

**Corporation of Harpers Ferry Ordinance Review Committee
Minutes of Special Meeting, September 26, 2025
Town Hall, Harpers Ferry**

Members present: Kevin Carden, Chair
Christian Pechuekonis
Chris Craig, Taking minutes

Call to order: Kevin Carden called the meeting to order at 7:04 pm.

Agenda: *Mr. Craig moved to accept the agenda as presented; Mr. Pechuekonis seconded; passed 3-0.*

Approval of minutes: *Mr. Pechuekonis moved to approve the Sept. 11, 2025 minutes as presented. Mr. Craig seconded; passed 3-0.*

Unfinished business –

- 1. Amendments to Ordinance Article 130 Uniform Removal of Members of Commissions, Committees, and Boards.** A draft revision of this article, as written by Mr. Craig and reviewed and corrected by the town attorney, was presented.

Mr. Craig moved to have Mr. Carden format the draft of Article 130 as presented and take to Council for first reading as Ordinance 2025.03. Mr. Pechuekonis seconded; passed 3-0.

- 2. Amendments to Ordinance Article 1711 Floodplain.** A draft version of Article 1711, based on a state template and revised by the prior ORC committee, was presented. Numerous additional revisions were made.

Mr. Craig moved that the draft Article 1711, amended as discussed and formatted by Mr. Carden, be presented to Council for first reading at the October meeting as Ordinance 2025.04. Mr. Pechuekonis seconded; passed 3-0.

After passing first reading, the draft ordinance will be sent to FEMA for review prior to second reading.

- 3. Ordinance amendment to allow for transjurisdictional collaboration between the Harpers Ferry and Bolivar Planning Commissions.** A draft amendment to the Planning Commission ordinance had been offered by the Planning Commission to ORC. It was reviewed, and wording was altered slightly for clarity.

Mr. Craig moved for Mr. Carden to format the edited draft as an addition to Article 133.09 and presented to Council for first reading as Ordinance 2025.05. Mr. Pechuekonis seconded; passed 3-0.

New business –

- 1. Ordinance amendments to examine, amend, and harmonize the nomination and approval process for appointments to commissions, committees, and boards, potentially to include seat expiration dates.** The scope and complexity of this assignment was reviewed. Some questions remain as to possible conflicts of town ordinances with state code. Additional questions remain that may require advice from the town attorney. Mr. Craig volunteered to renew a chart of town commissions, committees, and boards that was developed by the former ORC chair as a start to review this topic.

2. **Ordinance addressing signs and historic markers on private property.** The scope of this topic, presently unaddressed in town code, was discussed at length. Mr. Pechuekonis volunteered to draft an ordinance to begin the conversation at a future ORC meeting.
3. **Development of third zoning category in Part 13 of the Codified Ordinances concerning a conservation plan for public properties.** As part of its comprehensive plan revision, the planning commission has determined there is a need for a classification of all land within the Corporation of Harpers Ferry not presently categorized as within the Residential or Business districts. "Conservation District" had been suggested. ORC members agreed there needed to be further clarification of the need for this classification and what the common denominator of all these lands might be. Mr. Craig agreed to discuss further with the chair of the Planning Commission.

Adjournment. *Mr. Craig moved to adjourn. Mr. Pechuekonis seconded; passed 3-0.*
The meeting was adjourned at 9:43 pm.

Minutes approved on _____.

Kevin Carden, ORC Chair