PUBLIC WORKS COMMITTEE AGENDA Monday, June 24, 2024 1:00 p.m. Town Hall 104 North King Street

- 1. Call to Order:
- 2. Approval of Minutes:
- 3. Visitors:
- 4. Public Comment:
- 5. Unfinished Business:
 - A. International Property and Maintenance Code Issues: *349 W. German St. – Correspondence in progress
 - B. Road Issues:

*Paving and construction of Sidewalk, Princess St. from High St. to boat landing – Grant match request

C. Trash and Grass Issues:

*Property grass issues *Yard waste issues

D. Recycling Issues:

*Recycling Grant - Garbage truck (for glass) - Applied in 2024
 *Recycling Committee Update
 *Glass recycling

- E. Market House: Update
- F. Sidewalks: Second phase of sidewalk repair
- G. Miscellaneous Issues:
 *FEMA Study Andy report on conference April 17 3:00 4:30

6. Unfinished Business:

- A. Wayfinding/Directional Signs Jim Ford
- B. International Building Code discussion
- C. Painting of Station at Shepherdstown to be done in the Spring
- D. Stormwater Infrastructure Project Fairfax Field & Mill Street \$5,200
- E. Diana Suttenfield- Potomac River access sign
- 7. New Business
 - A. Water plant storage shed/ Public Works Director office
 - B. New and Replacement equipment purchases
 - C. Comprehensive Plan review goals
- 8. Mayor's Report:
- 9. Adjournment:



Corporation of Shepherdstown P.O. Box 248 Shepherdstown WV 25443

Yard Waste issue

Over the years the Public Works department has stockpiled all yard waste. After 14 years the current pile isn't decomposing as fast as we hoped. The department is running out of land for said pile. Keep in mind we must have room for utility repair spoilage and snow removal around that same area. Yard waste averages 7-8 dump truck loads weekly. Summer, Spring, and Fall are all consistently heavy. Winter is the only season it lightens up but then you have snow removal. After studying pricing, then considering labor cost, fuel expense and wear and tear on the equipment used. Below are the options I believe we have to fix this issue.

Option 1

We get a dumpster delivered weekly. When it is full we have it picked up and a new empty dumpster dropped off. The cost would \$18200.00 annually

Option 2

We haul yard waste to Potomac Farms weekly. The cost would be \$8400.00 annually

I hope the above data helps better equip the boards in decision-making on this ongoing issue.

Sincerely,

Charles "Woody" Coe Public Works Director Chief Operator



Corporation of Shepherdstown P.O. Box 248 Shepherdstown WV 25443

Equipment replacement

- PW Director ½ Ton Truck \$ 52,000
- PW Supervisor/plow truck ³/₄ Ton Truck \$ 55,000
- Inspector/Sewer plant ½ Ton Truck \$ 52,000
- PW Dump truck \$ 85,000

New Equipment

- PW Vac Trailer \$ 83,000
- PW Mini Excavator attachments \$ 15,000

Cost

- Total \$ 342,000
- Breakdown (Below)

Corporation 50% - \$ 171,000 Water 25% - \$ 85,500 Sewer 25% - \$ 85,500

Charles "Woody" Coe Public Works Director Chief Operator

| # | ID IMPLEMENTATION STRATECY LAND USE & COMMUNITY CHARACTER | UPDATE | PRIORITY | REMOVE | N/A | COMMENTS | STAFF COMMENTS / SUGGESTIONS |
|-------|---|--------|----------|--------|-----|----------|------------------------------|
| | LU-3.5 Plan for the Relocation or Burial of Downtown Overhead Utilities | | MEDIUM | | | | |
| | NATURAL & ENVIRONMENTAL RESOURCES | | | | | | |
| 1 1 | NER-1.5 Develop Electric Vehicle Infrastructure | | HIGH | | | | |
| -1-1 | NEP-1.6 Divert Food Waste from Landfills | | HIGH | | | | |
| 1 1 | NER- 1.10 Promote Rainwater Harvesting for Irrigation | | HIGH | | | | |
| | NER-2.1 Install Energy Efficient Street Lighting | | MEDIUM | | | | |
| - 1 | NER-2.2 Utilize Atternative Fuel Vehicles for Town Operations | | MEDIUM | | | | |
| | NER-2.6 Develop a Reclaimed Water Distribution System | | LOW | | | | |
| | NER-3.5 Develop a Waste to Energy Facility | | MEDIUM | | | | WATER / SEWER BOARD |
| | PARKS & RECREATION | | | | | | |
| 1 I I | | | | | | | |
| 1 | PR-1.4 Improve Princess Street Kiver Access | | нон | | | | |
| 1 | PR-2.8 Provide a Public Bike Repair Station | | MEDIUM | | | | |
| | PR-3.3 Improve Bike and Pedestrian Connections Between Parks and | | HIGH | | | | |
| | | | | | | | |
| 1 | PH-3.5 Develop Connections Between Park Facilities on the Hiver | | ЧОН | | | | |
| 1 I. | PUBLIC SERVICES & INFRASTRUCTURE | | | | | | |
| | PSI-1.5 Town – University Public Service Partnerships | _ | MEDIUM | | | | |
| 1.1 | PSI-2.3 Street Maintenance Planning | | MEDIUM | | | | |
| 1 I. | | | | | | | |
| | PSI-3.1 Utility Capital Improvement Planning | | HIGH | | | | WATER / SEWER BOARD |
| 1 1 | PSI-3.2 Utility System Public Outreach | | HIGH | | | | WATER / SEWER BOARD |
| | PSI-3.3 Implement "Smart" Metering Technology | | MEDIUM | | | | WATER / SEWER BOARD |
| | PSI-3.4 Wastewater System Inflow and Inflitration improvements | | MEDIUM | | | | WATER / SEWER BOARD |
| 11 | | | | | | | |
| L | PSI-3.5 Utility Service Area Planning | | HIGH | | | | WATER / SEWER BOARD |
| | TRANSPORTATION | | | | | | |
| | T-1.1 Require Pedestrian and Bicycle Infrastructure | | MEDIUM | | | | |
| | 1.1 2 Develori a Regional Rivvicle and Perfectrian Plan | | НСН | | | | |
| 1 | | | | | | | |
| 1 I. | T-1.3 Develop Greenway Trails | | MEDIUM | | | | |
| | T-1.5 Install Shared Lane Markings for Bicycles | | MEDIUM | | | | |
| 1 1 | | | | | | | |
| | T-5.2 Limit Regulatory Signage | | MEDIUM | | | | |
| п I | T-5.4 Develop Unique Street Signage | | MEDIUM | | | | Wayfind in progress |
| | | | | | | | |

