



**CORPORATION OF HARPERS FERRY**  
**Planning Commission**  
**MINUTES**

**Regular Meeting**

**Tuesday, 22 February 2022**

**7:00 p.m.**

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

Called to order at 7:02 p.m. by President Craig. The meeting was conducted in person and via Zoom and livestreamed for the public on YouTube, in compliance with the State’s emergency guidance on the Open Governmental Meetings Act.

**THOSE PRESENT:**

<b>Member</b>	<b>Title</b>	<b>Status</b>
Chris Craig	President	Present
Jim Jenkins	Vice President / Town Council Liaison / Tree Committee Liaison	Present
Paul Mayhew	Secretary/Mayor’s Designee	Present
Paul Thomas	Member	Present
Tim Wisecarver	Member	Present
Roberta Meade-Curry, AICP	Member	Present (via Zoom)
Ken Dill	Member	Present (via Zoom)
<b>Staff</b>		
Deb Kelly	Meeting Facilitator	Present, departed early
<b>Guests</b>		
Storm DiCostanzo	Guest / Non-Voting	Present

**No Public Comments or Requests were received for this meeting.**

**Approval of Agenda:** The meeting agenda was approved without motion.

**President’s Announcements:** There were no President’s announcements.

**Approval of Previous Minutes:**

<b>Motion</b>	<b>Motion to approve the minutes of the Regular Meeting of 18 January 2022.</b>
<b>Motion by</b>	<b>P. Mayhew</b>
<b>Seconded by</b>	<b>T. Wisecarver</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a

<b>Result</b>	<b>MOTION PASSES</b>
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<b>Motion</b>	<b>Motion to approve the minutes of the Regular Meeting of 20 April 2021.</b>
<b>Motion by</b>	<b>J. Jenkins</b>
<b>Seconded by</b>	<b>K. Dill</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

<b>Motion</b>	<b>Motion to approve the minutes of the Regular Meeting of 18 May 2021.</b>
<b>Motion by</b>	<b>R. Meade-Curry</b>
<b>Seconded by</b>	<b>J. Jenkins</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

<b>Motion</b>	<b>Motion to approve the minutes of the Regular Meeting of 22 June 2021.</b>
<b>Motion by</b>	<b>T. Wisecarver</b>
<b>Seconded by</b>	<b>K. Dill</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

Tim Wisecarver noted that the 20 July 2021 minutes should be revised to reflect that Christian Pechuekonis was not a “Member” of the Planning Commission but rather a “Guest Attendee / Non-Voting.” Roberta Meade-Curry concurred with this revision and indicated that she would revise the minutes accordingly and provide an updated copy.

<b>Motion</b>	<b>Motion to approve the minutes as will be amended of the Regular Meeting of 20 July 2021.</b>
<b>Motion by</b>	<b>T. Wisecarver</b>
<b>Seconded by</b>	<b>J. Jenkins</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a

<b>Result</b>	<b>MOTION PASSES</b>
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**Discussion and Action on Stormwater Code and Policy:**

Storm DiCostanzo from the Harpers Ferry Town Council provided a Powerpoint presentation entitled “Harpers Ferry Stormwater: Stage 1 – General Plan.” The presentation addressed issues with the town’s current stormwater management situation, identified options for enabling the town to better manage stormwater in the future, and discussed evolving plans that include a grant-funded study that will recommend future action in both Harpers Ferry and Bolivar.

A key feature of many solution options are that they are considered “green infrastructure,” meaning that they apply economic and environmentally responsible methods for managing stormwater with the added benefit of beautifying the town and streets in the process.

The discussion noted the stormwater management elements available for consideration, the successful green infrastructure precedents in place elsewhere, and that involvement from the town’s people and businesses would help drive the successful design and development of Harpers Ferry’s future stormwater management plan.

**Discussion and Action on Comprehensive Plan Revision:**

President Craig indicated that the Planning Commission will be proceeding with preparing revisions to the town’s Comprehensive Plan and that, at the Mayor’s recommendation, the town is currently seeking professional assistance to support the effort. President Craig indicated that he is aware of and enlisting advice from various organizations and individuals with the relevant expertise, and that suggestions and input are welcomed from all.

There was debate regarding previous discussions as to how the Planning Commission should proceed with upcoming revisions.

<b>Motion</b>	<b>Motion to obtain written guidance from the Mayor as to how the Planning Commission should proceed with regards to revising the town’s Comprehensive Plan.</b>
<b>Motion by</b>	<b>J. Jenkins</b>
<b>Seconded by</b>	<b>P. Thomas</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

**Discussion and Action on Site Plans within the Permitting Process:**

Fence Ordinance – President Craig indicated that both the Town Lawyer and the BZA Chair David Simmons had both reviewed the current fence ordinance and provided their respective comments. Feedback noted that site reviews should generally be handled by the Planning Commission rather than the BZA and that there was a potential of an ordinance conflict that

should be addressed. It was suggested that a committee may be appropriate to address any such issues with the BZA to identify and implement any necessary ordinance changes.

**ACTION** – President Craig took the action to meet with the Town Lawyer and possibly the BZA Chair to confirm their understanding and obtain their guidance with respect to Harpers Ferry’s current fence ordinance and any necessary revisions thereof.

**Discussion of Budget Requests for FY 2023:**

President Craig indicated that he had submitted the FY 2023 budget request to the Budget & Finance Committee on 2/21/22. A motion was made to formalize the two budget requests.

<b>Motion</b>	<b>Motion to make official the current budget requests of (1) a \$20,000 placeholder for estimated external support with the Comprehensive Plan Revision, and (2) \$150 for miscellaneous office expenses.</b>
<b>Motion by</b>	<b>R. Meade-Curry</b>
<b>Seconded by</b>	<b>Paul Thomas</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

**Additional Discussion:**

President Craig indicated that two items had been submitted too late for inclusion on the meeting agenda and as such could not be formally addressed. The two items included:

- Reappointment of Tyler Mayhew to the Tree Committee
- Request of new homeowner on Henry Clay Street to create a new parking spot

**Adjournment**

Motion to adjourn by Jim Jenkins. Motion seconded by Tim Wisecarver. Meeting adjourned at 8:26 PM.

**- End -**