



# CORPORATION OF HARPERS FERRY

## Planning Commission

### MINUTES

**Regular Meeting**

**Tuesday, 16 February 2021**

**7:00 p.m.**

**Town Hall – 1000 Washington, Street, Harpers Ferry, West Virginia 25425 - VIA ZOOM**

**MEETING CONDUCTED VIA ZOOM:** *Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on social media, in compliance with the State’s emergency guidance on the Open Governmental Meetings Act.*

**CALL TO ORDER:** 7:04 pm by T. Wisecarver, President

**THOSE PRESENT VIA ZOOM:**

Member	Title	Status
Tim Wisecarver	President	Present
Christian Pechuekonis	Vice-President / Town Council Liaison	Present
Roberta Meade-Curry, AICP	Secretary	Present
George Owens	Member	Present
Peter Dessauer	Member / Mayor’s Appointee	Present
Ken Dill	Member	Absent
Jim Jenkins	Member	Present
Staff		
Deb Kelly	Town Bookkeeper / Zoom Administrator	Present

**APPROVAL OF AGENDA**

<b>Motion:</b>	<b>To Approve the Agenda as presented.</b>			
<b>Motion by:</b>	<b>Roberta Meade-Curry</b>			
<b>Seconded by:</b>	<b>Christian Pechuekonis</b>			
<b>Vote:</b>				
	<b>Yes</b>	<b>7</b>	<b>No</b>	<b>0</b>
<b>Abstain</b>	<b>0</b>			
<b>Action (roll call not taken)</b>	<b>MOTION PASSES – Unanimous</b>			

**1. President's Announcements**

- None

**2. Approval of Minutes**

- Regular Meeting January 19, 2021

<b>Motion:</b>	<b>To Approve the Meeting Minutes for January 19, 2021, as presented.</b>			
<b>Motion by:</b>	<b>George Owens</b>			
<b>Seconded by:</b>				
<b>Vote:</b>				
	<b>Yes</b>	<b>7</b>	<b>No</b>	<b>0</b>
<b>Abstain</b>	<b>0</b>			
<b>Action (roll call not taken)</b>	<b>MOTION PASSES – Unanimous</b>			

**3. New Business**

- Presentations –
  - Tim Wisecarver, President, explained presentation process, and requested presenters limit their presentations to 15 minutes. Presenters agreed.
- Proposal for a Community Park – Jim Jenkins –
  - J. Jenkins made a brief proposal to develop a Community Park upon the property located directly behind Town Hall. He proposed the park would be for all ages and be a green space that would be aesthetically pleasing, walkable and open to all, residents, and tourists. He proposed funding would be from donations of various corporate entities. All members agreed it was a good idea. All members requested more information and further investigation. It was suggested J. Jenkins contact, Parks & Recreation Committee and Town Hall. A field trip was suggested to be planned for members to visit existing community parks that J. Jenkins has been involved in

developing at various schools within the area. J. Jenkins to continue working on this proposal and bring forward to Planning Commission as development ideas progress.

- c. Planning Commission Meetings Best Practices – R. Meade-Curry
- R. Meade-Curry made brief presentation regarding Best Practices for Zoom Type Meetings and Roberts Rules of Order. Presentation was geared towards improving communication between members, and recordation of audio and meeting minutes. Examples of techniques and methods presented for better zoom/virtual meetings. Roberts Rules of Order (RRO) cheat sheets were provided and briefly reviewed. These were presented to be a guide and tool for members to use/reference when making motions, having discussions and what should happen next after RRO has been enacted.
- d. Planning Commission Budget – R. Meade-Curry
- R. Meade-Curry made brief presentation regarding Planning Commission's (PC) responsibility to prepare a budget and present budget to Town Council for approval. Brief history of PC Budget presented along with a FY 2021 budget found from current postings on Town website. D. Kelly, Town Bookkeeper, explained the budgets, their processes, and Fiscal Year budgets. After some discussion it was agreed by members that a budget should be prepared and developed and given to Town Council for review and approval. It is the members understanding that Town Council has issued a request for budget items to be presented by February 26, 2021. It was suggested a Special Meeting may need to be called to discuss budget in order to meet deadline requested by Town Council. Members understood that this could be done in March.
  - R. Meade-Curry was encouraged to meet with Tree Committee Chairperson.
  - G. Owens discussed issues associated with making a budget item for the Comprehensive Plan Update which is due. T. Wisecarver suggested forming a diverse community committee to begin this process and agreed expenses should be identified. G. Owens volunteered to reach out to community regarding previous Comprehensive Plan Update.
- e. Planning Commission Goals for Comprehensive Plan – R. Meade-Curry
- R. Meade-Curry made brief presentation regarding Planning Commission's (PC) responsibility to begin preparing the steps to update the 2007 Comprehensive Plan. Brief history of Comprehensive Plan current status, and current outlined goals and objectives were presented. Requested action be taken by PC to establish a Comprehensive Plan Committee to begin the process to update the 2007 plan. Requested action that the current goals and objectives be reviewed for status; are they accomplished, in progress, or completed.
  - T. Wisecarver agreed update needs to be done. He stated Town Council does need to be a part of this update. Agreed a committee or a sub-committee needs to be formed, with the members to be inclusive of residents and organizations.
  - C. Pechuekonis, T. Wisecarver and G. Owens suggested that next month an item regarding a discussion and action be placed on next meeting for forming the Comprehensive Plan Update Committee.

**4. Agenda Item Requests for Next Meeting**

a. Roberta Meade-Curry requests-

Item #1 – Planning Commission Budget – to continue to discuss history, format for request, format for presentation to Town Council, how is budget derived, and how is budget spent?

- Action by PC to invite Tree Committee to make presentation for their budget request.
- Action by PC to form a Budget Committee.
- Action by PC to develop a budget as per Town Council’s request received.

Item #2 – Comprehensive Plan Update - Planning Commission Goals and Objectives and how they relate to Comprehensive Plan - to continue discussing history, previous goals and objectives set by previous administrations/commissions, new goals, and objectives to achieve, process how this is done, and report of past goals and objectives achieved or still to achieve.

- Action by PC to establish a Comprehensive Plan Update Committee.
- Action by PC to begin recruitment for volunteers to serve on said committee.

**5. Next Meeting – To Be Determined**

**Tim Wisecarver made a motion to adjourn meeting, seconded by Christian Pechuekonis.**

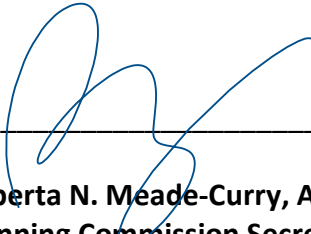
**Meeting Adjourned at 8:25 pm.**

*The above reflects to the best of my knowledge and summary of recorded meeting of the Corporation of Harpers Ferry – Planning Commission minutes of the February 16, 2021 meeting.*

*Respectfully Submitted,*

\_\_\_\_\_  
**Tim Wisecarver**  
**Planning Commission President**

\_\_\_\_\_  
**date**

  
\_\_\_\_\_  
**Roberta N. Meade-Curry, AICP**  
**Planning Commission Secretary**

05/13/2021  
\_\_\_\_\_  
**date**