| Q | Implementation Strategy | 2014 Priority | Resources | Timeframe | Responsibility | <u>Status</u> | 2024 Priority |
|--------|---|--|--|---|---|---|----------------------------|
| LU-3.3 | Adopt a Nonresidential Property Maintenance Code | Medium | Policy / \$ | Short Ongoing | TC | Completed | N/A |
| | The International PMC was adopted in 2016 and implementation has been successful resulting in cleaned up properties and safer sidewalks. There are concerns about shuttered businesses on German Street. The IMPC is also a gateway to achieving a proper building code for the Town. http://www.shepherdstown.us/wp-content/uploads/2016/06/CHAPTER-13-ORDINANCE-WITH-IMPC.pdf | d implementatior itreet. The IMPC is loads/2016/06/CH | n has been succ also a gateway APTER-13-ORDI | essful resulting in / to achieving a pri INANCE-WITH-IMP | cleaned up propertie: oper building code for C. <mark>pdf</mark> | s and safer sidew: the Town. | alks. There are |
| | RECOMMENDATIONS: Keep up with code enforcement. The Town Council should explore whether there are any ordinanc or other authorities exercised to encourage landlords and investors to not keep buildings vacant even if they are maintained. | rcement. The Tow rds and investors | n Council shoul to not keep bu | ld explore whethe ildings vacant eve | nent. The Town Council should explore whether there are any ordinance changes that could be made and investors to not keep buildings vacant even if they are maintained. | nce changes that ed. | could be mad |
| LU-3.4 | Prepare a Downtown Retail Market Analysis | High | Ŷ | Short | TC, SBA | No Progress | Low |
| | Retail in Shepherdstown is ever-changing and difficult to define. An analysis could provide more information for economic development goals. RECOMMENDATIONS: The Town could work with the University and local experienced professionals to accomplish this. This strategy overlaps with Economic Development and Tourism goals and that group should take the lead on this. (See CR-1.1, ED-3.1, 3.2) | difficult to define. Ith the University at group should ta | An analysis cou and local exper ke the lead on | uld provide more i ienced profession this. (See CR-1.1,EI | nformation for econo als to accomplish this D-3.1, 3.2) | mic development . This strategy ove | goals. erlaps with |
| LU-3.5 | Plan for the Relocation or Burial of Downtown Overhead Utilities | Low | \$ \$ \$ \$ \$ | Long | TC, PC, HLC | No Progress | Medium |
| | There has not been a serious study on the feasibili more study is needed. | ibility of line buri | al in Shepherds | town. Much is not | ty of line burial in Shepherdstown. Much is not known how difficult or easy this project could be so | or easy this projec | t could be so |
| | RECOMMENDATIONS: Ranson and Charles town have buried lines. Town Administrator Grove believes that this project could be accomplished. Do some research and try this if feasible. | n have buried lin | es. Town Admir | listrator Grove bel | ieves that this project | could be accomp | lished. Do |
| LU-3.6 | Improve Public Parking Availability Downtown | High | \$\$\$\$ - \$\$\$ | Long | PKC, PC, TC, SU, SBA, | Completed | N/A |
| | Many public parking improvements were accomplished since the 2014 Comp Plan was adopted: the Sara Cree lot was built with Town/University funding; Train Station parking was added; free 90-minute spots were added adjacent to downtown in summer and University Lot A is open to visitors on weekends. In addition, holiday and weekend free meters are offered. | mplished since th ninute spots were neters are offerec | e 2014 Comp Pl e added adjacer l. | an was adopted: t it to downtown in | he Sara Cree lot was b summer and Universi | uilt with Town/U ty Lot A is open to | niversity o visitors on |
| | RECOMMENDATIONS: One improvement could be redesigning parking tickets for first-time offenders - use 'curtesy notes' and forgiveness. There are 650 total parking spaces in Town. According to the Mayor and parking committee, this task is completed. (Coordinate with T-61-4) | l be redesigning p Mayor and parkir | arking tickets fi ng committee, t | or first-time offen his task is comple | ders - use 'curtesy not ted. (Coordinate with [·] | es' and forgivenes T-61-4) | ss. There are |
| | | | | | | | |
| | | | | | | | |

