

Corporation of Harpers Ferry Ordinance Review Committee
Minutes of Special Meeting, April 29, 2026
Town Hall, Harpers Ferry

Members present: Kevin Carden, Chair

Christian Pechuekonis

Chris Craig, Taking minutes

Others present: Roberta Meade Curry

Zach Morse

Karen Sagisi

Call to order: Kevin Carden called the meeting to order at 7:09 pm.

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

Approval of minutes: *Mr. Craig moved to approve the March 31, 2026 minutes as presented. Mr. Pechuekonis seconded; passed 3-0.*

Unfinished business –

1. Discussion and action on Ordinance 1312.02, concerning permitted and conditional uses within the business district.

Mr. Carden has prepared for first reading and will forward to other members of the committee to check on any concerns prior to the May 11 Council meeting.

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

Language for the new ordinance 1314 and the change on 1310 have reached agreement. Mr. Craig will forward his draft to Mr. Carden to prepare for first reading at the May 11 Council meeting.

3. Discussion and Action on historic and solicitation signage.

The committee has agreed on changes to the sign ordinance. Mr. Carden will prepare for first reading at the May 11 Council meeting.

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

All members agreed that changes to the ordinance should make all committee and commission terms to three years, staggered, and beginning on January 1. The procedure for nomination and confirmation should be standardized among all town bodies. There was discussion as to how these changes should be amended into the town ordinances. Mr. Craig distributed notes on the various ordinances needing changes. The committee will continue discussions on changes at the next meeting.

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

Clarity on the changes requested by the town Code Enforcement Officer and Office Administrator was discussed. These officials had requested guidance in the ordinances on permitted projects not complete after the one year extension presently allowed in the

ordinances. Mr. Craig will circulate his proposed draft language, which may be prepared for first reading in the near future.

New Business –

1. Discussion and action on proposed Dark Sky Ordinance

The Town Council had referred a draft ordinance from the Dark Sky Committee to ORC for review and formatting. Mr. Craig had several questions and concerns, which were addressed by members of the committee attending the ORC meeting. Most of these concerns had to do with terms needing definition in the ordinance glossary. The committee members agreed to discuss with their committee members the inclusion of 7(3) in the lighting plan guidelines. This paragraph allows the BZA or other bodies to request an environmental impact statement. After these additions and possible alterations by the Dark Sky Committee, the revised draft will be submitted to the Recorder who will begin the formatting process.

Next meeting

The next meeting of the Ordinance Review Committee is to be determined.

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

The meeting was adjourned at 8:54 pm.

Minutes approved on _____.

Kevin Carden, ORC Chair