



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Regular Meeting

Tuesday, 19 April 2022

7:00 p.m.

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

The meeting was called to order at 7:03 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
Jim Jenkins	Vice President / Town Council Liaison / Tree Committee Liaison	Present
Paul Mayhew	Secretary/Mayor’s Designee	Present
Ken Dill	Member	Present (via Zoom)
Roberta Meade-Curry, AICP	Member	Present (via Zoom)
Paul Thomas	Member	Present
Tim Wisecarver	Member	Present
Staff		
Deb Kelly	Meeting Facilitator	Present (for setup)

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 March 22, 2022
Motion by	P. Thomas
Seconded by	J. Jenkins
Change Request	K. Dill – Change 3/5/22 reference to 3/25/22
YES	7
NO	0
Abstain	n/a
Result	MOTION PASSES (with one date correction)

2. Unfinished Business

a. Discussion and Action on Comprehensive Plan (CP) Revision

President Craig indicated that the town is expecting additional income soon to help finance the hiring of a consultant to assist with the CP revision process, which should enable the PC to address the revisions prior to the August 2023 deadline.

There was discussion regarding the previous tentative establishment of a CP Committee that only included a single committee member. A motion was made to rescind the previously discussed committee.

Motion	Motion to rescind the previously established CP Revision Committee.
Motion by	J. Jenkins
Seconded by	T. Wisecarver
YES	5
NO	2 (Roberta Meade-Curry, Ken Dill)
Abstain	n/a
Result	MOTION PASSES

There was further discussion regarding any preparatory work that could be done while awaiting funding for consulting assistance, though it was agreed that any prework should be done in alignment with the consultant's plan. Example prework could include an inventory of potential stakeholders and an identification of any gaps in the current CP.

ACTION – All PC Members – Individually develop lists of any items that should be considered as part of the CP process and provide to President Craig for upcoming discussion.

b. Discussion and Action on the Permitting Process

President Craig indicated that confusion in the town's permitting processes could be mitigated through the development of a flowchart that clearly depicts the steps and flows of the various permitting scenarios.

Motion	Motion to have each Planning Commission member review relevant permitting-related ordinances (e.g., Articles 13, 9) and prepare draft flow charts for review in next PC meeting.
Motion by	R. Meade-Curry
Seconded by	J. Jenkins
YES	7
NO	0
Result	MOTION PASSES

c. Discussion and Action on Stormwater Study

President Craig indicated that the proposal submitted by The Thrasher Group had been selected by both Harpers Ferry and Bolivar, and that a Stormwater Committee was being established to include appropriate stakeholders. Paul Thomas volunteered to represent the Planning Commission on the new Stormwater Committee.

3. New Business

a. Discussion and Action on Tree Committee

President Craig indicated that the Tree Report had been obtained by the Planning Commission, noting that the annual Harpers Ferry Arbor Day Celebration would be on April 30th and that it would involve the planting of two trees as well as ivy eradication. President Craig further indicated that a tour of the proposed Armory Canal Trail would be occurring soon to determine how to address tree-related concerns with the new trail.

b. Discussion on Upcoming Permit Reviews

President Craig indicated that there are two current applications underway that involve some alteration of the right of way, and that the applications would be distributed when available.

c. Discussion of Other Concerns and Future Agendas

Discussion occurred regarding the town's evolving approaches to parking, and it was indicated that there is a Parking Committee responsible for addressing such activities. There was also brief discussion regarding stormwater solutions to potentially include the use of rainwater barrels and cisterns.

Adjournment

Motion	Motion to adjourn meeting.
Motion by	J. Jenkins
Seconded by	P. Thomas
YES	7
NO	0
Abstain	n/a
Result	MOTION PASSES

President Craig adjourned the meeting at 8:21 PM.

- End -