CITY OF CHARLES TOWN
INFRASTRUCTURE COMMITTEE
AGENDA • JANUARY 27, 2025

Committee Meeting **COUNCIL CHAMBERS** **5:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2025-111:** Park Street and Surrounding Area - Traffic Flows and Parking

: **2025-112:** Anne Street - Traffic and Parking

: **2025-113:** Proposal for a City of Charles Town Infrastructure Retreat Agenda

: **2025-114:** Grant Opportunity - SS4A
Washington St 24.03.20 - V3.pdf
DOT - Safe Streets and Roads for All.pdf

: **2025-115:** Update on Damaged Light Pole Replacement

: **2025-116:** Street Paving RFP

: **2025-117:** Stormwater Issues and Updates

3. NEW BUSINESS

: **2025-118:** Resident Request - Issue of Speeding on South George Street
resident email about S. George St..pdf

: **2025-119:** Maintenance Director Report

: **2025-120:** 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: 01/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

2025-111: 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: 01/27/25
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AGENDA ITEM (ID #)

2025-112: Anne Street - Traffic and Parking

This agenda item needs to be removed from the Table.

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2025-113: Proposal for a City of Charles Town Infrastructure Retreat Agenda

On January 21, 2025, the City Council referred this back to the committee to create a schedule for a series of workshops.

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

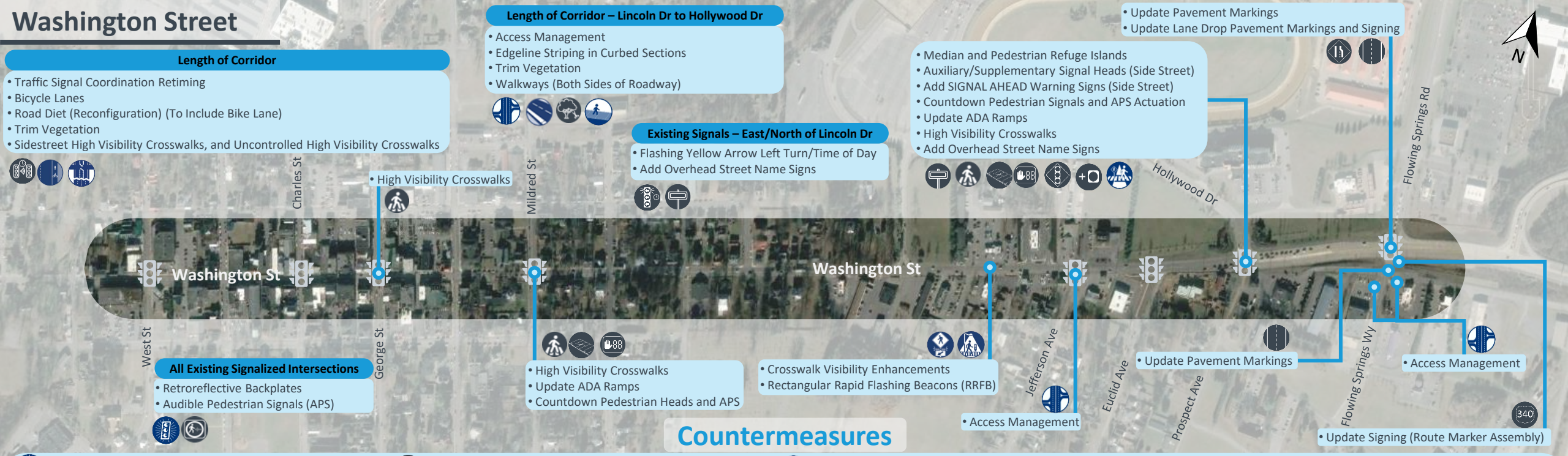
Meeting: 01/27/25
Department: Infrastructure Committee
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2025-114: Grant Opportunity - SS4A

- The FY25 SS4A Notice of Funding Opportunity (NOFO) is expected to be announced before the end of March 2025.
- The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) has suggested Charles Town apply for a grant based on recommendations in the Regional Safety Action Plan.

