



# City of Charles Town

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## 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 3, 2023

### **ADMINISTRATION AND OPERATIONS**

2023 Municipal Election. The city's ballot commissioners met last week with the city clerk on March 29 to set the ballot for the upcoming municipal election. State law requires names to be placed on the ballot in random order. The ballot commissioners and staff conducted a random drawing for each contested race to determine the order of names. Staff will work to have the city's banners, yard signs and flags distributed and posted as we draw close to the May Election

### **COMMUNITY AND ECONOMIC DEVELOPMENT**

Town Hall Mobile Food Truck. CDD staff hosted a town hall meeting on Thursday, March 23 to determine the community's level of interest in proposing a Mobile Food Truck Ordinance. Approximately 40 community members comprised of restaurant owners, mobile food vendors, downtown businesses, patrons and residents showed up to voice comments. Most of the feedback suggested food trucks were desired, but in a regulated manner. Per the City's Zoning requirements, legal ads have subsequently been posted regarding the issue and a public hearing will be held before the Planning Commission on April 24 at 7:00PM. The language of the ordinance is still being drafted, but the text amendment to the Zoning Ordinance will define and regulate mobile food vendors. The amendment would amend Code Section 1322.04 Zoning District Use Table and would create a new section under Article 1323 Supplemental Regulations and add a definition to Article 1325.

Augustine Avenue Trail and Sheetz. Phase I of the Augustine Avenue Trail is expected to be completed by late April. Phase I is strictly the design portion. The City's legal advisor and Alpha Engineers are refining the final aspects of the right-of-way and easement locations for Phase 2 and Phase 3. The City is waiting for the Construction Agreement from Department of Highways and DOH is expecting a mid-May Final Field Review (FFR).

On March 9, City officials and staff met with Sheetz personnel to discuss the traffic light associated with the Augustine Avenue Sheetz project. The verbal confirmation from that meeting indicated a designated green light/arrow for traffic exiting out of Washington High School; however, further confirmation from both DOH and Sheetz suggested there will not be a left/green arrow as part of the designed scope. DOH advises if the signal was programmed to have a left turn arrow it would