	0	0	0	0	0	0	0	0	0	3	3	1.5	1.5	0	0	0	0	0	0	0	0
Risk Factor: Roadside Characteristics	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5

Segments Data	A: West St - Lawrence St	West St - Lawrence St (CM)	B: Lawrence St - Charles St	Lawrence St - Charles St (CM)	C: Charles St - George St	Charles St - George St (CM)	D: George St - Mildred St	George St - Mildred St (CM)	E: Mildred St - Church St	Mildred St - Church St (CM)	F: Church St - Seminary St	Church St - Seminary St (CM)	G: Seminary St - Private Driveway /KFC	Seminary St - Private Driveway /KFC (CM)	H: Private Driveway /KFC - Lincoln Dr	Private Driveway /KFC - Lincoln Dr (CM)	I: Lincoln Dr - Jefferson Ave	Lincoln Dr - Jefferson Ave (CM)	J: Jefferson Ave - Euclid Ave	Jefferson Ave - Euclid Ave (CM)	K: Euclid Ave - Prospect Ave/Hollywood Dr	Euclid Ave - Prospect Ave/Hollywood Dr (CM)	L: Prospect Ave/Hollywood Dr - Flowing Springs Way	Prospect Ave/Hollywood Dr - Flowing Springs Way (CM)
Risk Factor: Driveways	3	3	0	0	0.75	0.75	1.5	1.5	3	3	3	3	3	3	3	3	3	3	3	3	0.75	0.75	0	0
Risk Factor: Separation of Opposing Vehicular Direction of Travel	3	3	3	3	3	3	3	3	3	3	3	3	3	3	1.5	1.5	1.5	1.5	3	3	3	3	3	3
Risk Factor: Crossing Conflict Driveway	3	3	0	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0
Risk Factor: Curvature	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.5	1.5	0	0
Likelihood - Risk Factor Score - Motor Vehicles	6	6	2	2	4	4	4	4	5	5	5	5	6	6	5	5	4	4	6	6	5	5	4	4
Likelihood Score - Motor Vehicles Subtotal	15	15	3	3	9	9	9	9	12	12	12	12	15	15	12	12	9	9	15	15	12	12	9	9

Segments Data	A: West St – Lawrence St	West St – Lawrence St (CM)	B: Lawrence St – Charles St	Lawrence St – Charles St (CM)	C: Charles St – George St	Charles St – George St (CM)	D: George St – Mildred St	George St – Mildred St (CM)	E: Mildred St – Church St	Mildred St – Church St (CM)	F: Church St – Seminary St	Church St – Seminary St (CM)	G: Seminary St – Private Driveway /KFC	Seminary St – Private Driveway /KFC (CM)	H: Private Driveway /KFC – Lincoln Dr	Private Driveway /KFC – Lincoln Dr (CM)	I: Lincoln Dr – Jefferson Ave	Lincoln Dr – Jefferson Ave (CM)	J: Jefferson Ave – Euclid Ave	Jefferson Ave – Euclid Ave (CM)	K: Euclid Ave – Prospect Ave/Hollywood Dr	Euclid Ave – Prospect Ave/Hollywood Dr (CM)	L: Prospect Ave/Hollywood Dr – Flowing Springs Way	Prospect Ave/Hollywood Dr – Flowing Springs Way (CM)
Likelihood Risk Factors (VRU)																								
Pedestrian and Bicycle Accommodation																								
Risk Factor: Pedestrian Space Separation	1.5	1.5	1.5	1.5	1.5	1.5	2.25	2.25	1.5	1.5	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.25	3	0.75	1.5	0.75	3	2.25
Risk Factor: Bike Space Separation	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Risk Factor: Pedestrian /Bike Time Separation	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	1	3	3	3	3	3	3
Roadside																								
Risk Factor: Lighting Conditions	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	3	3	3	3	1.5	1.5	1.5	1.5	1.5	1.5	3	3	3	3	3	3
Roadway and Intersection Geometry																								
Risk Factor: Obstructed Sight Distance	3	3	0	0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	0	0	0	0	0	0	0	0
Risk Factor: Topographical Risks	1.5	1.5	0	0	0	0	0	0	0	0	0	0	3	3	1.5	1.5	0	0	0	0	0	0	0	0

