

Harpers Ferry Board of Zoning Appeals
Administrative Meeting May 24, 2023

Meeting Minutes

Location: Town Hall

Call to order and attendees - The meeting was called to order by Chair Dave Simmons at 6:30 pm.

SEAT 1 (term ends January 1, 2024): David Simmons, Chair – PRESENT

SEAT 2 (term ends January 1, 2025): VACANT

SEAT 3 (term ends January 1, 2025): Lynn Pechuekonis, Secretary – PRESENT, recording minutes

SEAT 4 (term ends January 1, 2026): Ed Wheelless, Vice Chair – PRESENT (VIA PHONE)

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

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

ALTERNATE 2 (term ends March 1, 2025): VACANT

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

GUESTS: Kevin Hamilton, OCO
Pat Morse
Chris Craig

Approval of agenda – David Simmons moved to approve the agenda; Lynn Pechuekonis seconded; unanimously approved.

- 1. Approval of minutes** – Ed Wheelless moved to accept the minutes of the hearing on May 9, 2023. Lynn seconded. Passed unanimously.
- 2. Discussion and action on the permit review process.** Chris Craig reviewed the final flowcharts outlining the permit review process, which BZA members had previously consulted on, as well as a list of items for additional consideration and possible revision.
- 3. Discussion and action on ZCPA forms revision.** Ed presented a draft form addressing an application specifically for a BZA Variance Hearing Request. He will make further revisions, as discussed. Pat Morse will revise the ZPCA form accordingly and also use Ed’s form as a template to create hearing request applications for conditional use, appeal of ruling, and demolition.
- 4. Discussion of process for addressing ZCPA 2023-0008 E. Love, 600 Washington Street.** After discussion, the board agreed that the request for “code interpretation” currently listed on the Request for Hearing form is inappropriate and should be removed, as it is not addressed in our ordinances and should not require a formal hearing with associated fees and publication. It was decided that we will request an agenda item for the June 12 Town Council meeting to waive the hearing fee and 15-day publication requirement for Mr. Love and revise the form accordingly to accommodate future code interpretation requests. An administrative meeting to address Mr. Love’s questions was scheduled for June 15, and we will respond to him in writing after that. Pat will draft a sentence for the ZCPA that describes the code interpretation policy.
- 5. Set date for continued hearing of ZCPA-2022-0025 Zeleke.** This hearing is also scheduled for June 15.

Adjournment – At 8:25 pm Lynn moved to adjourn, seconded by Ed; approved unanimously.
Minutes submitted by Lynn Pechuekonis.