

AGENDA REQUEST FORM
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Name: **John Nissel, City Manager, City of Charles Town (City) and Ann Paonessa, President of Charles Town Now, Inc. (CTN)**

Department or Organization: **City of Charles Town and Charles Town Now**

Estimation of amount of time needed for appointment: **15-30 minutes**

Date Requested – 1st Choice: **May 15, 2025**

*If a specific date is needed, please provide reason for specific date: **Study proposal expires 5/31/25***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Consideration of the Jefferson County Commission's partnership with the City of Charles Town and Charles Town Now in a Real Estate Redevelopment Study on the County-owned properties to be vacated in downtown Charles Town.**

Please provide the County Commission with a description of your request or presentation, including any background information:

✚ **The City of Charles Town and Charles Town Now have entered into a memorandum of understanding to identify and engage a consultant with the unique skill set, qualifications and experience to conduct a Real Estate Redevelopment Study on the county-owned properties to be vacated in downtown Charles Town. We are seeking the County's partnership in conducting the study to attract investment in the City's downtown historic center, enhance its economic vitality and ensure the appropriate redevelopment of these historic structures. To conduct the study, the consultants will need access to the buildings and information from the JCC on the properties such as maintenance records, past facility studies, known defects, etc. We seek the JCC's cooperation in and support of the study and are willing to enter into a memorandum of understanding that clarifies each of the three entities' responsibilities to the project.**

Is this a funding request? **Y/N Yes, depending on what options for partnership the JCC chooses.**

If so, how much? **Up to \$35,000.00**

Provide exact financial impact/request: **The full cost of the proposed study is \$80,000. We are asking the JCC to fund a proportionate share of up to \$35,000.**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to approve JCC's partnership with the City of Charles Town and Charles Town Now in the Real Estate Redevelopment Study proposed by Place and Main and provide full cooperation with the consultants for access and information on the County owned properties to be vacated.

Attach supporting documents for request, or request may be denied. **See attached proposal.**

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: **John Nissel, City Manager, City of Charles Town and Ann Paonessa, President, Charles Town Now, Inc.**

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not applicable