



# CORPORATION OF HARPERS FERRY

## Planning Commission

### AGENDA REQUEST FORM

---

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425

---

*West Virginia State Code declares that public agencies in this state exist for the singular purpose of representing citizens of this state in governmental affairs. The people in delegating authority do not give their public servants the right to decide what is good for them to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments of government created by them. Open government allows the public to educate itself about government decision making through individuals' attendance and participation at government functions, distribution of government information by the press or interested citizens, and public debate on issues deliberated within the government. Public access to information promotes attendance at meetings, improves planning of meetings, and encourages more thorough preparation and complete discussion of issues by participating officials. The government also benefits from openness because better preparation and public input allow government agencies to gauge public preferences accurately and thereby tailor their actions.*

### INSTRUCTIONS

- A. Use this form to make a request for time on an upcoming Planning Commission meeting agenda.
- B. The Planning Commission meets on the Tuesday, immediately following the third Monday of each month at 7:00 p.m. in Town Hall, 1000 Washington Street in Harpers Ferry, WV (enter at the back of the building using the outside staircase or elevator inside of the police station). Agendas are posted publicly 3 business days before meetings.
- C. To request an item be added to a Planning Commission agenda, please complete the form on the next page and deliver it to the President of the Planning Commission via:
- **email** a *high-resolution* photo, scan or pdf of your request to [planning@harpersferrywv.us](mailto:planning@harpersferrywv.us).
- D. Any supporting documents or presentation material you wish to use at the meeting must be submitted, along with the form, at time of request. A/V equipment available in the meeting room includes a projector with HDMI and VGA connectivity and screen. Please bring adapters for your computer (e.g. Mac thunderbolt adapter). WiFi may be available.
- E. The Planning Commission President reviews all requests received and develops the agenda for each Planning Commission meeting. While every effort will be made to accommodate your request, a request to appear before the Planning Commission on a specific date will be evaluated based on the following factors:
- 1) whether or not your request is complete, including description and background information
  - 2) whether the request is time-sensitive or an emergency item
  - 3) whether it conflicts with other Planning Commission discussion priorities for that particular meeting
  - 4) input regarding the request (if any) received from appointed Planning Commission members
- F. If your request is approved by the President of the Planning Commission, it will appear on the posted agenda. Agenda items are subject to change based on considerations in item (E) above.

**DEADLINE FOR AGENDA REQUESTS:** 4:00 p.m., 10 business days before a Planning Commission meeting.

*The Corporation of Harpers Ferry is committed to providing high quality customer service to our citizens, merchants, ratepayers, gateway community partners, and stakeholders. We welcome your comments to help us monitor and improve our services and experiences. If you have suggestions, please email: suggestions@harpersferrywv.us.*

Date of Request: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Phone Number: \_\_\_\_\_

Requestor Email Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Planning Commission Meeting Date Requested (Optional): \_\_\_\_\_

Subject (wording of item for agenda): \_\_\_\_\_

What type of agenda item are you requesting:

Information only

Planning Commission Decision/Action

Do you have presentation material for the meeting (e.g. PowerPoint)?  YES  NO

Briefly describe the decision or action you are requesting (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the impact of your request on the community of Harpers Ferry?

\_\_\_\_\_  
\_\_\_\_\_

Please provide background information to explain the reason for your request. Attach additional pages if needed. If information is not provided, your request may be denied.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEADLINE FOR  
AGENDA  
REQUESTS:  
4:00 p.m.  
10 business days  
before a  
Planning Commission  
meeting**

**FOR PC USE ONLY - RECOMMENDATION:**