



# CORPORATION OF HARPERS FERRY

## Planning Commission

### MINUTES

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**Regular Meeting**

**Tuesday, 22 June 2021**

**7:00 p.m.**

**Town Hall – 1000 Washington, Street, Harpers Ferry, West Virginia 25425 - [VIA ZOOM WEBINAR](#)**

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#### **President's Pre-Meeting Announcements**

- President asked for the cooperation in helping to ensure an orderly meeting, that we not talk over one another, nor interrupt one another. President has done this like many of the members have, so President wants to be careful. President, as Chair, will try and run meeting in a more formal way, that he is accustomed to in the past, and use Robert's Rules of Order as best that he can. President assured everyone who wants to, will have a chance to speak. No one who wants a chance to speak will be denied. President asked for the indulgence regarding personal issues.
- President clarified Ms. Deb Kelly, the Town Bookkeeper and Financial Expert and experienced Meeting Facilitator, will assist and help President that everyone who wants to be recognized and heard is recognized and heard.
- President asked that we all keep our remarks short, within reason, and to the point.
- President asked Vice-President to help as well. President will turn to him among other things to roll call votes, and answer questions of protocol, procedures, and law. Sort of like what Kevin Carden does for the Town Council.
- President clarified, at end of meeting a place has been added where we can speak more freely and less formally, where we can speak with one another. This was suggested by Town Council's Attorney, Mr. Kin Sayre, at Planning Commission's last month meeting.
- Agenda timeframe is set at an hour or less. Ms. Deb Kelly will also be Timekeeper and notify members when meeting is at 45-minute point. And again, at one-hour point. And, if speech is limited by time, Timekeeper will notify members as well.

**CALL TO ORDER:** 7:07 pm by T. Wisecarver, President

#### **THOSE PRESENT VIA ZOOM:**

<b>Member</b>	<b>Title</b>	<b>Status</b>
Tim Wisecarver	President/Presiding Officer	Present
Christian Pechuekonis	Vice-President / Town Council Liaison	Present
Roberta Meade-Curry, AICP	Secretary	Present
George Owens	Member	Present
Peter Dessauer	Member / Mayor's Designee	Present
Ken Dill	Member	Present

Jim Jenkins	Member/Tree Committee Liaison	Absent
<b>Staff</b>		
Deb Kelly	Town Office Bookkeeper / Meeting Facilitator/Timekeeper	Present

**APPROVAL OF AGENDA**

- After debate the following action was taken:

<b>Motion:</b>	<b>Motion to approve Agenda as presented.</b>						
<b>Motion by:</b>	<b>J. Jenkins</b>						
<b>Seconded by:</b>	<b>C. Pechuekonis</b>						
<b>Vote:</b>							
	<b>Yes</b>	7	<b>No</b>	0	<b>Absent</b>	0	
<b>Abstain</b>	n/a						
<b>Action (roll call taken)</b>	<b>MOTION passed - unanimously – 7-0-0</b>						

**1. President's Announcements**

- Congratulations given to Christian Pechuekonis and Jim Jenkins for their recent successful elections. Newly elected Town Council Members will take office on July 01, 2021.
  - C. Pechuekonis added that on June 28, 2021, there will be a swearing in ceremony, and all the town is invited.
- Tree Committee meeting will be June 24<sup>th</sup>, 2021, at 7 PM.

**2. Approval of Minutes**

- a. This item was not placed on agenda; therefore, no Approval of Meeting Minutes taken.

**3. Reports – Agenda Item #2**

Agenda Item #2 a - Summary PC to TC Meeting 7 June 2021 (agenda items: e. i.-vi.) (PDF5)

1. TC Agenda Item e., i.: General Report – T. Wisecarver gave report.
  - President Wisecarver gave summary of the Town Council Meeting of June 07, 2021, involving the Planning Commission Report, a portion of the meeting which lasted approx. 4 minutes.
2. TC Agenda Item e., ii.: 2022 CPC update – T. Wisecarver gave report.
  - President Wisecarver gave summary of the Town Council Meeting of June 07, 2021, involving the 2022 Comprehensive Plan Update Report, a portion of the meeting which lasted approx. 16 minutes.
  - President Wisecarver confirmed the only member approved and appointed to the 2022 Comprehensive Plan Committee is Roberta Meade-Curry.

3. TC Agenda Item e., iii. – iv.: Motions – K. Dill gave report.

- Town Council Meeting results of 5 motions presented regarding Traffic and Nuisance Issues along Putnam and Franklin Streets.
- Ken gave summary of motions 1 thru 5. Town Council did not make or pass any motions in regard to recommendations made by Planning Commission. Town Council referred the Planning Commission address these issues in the Comprehensive Plan Update.

4. **Old Business – Agenda Item #3**

Agenda Item # 3 a – Proposed amendments to Tree Ordinances-Article 1104. (recommendations to Town Council) (PDF 1 & 2): (discussion and action)

- President Wisecarver received a request from the Tree Committee/C. Huddle to remove this agenda item due to revisions being made to the Tree Ordinance. After debate, the following action was taken:

<b>Motion:</b>	<b>Motion to postpone approval of amendment changes to Article 1104.</b>					
<b>Motion by:</b>	<b>C. Pechuekonis</b>					
<b>Seconded by:</b>	<b>J. Jenkins</b>					
<b>Vote:</b>						
	<b>Yes</b>	4 – J. Jenkins, P. Dessauer, T. Wisecarver, C. Pechuekonis	<b>No</b>	3 – K. Dill, G. Owens, R. Meade-Curry	<b>Absent</b>	0
<b>Abstain</b>	n/a					
<b>Action (roll call taken)</b>	<b>MOTION passed – 4-3-0</b>					

Agenda Item # 3 b - Proposed changes to the Tree Plan (PDF 3 &4): (discussion and action).  
After debate, the following action was taken:

<b>Motion:</b>	<b>Motion to approve Tree Plan changes as presented.</b>					
<b>Motion by:</b>	<b>J. Jenkins</b>					
<b>Seconded by:</b>	<b>K. Dill</b>					
<b>Vote:</b>						
	<b>Yes</b>	7	<b>No</b>	0	<b>Absent</b>	0
<b>Abstain</b>	n/a					
<b>Action (roll call taken)</b>	<b>MOTION passed - unanimously – 7-0-0</b>					

## **5. New Business – Agenda Item #4**

Agenda Item # 4 a – Planning Commission Brief to New Administration 19 July TC Meeting: *Status in quo* report.

- President Wisecarver placed this on the Town Council Agenda, on July 19, 2021, he will be at a Town Council Meeting giving a briefing *Status quo* report of where the Planning Commission is currently. New Administration made request. All commissions and committees to give a briefing. No action is required for this, for information purposes only.

Agenda Item # 4 b – Planning Commission minutes and recordings.

1. Report
  - President Wisecarver gave a summary of responsibility of Secretary and status of meeting minutes currently posted on Town Website.
2. Meeting Minutes Postings to Website (PDF 6)
  - R. Meade-Curry, Secretary, requested a Meeting Minute Procedure to follow. Some discussion occurred. No action taken regarding procedure to follow.
  - Commission agreed that a DRAFT of meeting minutes to be posted on Town Website for all Commissioners to review prior to meeting; this is similar practice by other Commissions/Committees and Town Council. No action taken regarding procedure to follow.

## **6. Discussion and Other Business – Agenda Item #4**

Agenda Item # 4 -Discussion and Other Business (PDF 7 & 8)

- President Wisecarver made this section of agenda a standing item on the agenda and is a direct result of the PC's meeting with Town Counsel, K. Sayre.
- This agenda item will allow for open dialog between Commission Members to discuss items germane to the PC's authority and jurisdiction as outlined in PDF 7 & 8., and potential agenda items for future meetings.
- The following topics were discussed:
  1. G. Owens – Status of returning to Face-to-Face Meetings at Town Hall.  
C. Pechuekonis-recommended to follow Town Council's Lead.  
K. Dill – requested that a hybrid solution be made available for those members still concerned about face-to-face and that a virtual option be available.
  2. G. Owens – Request for July 20 PC meeting to meet and approve of applicants thus far for the 2022 Comprehensive Plan Committee.  
T. Wisecarver confirmed that the 2022 Comprehensive Plan Committee only has one approved member which is Roberta Meade-Curry. He confirmed this cannot be placed on agenda for various reasons previously stated in report given earlier in this meeting. He confirmed that a request for a public announcement and applications be done.
  3. R. Meade-Curry – Requested a WORKSHOP, approx. 30-minutes, be placed on next month's agenda to discuss application and advertisement for 2022 Comprehensive Plan Committee volunteers.
  4. K. Dill – Inquired as to motions made by TC on June 07, 2021, regarding 2022 Comprehensive Plan Committee. T. Wisecarver confirmed no motions were made by TC regarding the said committee.

5. K. Dill – Congratulated newly elected Town Council Members Pechuekonis and Jenkins. Inquired of each if either of them was planning on resigning from the PC this year. Pechuekonis confirmed that the Newly Elected Town Council will be discussing possible reassignments of Town Council Members on various commissions and committees. R. Meade-Curry requested PC consult with Town Counsel, K. Sayre, to confirm possible violation of Open Meeting Act if 2 or more Town Council Members attend a meeting.

**Adjournment**

**J. Jenkins made a motion to adjourn meeting, seconded by C. Pechuekonis.  
Roll call vote resulted in Adjournment – Vote: 4-1-2**

**Meeting Adjourned at 8:29 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 June 22, 2021, meeting.*

*Respectfully Submitted,*



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

*02-24-2022*

**date**