| ID Implementation Strategy 2014 Priority Resources Immethate Resources Resources | 2014 Priority Medium and is meeting the nue to seek all way ke the Rotary Club iversity and Elmw iversity and Elmw sixesity and Elmw is bike paths, bike gan Grove Commi | 14 Priority Resources Medium Policy / \$ Medium Policy / \$ is meeting the Jefferson County to seek all ways to enhance the ne Rotary Club and Cacapon Ins ity and Elmwood Cemetery. High Policy High Policy ike paths, bike rack/storage inf Grove Community Park. ihould develop and the Town Co idential neighborhoods, create ongoing efforts to connect Tow | 14 Priority Resources Timeframe Respo Medium Policy / \$ Short TR Medium Policy / \$ Short TR Is meeting the Jefferson County Urban Tree Canopy Plan. town thro town thro Is meeting the Jefferson County Urban Tree Canopy Plan. town thro town thro Is meeting the Jefferson County Urban Tree Canopy Plan. town thro town thro Is meeting the Jefferson County Urban Tree Canopy Plan. town thro town thro Is meeting the Jefferson County Urban Tree Canopy Plan. town thro town thro Is meeting the Jefferson County Urban Tree Canopy Plan. town thro town thro Is meeting the Jefferson County Urban Tree Canopy Plan. town thro town thro Is the Rotary Club and Cacapon Institute's Project Communities to the Rotary. town throw the Policy town the Policy town throw the Policy town three town the Policy town the Policy town the Policy town three town the Policy < | Responsibility TRC, TC ppy Plan. wm through the Tc wm uniTree for vo TC rve expansion. Cor rve expansion. Cor rve expansion. Cor rve walking paths thr s with Morgan Grov | 14 Priority Resources Timeframe Responsibility Status 2024 Privacue Medium Policy / \$ Short TRC, TC Work in Progress Hi Medium Policy / \$ Short TRC, TC Work in Progress Hi Is meeting the Jefferson County Urban Tree Canopy Plan. Estep all ways to enhance the tree canopy in town through the Town's Tree Commission and he Rotary Club and Cacapon Institute's Project CommuniTree for volunteer tree planting sity and Elmwood Cemetery. Mork in Progress Mec High Policy Short TC Work in Progress Mec High Policy Short TC Work in Progress Mec Is paths, bike rack/storage infrastructure) deserve expansion. Considerable effort has been n Grove Community Park. Shout TC Work in Progress Mec should develop and the Town Council implement a comprehensive multi-modal approach to exidential neighborhoods, create a network of safe walking paths throughout Town, construct bi store to extruct biologing efforts to connect Town neighborhoods with Morgan Grove Park and the C&O Canal to curve at commercial locations. Construct biologing efforts to connect Town neighborhoods with Morgan Grove Park and the C&O Canal to curve to maging efforts to connect Town neighborhoods with Morgan Grove Park and the C&O Canal to curve. | 2024 Priority Sion and sion and ng Aedium as been made ach to expand actu to expand o Canal Medium |
|--|---|---|---|---|---|---|
| Imp enfe opp Pron Pron Pron Dev Dev Tow Tow Tow | Medium and is meeting the aue to seek all way ke the Rotary Club iversity and Elmwu iversity and Elmwu sy bike paths, bike gan Grove Commu | Policy / \$ Jefferson County /s to enhance the and Cacapon Ins ood Cemetery. Policy a rack/storage inf unity Park. o and the Town C borhoods, create ts to connect Tow nercial locations. | Short Urban Tree Cano tree canopy in to titute's Project Cc Short astructure) dese ouncil implement a network of safe in neighborhoods Short | TRC, TC py Plan. wn through the Tc mmuniTree for vc TC rve expansion. Cor rve expansion. Cor a comprehensive walking paths thr s with Morgan Gro | Work in Progress own's Tree Commissio olunteer tree planting Work in Progress nsiderable effort has t multi-modal approach roughout Town, const | High on and Medium been made h to expand ruct bike Canal Medium |
| enfe oppo Pron Pron Pron Pron Tow Tow Tow Tow Stati | and is meeting the nue to seek all way ke the Rotary Club iversity and Elmw High ns, bike paths, bike gan Grove Comm | Jefferson County /s to enhance the and Cacapon Ins ood Cemetery. Policy a rack/storage inf unity Park. a and the Town C borhoods, create ts to connect Tow nercial locations. | Urban Tree Cano tree canopy in to titute's Project Cc Short astructure) dese antwork of safe in neighborhoods Short Short | py Plan. wn through the To mmuniTree for vo TC rve expansion. Cor rve expansion. Cor a comprehensive walking paths thr with Morgan Gro | own's Tree Commissio olunteer tree planting <u>Work in Progress</u> nsiderable effort has k nulti-modal approach roughout Town, const | on and Medium been made h to expand ruct bike Canal Medium |
| enfe oppo Pror Tow Pror Pror Tow Tow Tow Tow | rue to seek all way ke the Rotary Club iversity and Elmw High s, bike paths, bike gan Grove Comm | /s to enhance the and Cacapon Ins bod Cemetery. Policy a rack/storage inf Inity Park. o and the Town C borhoods, create ts to connect Tow nercial locations. | tree canopy in to itute's Project Co Short astructure) dese uncil implement a network of safe in neighborhoods Short Short | wn through the To mmuniTree for vo TC rve expansion. Cor rve expansion. Cor a comprehensive walking paths thr s with Morgan Gro | own's Tree Commissio olunteer tree planting <u>Work in Progress</u> nsiderable effort has t multi-modal approach roughout Town, constr we Park and the C&O (| been made been made h to expand ruct bike Canal |
| Pror to de path Tow Pror Pror Dev Dev Tow Tow | High 1s, bike paths, bike gan Grove Comm | Policy Prack/storage inf unity Park. a and the Town C borhoods, create ts to connect Tov nercial locations. | Short astructure) deser- uncil implement a network of safe in neighborhoods Short | TC rve expansion. Cor a comprehensive walking paths thr with Morgan Gro | Work in Progress nsiderable effort has k multi-modal approach roughout Town, constr we Park and the C&O (| <u>Medium</u> been made h to expand ruct bike Canal <u>Medium</u> |
| to de teast path Tow Pror othe and Dev Dev Tow Tow | ıs, bike paths, bike 'gan Grove Comm | <pre>rack/storage inf inity Park. and the Town C borhoods, create ts to connect Tow nercial locations.</pre> | astructure) dese uncil implement a network of safe in neighborhoods Short | rve expansion. Cor a comprehensive walking paths thr with Morgan Gro | nsiderable effort has k multi-modal approach roughout Town, constr we Park and the C&O (| been made h to expand ruct bike Canal <u>Medium</u> |
| East path Pron othe othe and Dev Dev Tow | |) and the Town Co porhoods, create ts to connect Tov nercial locations. | uncil implement a network of safe in neighborhoods Short | a comprehensive walking paths thr with Morgan Grov TC | multi-modal approach roughout Town, constr we Park and the C&O (| h to expand ruct bike Canal <u>Medium</u> |
| Pror othe and Dev Tow | ion should develog residential neighl r the ongoing effor structure at comn | | Short | TC | 4 | Medium |
| othe operand Dev Tow stati | High | Policy | | - <u>1</u> | No Progress | |
| opel Dev Tow stati | iservation organiz | ations to promot | e the permanent l | protection of agric | cultural spaces, wildlife | e habitat anc |
| Dev Tow | te discussions with o encourage public s). | local conservati Iy accessible ope | on organizations (n spaces as part c | to explore what To of conservation eff | own officials might do forts. (Refer to NER-4. | to promote 1, 4.3, 4.7, |
| This goal is enlivened by the recent shift in fede Town's economy, and the potential to leverage the T RECOMMENDATIONS: The Town Council should stations operated by the Town. | Low | \$\$ - \$\$ | Intermediate | тс, РWС, РКС | No Progress | High |
| RECOMMENDATIONS: The Town Council should stations operated by the Town. | eral support avail Town's electric ra | able for electric v te structure to po | shicle charging st wer public charg | ations, the positiv ing stations. | support available for electric vehicle charging stations, the positive impact that tourism has on the vn's electric rate structure to power public charging stations. | l has on the |
| | ld make this goal a | a high priority an | l pursue federal f | unding for the ins | stallation of high-speed | d charging |
| | | | | | | |
| | | | | | | |

