



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Regular Meeting

Tuesday, 20 September 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)
Roberta Meade-Curry, AICP	Member	Present
Zach Morse	Member	Present
Paul Thomas	Member	Present
Tim Wisecarver	Member	Present (via Zoom)
Staff		
Deb Thomas	Meeting Facilitator	Present

President Craig began the meeting by welcoming Zach Morse as the newest Planning Commission member.

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 August 16, 2022
Motion by	P. Thomas
Seconded by	K. Dill
YES	7
NO	0
Abstain	n/a
Result	MOTION PASSES

2. Unfinished Business

a. Discussion and Action on the Comprehensive Plan

President Craig indicated that he is working with Christy DeMuth of the WVU Law Clinic to coordinate engaging their services in support of the upcoming revisions to the Comprehensive Plan, and that a tour of the town and an initial meeting with the Planning Commission would soon be scheduled, likely in November. WVU requested that the PC provide photographs of what are perceived to be both the assets and challenges of the town to help inform their holistic understanding of the town's current environment and needs. The PC members were tasked with providing photos directly to Christy at WVU as soon as possible.

There was discussion regarding how to best use the time of the PC while awaiting the initial meeting with WVU, with multiple ideas being put forth for consideration, to include PC members reviewing the previous Comprehensive Plans and noting what has been accomplished in the town in alignment with those plans over the years, what gaps remain relative to those plans, and any relevant changes in the town, society, technology or elsewhere since those plans were developed that should be taken into consideration with the upcoming revisions to the CP.

Several ideas of topics to consider with the current CP updates were suggested, to include renewable energy, changes in the short-term rental market, potential usage options of "paper" streets, water usage and management, the MARC commuter train service, the National Park Service, hydropower, parking, ADA access, home and property maintenance, trash/recycling options, and light pollution, among others. PC members were encouraged to enlist broad support from other citizens and stakeholders with any recommendations and concerns they may have relative to the town and the next iteration of the Comprehensive Plan.

b. Discussion and Action on the Stormwater Study and Possible Related Public Meetings

Paul Thomas indicated that he had recently participated in a productive meeting with the Thrasher Group to advance the current Stormwater Study, noting discussion around the unique rainwater issues in Harpers Ferry and that prioritization of activities will be a key concern moving forward due to funding and resource constraints.

3. Reports

a. Permit Process and Related Flowcharts

President Craig indicated that a meeting was scheduled for 9/22/22 to include the various Commission Chairs, the town's Ordinance Control Officer, Office Staff and others to review and discuss the evolving permit review process flowcharts/outlines.

b. Tree Committee

President Craig indicated that concerns have been expressed over time as to whether the Tree Committee should necessarily reside as a subcommittee under the

Planning Commission, and that future discussions would address this topic.

4. Other

- a. Roberta Meade-Curry indicated that the roles that Jim Jenkins previously served in had yet to be filled, including the Vice President role on the Planning Commission as well as his role as Tree Committee Liaison, and that these openings should be added to the October meeting agenda. President Craig indicated that we could conduct a vote to fill these roles asap.
- b. Pursuant to a Commission Member inquiry, Roberta Meade-Curry clarified that documents she had attached to an agenda item request form that bore references to the Planning Commission were solely her documents and were not official documents of the Planning Commission itself.
- c. Tim Wisecarver inquired as to whether all documents attached to an agenda item request were inherently considered to be part of the public record, and if all documents related to agenda items and projects for review should be simultaneously posted when their respective agenda items are posted. President Craig took the action of confirming the answers to these questions and reporting back to the PC.

Adjournment

President Craig adjourned the meeting at 8:29 PM.

- End -