ATTACHMENTS:
- Washington St 24.03.20 - V3.pdf
- DOT - Safe Streets and Roads for All.pdf

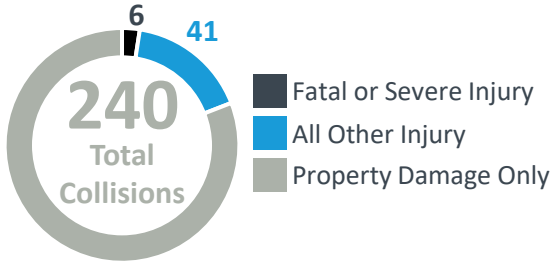
Washington Street



Countermeasures

- Access Management
- Add Overhead Street Name Signs
- Add SIGNAL AHEAD Warning Signs (Side Street)
- Audible Pedestrian Signals (APS)
- Auxiliary/Supplementary Signal Heads (Side Streets)
- Bicycle Lanes
- Countdown Pedestrian Heads and APS
- Crosswalk Visibility Enhancements
- Edgeline Striping in Curbed Sections
- Flashing Yellow Arrow Left Turn/Time of Day
- High Visibility Crosswalks
- Median and Pedestrian Refuge Islands
- Retroreflective Backplates
- Road Diet (Reconfiguration) (To Include Bike Lane)
- Rectangular Rapid Flashing Beacons (RRFBs)
- Traffic Signal Coordination Retiming
- Trim Vegetation
- Update ADA Ramps
- Update Lane Drop Pavement Markings and Signing
- Update Pavement Markings
- Update Signing (Route Marker Assembly)
- Walkways (Both Sides of Roadway)

Collision History (2018-2022)



	Total Collisions	Fatal or Severe Injury
	232	2
	2	0
	1	0
	5	4

Notable Collision Patterns



Rear End at Signal

Angle at Signal

Planned Work

- Existing Plus Committed Projects
  - J2016-02 Charles Town CBD Signal System
- TIP Projects
  - J2024-09 Washington St (at West St)
- Fiscally Constrained Projects
  - C34 Washington St Intersection Improvements (at Jefferson Ave)
  - J101.0 Extension of Turn Lanes (at Flowing Springs Rd)
- Bike/Pedestrian
  - Designated VRU Corridor

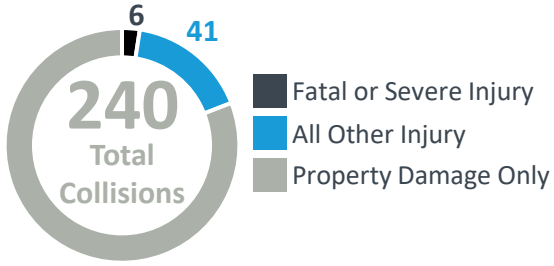
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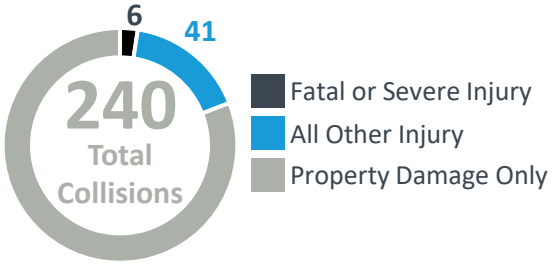
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BILLING CODE 4910-9X