| <u>כ</u> | Implementation Strategy | 2014 Priority | Resources | Timeframe | Responsibility | Status | 2024 Priority |
|----------|---|---|---|--|---|---|---|
| NER-1.6 | Divert Food Waste from Landfills | Low | \$\$ | Long | PWC, TC | No Progress | <u>High</u> |
| | Reaching this goal will require regional partners in order to make it cost effective. There may be potential opportunities for collaboration with Shepherd University and its nearby Tabler Farm operation. | in order to mak ration. | ke it cost effectiv | e. There may be p | otential opportuniti | ies for collaborati | on with |
| | RECOMMENDATIONS: The Town Council, Public Works, and Recycling Committee, and community groups should make this goal a high priority, pursuing discussions with regional partners in order to divert food waste from landfills as a demonstration project that involves Shepherd University, Tabler Farms, and residents and restaurants in Shepherdstown initially, with the potential to involve residents and restaurants in Harpers Ferry, Ranson, and Charles Town. | Works, and Rec to divert food v herdstown initi | ycling Committe vaste from landf ially, with the po | e, and community ills as a demonstri tential to involve r | Works, and Recycling Committee, and community groups should make this goal a high priority, to divert food waste from landfills as a demonstration project that involves Shepherd University, herdstown initially, with the potential to involve residents and restaurants in Harpers Ferry, Rans | e this goal a high volves Shepherd I rants in Harpers I | priority, University, Ferry, Ranson, |
| NER-1.7 | Oppose Environmentally Damaging Industrial Development | High | Policy | Short | TC, PC | Some Progress | High |
| | This goal has become all the more urgent as a high priority, given the encroachment of industrial and residential development on the Town's Growth Management Boundary and the headwaters of Town Run which is now contributing to the Town's drinking water supply. RECOMMENDATIONS: The Town Council should continue to amplify its active vigilance, voice, and engagement with County officials on development | gh priority, give 1 Run which is n continue to am | en the encroachn Iow contributing Iplify its active vi | nent of industrial a to the Town's drin gilance, voice, and | gh priority, given the encroachment of industrial and residential development on the Town's Growth Run which is now contributing to the Town's drinking water supply. continue to amplify its active vigilance, voice, and engagement with County officials on development | lopment on the T ounty officials on | own's Growth I development |
| | surrounding the Town in order to preserve the health and safety of life in Shepherdstown consistent with its unique historical character. | h and safety of | life in Shepherds | stown consistent v | vith its unique histo | rical character. | |
| NEK-1.8 | Develop Pervious Pavement Requirements | LOW | Pollicy | Intermediate | PC, TC | No Progress | Medium |
| | This goal deserves higher priority given the increase in stormwater management challenges in Shepherdstown since the 2014 was adopted. RECOMMENDATIONS: The Public Works Committee and the Town Council should engage with the WV Department of Highways and other sources of federal funding to replace asphalt with permeable pavers in designated parking spaces along streets and State roads in Town. Town code should encourage property owners to consider permeable pavers in driveway and walkway construction where appropriate. | sase in stormwa ttee and the Tov avers in designa oavers in drivew | ster managemen wn Council shoul ated parking spa vay and walkway | t challenges in She Id engage with the ces along streets a construction whe | spherdstown since t WV Department of and State roads in To re appropriate. | he 2014 was ador Highways and oth own. Town code s | oted. ner sources of hould |
| NER-1.9 | Develop a Watershed Management Plan for Town Run | High | Policy / \$ | Intermediate | РС, ТС, СРС | Some Progress | High |
| | The Town's Source Water Protection Plan was updated in 2021 and is of some relevance to this goal but is not a comprehensive watershed management plan for Town Run. A local group doing business as the Town Run Watershed is seeking a grant to monitor Town Run and respond to runoff along its headwaters and streams. This is especially urgent work given the recent decision to include Town Run water in the Town's drinking water supply. | odated in 2021 a g business as th urgent work giv | and is of some re Ie Town Run Wat en the recent de | levance to this go: ershed is seeking cision to include T | al but is not a compr a grant to monitor T own Run water in th | ehensive watersh own Run and resl ne Town's drinking | ned pond to runofi g water supply |
| | RECOMMENDATIONS: Managing the watershed through a plan jointly developed and adopted by both the West Virginia Department of Environmer Protection (WVDEP) and the town would help to ensure that local and regional water quality and other environmental goals are met. The Town Council should work with Public Works, WVDEP, Town Run Watershed, and other committees to develop and implement a plan, assigning Town staff to take on this critical responsibility and actively support complementary volunteer initiatives. | through a plan ure that local ar /atershed, and (lementary volu | jointly develope nd regional wate other committee nteer initiatives. | d and adopted by r quality and othe is to develop and i | through a plan jointly developed and adopted by both the West Virginia Department of Environmental ure that local and regional water quality and other environmental goals are met. The Town Council fatershed, and other committees to develop and implement a plan, assigning Town staff to take on lementary volunteer initiatives. | ia Department o Ils are met. The To ssigning Town sta | f Environment own Council ff to take on |

