



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Regular Meeting

Tuesday, 21 June 2022

7:00 p.m.

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

The meeting was called to order at 7:16 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
Roberta Meade-Curry, AICP	Member	Present (via Zoom)
Paul Thomas	Member	Present
Tim Wisecarver	Member	Present (via Zoom)
Staff		
Pat Morse	Meeting Facilitator	Present

THOSE NOT PRESENT:

Member	Title	Status
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 May 17, 2022 (with one minor edit)
Motion by	J. Jenkins
Seconded by	P. Thomas
YES	6
NO	0
Abstain	n/a
Result	MOTION PASSES

2. Unfinished Business

a. Discussion and Action on Application to Alter Public Right-of-Way at 1227 West Ridge Street

Paul Thomas, the permit applicant, indicated that he was reconsidering whether to proceed with his plan to pave his driveway and that he may withdraw his application for possible later submission. Mr. Thomas indicated that he will advise the Town's Ordinance Compliance Officer (OCO), Kevin Hamilton, that this application be placed "on hold." As such, President Craig confirmed that there is no action required from the Planning Commission at this time.

b. Discussion and Action on Permit Review Process Flowcharts/Outlines

President Craig indicated that he would be requesting Town Staff to convert his draft permit process flow chart into a better organized electronic format for further review. He also indicated that Ken Dill had previously offered to convert the flow chart into an outline form to enhance usability.

Roberta Meade-Curry volunteered to review the draft flow chart with Ken Dill in line with the relevant ordinances to help ensure accuracy and usability. Jim Jenkins made a motion to table the discussion until Town Staff and Roberta Meade-Curry completed their respective work.

Motion	Motion to table discussion until Town Staff and Roberta Meade-Curry complete their respective enhancements to the current draft permit process flow chart.
Motion by	J. Jenkins
Seconded by	P. Mayhew
YES	6
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:

a. Safety Concerns at 991 Putnam Street

President Craig indicated that he and other Town Council members would be walking around Putnam Street and the Camp Hill area on June 30th to assess current signage and how it might be enhanced to mitigate the previously expressed concerns regarding heavy vehicle presence and public urination in the area. It was noted that tourists may need better information to effectively locate their destinations,

and that less people use the available satellite parking than it is designed to accommodate.

b. Comprehensive Plan Update Status

President Craig indicated that the Town budgets may influence the breadth and timeline of the CP Updates, that the Mayor had provided guidance on how to optimally interact with WVU who is assisting with the process, and that the Town Financial Officer would soon be commencing appropriate research.

c. Stormwater Study

Paul Thomas indicated that he had participated in the first meeting with The Thrasher Group and provided favorable feedback on their capabilities and suggested approaches. He indicated that a “field walk” would soon occur to obtain a better understanding of the issues and further inform next steps. Potential stormwater solutions were discussed to include rain barrels, cisterns, and “rain gardens,” among others. Mr. Thomas emphasized the importance of identifying the appropriate stakeholders and ensuring effective cross-stakeholder cooperation to ensure an optimal stormwater solution. Mr. Thomas suggested a regular agenda spot for the Stormwater Study through which he would provide ongoing updates.

d. Tree Committee

President Craig indicated that the Quarterly Regular Meeting of the Tree Committee would be taking place on 6/30, and that the Arbor Day event from April included the planting of two trees at Mather Training Center along with ivy eradication. He also indicated that the Tree Committee would be meeting in July to review the Tree City USA grant proposal for subsequent review by both the Planning Commission and the Town Council.

4. New Business:

a. Town Website

Roberta Meade-Curry indicated that various Planning Commission artifacts (e.g., meeting minutes) are out of date or missing on the Town website, and that the Webmaster should be contacted to ascertain plans for updating the site. President Craig indicated that he would follow up with the Webmaster.

Adjournment

President Craig adjourned the meeting at 8:14 PM.

- End -