



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Regular Meeting

Tuesday, 17 May 2022

7:00 p.m.

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

The meeting was called to order at 7:11 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
Ken Dill	Member	Present (via Zoom)
Paul Thomas	Member	Present
Tim Wisecarver	Member	Present (via Zoom)
Staff		
Pat Morse	Meeting Facilitator	Present
Guests		
Karen Sagasi	Guest / Non-Voting	Present
Louis Sagasi	Guest / Non-Voting	Present (via Zoom)
David Simmons	Guest / Non-Voting	Present

THOSE NOT PRESENT:

Member	Title	Status
Paul Mayhew	Secretary/Mayor’s Designee	Not Present
Roberta Meade-Curry, AICP	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 April 19, 2022
Motion by	J. Jenkins
Seconded by	P. Thomas
YES	5
NO	0
Abstain	n/a

Result	MOTION PASSES
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2. Unfinished Business

a. Discussion and Action on Application to Alter Public Right-of-Way at 699 Fillmore Street

David Simmons presented his application and talked about the need for pavers. After discussion, Mr. Jenkins moved to approve the permit and send it to Town Council for its consideration.

Motion	Motion to approve the permit to alter the public right-of-way at 699 Fillmore Street and forward it to Town Council for their review.
Motion by	J. Jenkins
Seconded by	P. Thomas
YES	5
NO	0
Abstain	n/a
Result	MOTION PASSES

b. Discussion and Action on Public Safety Concerns at 991 Putnam Street

Karen and Louis Sagasi addressed the Commission regarding the volume of vehicles as well as public urination on Putnam Street. They noted nine separate instances of public urination on Putnam Street over the past two years and as many as 120 cars per day along Franklin Street. Mr. Sagasi indicated concern for the safety of his family and neighbors and also about sanitation in the area. A possible barrier to non-residential traffic was discussed and dismissed. Directional signs so that people are able to find the location of the Hilltop House was discussed. Mr. Craig noted that residential parking signs can be requested by residents of the area.

Following discussion, Mr. Dill made a motion to forward several suggestions to the Town Council for their consideration to potentially alleviate the discussed issues.

Motion	Motion to recommend consideration of the following actions to the Town Council: 1) Additional directional signage for tourists, 2) Additional restroom facilities and signage for existing facilities, and 3) Neighborhood Watch signs in the area.
Motion by	K. Dill
Seconded by	P. Thomas
YES	5
NO	0
Result	MOTION PASSES

c. Discussion and Action on Permit Review Process

Flow charts to be used in the submittal and approval of building permits were discussed. Mr. Thomas and Mr. Craig presented draft flowcharts. Mr. Jenkins and Mr. Dill expressed concern about the complicated appearance of the charts. Mr. Dill volunteered to prepare similar information in outline form for the next meeting.

3. Reports:

Reports were presented on the Comprehensive Plan, the Armory Canal Trail, and the Storm Water study. There was no Tree Committee report, but Mr. Craig congratulated the committee on its Arbor Day activities.

Adjournment

President Craig adjourned the meeting at 8:34 PM.

- End -