| Q | | | | | | | |
|------------|---|--|--|--|--|---|--|
| | Implementation Strategy | 2014 Priority | Resources | Timeframe | Responsibility | Status | 2024 Priority |
| NER- 1.10 | NER-1.10 Promote Rainwater Harvesting for Irrigation | Low | ы | Long | TC, PWC | No Progress | High |
| | This goal deserves higher priority as an achievable goal and the definition expanded to include the control of stormwater runoff from RECOMMENDATIONS: Work with local conservation groups to promote the use of rain barrels incorporated in roof drainage systems. | | definition expan | ded to include th | goal and the definition expanded to include the control of stormwater runoff from roof drains. n groups to promote the use of rain barrels incorporated in roof drainage systems. | iter runoff from ro ainage systems. | oof drains. |
| Vatural | Natural & Environmental Resources Goal 2 | | : services will be | e provided to the tal impact while | Public services will be provided to the community in a manner that has the lowest possible environmental impact while remaining cost effective for residents. | lanner that has the structure | he lowest its. |
| NER-2.1 | Install Energy Efficient Street Lighting | Low | \$\$\$ - \$\$\$ | Long | TC, PWC | Some Progress | <u>Medium</u> |
| | Bridge lighting deployed LED lighting but Town street lighting is not energy efficient. Deserves higher priority since technology has improved dramatically since 2014. | r street lighting is | not energy effici | ent. Deserves hig | her priority since tec | hnology has impr | oved |
| | RECOMMENDATIONS: The Town Administrator and Public Works Committee should ask Potomac Edison, the electricity utility, to provide the Town with options to deploy energy efficient LED lamps in street lighting in ways that meet public safety requirements and neighborhood desires for lights that do not glare into windows or the night sky. We recommend the Town Administrator explore the availability of U.S. Department of Energy grants for LED conversion of street lighting by municipalities. | r and Public Work in street lighting i commend the Tow | s Committee sho n ways that meei n Administrator (| uld ask Potomac t public safety rec explore the availa | Edison, the electricit quirements and neig ability of U.S. Departr | ty utility, to provic hborhood desires nent of Energy gri | le the Town for lights that ants for LED |
| NER-2.2 | Utilize Alternative Fuel Vehicles for Town Operations | Low | \$\$\$\$ - \$\$\$ | Long | TC, PWC, POC, FC | No Progress | Medium |
| | In recent years, federal agencies have made available grant funding for the conversion of local government fleets to electric and other alternative fuel vehicles. Accordingly, this recommendation deserves higher priority. | vailable grant func ves higher priority | ling for the conv | ersion of local go | vernment fleets to el | lectric and other a | ilternative fuel |
| | kecommendations. The town Administrator and the Public Works Committee should explore the availability of funding for this purpose | or and the Public V | orks committee | snould explore (| he availability of fun | ding for this purp | ose. |
| NER-2.3 | Conduct an Environmental Audit of Town Services | Low | \$ 5 5 | Intermediate | TC | No Progress | Low |
| | Developing an understanding of the environmental impact of how municipal services are provided will help the town identify areas in which it can improve its environmental stewardship and reduce potentially negative impacts on the community. | iental impact of ho e potentially nega | w municipal ser tive impacts on t | vices are provide he community. | d will help the town i | dentify areas in w | hich it can |
| | RECOMMENDATIONS: Conduct an environmental | ntal audit of all to | wn services to id | entify ways in wh | audit of all town services to identify ways in which the town can reduce its environmental footprint. | uce its environme | ental footprint. |
| | | | | | | | |
| 10 Walinda | Eahrunde 2024 Matrix - Davious of 2014 Commerchanding Plan Cont | | Ctatur and Doromono dations | | | | Mateix Dage 20 |

| ID NER-2.4 Re pa | | | | | | | |
|------------------------|--|--|--|--|--|--|--|
| | Implementation Strategy 20 | 2014 Priority | Resources | Timeframe | Responsibility | <u>Status</u> | 2024 Priority |
| D S S | Reduce Hard Copy Mailings for Town Business | Low | Policy / \$ | Short | TC | Some Progress | <u>High</u> |
| | A redesign of the Town's website is underway and, along with increased reliance on email communications, should further reduce the Town's use of paper. RECOMMENDATIONS: The Town should continue expanding its use of technology to provide timely news and information delivery using online data services and practices. | l, along with in expanding its | creased reliance use of technolog | · on email commu sy to provide time | nications, should fuu ly news and informa | ther reduce the ition delivery usi | Town's use of ng online data |
| NER-2.5 Ac | Adopt Local Sourcing Policies | Low | Policy | Short | TC | No Progress | Low |
| ci, pr | Sourcing goods locally, where possible and financially feasible, will help the community to reduce its overall carbon footprint and help to support local businesses. RECOMMENDATIONS: Consider policies encouraging town employees to source supplies from manufacturers and distributors that are located in closer proximity to Shepherdstown to reduce delivery related energy consumption and support local businesses. | ially feasible, v șing town emp r related energ | vill help the com oyees to source y consumption a | munity to reduce supplies from ma and support local | its overall carbon fo inufacturers and dis businesses. | otprint and help tributors that ar | to support local e located in |
| NER-2.6 De | Develop a Reclaimed Water Distribution System | Low | \$\$\$\$ | Long | TC, PWC | No Progress | Low |
| din di | This goal includes descriptions of the use of reclaimed water for golf courses and large scale agriculture which have no direct relevance to the Town sphere of influence and activity. As further efforts are made to develop "green" infrastructure to manage the Town's storm water, perhaps reclaimed water distribution systems could be used to irrigate natural storm water features between storm events. RECOMMENDATIONS: That the Planning Commission explore whether adding a development plan requirement within the Town to include the installation of reclaimed water capture and distribution plumbing in any new or substantial rehabilitation construction, using as a model the residential recapture systems installed in Shepherd Village homes in 2018. | aimed water for e made to deve l storm water fe ssion explore w ion plumbing ir es in 2018. | golf courses and lop "green" infra atures between hether adding a any new or sub | d large scale agric structure to man storm events. development pla stantial rehabilita | ulture which have no age the Town's storn n requirement withi ition construction, u | o direct relevanc n water, perhaps n the Town to in sing as a model (| e to the Town : reclaimed water clude the :he residential |
| NER-2.7 De | Develop and Implement a Community Energy Reduction Program | Low | \$ \$ \$ | Long | TC | No Progress | Low |
| 50 C 20 | Monitoring and assistance program can help the community realize significant reductions in resource usage while also giving the town a measurab goal to work towards as a community. RECOMMENDATIONS: The Town should continue to explore the feasibility and availability of a community-wide utility reduction programs in cooperation with the service providers to establish conservation goals and provide the public with a method of monitoring progress on reaching those goals. | community rea to explore the inservation go. | lize significant r feasibility and a als and provide t | eductions in reso availability of a co the public with a r | community realize significant reductions in resource usage while also giving the town a measurable to explore the feasibility and availability of a community-wide utility reduction programs in onservation goals and provide the public with a method of monitoring progress on reaching those | o giving the town / reduction prog g progress on re | 1 a measurable rams in aching those |
| | | | | | | | |
| February 26, 2 | February 26, 2024 Matrix – Review of 2014 Comprehensive Plan: Goal Status and Recommendations | al Status and Re | commendations | | | | Matrix Page 29 |

