CITY OF CHARLES TOWN
BUILDING COMMISSION
AGENDA • APRIL 9, 2026

Commission/Board Meeting **CITY HALL** **3:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-1369:** Approval of Building Commission Minutes - February 12, 2026
Building Commission Report - 2-12-26.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **2026-1370:** Financial Review

: **2026-1371:** Potential Building Commission Vacancy

: **2026-1372:** Letter of Entry Requests (2) for Augustine Avenue Phase III
Letters of Entry.pdf

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

Building Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/09/26
Department: Building Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

2026-1369: Approval of Building Commission Minutes - February 12, 2026

ATTACHMENTS:

- Building Commission Report - 2-12-26.pdf

City of Charles Town Building Commission Minutes

February 12, 2026 Meeting

Call to Order at 3:00 PM

1. **Persons present**: Building Commission members Keith Veler, Sarah Edgar, Mary Ellen Mahoney, Operations Director Cindy Rezmer

2. **Approval of Minutes**

   2026-1161: Building Commission Meeting Minutes – November 12, 2025
   Minutes unanimously approved

3. **Unfinished Business**

4. **New Business**

   2026-1162: Financial Review
   Reviewed financial information for Nov 2025, Dec 2025 and Jan 2026 – nothing unusual to report.

   2026-1163: Building Commission Vacancy
   Application was submitted from Ezra Griffith and he is scheduled to be sworn in at February 17, 2026 City Council meeting.

   2026-1164: Building Commission Meeting Schedule
   Meetings for 2026 were confirmed for 3pm on April 9, July 9 and Oct 8.

5. **Meeting adjourned at 3:15pm**

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
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AGENDA ITEM (ID #)

2026-1370: Financial Review

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101 East Washington Street
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2026-1371: Potential Building Commission Vacancy

ATTACHMENTS:

Building Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Building Commission
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1372: Letter of Entry Requests (2) for Augustine Avenue Phase III

ATTACHMENTS:

- Letters of Entry.pdf

City of Charles Town

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

April 3, 2026

To Whom It May Concern,

The City of Charles Town, working alongside the West Virginia Department of Transportation, Division of Highways (WVDOH) is currently developing preliminary engineering plans and documents for the Charles Town Augustine Avenue Phase III project in Jefferson County, West Virginia.

As part of this preliminary engineering effort, employees from WVDOH or consultant company Alpha and Associates, Inc. may be in the field for the purposes of conducting surveying, geotechnical, and environmental testing in conjunction with the design of the project.

Your property has been identified through Jefferson County tax records as being potentially affected by the aforementioned project, and as such it is requested that you review and complete the attached Letter of Entry form requesting access onto your property for the preliminary engineering purposes noted above.

Please feel free to keep one copy of the form for your own records.

Thank you very much for your attention to this matter, and please feel free to contact Charles Town Assistant City Manager Alissa Meeks by phone (304-724-3253) or email (ameeks@charlestownwv.us) with any questions regarding this matter.

Respectfully,

Alissa Meeks
City of Charles Town

PROJECT – Charles Town Augustine Avenue Phase III
COUNTY- Jefferson County
STATE PROJECT – U319-CHA/RL-6. 00
TAX MAP __4____**PARCEL**_14.2

LETTER OF ENTRY REQUEST

W.Va. Code §54-1-3A provides that contractors, agents, and employees of the State and its agencies may enter upon private property to conduct surveys, geotechnical, and environmental testing.

This letter, dated this 3rd day of April, 2026 is requesting owner to grant and permit **City of Charles Town**, its agents or assigns, under contract with the West Virginia Department of Transportation/Division of Highways to perform engineering services for the Charles Town Augustine Avenue Phase III project in Jefferson County, West Virginia, the right and privilege to enter upon the property owned by **(Evitts Run Conservancy Inc),** located in **Charles Town Corp** District of Jefferson County, West Virginia, for purposes of conducting surveying, geotechnical and environmental testing in conjunction with the design of the above project:

By signing this agreement, the property owner(s) gives to the above named contractor, its agents or assigns, permission to enter onto his or her property for purposes of conducting surveys, core borings, environmental or other tests. However, the property owner assumes no liability for injuries to persons or damage to property by granting this right of entry. Upon completion of the engineering services, excluding those parcels designated for Phase III construction, the City of Charles Town will restore the property as close as possible to its original condition, normal wear and tear excepted. ☐ I

_____ give permission for City of Charles Town, its
(Print Name)
agents or assigns to perform engineering services as outlined above.

☐ I _____ DO NOT give permission for City of Charles Town,
(Print Name)
its agents or assigns to perform engineering services as outlined above.

PROPERTY OWNER

NAME _____

SIGNATURE _____

ADDRESS _____

TELEPHONE: _____ or _____

City of Charles Town

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

April 3, 2026

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COUNTY- Jefferson County
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TAX MAP __1_____**PARCEL**_138, 139.1____

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PROPERTY OWNER

NAME _____

SIGNATURE _____

ADDRESS _____

TELEPHONE: _____ or _____