



City of Charles Town

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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Interim City Clerk and Director of Community Development

SUBJECT: City Manager's Report

DATE: April 18, 2023

ADMINISTRATION AND OPERATIONS

2023 Municipal Election. The city's ballot commissioners met on April 10 to confirm and sign off on the draft ballot for the upcoming municipal election. The publishing company has since provided the ballots and supplies ordered which are being stored. Staff will work to have the city's banners, yard signs and flags distributed and posted as we draw close to the beginning of May.

Charter Workshop. Saturday, April 22, 2023, will be a workshop to consider Charter Revisions. The workshop will commence at 10AM. The February 21st minutes reflect a Council 7-1 vote to revise the Charter by amendments only and not a whole, comprehensive revision; thus, the workshop will start the process to make those amendment changes.

COMMUNITY AND ECONOMIC DEVELOPMENT

Mobile Food Truck Concerns. Staff have been made aware of a local business, Country Grown Cannabis Dispensary, hosting a food truck at their E. Washington Street location. Staff were not previously aware of the activity until after the food truck was hosted and later sent the City's zoning violation notice letter to the business. Updated news indicated the business was still in the planning stages of hosting another food truck and staff verbally notified the business of the City's regulations. Subsequently, the business has submitted a Special Activity Permit that has since been approved to permit the requested event.

Note, a public hearing will be held before the Planning Commission on April 24 at 7:00PM addressing mobile food vendors.

Arbor Day Celebration and Activities. The Charles Town Tree Board is sponsoring an Arbor Day Tree Planting event on Saturday, April 29 at the entrance to the Skate Park. The Tree planting will be held at 11AM with downtown events to follow on S. Charles Street between 1 - 4PM. The County's Mobile Rec activities will be set up and multiple businesses have teamed with Succulent Garden to sponsor an activity for kids to plant tree saplings.

Blooms and Blossoms/Pub Crawl Update. Staff to provide updates regarding weekend events and upcoming event planning.