



**CORPORATION OF HARPERS FERRY**  
**Planning Commission**  
**MINUTES**

**Regular Meeting**

**Tuesday, 17 January 2023**

**7:00 p.m.**

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

The in-person meeting was called to order at 7:04 p.m. by President Craig.

**THOSE PRESENT:**

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

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

**Approval of Minutes:**

**1. Minutes of HF Planning Commission Regular Meeting – 11/22/2022**

<b>Motion</b>	<b>Motion to accept the Minutes of the HF Planning Commission Regular Meeting of 11/22/2022 as they stand</b>
<b>Motion by</b>	<b>P. Thomas</b>
<b>Seconded by</b>	<b>K. Dill</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

**2. Minutes of HF Planning Commission Special Meeting – 12/13/2022**

Three clarifications were requested from the Secretary to appropriately finalize the Minutes of the HF Planning Commission Special Meeting of 12/13/2022, and included:

1. Confirmation that P. Thomas provided the “2nd” to Z. Morse’s 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.

2. Confirmation that T. Wisecarver provided the “2<sup>nd</sup>” to P. Thomas’ 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.
3. Confirmation that there was a 7-0 unanimous vote in favor of T. Wisecarver’s 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 regarding durations of Planning Commission memberships.

<b>Motion</b>	<b>Motion to accept the Minutes of the HF Planning Commission Special Meeting of 12/13/2022 with the three adjustments described above</b>
<b>Motion by</b>	<b>P. Thomas</b>
<b>Seconded by</b>	<b>K. Dill</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

### 1. Election of Planning Commission Officers of 2023

- a. **President** – T. Wisecarver nominated C. Craig to continue serving in the role of President of the Harpers Ferry Planning Commission. The Planning Commission members voted unanimously in favor of the nomination. C. Craig accepted the nomination and will serve as the President.
- b. **Vice President** – T. Wisecarver nominated P. Thomas to serve in the role of Vice President of the Harpers Ferry Planning Commission. P. Thomas graciously declined the nomination. K. Dill nominated Z. Morse to serve in the role of Vice President of the Harpers Ferry Planning Commission. The Planning Commission members voted unanimously in favor of the nomination. Z. Morse accepted the nomination and will serve as the Vice President.
- c. **Secretary** – T. Wisecarver nominated P. Mayhew to continue serving in the role of Secretary of the Harpers Ferry Planning Commission. The Planning Commission members voted unanimously in favor of the nomination. P. Mayhew accepted the nomination and will serve as the Secretary.

2. **Old Business** – There was no old business on the agenda for this meeting.

### 3. New Business

- a. **Discussion and Action on Letter to the Jefferson County Planning Commission**

President Craig indicated that Jefferson County is also in the process of updating their respective Comprehensive Plan, and that some in the community had expressed an interest in better understanding how Jefferson County plans to elicit the broad public input that an undertaking as important as a Comprehensive Plan update inherently demands. There was discussion regarding whether the Harpers Ferry Planning Commission might conduct outreach to the Jefferson County Planning Commission to understand how they intend to obtain the requisite public input, information that could also help inform the update to the Harpers Ferry Comprehensive Plan. It was determined that additional research was necessary to ascertain appropriate next steps.

#### 4. Reports

- a. **Stormwater Study** – P. Thomas indicated that the Thrasher Group had prepared their final report and that the Stormwater Team would receive a preview of the report prior to it being discussed in an upcoming meeting planned for February. He indicated that the report will address 4 initial priorities and that aligning specific needs with potential funding sources was a key objective of the analysis.
- b. **Tree Committee** – President Craig indicated that P. Thomas had been unanimously appointed to the Tree Committee by the Town Council in the previous week. There was discussion regarding the invasive English Ivy that is prominent throughout town, and that steps should be taken to better educate community members as to the threat of the species as well as to how they can help support future eradication efforts. It was noted that a town member is a subject matter expert relative to invasive species who could potentially be engaged to help inform appropriate ivy eradication plans and activities.

#### c. Other Reports

- i. **Permit Review Process Flowcharts** – President Craig indicated that the Flow Chart Committee would soon be finalizing the Permit Review Process Flowcharts to help community members better understand and apply the processes for permit reviews.

President Craig noted that analysis of the permit review processes had revealed several items that were unclear in the ordinances that upon future review could result in ordinance or policy changes to provide appropriate clarity and ensure optimal process efficacy. It was suggested to add the topic of ordinance clarifications to the agenda for the next meeting.

- ii. **Regional Bicycle-Pedestrian Plan** – President Craig indicated that the HEPMPO had completed their recent survey for a new Bicycle-Pedestrian Plan and that he would forward the survey link for review and feedback.
- iii. **Recent Recommendations** – President Craig indicated that the Town Council had recently approved actions recommended by the Planning Commission. The first was to refer to the Ordinance Review Committee the

deletion of Town Code Article 133.07(h), which instructs the Planning Commission to advise the BZA. The second was to refer to the Ordinance Review Committee a review of Town Code Article 1104.04, in order to remove the Tree Committee from under the purview of the Planning Commission.

## **Adjournment**

President Craig adjourned the meeting at 7:58 PM, following a motion to do so by P. Thomas that was seconded by Z. Morse.

**- End -**