



# CORPORATION OF HARPERS FERRY

## Ordinance Review Committee

### MEETING MINUTES-APPROVED

**Special Meeting**

**January 17, 2025**

**3:00 p.m.**

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

The meeting was posted and held in compliance with the West Virginia Open Governmental Meetings Act.

#### THOSE PRESENT:

| Member                    | Title                              | Status  |
|---------------------------|------------------------------------|---------|
| Chris Craig               | Member                             | Present |
| George Owens              | Member                             | Present |
| Roberta Meade-Curry, AICP | Member/Chair                       | Present |
| <b>Public/Guests</b>      |                                    |         |
| Jesse Melton              | Guest / Planning Commission Member | Present |

**Confirmation of Quorum.**

**Called to Order at 3:04 pm.**

**Public Comments: None**

**Approval of Agenda.**

- **Request placed on the floor by the Chair to reorder the agenda to allow item 3.a. to be placed as the first order of business, so that the Guest can leave on time to meet the child at the bus stop.**  
**Motion by:** G. Owens requested motion to reorder item 3. a. from agenda. **Seconded:** C. Craig.  
**Vote: 3-0. Motion passes:** Unanimously.
- G. Owens made a request to reorder the agenda. **Motion by:** G. Owens to strike item 1 from agenda. The Chair requested a period of discussion due to meeting minutes being late for approval. After discussion, motion was not seconded. **MOTION FAILS.**
- G. Owens made a request to reorder the agenda. **Motion by:** G. Owens to strike item 2 from the agenda. The Chair requested a period of discussion. **Motion WITHDRAWN by:** G. Owens.  
  
**Motion by:** C. Craig to approve agenda as reordered. **Seconded:** R. Meade-Curry.  
**Vote: 3-0. Motion passes:** Unanimously.

## 1. Order of Business.

- a. Review, discussion and action of revised DRAFTS of Meeting Minutes –
  - i. January 26, 2024 – This set of meeting minutes is version 4, from September meeting discussion.  
**Motion by:** C. Craig to approve January 26, 2024, meeting minutes as presented.  
**Seconded:** G. Owens. **Vote: 3-0. Motion passes:** Unanimously.
  - ii. April 26, 2024 – This is version 3, based on discussions from previous meetings.  
**Motion by:** C. Craig to approve April 26, 2024, meeting minutes as presented. **Seconded:** G. Owens.  
**Vote: 3-0. Motion passes:** Unanimously.
- b. Review, discussion and action of DRAFT of Meeting Minutes –
  - i. August 30, 2024 – ORC agreed since this is first draft of these minutes, minutes will be reviewed for approval at next meeting.

## 2. Unfinished Business.

- a. Discussion and Action regarding revisions to ORD# 2024-04 to Harpers Ferry Code of Ordinances, PART THIRTEEN: PROJECT AND ZONING CODE, Appendix 'B' Standards for Project Activities, PERMITTED HOURS PER EXTERIOR WORK, as per EXHIBIT '1' attached, AND PART FIVE: GENERAL OFFENSES CODE, ARTICLE 527 Noise, SECTION 527.02 – Noise prohibited as per EXHIBIT '2'. Present revised DRAFT of Ord# 2024-04 for 1st reading (2<sup>nd</sup> attempt) based on changes made at Town Council Meeting on September 09, 2024.
  - Revisions made to DRAFT Ordinance to clarify "Construction Activities", for Article 527.
  - No changes were made to the time/hours that work would be allowed.
  - No changes were made to APPENDIX 'B'.
  - ORC agreed this was not a substantial change and ORC can present this as a 2<sup>nd</sup> Reading (2<sup>nd</sup> Attempt).

## 3. New Business.

- a. Discussion and Action – Regarding FEMA Floodplain Ordinance Update announced at Town Council January 13, 2025, meeting.
  - Jesse Melton, Planning Commission Member/Mayor's Designee as FEMA Meeting Representative for Harpers Ferry, gave a presentation regarding the FEMA Floodplain Update for 2025. Jesse attended the meeting at the request of the Mayor and Planning Commission. Jesse relayed what was discussed at meeting, schedule of dates, and protocol of procedures as a town which had had changes to the floodplain must follow. FEMA's State Representative has requested a contact be established with the ORC Committee.
  - It has been understood that the current Floodplain Ordinance of Harpers Ferry may need to be entirely revised/updated or may just be a text amendment.
  - It is understood that FEMA Representative and FEMA Staff will assist us with the re-write and changes required.
  - ORC agreed to a representative. **Motion by:** C. Craig to have Roberta Meade-Curry serve as our contact to the State FEMA Office to inquire what they need for us to initiate the ordinance change for Harpers Ferry, and report back to ORC within thirty days of call. **Seconded by:** G. Owens.  
**Vote: 3-0. Motion passes:** Unanimously.
  - ORC agreed once we receive direction from FEMA then ORC can prepare a statement for ORC Report, that we are ready to prepare a first draft for 1<sup>st</sup> reading.
  - ORC agreed legal review will be required for 1<sup>st</sup> Reading.

- b. Discussion and Action – Prepare Agenda Item Requests for Town Council Regular Meeting on February 10, 2025. Agenda Item Requests (AIR) due noon by January 31, 2025.

- ORD # 2024-04 – second reading
- Update regarding FEMA conversation with FEMA Representative.

**4. Open discussion for future agenda items. (allow 3 approx. 10 minutes)**

- a. Discussion and Action – Future items and old business.
- Meeting Minutes by another ORC Member
  - ARTICLE 130 history update
  - FEMA Floodplain Update

**5. Additional Meeting Schedule.**

- a. Discussion and Action – Schedule date(s) for monthly meeting(s) to be determined as needed.

**Motion to adjourn received by C. Craig, seconded by R. Meade-Curry. The vote to adjourn was unanimous. Adjourned at 4:11 pm.**

The above reflects to the best of our knowledge the summary of the recorded Special Meeting of the Corporation of Harpers Ferry – Ordinance Review Committee held January 17, 2025.

Chair: \_\_\_\_\_  
R. Meade-Curry, AICP

04-29-2025  
date