

Harpers Ferry Board of Zoning Appeals

Quarterly Meeting – December 20, 2021

Meeting Minutes

Location: Town Hall and livestreamed on Corporation of Harpers Ferry YouTube 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 – PRESENT

SEAT 4 (term ends January 1, 2023): VACANT

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 Lynn Pechuekonis, seconded by Chad Gauthier. Approved unanimously.

Item 1: Motion to approve minutes from July 27, 2021, hearing with corrected name of submitter by David Simmons, seconded by Chad Gauthier. Approved with two votes; Lynn Pechuekonis abstained, as she was absent from that meeting.

Item 2: Discussion of changes to Article 134 of Harpers Ferry ordinances. For informational purposes, David Simmons read revised wording of 134.01 and 134.08(a), which was previously approved by Town Council to improve consistency with state code.

Item 3: Status of vacancies (board and alternates). Board now has two (2) vacancies and no alternates (i.e., 3 vacancies). Vacancies continue to be advertised.

Item 4: Discussion on permit process improvements.

- a. Application Process – David Simmons reported on his discussion today with Mayor Greg Vaughn regarding staff training with professional planners or local planning departments. David will make some calls to professional firms that may be able to do some consulting with our Ordinance Compliance Officer, but an expenditure for contracting anyone would require approval from Town Council.
- b. Board again discussed ideas for developing a checklist to ensure completeness of applications and help applicants understand requirements. One suggestion discussed was requiring applicants to meet with the OCO for a review of documents to help ensure a complete application packet.
- c. Use of attorney for hearings – David Simmons will speak with the Town Attorney to establish guidelines for when attorney presence is necessary at hearings and when emailed questions to the attorney are sufficient.

**Adjournment** – At 4:30p Lynn Pechuekonis moved to adjourn. Chad Gauthier seconded; approved unanimously.

Minutes submitted by Lynn Pechuekonis.