



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

**Regular Meeting**

**Tuesday, 19 July 2022**

**7:00 p.m.**

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

The meeting was called to order at 7:06 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
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 (via Zoom)
<b>Staff</b>		
Virilissa Breeden	Meeting Facilitator	Present

**THOSE NOT PRESENT:**

<b>Member</b>	<b>Title</b>	<b>Status</b>
N/A	N/A	Not Present

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

President Craig commenced the meeting by acknowledging the recent passing of Town Council and fellow Planning Commission member Jim Jenkins, along with his many longstanding contributions to the town and people of Harpers Ferry.

**1. Approval of Minutes:**

<b>Motion</b>	<b>Motion to approve minutes of Planning Commission Regular Meeting of June 21, 2022</b>
<b>Motion by</b>	<b>P. Thomas</b>
<b>Seconded by</b>	<b>R. Meade-Curry</b>
<b>YES</b>	6
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

## 2. New Business

### a. Discussion and Action on the Tree Committee Action Plan 2022

The current Harpers Ferry Tree Committee Action Plan was discussed and a concern was expressed that the current plan speaks more to tree removal than to the planting of trees, and that a balance was necessary to ensure the enduring vitality of the tree population within the town. Further discussion confirmed that the Tree Committee does in fact plant trees as part of its holistic plan and activities, though the current plan could be enhanced to include additional details regarding the planting activities.

Though initial motions were considered to update the current plan with additional information regarding the planting of trees, the committee ultimately determined that the current best course of action could be to approve the plan, but to also recommend a name change to the current report to better reflect that the plan addresses both the removal of as well as the planting of trees. As such, a motion was ultimately made to recommend approval of the plan along with the one recommendation to consider changing the report name from “Tree Committee Action Plan” to “Tree Committee Maintenance Plan,” with an expectation that a future revised version of the plan would include additional details regarding tree planting activities.

<b>Motion</b>	<b>Motion to approve the Tree Committee Action Plan to be accompanied with a recommendation to consider changing the report name to “Tree Committee Maintenance Plan” to better reflect both the removal of and planting of trees as component aspects of the overall plan.</b>
<b>Motion by</b>	<b>R. Meade-Curry</b>
<b>Seconded by</b>	<b>K. Dill</b>
<b>YES</b>	4
<b>NO</b>	2 ( <b>President Craig, T. Wisecarver</b> )* <i>* Both President Craig and T. Wisecarver confirmed that their “No” votes were specific to the name change recommendation only, and that they both otherwise concur on the approval of the current plan.</i>
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

### b. Discussion of Membership Vacancy

President Craig indicated that anyone interested in applying to fill the current vacancy on the Planning Commission should submit a resume and letter of interest.

## 3. Unfinished Business

### a. Discussion and Action on Permit Review Process Flowcharts/Outlines

President Craig thanked Roberta Meade-Curry, Ken Dill and Virilissa Breeden for their recent time and efforts supporting the current process documentation activities. It was discussed that the two current parallel process development efforts could potentially be merged to result in the delivery of a single and more robust overall process approach, in that each approach had their respective strengths. It was also recommended that the actual end users of the permit review processes be engaged to confirm the accuracy and usability of the artifacts under development, once they are further matured.

The Committee agreed with President Craig's recommendation to allow the Town Staff to proceed with finalizing two remaining process flows while Roberta and Ken use that time to make any additional modifications that they may deem necessary or appropriate with their respective process depictions and that, once complete, President Craig would distribute the initial finalized versions out for broader review.

#### **4. Reports**

##### **a. Report from Signage Task Force for Town Council**

President Craig indicated that the current Signage Task Force summary report prepared by Town Council member Storm DiCostanzo effectively addresses multiple recent concerns regarding signage needs in the town, a determination with which the Committee agreed. It was noted that the option to pursue a "Neighborhood Watch Program" may be valuable to include in the report. It was also suggested that any signage-related recommendations be incorporated into the next version of the Town's Comprehensive Plan.

##### **b. Comprehensive Plan Update Status**

President Craig indicated that the WVU Legal Clinic proposal to provide assistance with revisions to the Comprehensive Plan is currently being considered. Roberta Meade-Curry and Paul Thomas shared their current research regarding comparative cost figures from other locales. Though it was determined that many communities conduct such exercises in house, one figure for the city of Martinsburg was provided, and it was anticipated that additional figures may emerge from communities that have not yet responded to outreach. President Craig requested that any additional figures that may be obtained be expeditiously provided to the appropriate members of the Town Council, Town Staff and Mayor.

Roberta Meade-Curry indicated that there is a substantial amount of upcoming activity necessary for the PC to adhere to the currently targeted date for finalizing the next revision to the Comprehensive Plan, and as such suggested adding a CP timeline discussion to the August meeting agenda. President Craig indicated that he already has an approximate timeline from WVU, and that there may be some flexibilities regarding the August 2023 deadline.

##### **c. Stormwater Study**

Paul Thomas indicated that there are no substantive updates since the previous PC

meeting and that the next meeting regarding the Stormwater Study would soon be scheduled.

### **Adjournment**

President Craig adjourned the meeting at 8:23 PM.

**- End -**