



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Special Meeting

Tuesday, 4 October 2022

7:00 p.m.

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

The meeting was called to order at 7:04 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
Roberta Meade-Curry, AICP	Member	Present
Paul Thomas	Member	Present
Tim Wisecarver	Member	Present
Staff		
Pat Morse	Meeting Facilitator	Present

THOSE NOT PRESENT:

Member	Title	Status
Ken Dill	Member	Not Present
Zach Morse	Member	Not Present

Approval of Agenda: A motion was made to modify the agenda order to address the Comprehensive Plan at the end of rather than at the beginning of the meeting.

Motion	Motion to modify the agenda order to address the Comprehensive Plan as the final agenda topic.
Motion by	K. Dill
Seconded by	R. Meade-Curry
YES	5
NO	0
Abstain	n/a
Result	MOTION PASSES

1. Unfinished Business

a. Discussion and Action on the Comprehensive Plan *(discussed as last agenda topic)*

In preparation for the upcoming November meeting with the WVU Land Use Clinic who will be supporting revisions to the Comprehensive Plan (CP), a collection of photos captured by Committee members were reviewed as examples of the respective assets and challenges of the town. President Craig indicated that further photos could be gathered and submitted to Christy Demuth of WVU if done prior to 11/15. President Craig noted that a driving/walking tour of the town would be provided to the WVU representatives upon their arrival in November, after which the PC would meet with WVU to commence planning for the upcoming CP revision process.

Various ideas were discussed regarding the reviewed assets and challenges, and suggestions made as to how to optimally engage the many stakeholders of the CP during the revision process. The declining population of the town was noted as a critical challenge. It was also noted that the CP process should highlight the many accomplishments of the town since the previous CP was developed.

b. Discussion and Action on the Tree Committee

President Craig indicated that a proposal had been received to move the Tree Committee from under the jurisdiction of the Planning Commission, and that some Tree Committee members appeared favorable of the proposal. It was noted that any such structural change would require an ordinance change and approval of the Town Council. It was also noted that Article 133 indicates that the Planning Commission is responsible for anything within the environs of the town, including trees, and that the Tree Committee is already operating independently and autonomously.

A concern was expressed that regardless of the path forward that the PC should not encumber the Tree Committee, particularly in that the town already has difficulty filling certain roles that are critical to the town's operations. It was suggested that the Tree Committee provide their stance on the topic in writing, and that the PC could offer to have a representative sit on the Tree Committee to foster improved interactions with and support of the Tree Committee. It was decided that the entire PC should meet to further discuss the situation and determine who should represent the PC on the Tree Committee.

There was discussion regarding text amendments that had been previously recommended to the Town Council regarding Tree Committee ordinances. President Craig took the action of checking with the Town Recorder and the Tree Committee as to the status of those proposals.

2. Reports

a. Permit Process Committee

President Craig indicated that a meeting was held on 9/22 that included the various Corporation of Harpers Ferry – Planning Commission – Meeting Minutes – 4 Oct 2022 Page 2 of 3

Commission Chairs, the town's Ordinance Control Officer, Office Staff and others to review and discuss the evolving permit review process flowcharts/outlines, and that the Committee was favorable of the presented artifacts while also recommending some modifications to the next iteration.

b. Stormwater Study

Paul Thomas indicated that there was no substantive update at this time.

c. Signage Task Force

President Craig indicated that discussions were underway regarding potential new signage.

Adjournment

President Craig adjourned the meeting at 8:36 PM.

- End -