

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

Members present: Kevin Carden, Chair

Christian Pechuekonis

Chris Craig, Taking minutes

Others present: Pat Morse, Office Administrator

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

Agenda: *Mr. Pechuekonis moved to accept the agenda, moving New Business #1 to follow the minutes. Mr. Craig seconded; passed 3-0.*

Approval of minutes: *Mr. Craig moved to approve the February 3, 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. Craig presented a draft of a new ordinance (Article 1314) and noted one change that would be needed on Article 1310. After discussion, one clause was added to the draft.

Mr. Craig moved to have Mr. Carden prepare the new Article 1314 for first reading at the April Council meeting, using Mr. Craig's draft as amended. Mr. Carden seconded; passed 3-0.

2. Discussion and Action on historic signage.

Mr. Craig presented his suggestions for amendments to the sign ordinance. Discussion led to a few changes in the draft. Mr. Craig will send the altered draft to Mr. Carden for use in preparing the amendments for first reading.

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

Discussion continued on this topic, including how best to effect the changes on several ordinances. Mr. Carden will continue to work on drafts needed to present to the Council.

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

Mr. Carden presented his draft for first reading to the committee. After discussion, one change was made to a title.

Mr. Craig moved to approve Mr. Carden's draft of Ordinance 126 for first reading as amended. Mr. Pechuekonis seconded; passed 3-0.

This will be presented at the March Council meeting.

New Business

1. Discussion and Action on changes to Section 1303.07 concerning expiration of sign permits.

Ms. Morse spoke and presented paperwork on this issue. Recently two permit applications have expired after the one-year extension allowed by town ordinances. Present ordinances do not guide the Compliance Enforcement Officer adequately on this situation. After discussion, all

committee members agreed to draft potential amendments that would address the situation and bring to the next ORC meeting.

Next meeting

The next meeting of the Ordinance Review Committee will be at 7 pm, Tuesday, March 31.

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

The meeting was adjourned at 8:57 pm.

Minutes approved on _____.

Kevin Carden, ORC Chair