DEPARTMENT OF TRANSPORTATION

Office of the Secretary of Transportation

DOT-SS4A-FY24-01

USDOT FY24 Safe Streets and Roads for All Funding, Amendment

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

SUMMARY

SUMMARY OVERVIEW OF KEY INFORMATION: Safe Streets and Roads for All (SS4A)	
Issuing Agency	Office of the Secretary of Transportation, U.S. Department of Transportation
Program Overview	Funds for the fiscal year (FY) 2024 SS4A grant program are to be awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians; bicyclists; public transportation, personal conveyance, and micromobility users; 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.
Funding	This Notice makes available up to **$1,261,494,000** ~~$1,256,687,000~~ for FY 2024 grants under the SS4A program. Of the funding made available, up to **$780** ~~$580~~ million is available to implement projects and strategies. The remainder, **$461,494,000** ~~$656,687,000~~, must be awarded for developing Action Plans; conducting supplemental planning to update existing Action Plans; or carrying out demonstration activities to inform the development of, or updates to, Action Plans.
Deadlines	Planning and Demonstration Grant applicants have three deadlines: • Thursday, April 4, 2024, 5:00 PM (EDT) • Thursday, May 16, 2024, 5:00 PM (EDT) • Thursday, August 29, 2024, 5:00 PM (EDT)

SUMMARY OVERVIEW OF KEY INFORMATION: Safe Streets and Roads for All (SS4A)	
	Implementation Grant applications must be submitted by 5:00 PM (EDT) on Thursday, May 16, 2024. **Funds will be awarded to applications submitted after each deadline. Funding awards in later deadlines will be contingent on the availability of remaining funds.**

DATES: This NOFO has multiple application deadlines depending on the grant type. See above under "Deadlines" and in Section D.4.

Late applications received after the deadlines will not be considered under that deadline unless there is a technical issue directly caused by the online submission proposal system (Valid Eval), and the applicant contacts Valid Eval at support@valideval.com describing the technical issue no less than 4 hours before the deadline. Planning and Demonstration Grant applications that are received after the first deadline (and before the second deadline) will be treated as being submitted under the second deadline; Planning and Demonstration Grant applications that are received after the second deadline (and before the third deadline) will be treated as being submitted under the third deadline.

ADDRESSES: Applications must be submitted via Valid Eval, an online submission proposal system used by USDOT, at https://usg.valideval.com/teams/usdot_ss4a_2024_implementation/signup for Implementation Grant applicants and https://usg.valideval.com/teams/usdot_ss4a_2024_planning_demo/signup for Planning and Demonstration Grants. Customer support for Valid Eval can be reached at support@valideval.com.

FOR FURTHER CONTACT INFORMATION: Please contact the SS4A grant program staff via email at SS4A@dot.gov or call Paul Teicher at 202-366-4114. A telecommunications device for the deaf (TDD) is available at 202-366-3993. In addition, DOT will regularly post answers to questions and requests for clarifications, as well as schedule information regarding webinars providing additional guidance, on DOT's website at https://www.transportation.gov/grants/SS4A. The deadline to submit technical questions **is April 24, 2024** ~~and.~~ **The deadline** to submit pre-application eligibility review requests for Implementation Grants is April 17, 2024. Technical questions applicable to Planning and Demonstration Grant applications made on or before March 13, 2024, will be responded to in advance of the first Planning and Demonstration Grant deadline on April 4. The final deadline to submit technical questions for Planning and Demonstration Grants is April **24** ~~17~~, 2024. The NOFO is listed under opportunity number DOT-SS4A-FY24-01 at Grants.gov.

SUPPLEMENTARY INFORMATION: 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 so that they have the information they need to submit eligible and competitive applications.

Section	Content
N/A	Summary
N/A	Definitions
A	Program Description
B	Federal Award Information
C	Eligibility Information
D	Application and Submission Information
E	Application Review Information
F	Federal Award Administration Information
G	Federal Awarding Agency Contacts
H	Other Information

Section A (Program Description) describes the Department's goals and purpose in making awards, and Section E (Application Review Information) describes how the Department will select from eligible applications. To support applicants through the process, the Department will provide technical assistance and resources at https://www.transportation.gov/grants/SS4A.

