



CORPORATION OF HARPERS FERRY
Planning Commission
MINUTES

Special Meeting

Tuesday, 13 December 2022

7:00 p.m.

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

The in-person meeting was called to order at 7:03 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

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

Unfinished Business:

1. Discussion and Action on the Tree Committee, including possible revisions to Article 1104

As had been previously discussed, President Craig indicated that many individuals believe that the Tree Committee should be removed from under the jurisdiction of the Planning Committee, as the current structure presents an unnecessary layer of bureaucracy without providing any direct value. President Craig noted that any proposed structural changes would need to be recommendations from the Planning Commission to the Town Council. He further noted that the recommendations may include omissions to Articles 1104(a) and 1104(b) that were reviewed in the meeting.

A motion was made by P. Thomas to make a recommendation to the Town Council to remove the Tree Committee from under the purview of the Planning Commission. R. Meade-Curry suggested a motion to amend the previous motion to include adding a draft of the proposed strikeouts to Article 1104 to the recommendation to the Town Council. There was no second to the motion to amend the motion, so the amended motion died and the original motion stands.

Motion	Motion to make a recommendation to the Town Council to remove the Tree Committee from under the purview of the Planning Commission
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Motion by	P. Thomas
Seconded by	T. Wisecarver
YES	6
NO	1
Abstain	n/a
Result	MOTION PASSES

K. Dill nominated P. Thomas to serve as the Planning Commission representative to the Tree Committee, which was approved by all Planning Commission members.

1. Discussion and Action on Planning Commission By-laws

President Craig commenced discussion by noting that the draft By-laws were prepared by an attorney in alignment with state code, and that they are similar to the By-laws used in many other jurisdictions. He further noted that T. Wisecarver and he had reviewed the By-laws and proposed several minor alterations. R. Meade-Curry also provided several additional recommendations for potential alterations.

T. Wisecarver initiated a motion to approve the draft version as presented by President Craig with one change that had been discussed regarding durations of Planning Commission memberships, a motion which was seconded by P. Thomas. Z. Morse then put forth a motion to amend the redlined version of the proposed draft Bylaws to add a new Section 3 under Article 1 stating that the purpose, powers and duties of the Planning Commission are identified in Section 133 of the Harpers Ferry Town Ordinances.

Motion	Motion to add a new Section 3 under Article 1 stating that the purpose, powers and duties of the Planning Commission are identified in Section 133 of the Harpers Ferry Town Ordinances.
Motion by	Z. Morse
Seconded by	P. Thomas
YES	Z. Morse, P. Mayhew, K. Dill, R. Meade-Curry
NO	C. Craig, P. Thomas, T. Wisecarver
Abstain	n/a
Result	MOTION PASSES

T. Wisecarver's previous motion was revised to propose acceptance of the draft version as presented by President Craig with two changes to include (1) the addition of the new Section 3 under Article 1 as proposed by Z. Morse, and (2) the one change that had been discussed regarding durations of Planning Commission memberships.

Motion	Motion to propose acceptance of the draft version of the By-laws as presented by President Craig with two changes to include (1) the addition of the new Section 3 under Article 1 as proposed by Z. Morse, and (2) the one change that had been discussed
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	regarding durations of Planning Commission memberships.
Motion by	T. Wisecarver
Seconded by	P. Thomas
YES	7
NO	0
Abstain	n/a
Result	MOTION PASSES

2. Discussion and Action on Procedures for Public Input

President Craig indicated that the WVU Land Use Clinic had completed their review of recommended changes to the Procedures for Public Input, and shared their feedback. A motion was put forth to accept the proposed version of the “Corporation of Harpers Ferry, West Virginia Planning Commission, The Comprehensive Plan Procedures for Public Input” as presented in the second draft provided by WVU.

Motion	Motion to accept the proposed version of the “Corporation of Harpers Ferry, West Virginia Planning Commission, The Comprehensive Plan Procedures for Public Input” as presented in the second draft provided by WVU.
Motion by	T. Wisecarver
Seconded by	P. Thomas
YES	7
NO	0
Abstain	n/a
Result	MOTION PASSES

3. Discussion and Action on Revisions to Article 133 regarding the Planning Commission

President Craig indicated that the WVU Land Use Clinic recommended striking Section 133.07(h) of Article 133 of the Town Ordinance, which references the Planning Commission making recommendations to the BZA with respect to the “Powers and Authority for the Planning Commission.” A motion was put forth to strike the specified Section from the Town Ordinance.

Motion	Motion to recommend to the Town Council and Ordinance Review the striking of Section 133.07(h) of Article 133 of the Town Ordinance, as recommended by the advice of the WVU Land Use Clinic.
Motion by	P. Thomas
Seconded by	T. Wisecarver
YES	7

NO	0
Abstain	n/a
Result	MOTION PASSES

4. Discuss Stakeholder Assignment for the Comprehensive Plan Update

President Craig led a brainstorming session to capture an initial collection of potential Comprehensive Plan stakeholders. Many stakeholders were identified across multiple categories and captured for review and outreach purposes.

New Business:

1. Announcements and Reports

a. Stormwater Committee

P. Thomas indicated that the Stormwater Committee would be meeting later in the week, noting that findings and recommendations as well as potential funding would likely be discussed.

b. Building on Putnam/Franklin Streets

P. Thomas indicated that he had visited the Feolo site discussed in the previous Planning Commission meeting and expressed concerns regarding how any construction might proceed as well as perceived risks associated with any use of Franklin Street in the construction process. He recommended further engagement of the Town's Ordinance Control Officer (OCO) relative to this specific issue.

Adjournment

President Craig adjourned the meeting at 9:03 PM.

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