| Kiter Access High \$\$\$ Intermediate TC, PRC, PWC No Progress ss (fen year) the boat ramp. ss (fen year) the boat ramp. No Progress No Progress been set aside to improve the boat ramp. Short and strate front town". To this end it should be a gree into a paddle sport facility. No Progress Reg to improve the boat ramp. Short how will be known as a community that embraces improve parking and try to find a pade into a paddle sport facility. Short how will be known as a community that embraces an active and healthy lifestyle built around outdoor recreation. Short SVC, TC, PRC Some Progress red Outdoor High \$\$ Short SVC, TC, PRC Some Progress red Outdoor High \$\$ Short SVC, TC, PRC Some Progress red Outdoor High \$\$ Short SVC, TC, PRC Some Progress red Outdoor High \$\$ Short SVC, TC, PRC Some Progress red Outdoor High \$\$ Short TC, SVC Some Progress red Interstold Stort TC, SVC Some Progress Some Progress | S S | PARKS & RECREATION ID Implementation Strategy | 2014 Priority | Resources | Timeframe | Responsibility | Status 20 | 2024 Priority |
|---|-------------------------------------|---|--|--|---|---|---|-------------------------------------|
| Territy WONR leases (terr) year) the boart ramp. No Reach mark and is responsible for its maintenance and upkeep. It is our understanding that WONR leases (terr) year) the boart ramp. No State funds have been set aside to improve the boart ramp. No Reach MANN DANNE cases, improve parking and try to find a partner to inprove the boart ramp. No Bains and funding to improve the boart ramp. Improve both predestrian and vehicular access, improve parking and try to find a partner to the the Tobacco House into a paddle sport facility. Short No NO NE Cases, improve parking and try to find a partner to into the the Tobacco House into a paddle sport facility. CaseTion Goal 2 Short No NO NE Case of the Market House for a Short No NO NE Case of the Partner to the Case of the Market House for a Short NO NO NE NO NO NO NO NE NO | Improv | e Princess Street River Access | High | \$\$\$ | Intermediate | TC, PRC, PWC | | High |
| cation Goal 2 Shopherdstown will be known as a community that embraces an active and healthy lifestyle built around outdoor recreation. sex Promotion of Local Outdoor High \$\$ Short S/C, T/C, P/C Some Progress High sex Promotion of Local Outdoor High \$\$ Short S/C, T/C, P/C Some Progress High sex enter reached with JCCVB to lease the Market House for a Shepherdstown visitors center. Stort T/C, S/C Some Progress High commotion of the C&O compatibility ment of a local business coalition would be helpful as well. \$ Short T/C, S/C Some Progress High sint Promotion of the C&O canal Medium \$ Short T/C, S/C Some Progress High sint Trail Interview T/C, S/C Some Progress Attention to hese priorities would benefit the town. sint Proling on the communication and coordination with the Canal Towns Partnership due in part to lack of permanent staff focused on tourism promuting the attention to these priorities would benefit the town. Some Progress High sint Trail Stort TC, S/C Some Progress High Stort TC, S/C Some Progress High sint Trail Stort TC, S/C Some Progres <t< td=""><td>Cu some RI to dev renov</td><td>irrently WVDNR leases (ten year) the boat r WV State funds have been set aside to impr ECOMMENDATIONS: Shepherdstown would elop plans and funding to improve the boat ate the Tobacco House into a paddle sport f</td><td>amp in Riverfront P ove the boat ramp. benefit greatly fro : ramp, improve bo acility.</td><td>ark and is respo m promoting its th pedestrian a</td><td>onsible for its mai s status as a "river nd vehicular acces</td><td>ntenance and upkee front town". To this is, improve parking</td><td>ep. It is our understar s end it should be a h and try to find a part</td><td>iding that gh priority ner to</td></t<> | Cu some RI to dev renov | irrently WVDNR leases (ten year) the boat r WV State funds have been set aside to impr ECOMMENDATIONS: Shepherdstown would elop plans and funding to improve the boat ate the Tobacco House into a paddle sport f | amp in Riverfront P ove the boat ramp. benefit greatly fro : ramp, improve bo acility. | ark and is respo m promoting its th pedestrian a | onsible for its mai s status as a "river nd vehicular acces | ntenance and upkee front town". To this is, improve parking | ep. It is our understar s end it should be a h and try to find a part | iding that gh priority ner to |
| High \$\$ Short SVC, TC, PRC Some Progress a work with JCCVB to coordinate promotion of outdoor recreation activities in and around the Town, in stablishment of a local business coalition would be helpful as well. A cound the Town, in activities in and around the Town, in stablishment of a local business coalition would be helpful as well. A work with JCCVB to coordinate promotion of outdoor recreation activities in and around the Town, in stablishment of a local business coalition would be helpful as well. A cound the Town, in and coordination with the Canal Towns Partnership due in part to lack of permanent staff focused on of Commerce or other associations of local businesses. Attention to these priorities would benefit the destablish formal relationships with the Canal Towns Partnership. A coordination with the Canal Towns Partnership. High \$\$\$ Short TC, PRC No Progress Medium \$ Short TC, PRC No Progress | k Rec | Parks & Recreation Goal 2 Shepherdst lifestyle buil | own will be knowr t around outdoor | ו as a commur recreation. | lity that embrace | s an active and he | althy | |
| greement reached with JCCVB to lease the Market House for a Shepherdstown visitors center. tECOMMENDATIONS: The Town should work with JCCVB to coordinate promotion of outdoor recreation activities in and around the Town, including to comac River and the C&O towpath. Establishment of a local business coalition would be helpful as well. teCOMMENDATIONS: The Town should work with JCCVB to coordinate promotion of outdoor recreation activities in and around the Town, including activities and the C&O towpath. Establishment of a local business coalition would be helpful as well. \$ Short TC, SVC Some Progress High ath Trail The to a local a Chamber of Commerce or other associations of local businesses. Attention to these priorities would benefit the town. TC, SVC Some Progress on tourism opment and lack of a local a Chamber of Commerce or other associations of local businesses. Attention to these priorities would benefit the town. TC, PNC No Progress on tourism tectorMENDATIONS: The Town should establish formal relationships with the Canal Towns Partnership. TC, PNC No Progress High ethe Tobacco Warehouse as a High \$\$\$ Short TC, PNC No Progress High ethe Tobacco Warehouse as a High status as a "river front town". To this end it should be a high priority velocities would benefit greatify from prove both pedestrian and vehicular access, improve parking and find a partner to renovate velocities. Moor to renovate velocities. | Incre Recr | ase Promotion of Local Outdoor eation Opportunities | High | \$ | Short | SVC, TC, PRC | Some Progress | High |
| dinate Promotion of the C&O CanalMedium\$ ShortTC, SVCSome ProgressHighbath Trailhere has been a lack of communication and coordination with the Canal Towns Partnership due in part to lack of permanent staff focused on tourismopment and lack of a local a Chamber of Commerce or other associations of local businesses. Attention to these priorities would benefit the town.ECOMMENDATIONS: The Town should establish formal relationships with the Canal Towns Partnership.ECOMMENDATIONS: The Town should establish formal relationships with the Canal Towns Partnership.et he Tobacco Warehouse as a High \$\$\$\$\$\$ ShortTC, PRCNo ProgressHighet he Tobacco Warehouse as a High formal telationship is status as a "river front town". To this end it should be a high priority velop plans and funding to improve the boat ramp, improve both pedestrian and vehicular access, improve parking and find a partner to renovate | A R the P | greement reached with JCCVB to lease the M tECOMMENDATIONS: The Town should work otomac River and the C&O towpath. Establis | larket House for a ! with JCCVB to cool hment of a local bu | shepherdstown dinate promoti isiness coalition | visitors center. on of outdoor rec would be helpful | eation activities in as well. | and around the Towr | ı, including |
| here has been a lack of communication and coordination with the Canal Towns Partnership due in part to lack of permanent staff focused on tourism opment and lack of a local a Chamber of Commerce or other associations of local businesses. Attention to these priorities would benefit the town. teCOMMENDATIONS: The Town should establish formal relationships with the Canal Towns Partnership. e the Tobacco Warehouse as a High \$\$\$ Short To, PRC No Progress High Priority velop plans and funding to improve the boat ramp, improve both pedestrian and vehicular access, improve parking and find a partner to renovate obacco House into a paddle sport facility. | Cool | Coordinate Promotion of the C&O Canal Towpath Trail | Medium | vi | Short | TC, SVC | Some Progress | High |
| e the Tobacco Warehouse as a High \$\$\$ Short TC, PRC <u>No Progress</u> <u>High</u> lesports Support Facility RECOMMENDATIONS: Shepherdstown would benefit greatly from promoting its status as a "river front town". To this end it should be a high priority velop plans and funding to improve the boat ramp, improve both pedestrian and vehicular access, improve parking and find a partner to renovate obacco House into a paddle sport facility. | T devel | here has been a lack of communication and opment and lack of a local a Chamber of Cor tECOMMENDATIONS: The Town should estat | coordination with t nmerce or other as blish formal relatio | he Canal Towns sociations of lo nships with the | : Partnership due cal businesses. Att Canal Towns Part | in part to lack of pe cention to these pric nership. | rmanent staff focuse orities would benefit | d on tourism the town. |
| tecoMMENDATIONS: Shepherdstown would benefit greatly from promoting its status as a "river front town". To this end it should be a high priority velop plans and funding to improve the boat ramp, improve both pedestrian and vehicular access, improve parking and find a partner to renovate obacco House into a paddle sport facility. | Utiliz Pado | Utilize the Tobacco Warehouse as a Paddlesports Support Facility | High | \$\$ \$ | Short | TC, PRC | No Progress | <u>High</u> |
| | R to dev the Tc | ECOMMENDATIONS: Shepherdstown would velop plans and funding to improve the boa bbacco House into a paddle sport facility. | benefit greatly fro t ramp, improve bc | m promoting its th pedestrian a | s status as a "river nd vehicular acce | front town". To this ss, improve parking | end it should be a hi and find a partner to | gh priority renovate |
| | 6, 202 | February 26, 2024 Matrix – Review of 2014 Comprehensive Plan: Goal | | Status and Recommendations | | | M | Matrix Page 36 |

