

# MARCH 2024 POLICE REPORT

ACCIDENTS	2
CALL OUTS	0
ASSISTS	11

CITATIONS	<u>159</u>
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DUI	1
Insurance	2
MVI	5
Parking	144
Registration	5
Speeding	2

INCIDENTS	<u>218</u>
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Assist Other Departments	11
Building Check	20
Citizen Assist	3
Directed Patrol	107
Foot Patrol	1
Found Property	1
Hard Copy	1
Intoxicated Driver	1
MVA (Hit/Run)	1
MVA (No Injury)	1
Motorist Assist	1
Out of Car	1
Parking	27
Road Patrol	26
Suspicious Person	1
Threat	1
Traffic Hazard	2
Traffic Stop	11
Walk In	1

Item 6. b.1.



# CORPORATION OF HARPERS FERRY

## Ordinance Compliance Officer

### Town Council Monthly Report

Town Hall • 1000 Washington Street, P.O. Box 217, Harpers Ferry, West Virginia 25425

PH: (304) 535-2206

TC Meeting Date: 4/8/24

Report on activities for the Month of March 2024

### Permit Applications received for the month of March:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Application in Progress	Date Permit Issued
3/12/24	Carole Carter 699 Fillmore St.	ZCPA #2024-0009	Reconstruct roof over fishpond structure.	No	3/20/24
3/26/24	Rockhaven Properties, LLC 898 Washington St.	Sign Permit #2024-0010	Installation of a Private Property Sign.	No	3/27/24

### Updates for the month of March on open applications:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Application in Progress	Date Approved
2/7/24	Paramount Rentals T. Sanderson Fillmore St. Block JJ, Lots 5&8 4&9	ZCPA #2024-00006 – Lot line adjustments; Install a driveway between 2 lots.	<b>March Update:</b> Applicant submitted a revised survey; submitted to PC for review at their next meeting. Feb: Project was reviewed at the 2/20/24 Planning Commission meeting. A request by PC for a submission of a clearly detailed preliminary plat(s) in accordance with the requirements listed in Ordinances 1726.02 and 1726.03 was sent to the OCO. OCO forwarded the information on to applicant. Project was forwarded to Historic Landmarks for review of the driveway. HLC determined at their 2/29/24 meeting that there was no action to be taken on their behalf at this time.	Yes	
1/23/24	M. Zeleke 828 Washington St.	ZCPA #2024-0002 Installation of driveway	<b>March Update:</b> Provided applicant the State contact information for a driveway cut into the road. PC is waiting for State approval. Feb: Landmarks approved the driveway as shown on the application pending Planning Commission's approval to	Yes	

			utilize the Town's right-of-way. Waiting for Planning to review. Jan: This application has been referred to Landmarks and to Planning for review.		
1/29/24	Ben Smith Block LL, Lot 9 Fillmore St.	ZCPA #2024-0003 Construction of new home.	<b>March Update:</b> Permit approved and issued. Feb: Landmarks approved the construction of a new home at their 2/29/24 meeting. Jan: This application has been referred to Landmarks for review.	Completed	3/1/24
1/30/24	E. Dimas 491 & 455 Washington St.	ZCPA #2024-0004 Demo of 2 non-contributing structures.	<b>March Update:</b> Permit approved and issued. Feb: Landmarks approved the demo of 2 non-contributing structures at their 2/29/24 meeting. Jan: This application has been referred to Landmarks for review. BZA confirmed they do not have to review as they are non-contributing structures.	Completed	3/1/24
11/30/23	L. Thomas 970 W. Ridge St.	Zoning Compliance Permit Application #2023-024	<b>March Update:</b> Permit approved and issued. Feb: BZA approved the 2' set back at the 2/27/24 meeting. Jan: BZA has scheduled a hearing date for February 27 <sup>th</sup> . December Update: 12/13/23 Applicant notified they need to go to BZA for a setback variance. Installation of a shed.	Completed	3/1/24
8/29/23	B. Zampino Old Furnace Road	Sign Permit – Pine Grove Cemetery	<b>March Update:</b> Sign has not been installed yet. Feb: Project in progress; almost completed. Jan: Project in progress. December Update: Project in progress. November Update: Fee received on 11/1/23. Project in process. Oct Update: Waiting for payment of fee. August: Application incomplete. Reached out to applicant for additional information.	Yes	
3/23/23	Janis Thompson on behalf of the Weaver Family, Boundary Street	Demo Permit #2023-0006	<b>March Update:</b> Notified family; they are researching a price for the structural assessment to be submitted to SHIPO. Feb: No update from the family. Jan: Still waiting on the family's decision as to what steps they are taking moving forward. December Update: If the family continues to be nonresponsive, I will notify them that we are closing the application.	Yes	