Segments Data	A: West St - Lawrence St	West St - Lawrence St (CM)	B: Lawrence St - Charles St	Lawrence St - Charles St (CM)	C: Charles St - George St	Charles St - George St (CM)	D: George St - Mildred St	George St - Mildred St (CM)	E: Mildred St - Church St	Mildred St - Church St (CM)	F: Church St - Seminary St	Church St - Seminary St (CM)	G: Seminary St - Private Driveway /KFC	Seminary St - Private Driveway /KFC (CM)	H: Private Driveway /KFC - Lincoln Dr	Private Driveway /KFC - Lincoln Dr (CM)	I: Lincoln Dr - Jefferson Ave	Lincoln Dr - Jefferson Ave (CM)	J: Jefferson Ave - Euclid Ave	Jefferson Ave - Euclid Ave (CM)	K: Euclid Ave - Prospect Ave/Hollywood Dr	Euclid Ave - Prospect Ave/Hollywood Dr (CM)	L: Prospect Ave/Hollywood Dr - Flowing Springs Way	Prospect Ave/Hollywood Dr - Flowing Springs Way (CM)
Risk Factor: Driveways	3	3	0	0	0.75	0.75	1.5	1.5	3	3	3	3	3	3	3	3	3	3	3	3	0.75	0.75	0	0
Risk Factor: Curvature	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.5	1.5	0	0
Likelihood Risk Factor Score - Vulnerable Road Users	6	6	3	3	4	4	4	4	5	5	5	5	6	6	5	5	4	4	5	4	4	4	4	4
Likelihood Score - Vulnerable Road Users Subtotal	15	15	6	6	9	9	9	9	12	12	12	12	15	15	12	12	9	9	12	9	9	9	9	9
Severity Scoring Sheet																								
Vulnerable Road Users																								
Risk Factor: Operating Speed (mph) or Speed Limit +7 mph	25	25	25	25	25	25	25	25	32	32	32	32	32	32	32	32	32	32	42	40	42	40	42	42
Severity - Vulnerable Road Users Score	5	5	5	5	5	5	5	5	15	15	15	15	15	15	15	15	15	15	20	20	20	20	20	20
Motor Vehicles																								

Segments Data	A: West St - Lawrence St	West St - Lawrence St (CM)	B: Lawrence St - Charles St	Lawrence St - Charles St (CM)	C: Charles St - George St	Charles St - George St (CM)	D: George St - Mildred St	George St - Mildred St (CM)	E: Mildred St - Church St	Mildred St - Church St (CM)	F: Church St - Seminary St	Church St - Seminary St (CM)	G: Seminary St - Private Driveway /KFC	Seminary St - Private Driveway /KFC (CM)	H: Private Driveway /KFC - Lincoln Dr	Private Driveway /KFC - Lincoln Dr (CM)	I: Lincoln Dr - Jefferson Ave	Lincoln Dr - Jefferson Ave (CM)	J: Jefferson Ave - Euclid Ave	Jefferson Ave - Euclid Ave (CM)	K: Euclid Ave - Prospect Ave/Hollywood Dr	Euclid Ave - Prospect Ave/Hollywood Dr (CM)	L: Prospect Ave/Hollywood Dr - Flowing Springs Way	Prospect Ave/Hollywood Dr - Flowing Springs Way (CM)
Risk Factor: Operating Speed (mph) or Speed Limit +7 mph	25	25	25	25	25	25	25	25	32	32	32	32	32	32	32	32	32	32	42	40	42	40	42	42
Severity - Motor Vehicles Score	1	1	1	1	1	1	1	1	6	6	6	6	6	6	6	6	6	6	12	9	12	9	12	12
Summary Scoring Sheet																								
Exposure - Motor Vehicles Score	12	12	10	10	10	10	7	7	10	10	10	10	10	10	10	10	16	14	16	16	20	20	20	20
Likelihood - Motor Vehicles Score	15	15	3	3	9	9	9	9	12	12	12	12	15	15	12	12	9	9	15	15	12	12	9	9
Severity - Motor Vehicles Score	1	1	1	1	1	1	1	1	6	6	6	6	6	6	6	6	6	6	12	9	12	9	12	12
Mode Subtotal - Motor Vehicles Score	180	180	30	30	90	90	63	63	720	720	720	720	900	900	720	720	864	756	2,880	2,160	2,880	2,160	2,160	2,160
Exposure - Vulnerable Road Users Score	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	14	14	12	12	16	14	16	16
Likelihood - Vulnerable Road	15	15	6	6	9	9	9	9	12	12	12	12	15	15	12	12	9	9	12	9	9	9	9	9

Segments Data	A: West St - Lawrence St	West St - Lawrence St (CM)	B: Lawrence St - Charles St	Lawrence St - Charles St (CM)	C: Charles St - George St	Charles St - George St (CM)	D: George St - Mildred St	George St - Mildred St (CM)	E: Mildred St - Church St	Mildred St - Church St (CM)	F: Church St - Seminary St	Church St - Seminary St (CM)	G: Seminary St - Private Driveway /KFC	Seminary St - Private Driveway /KFC (CM)	H: Private Driveway /KFC - Lincoln Dr	Private Driveway /KFC - Lincoln Dr (CM)	I: Lincoln Dr - Jefferson Ave	Lincoln Dr - Jefferson Ave (CM)	J: Jefferson Ave - Euclid Ave	Jefferson Ave - Euclid Ave (CM)	K: Euclid Ave - Prospect Ave/Hollywood Dr	Euclid Ave - Prospect Ave/Hollywood Dr (CM)	L: Prospect Ave/Hollywood Dr - Flowing Springs Way	Prospect Ave/Hollywood Dr - Flowing Springs Way (CM)
Users Score																								
Severity - Vulnerable Road Users Score	5	5	5	5	5	5	5	5	15	15	15	15	15	15	15	15	15	15	20	20	20	20	20	20
Mode subtotal - Vulnerable Road Users Score	900	900	360	360	540	540	540	540	2,160	2,160	2,160	2,160	2,700	2,700	2,160	2,160	1,890	1,890	2,880	2,160	2,880	2,520	2,880	2,880
TOTAL SCORE	**1,080**	**1,080**	**390**	**390**	**630**	**630**	**603**	**603**	**2,880**	**2,880**	**2,880**	**2,880**	**3,600**	**3,600**	**2,880**	**2,880**	**2,754**	**2,646**	**5,760**	**4,320**	**5,760**	**4,680**	**5,040**	**5,040**