| PARI | PARKS & RECREATION | | | | | | |
|--------|--|---|---|--------------------------------------|---|------------------------------------|----------------------------|
| ₽ | Implementation Strategy | 2014 Priority | Resources | Timeframe | Responsibility | Status 202 | 2024 Priority |
| PR-2.4 | Develop a Community Health and Wellness Program | Low | \$\$ - \$ | Long | TC | No Progress | Medium |
| | SU is a significant community asset with Health and Wellness Programs (such as gym memberships and the Silver Sneaker program) available to the public. There are also multiple other independent providers of Health and Wellness programs int the Town and surrounding areas. RECOMMENDATIONS: These all should be encouraged and supported. | h and Wellness Pro providers of Healti ouraged and supp | ograms (such as h and Wellness orted. | gym membership programs int the ' | is and the Silver Sne Fown and surroundi | aker program) availal ng areas. | ble to the |
| PR-2.5 | Provide Community Access to Shepherd University Outdoor Recreation Activities Many of SU sports programs are open to the public. | Low ublic. | Policy | Intermediate | TC, SU, PRC | Some Progress | |
| PR-2.6 | Bring Paddlesports Events to Town Low \$ - \$\$ Long TC, PRC, SVC No Progress Medium Shepherdstown is a Potomac River waterfront town. Shepherdstown is a Potomac River waterfront town. RECOMMENDATIONS: We recommend the Town explore ways to promote paddle sports on the Potomac River as way to increase tourism and boost the local economy. | Low town. wn explore ways to | \$ - \$\$ promote padd | Long le sports on the P | TC, PRC, SVC otomac River as way | No Progress to increase tourism | <u>Medium</u> and boost |
| PR-2.7 | Improve Accommodations for Bicycle Tourism High Policy Short TC, SVC There are some bike stands in the Town. RECOMMENDATIONS: Town should consider offering secure area for bike riders to store bikes and gear while in town. | High offering secure are | Policy a for bike riders | Short i to store bikes an | TC, SVC d gear while in town | Some Progress | Medium |
| PR-2.8 | Provide a Public Bike Repair Station Medium \$ Short TC, PWC, PRC No Progress Me RECOMMENDATIONS: A public bike repair station would attract riders from the C&O bike path and promote bike riding in town and should be considered. | Medium tion would attract | \$ riders from the | Short C&O bike path an | TC, PWC, PRC d promote bike ridir | No Progress In town and should | <u>Medium</u> d be |
| | | | | | | | |
| | The minimum and a source of the second s | | | | | ब ट | |

