



CORPORATION OF HARPERS FERRY
Planning Commission
MINUTES

Regular Meeting

Tuesday, 16 August 2022

7:00 p.m.

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

The meeting was called to order at 7:00 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
Ken Dill	Member	Present (via Zoom)
Paul Thomas	Member	Present
Staff		
Deb Thomas	Meeting Facilitator	Present

THOSE NOT PRESENT:

Member	Title	Status
Roberta Meade-Curry, AICP	Member	Not Present
Tim Wisecarver	Member	Not Present

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

1. Approval of Minutes:

Motion	Motion to approve minutes of Planning Commission Regular Meeting of July 19, 2022
Motion by	P. Thomas
Seconded by	K. Dill
YES	4
NO	0
Abstain	n/a
Result	MOTION PASSES

2. Unfinished Business

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

President Craig indicated that a meeting is scheduled for 9/22 with town staff, the Mayor, and commission chairs, in which the evolving permit review process flowcharts/outlines would be reviewed. Following discussions on how to further refine the current two draft process documents, President Craig confirmed that the artifacts would be reviewed in the 9/22 meeting and could also be included on the next Planning Commission agenda for further discussion if members requested.

b. Discussion and Action on the Comprehensive Plan

President Craig confirmed that the Town Council had approved the budget for external assistance with revisions to the Comprehensive Plan, which enabled the Town to accept the bid from the WVU Law Clinic, who is familiar with Harpers Ferry having provided assistance with activities surrounding the 2014 fire in Lower Town. President Craig indicated that WVU will soon be engaged and providing “next steps” guidance for Planning Commission review and action.

3. Reports

a. Report from Signage Task Force for Town Council

President Craig indicated that there was no substantive update beyond the previously shared Signage Task Force summary report. He further confirmed that the signage updates would be a collaborative effort with the Park Service, Bolivar and others, and that any signage or related directional enhancements could tie in well with ongoing parallel plans of the Park Service. Ken Dill indicated that he would inquire and advise about any further signage developments relating to the previously expressed concerns from residents on Putnam Street.

b. Planning Commission Vacancy

President Craig indicated potential interest from one town resident who he is awaiting a response from, and that anyone interested in potentially filling the open position should submit a Letter of Interest and a resume/bio to both the Mayor and the Town Council. President Craig confirmed that promptly filling the role would be valuable relevant to supporting the upcoming Comprehensive Plan activities.

c. Tree Committee

President Craig confirmed that the Town Council had approved the recently submitted Tree Action Plan as is, without accepting the recommended name change to the plan.

President Craig indicated that a recent unapproved alteration of the public right of way on Fillmore Street had been put on hold by the Town’s OCO until the owner completes the proper approval process of the town. This will also allow the town to address potential impacts to a tree recently planted by the town on its property.

There was also discussion acknowledging that though the actual work of the Tree Committee was proceeding well, that the reporting component of their activities could

be enhanced to provide further visibility and transparency into the activities of the committee.

Adjournment

President Craig adjourned the meeting at 7:28 PM.

- End -