Appendix B: Countermeasures Cost Estimates

Corridor Wide Estimates

	Other	Backplate Retrofit (per head)	Mobilization (4%)	Maintenance and Protection of Traffic (10%)	Contingencies (25%)	Inspection (12%)	Engineering (25%)	TOTAL
Between KFC Dwy and Flowing Springs Road Commercial Area								
Reduce Travel Lanes to 11ft	$16,620	-	$665	$1,662	$4,155	$1,994	$4,155	$29,252
Consistent Corridor Cross-Section with Continuous Curbline	$219,229	-	$8,769	$21,923	$54,807	$26,308	$54,807	$385,844
ADA Compliant Sidewalk	$1,829,586	-	$73,183	$182,957	$457,397	$219,550	$457,397	$3,220,072
All signalized Intersections								
Signal Backplates	-	$9,800	$392	$980	$2,450	$1,176	$2,450	$17,248
Ped Features	$574,110	-	$22,964	$57,411	$143,528	$68,893	$143,527	$1,010,434
FYA Protected Permissive	-	$42,270	$1,691	$4,227	$10,568	$5,072	$10,568	$74,395
Revise Signal Timings for Protected Permitted Left Turns	$46,935	-	$1,877	$4,694	$11,733	$5,632	$11,734	$82,606
Location Specific								
RRFB and High Visibility Crosswalk at Alla Willa Dr	$58,411	-	$2,336	$5,841	$14,603	$7,009	$14,603	$102,803
Access Management at Charlies Too property	$16,750	-	$670	$1,675	$4,188	$2,010	$4,188	$29,480
Access Management at Jefferson Ave Southern Quadrant Properties	$73,700	-	$2,948	$7,370	$18,425	$8,844	$18,425	$129,712
Lane Reconfiguration of Washington St WB between Hollywood Dr and Jefferson Ave	$562,973	-	$22,519	$56,297	$140,743	$67,557	$140,743	$990,837
Total (Rounded) - $5,595,000								

Location Specifications Estimates

	Other	Backplate Retrofit	Pavement Marking Removal	W/24" Thermo	Mobilization (4%)	Maintenance and Protection of Traffic (10%)	Contingencies (25%)	Inspection (12%)	Engineering (25%)	TOTAL
Washington Street and West Street										
Restripe NB West St for Left Turn Lane	$5,053	-	-	-	$202	$202	$1,263	$606	$1,263	$8,892
Protected Permissive Left Turn & Restripe NB West for Left Turn	$18,705	-	-	-	$748	$748	$4,676	$2,245	$4,676	$32,920
Curbed Driveways	$92,378	-	-	-	$3,695	$3,695	$23,094	$11,085	$23,094	$162,585
High-Visibility Crosswalk NB approach	-	-	$1,824	$1,824	$146	$146	$912	$438	$912	$6,420
Signal Backplates	-	$2,800	-	-	$112	$112	$700	$336	$700	$4,928
Washington Street and Flowing Springs										
Eliminate Channelized Yield Right Turn at NE Corner	$3,927	-	-	-	$157	$393	$982	$471	$982	$6,912
Update Right Turn Lane Drop Markings & Signing on SB Flowing Springs Rd	$1,629	-	-	-	$65	$163	$407	$195	$407	$2,866
Eliminate Painted Channelized Right Turn Merge Lane from US 340. Convert to Yield Condition	$6,232	-	-	-	$249	$623	$1,558	$748	$1,558	$10,967
Construct Median Islands as Pedestrian Refugee Areas	$232,151	-	-	-	$9,286	$23,215	$58,038	$27,858	$58,038	$408,586
Install Ped Features at Intersection	$252,641	-	-	-	$10,106	$25,264	$63,160	$30,317	$63,160	$444,648
Replace 5-Section Heads to FYA Protected Permissive	$14,090	-	-	-	$564	$1,409	$3,523	$1,691	$3,527	$24,798
Revise Signal Timings for Protected Permitted Left Turns	$15,645	-	-	-	$626	$1,565	$3,911	$1,877	$3,911	$27,535
Signal Backplates	-	$3,500	-	-	$140	$350	$875	$420	$875	$6,160
Total (Rounded) - $1,108,000										

Appendix C: Public Feedback

Public Comment Period

Response Summary

Public Comment	Response

Public Meeting

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-491: Augustine Avenue Trail Project Update

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-492: Congress/Lawrence Street Intersection Project Update

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-493: Resident Request - Issue of Speeding on S. George Street

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-494: Maintenance Director Report

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-495: Staff Updates

ATTACHMENTS: