



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Regular Meeting

Tuesday, 17 Aug 2021

7:00 p.m.

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

Called to order at 7:03 p.m. by President Wisecarver. The meeting was conducted via Zoom and live-streamed for the public on YouTube, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Tim Wisecarver	President	Present
Roberta Meade-Curry, AIC	Secretary	Present
Ken Dill	Member	Present
Jim Jenkins	Member	Present
Paul Mayhew	Member	Present
George Owens	Member	Present

The agenda was approved as submitted.

President's announcements: Welcoming new Planning Commission Member Paul Mayhew.

Paul Mayhew was welcomed as the Mayor's Designee to the Planning Commission, and he introduced himself.

Reports: On Regular Council Town Council Meeting: 9 August 2021.

President Wisecarver summarized the Planning Commission items that were part of the 9 August 2021 Town Council meeting. These items were:

- 1) A general report about the prior PC meeting.
- 2) A tree grant request, which was approved.
- 3) A request to fund help for the Tree Committee through the town's maintenance department, which was denied. The Mayor instead offered to have the work contracted out, with the Tree Committee overseeing the proposal and bidding process. The offer was accepted by President Wisecarver.
- 4) Discussion and action on changes proposed to Article 1104, relating to the Tree Committee. Changes to 1104.04(b) and 1104.07(a) were approved as presented. Changes to 1104.08(c) (deletion of notification to property owners) were discussed, and the matter was sent by TC to the Ordinance Review Committee.
- 5) Paul Mayhew was appointed as the Mayor's Designee to the Planning Commission, effective 8:28 p.m. on August 9, 2021.
- 6) The Town Council rescinded its resolution from March of 2021 authorizing the Planning Commission to begin the process for reviewing the Comprehensive Plan. Before the vote,

the Mayor gave five reasons for recommending that TC take this action:

1. Disharmony within the Planning Commission.
2. Having two years to complete the review and update (should updates be required.)
3. No review should take place until a full complement of seven members were seated on the Planning Commission.
4. Hiring an independent consultant should be considered to guide the Comprehensive Plan process.
5. The PC should “take a mulligan,” restart, and do it correctly.

New business.: ZCPA 2021-0008 Keel application: discussion and action.

The application, relevant town code, report of the OCO, correspondence between President Wisecarver and the Ordinance Compliance Officer (OCO, Kevin Hamilton), and statements from town residents regarding the matter were presented and discussed. The OCO had recommended approving a permit for a fence structure that extended into the town right of way. The validity of the application, nature and location of the fence, and potential liability to the town were discussed. Potentially applicable town ordinances were discussed. Several potential courses of action were discussed.

Motion	Motion to postpone the Keel application request to the next Planning Commission regular meeting, giving opportunity for an amended application to come forward and be presented.
Motion by	Roberta Meade-Curry
Second	Tim Wisecarver
YES	6
NO	0
Result	MOTION APPROVED

Discussion and other business.

Roberta Meade-Curry proposed putting approval of all unapproved PC meeting minutes on the next regular Planning Commission meeting agenda.

For the next meeting agenda, George Owens requested that PC appoint Roberta Meade-Curry as the “Planning Commission Representative to the Ordinance Review Committee,” regarding the tree removal notification matter.

Motion to adjourn by Jim Jenkins, second by Ken Dill. Meeting adjourned at 8:37 p.m.

The above minutes are true and correct, as approved.

Secretary: _____ Date: _____

President: _____ Date: _____