



CORPORATION OF HARPERS FERRY
Planning Commission
MINUTES

Regular Meeting

Tuesday, 22 March 2022

7:00 p.m.

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

The meeting was called to order at 7:01 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:

| Member | Title | Status |
|---------------------------|----------------------------|--------------------|
| Chris Craig | President | Present |
| Paul Mayhew | Secretary/Mayor’s Designee | Present |
| Paul Thomas | Member | Present |
| Tim Wisecarver | Member | Present |
| Roberta Meade-Curry, AICP | Member | Present (via Zoom) |
| Staff | | |
| Deb Kelly | Meeting Facilitator | Present |

THOSE NOT PRESENT:

| Member | Title | Status |
|---------------|-------------------------------------------------------------------|---------------|
| Jim Jenkins | Vice President / Town Council Liaison / Tree Committee Liaison | Not Present |
| Ken Dill | Member | Not Present |

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

1. Approval of Minutes:

| | |
|--------------------|----------------------------------------------------------------------------------------------|
| Motion | Motion to approve minutes of Planning Commission Regular Meeting of February 22, 2022 |
| Motion by | P. Thomas |
| Seconded by | T. Wisecarver |
| YES | 5 |
| NO | 0 |
| Abstain | n/a |
| Result | MOTION PASSES |

| | |
|--------------------|-------------------------------------------------------------------------------------------|
| Motion | Motion to approve minutes of Planning Commission Special Meeting of March 08, 2022 |
| Motion by | P. Thomas |
| Seconded by | T. Wisecarver |
| YES | 5 |
| NO | 0 |
| Abstain | n/a |
| Result | MOTION PASSES |

2. Unfinished Business

a. Discussion and Action on Comprehensive Plan Revision

President Craig inquired as to whether any estimates for possible external assistance with upcoming revisions to the Comprehensive Plan had been obtained. Subsequent discussion indicated that another similarly situated small rural town had enlisted such assistance at a price of \$50K, which is substantially more than one current estimate for Harpers Ferry at a price of \$20K.

Commission members agreed to further research which organizations additional communities had worked with in this regard, the outcomes, and the associated costs of doing so.

b. Discussion and Action on Site Plans within the Permitting Process

President Craig indicated that the town attorney had expressed concerns about permitting-related town ordinances that may need to be revised to fit with state code. President Craig and Mayor Vaughn will consult with the attorney in the near future to better understand his concerns and determine next steps.

3. New Business

a. Discussion and Action on Tree Committee

President Craig confirmed that the Tree Committee now has a full membership contingent.

b. Discussion of Other Concerns and Future Agendas

Stormwater Management – President Craig indicated that members of both the Harpers Ferry and Bolivar Town Councils will be meeting with a Region 9 representative on 3/25/22 to review two recently received proposals to provide assistance with the initial stormwater management study.

Adjournment

| | |
|--------------------|-----------------------------------|
| Motion | Motion to adjourn meeting. |
| Motion by | P. Thomas |
| Seconded by | T. Wisecarver |
| YES | 5 |
| NO | 0 |
| Abstain | n/a |
| Result | MOTION PASSES |

President Craig adjourned the meeting at 7:25 PM.

- End -