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, personal conveyance and micromobility users, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.[1]
Comprehensive Safety Action Plan	A comprehensive safety action plan (referred to as an "Action Plan") is aimed at preventing roadway fatalities and serious injuries in a locality or region or on Tribal land. This can be either a 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.
Equity	The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, Indigenous and Native Americans, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
Fatal or Serious Injury Crash	A fatal or serious injury crash involves a motor vehicle traveling on a trafficway customarily open to the public. A fatal crash must result in the death of at least one person (occupant of a vehicle or a non-motorist) within 30 days of the crash. This definition aligns with the definition of a fatal traffic crash in the Fatality Analysis Reporting System.
High-Injury Network	Identifies the highest concentrations of traffic 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.[2]

[1] The definition is based on "Moving to a Complete Streets Design Model: A Report to Congress on Opportunities and Challenges," https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-03/Complete%20Streets%20Report%20to%20Congress.pdf. Also see https://highways.dot.gov/complete-streets.

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

Term	Definition
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).[3]
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 Urban Areas 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.[4,5]
Underserved Community	An underserved community as defined for this NOFO is consistent with the Office of Management and Budget (OMB) and DOT definitions of a disadvantaged community designation, which includes any Tribal land; any territory or possession of the United States; or U.S. Census tracts identified in one of the following tools (may only select one option to identify underserved communities: • The USDOT Equitable Transportation Community Explorer (ETCE) https://experience.arcgis.com/experience/0920984aa80a4362b8778d779b090723/page/Applicant-Explorer/ • Any subsequent iterations of the ETCE released during the NOFO period; or • The Climate and Economic Justice Screening Tool (CEJST) to identify disadvantaged communities https://screeningtool.geoplatform.gov/. Funds to underserved communities are spent in, and provide benefits to, underserved communities.

[3] 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.
[4] See https://www.transportation.gov/NRSS/SafeSystem.
[5] Safety culture can be defined as the shared values, actions, and behaviors that demonstrate a commitment to safety over competing goals and demands.

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101 East Washington Street
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SCHEDULED

AGENDA ITEM (ID #)

Meeting: 01/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

2025-115: Update on Damaged Light Pole Replacement

West Washington Street light pole damaged and removed 1.5 years ago.

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 01/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-116: Street Paving RFP

Updates from staff.

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-117: Stormwater Issues and Updates

Updates from staff.

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 01/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-118: Resident Request - Issue of Speeding on South George Street

ATTACHMENTS:

- resident email about S. George St..pdf

From: Marshall McCormick <mmctrans@gmail.com>
Sent: Tuesday, January 21, 2025 11:26:06 AM
To: Elizabeth Ricketts <ericketts@charlestownwv.us>; Priscilla Rodd <prodd@charlestownwv.us>; James Kratovil <jkratovil@charlestownwv.us>; John Wysong <JWysong@charlestownwv.us>; John Nissel <jnissel@charlestownwv.us>
Subject: Radar speed signs for S. George St.

Hello,

I would like to ask the City of Charles Town to begin the process of working with the West Virginia Department of Highways to to install as many as four (minimum of two) radar speed signs on S. George St., between Congress St. and the Police Department to reduce the speed of traffic and increase the safety of all who use S. George St.
I made comments about the need for traffic calming along S. George St. before the Town Council in October 2024, after which Chief Kutcher arranged for a mobile radar speed sign to be installed on the east side of the 500 block of S. George St.
Even though the sign only worked sporadically, it was very effective at calming traffic.
Office Scott informed me that it was removed a week before Christmas to be serviced.

I think S. George St. would best be served by permanent signs, two in each direction. I'm aware of their cost and the need for approval from the WV DOH. I think grants might be available and I think the DOH will appreciate their usefulness.

I would appreciate the opportunity to discuss this matter more with members of the Infrastructure Committee at your next meeting.

best, Marshall McCormick

Beware - This email comes from outside the City of Charles Town.

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

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SCHEDULED

AGENDA ITEM (ID #)

2025-119: Maintenance Director Report

ATTACHMENTS:

Infrastructure Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/27/25
Department: Infrastructure Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-120: Staff Updates

ATTACHMENTS: