



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Special Meeting

Tuesday, 10 November 2022

7:00 p.m.

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

The in person meeting was called to order at 7:00 p.m. by President Craig.

THOSE PRESENT:

| Member | Title | Status |
|---------------------------|------------------------------|---------|
| Chris Craig | President | Present |
| Paul Mayhew | Secretary / Mayor's Designee | Present |
| Ken Dill | Member | Present |
| Roberta Meade-Curry, AICP | Member | Present |
| Zach Morse | Member | Present |
| Paul Thomas | Member | Present |
| Tim Wisecarver | Member | Present |

GUESTS:

| Member | Title | Status |
|----------------|----------------------------------|---------|
| Christy Demuth | WVU Land Use Clinic | Present |
| Cameron Stoops | WVU Land Use Clinic, WVU Student | Present |

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

1. Comprehensive Plan Discussion

a. Introductions of WVU Consultants

President Craig introduced Christy Demuth and Cameron Stoops of the WVU Land Use Clinic who will be providing consulting services to support revisions to the town's Comprehensive Plan (CP). Ms. Demuth and Mr. Stoops provided a history of their organization and their respective support thereof, indicating a solid grasp of the assistance that will be required to effectively support the town's current CP revision process.

b. Discussion and Action on the Corporation of Harpers Ferry Comprehensive Plan Update

i. Discuss Comprehensive Plan Timeline and Scope

Ms. Demuth overviewed the three-phase plan for revising the town's Comprehensive Plan, which include a Background Data Collection phase, a

Visioning phase, and finally a Recommendations phase, all of which are tentatively slated to be completed by next Winter. Ms. Demuth indicated that there are “template ordinances” that could be made available for PC reference throughout the process.

Paul Thomas emphasized that the new CP be both realistic and achievable and that effective prioritization of goals and objectives within budgetary and other constraints was paramount to ensuring successful outcomes. Ms. Demuth indicated that they use both open houses and online surveys as primary tools for eliciting stakeholder input. President Craig noted that all of the open houses will be open to the public which should increase stakeholder participation.

ii. Discuss Open Governmental Meetings Act

Mr. Stoops overviewed the Open Governmental Meetings Act and its associated requirements that the PC should adhere to throughout the CP revision process, which the PC has already been and continues to comply with. Among other requirements, the PC must open meetings to the public, have a quorum, post a notice and agenda, and capture minutes to include the time, date and place of the meetings.

iii. Discuss and Review Article 133 Planning Commission

Mr. Stoops provided feedback on Article 133, noting that (1) Section 133.10 referenced “enforcement” which should be removed as it is neither necessary nor accurate, (2) Section 133.07 should reference “appropriate governing body” rather than “BZA”, (3) Section 133.06 needn’t reference Secretary as it is not mentioned in the WV code, and (4) that the Article should include a reference confirming that all meetings are open to the public.

iv. Review and Adoption of Planning Commission Bylaws

Mr. Stoops provided suggestions for improvements with the current draft Bylaws, noting that they are heavily redundant with PC ordinances and that this overlap could be diminished where appropriate.

v. Review and Adoption of Public Input Procedures

Mr. Stoops indicated that the town must adopt Public Input procedures and provided a draft procedural document for PC review. A motion was made to put the proposed procedures on the agenda for the next Regular Meeting for consideration and potential adoption.

| | |
|------------------|--|
| Motion | Motion to place the Comprehensive Plan Procedures for Public Input on the agenda for the next Regular Meeting and that if a majority of PC members approve it as is it will be adopted. |
| Motion by | R. Meade-Curry |

| | |
|--------------------|----------------------|
| Seconded by | K. Dill |
| YES | 7 |
| NO | 0 |
| Abstain | n/a |
| Result | MOTION PASSES |

vi. Strengths, Weaknesses, Opportunities and Threats (SWOT) Exercise

Ms. Demuth led the PC through a “SWOT” analysis through which she solicited input on the various strengths, weaknesses, opportunities and threats associated with the town which will help inform the optimal development of the CP revisions.

vii. Discuss Photo Assignment

Ms. Demuth led the PC through a review of the gathered photographs depicting the various assets of and challenges to the town which will also help inform the focus and priorities of the CP revisions.

viii. Next Meeting Date with Clinic

President Craig indicated that he would determine convenient meeting times with the PC members and advise Ms. Demuth of the options.

Adjournment

President Craig thanked Ms. Demuth and Mr. Stoops for their time and assistance, and adjourned the meeting at 8:57 PM.

- End -