

Harpers Ferry Board of Zoning Appeals
Special/Administrative Meeting - July 27, 2021

Meeting Minutes – Special Meeting

Location: Town Hall and livestreamed on Town of Harpers Ferry Facebook Page

Call to order and attendees - The meeting was called to order by Chair Dave Simmons at 6:00 pm.

SEAT 1 (term ends January 1, 2024): David Simmons – PRESENT and leading meeting, recording minutes

SEAT 2 (term ends January 1, 2022): Chad Gauthier - PRESENT

SEAT 3 (term ends January 1, 2022): Lynn Pechuekonis – ABSENT

SEAT 4 (term ends January 1, 2023): Mike Buscher – PRESENT

SEAT 5 (term ends January 1, 2023): VACANT

ALTERNATE 1 (term ends March 1, 2024): VACANT

ALTERNATE 2 (term ends March 1, 2022): VACANT

ALTERNATE 3 (term ends March 1, 2023): VACANT

Motion to approve agenda as posted by Chad Gauthier, seconded by Mike Buscher. Approved unanimously.

Item 1: Motion to approve minutes from June 28, 2021 hearing by Chad Gauthier, seconded by Mike Buscher. Approved unanimously.

Item 2: Discussion of BZA Secretary vacancy. Will await return of Lynn Pechuekonis to determine her willingness to be Secretary.

Item 3: Status of vacancies (board and alternates). Board now has one (1) vacancy and will have a second vacancy on October 1 with resignation of Mike Buscher. BZA also has no alternates (i.e., 3 vacancies). David Simmons had sent an email last week regarding vacancies and will contact Town Hall again to confirm the vacancies are being advertised.

Item 4: Discussion on permit process improvements.

- a. Application Process - Board discussed coordination with Town Hall staff and development of checklist to ensure completeness of applications and help applicants understand requirements. Board also expressed desire to have Town Hall staff assist with tracking 45-day time limit for hearings and the timeliness of hearing information being uploaded to Town website. David Simmons to contact Town Hall with respect to these issues and encourage Mayor to have staff train with professional planners or local planning departments (e.g., County, Charles Town).
- b. Use of attorney for hearings – Board discussed when attorney presence would be necessary at hearings. David Simmons will email Mayor with request to obtain guidance from Town attorney on this issue.

Adjournment – At 6:35p Mr. Gauthier moved to adjourn. Mr. Buscher seconded; approved unanimously.

Minutes submitted by David Simmons, Chair