			<p>November Update: Still no update from the family.</p> <p>October Update: No update from family due to death in the family.</p> <p>Sept: Sent e mail to owner inquiring what their intentions are now that the 90 period has elapsed.</p> <p>Aug: 8/30/23 Sent BZA a request for an update regarding the 90 day stay and conditions put on the applicant. No information has been provided.</p> <p>July: No progress on this project.</p> <p>June: Waiting for applicant to meet the BZA requirement as noted last month.</p> <p>May: BZA held a hearing on May 9<sup>th</sup>. Demo was approved provided the applicant met the following conditions:</p> <ol style="list-style-type: none"> <li>1. Submission of a historic structure report with sufficient detail to reconstruct, which has been reviewed by the Historic Landmarks Commission for completeness.</li> <li>2. Submission of a letter of consent to demolish the structure signed by all owners of the property.</li> </ol> <p>Apr: Hearing scheduled for May 9<sup>th</sup> at 6:30 pm.</p> <p>Mar: Forwarded application to BZA on 3/29/23 to schedule a public hearing.</p>		
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**Other Information to report during the month of March 3/14/232023:**

Continue working with residents on 1109 Ordinance.

3/6/24 Spoke with contractor working at 1128 W. Ridge Street regarding repairs to home; building materials and necessary permits.

3/6/24 Spoke with Realtor from Coldwell Banker regarding uses from the John Brown Building listed for sale.

3/14/23 Contacted Carrie & Chad Gauthier regarding ZCPA #2022-0014 to see if they need an extension on the permit as it is about to expire.

3/20/24 Contacted Patowach Properties operating without a current HF Business License.

3/20/24 Performed Final Inspection ZCPA #2023-0024 L. Thomas 970 W. Ridge Street, Installation of shed.

3/20/24 Performed Final Inspection ZCPA #2023-0022 H. Simmons 699 Fillmore Street, Replacement Windows.

3/27/24 Spoke with Karan Townsend, Town's Inn, regarding upcoming exterior work that will be performed at the Inn on Washington Street.

3/27/24 Corresponded with contractor working at 1128 W. Ridge Street regarding required permits needed for repairs exterior repairs to the home.

3/27/24 Reviewed request for rear deck repairs at 991 Putnam Street and did a site visit.

Submitted by: Kevin Hamilton

Kevin Hamilton, OCO

Rev 3-6-19

Attachment  
Item 6. e. i.



## Arbor Day Proclamation

*Whereas*, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas*, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas*, Arbor Day is now observed throughout the nation and the world, and

*Whereas*, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and

*Whereas*, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

*Whereas*, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas*, trees, wherever they are planted, are a source of joy and spiritual renewal,

*Now, therefore*, I, Gregory Vaughn, Mayor of the Corporation of Harpers Ferry, West Virginia, do hereby proclaim the 27<sup>th</sup> day of April, 2024, as

## Arbor Day

in the Corporation of Harpers Ferry, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further*, I urge all citizens to plant and care for trees and to gladden the heart and promote the well-being of this and future generations.

*Dated* this 8<sup>th</sup> day of April in the year 2024.

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Gregory Vaughn, Mayor