

**Corporation of Harpers Ferry Ordinance Review Committee
Minutes of Special Meeting, February 5, 2026
Town Hall, Harpers Ferry**

Members present: Kevin Carden, Chair

Christian Pechuekonis

Chris Craig, Taking minutes

Others present: Zach Morse, Chair of Planning

Call to order: Kevin Carden called the meeting to order at 6:03 pm.

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

Approval of minutes: *Mr. Craig moved to approve the January 8, 2026 minutes as presented. Mr. Pechuekonis seconded; passed 3-0.*

Unfinished business –

1. Discussion and Action on adding a third zoning category to the zoning ordinances and map.

Mr. Morse reported on the background of this request of ORC and on the Planning Commission's recommended wording for the new zoning category. Mr. Craig presented recommendations for amendments to ordinance article 1310 and the creation of a new ordinance article 1314 based on Planning's recommendations. Questions remained on whether 1314 should contain a section on "Use," since the recommendation is to allow for no new development in the zone. Mr. Morse agreed to confer with the WVU Land Use Clinic, which is the agency advising the town on its comprehensive plan update.

2. Discussion and Action on historic signage.

There was extensive discussion on what alterations are needed for the sign ordinance to guide town government on allowances and regulation of interpretive signage and signs of solicitation. Both Mr. Pechuekonis and Mr. Craig offered some draft texts. Mr. Craig volunteered to take ideas generated in the discussion and draft amendments to ordinance article 1316 prior to the next ORC meeting.

3. Discussion and Action on nomination, appointment, and terms of town boards, commissions, and committees.

After additional review of his charts of town bodies' membership makeup, appointments, and terms, Mr. Craig recommended that town ordinances and policies be amended to provide for three-year terms for all town bodies, as well as standardization of nomination and appointment language among all relevant ordinances. Mr. Carden agreed to take those recommendations and prepare a draft of ordinance amendments.

4. Discussion and action on changing the title of Ordinance Compliance Officer to Code Enforcement Officer.

Mr. Carden will prepare amendments to article 126 to reflect the council's recent change of this position title.

Adjournment. *Mr. Craig moved to adjourn. Mr. Pechuekonis seconded; passed 3-0.*

The meeting was adjourned at 8:18 pm.

Minutes approved on _____.

Kevin Carden, ORC Chair