February 26, 2024 Matrix – Review of 2014 Comprehensive Plan: Goal Status and Recommendations

| PARI | PARKS & RECREATION | | | | | | |
|----------|--|--|---|--|---|--|--|
| Q | Implementation Strategy | 2014 Priority | Resources | Timeframe | Responsibility | Status 20 | 2024 Priority |
| Parks | Parks & Recreation Goal 3 Parks w accessi | Parks will be located throughout the community in a manner that ensures accessibility for all residents. | out the commu | inity in a manner | that ensures | | |
| PR-3.1 | Require Recreational Space in New Development | High | Policy | Short | PC, PRC, TC | No Progress | Medium |
| | As development plans are submitted to the Town's Planning Commission for undeveloped areas within the Town's boundaries, we recommend the Planning Commission require all developers to provide for recreational space within all development plans subject to Town approval. | le Town's Planning Cor provide for recreatio | nmission for und nal space within | developed areas w all development p | vithin the Town's bou olans subject to Towi | undaries, we recomn n approval. | rend the |
| PR-3.2 | Develop Additional Neighborhood ParksMedium\$\$\$ - \$\$\$\$\$\$ ShortPRC, TCNo ProgressHighThe Parks and Recreation Committee of Shepherdstown believes that the six current parks it operates is all it can manage at this time with availableHighMore and the six current parks it operates is all it can manage at this time with availableHighRecommenderThe Committee also believes there are no other spaces available for new parks.Recommender | Medium hepherdstown believe: lieves there are no oth ed into the Town in the | \$\$\$ - \$\$\$\$ s that the six cur ier spaces availa future, the Tow | Short rent parks it oper ble for new parks n Planning Comm | PRC, TC ates is all it can man ission should requir | No Progress age at this time with e that a portion of th | <u>High</u> n available ne land be |
| PR-3.3 | Improve Bike and Pedestrian Connections Between Parks and Neighborhoods | Medium | \$\$\$ - \$\$\$ | Long | TC, PWC, PRC | Some Progress | High |
| | Age Friendly Shepherdstown is planning to present a final bike and pedestrian route proposal to the Town. The approved bike path from Shepherdstown to Morgan's Grove Park is progressing. Some right of ways are pending and there is a \$650,000 funding short fall. The mayor is encouraged with the progress and plans to discuss funding with Senator Manchin when he visits Shepherdstown. Discussions are ongoing with the Governor's office to provide needed funding to complete the path in the new budget. | o present a final bike a wun to Morgan's Grove rogress and plans to d | nd pedestrian ro Park is progres: iscuss funding w | it a final bike and pedestrian route proposal to th Aorgan's Grove Park is progressing. Some right of and plans to discuss funding with Senator Manch funding to complete the bath in the new budget. | it a final bike and pedestrian route proposal to the Town. Aorgan's Grove Park is progressing. Some right of ways are pending and there is a \$650,000 funding and plans to discuss funding with Senator Manchin when he visits Shepherdstown. Discussions are funding to complete the path in the new budget. | ind there is a \$650,0 iepherdstown. Discu | 00 funding issions are |
| | RECOMMENDATIONS: Approve and construct the bike and pedestrian route proposal by Age Friendly Shepherdstown. Aggressively monitor and follow-up to ensure that the approved pedestrian/bike trail between Shepherdstown and Morgan's Grove park is adequately funded and completed as soon as possible. | ruct the bike and pede rian/bike trail betweer | strian route pro Shepherdstowr | posal by Age Frier and Morgan's Gr | ndly Shepherdstown. ove park is adequate | . Aggressively monituely funded and comp | or and lleted as |
| | Revisit and develop plans for a Town Run greenway connecting Shepherdstown to Morgan's Grove Park. | greenway connecting : | Shepherdstown | to Morgan's Grove | e Park. | | |
| | | | | | | | |
| February | February 26, 2024 Matrix – Review of 2014 Comprehensive Plan: Goal Status and Recommendations | lan: Goal Status and Re | commendations | | | 2 | Matrix Page 38 |