



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

**Regular Meeting**

**Tuesday, 21 February 2023**

**7:00 p.m.**

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

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

<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 – 1/17/2023**

<b>Motion</b>	<b>Motion to approve the Minutes of the HF Planning Commission Regular Meeting of 1/17/2023</b>
<b>Motion by</b>	<b>P. Thomas</b>
<b>Seconded by</b>	<b>T. Wisecarver</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 – 1/31/2023**

Two minor spelling edits were requested and acknowledged for correction by the Secretary.

<b>Motion</b>	<b>Motion to accept the Minutes of the HF Planning Commission Special Meeting of 1/31/2023 subsequent to the two spelling corrections described above</b>
<b>Motion by</b>	<b>K. Dill</b>

<b>Seconded by</b>	<b>P. Thomas</b>
<b>YES</b>	7
<b>NO</b>	0
<b>Abstain</b>	n/a
<b>Result</b>	<b>MOTION PASSES</b>

**Unfinished Business:**

**1. Discussion and Action on Stakeholder Input for Comprehensive Plan Update**

President Craig reviewed the current Harpers Ferry Comprehensive Plan Update Stakeholder List that depicts the various stakeholders that have been identified to date and which is designed to capture the primary contact information for each entity for use by the WVU consultants in conducting initial outreach as well as for further engagement as the update process proceeds.

Each member of the Planning Commission was assigned specific stakeholder groups for the collection of initial contact information, with a due date of March 15<sup>th</sup> to provide the information to the Secretary for consolidation and distribution.

**New Business:**

**1. Discussion and Action on Recommendations of the Permit Process Ad Hoc Committee**

President Craig provided an update from the recent Permit Process Ad Hoc Committee meeting, noting several items that were identified for additional consideration and/or revision, including:

- a. Calendar (keeping on schedule) – Referred to Office Staff and OCO
- b. Fees for Permit Applications – Recorder and PC
- c. Communication of decisions among BZA/OCO/Applicant – Referred to BZA and OCO
- d. Definition of “Minimum Standards” – Referred to HLC
- e. Definition of “15% of structure” – Referred to HLC and PC
- f. Recommended Penalties for non-compliance with permits – Referred to HLC
- g. Definition of Concept Plan – Referred to PC
- h. Demolition Ordinance – Referred to PC
- i. New Construction Ordinance – Referred to PC and HLC

**Reports:**

- a. **Stormwater Study** – P. Thomas indicated that the final report from the Thrasher Group was imminently forthcoming and would be provided for review when available.
- b. **Tree Committee** – President Craig indicated that Christy Huddle had noted the

role of the Tree Committee relative to establishing whitetail deer hunts in the town, and that she had provided him with an article on the Harpers Ferry deer hunt from the Cornell Deer Advisor Program. She indicated that the Tree Committee was pursuing additional grant funding to assist in this regard.

**c. Other Reports and Plans for Upcoming Meetings**

- i. **Multi Modal Transportation Study** – President Craig indicated that the WV Governor and WV Secretary of Transportation have instructed the WV Department of Highways to conduct a multi modal transportation study for the Harpers Ferry/Bolivar area that would address considerations relative to vehicles, bicycles, pedestrians and other modes of transportation to identify and assess opportunities for improvement.
- ii. **Dark Skies** – Z. Morse indicated his personal interest in the Dark Skies initiatives around town and in the local area and that he would share updates on his research as available.
- iii. **Upcoming Meetings** – President Craig indicated that the March 21<sup>st</sup> meeting would not be held, but that the next Comprehensive Plan Update meeting would be held on April 6<sup>th</sup>.

**Adjournment**

President Craig adjourned the meeting at 8:18 PM, following a motion to do so by P. Thomas that was seconded by K. Dill.

**- End -**