

OCTOBER 2024 POLICE REPORT

ACCIDENTS **0**

CALL OUTS **4**

ASSISTS **17**

CITATIONS **191**

Insurance 3

MVI 2

Parking 180

Registration 4

Speeding 2

INCIDENTS **313**

Alarm 1

Assist Other Departments 17

Building Check 17

Citizen Assist 4

Destruction of Property 1

Directed Patrol 80

Disabled Vehicle 2

Disturbance 1

EMS Assist 2

Foot Patrol 7

Found Property 1

Fraud 3

Out of Car 10

Parking 57

Road Patrol 95

Suspicious Activity 3

Suspicious Vehicle 1

Traffic Stop 10

Walk-In 1

Item 5.d.i.

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: 11/11/24

Report on activities for the Month of October 2024

Permit Applications received for the month of October:

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
10/3/24	Anna Hrom 576 Fillmore Street	ZCPA #2024-2027 – Raise rear roof, add a winder	Landmarks reviewed and approved the change per the application.	No	10/30/24
10/31/24	Rockhaven Properties 900 Washington St.	ZCPA #2024-0029	Installation of windows, building a handicap ramp and remove sidewalk on property.	Yes	

Updates for the month of October 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
9/3024	Anna Hrom 576 Fillmore Street	ZCPA #2024-0026 Restorage of garage	<u>October Update:</u> Materials list was received. HLC reviewed and approved. <u>Sept:</u> Application incomplete. Waiting for materials list before determining whether the application should go to HLC for review.	No	10/15/24
8/5/24	M. Parsons Lot 2, Block O W. Ridge St.	ZCPA #2024-0022 – New Home Construction	<u>October Update:</u> No movement on this project. <u>Sept:</u> Waiting for application to provided requested information. <u>Aug:</u> Application is incomplete. Reached out to applicant for an official stamped survey showing the setbacks of proposed house and driveway. Also requested a materials list showing all doors, windows, roofing, siding and any other materials to be used. The plans/blueprints must have an Architectural stamp on them by a licensed engineer.	Yes	

8/7/24	E. Love 970 Washington Street	ZCPA #2024-0023 – Renovation of front exterior of building	<u>October Update:</u> Applicant withdraw application. <u>Sept:</u> Applicant has not provided the additional that I requested.	No	File Closed 10/15/24
8/12/24	A DeStefano 1128 W. Washington St.	ZCPA #2024-0024 – front door replacement, front porch railings, rear door and rear window modifications.	<u>October Update:</u> HLC approved changes on 10/9/24. Permit Issued. <u>Sept:</u> After their Sept meeting, HLC requested additional information supporting the proposed changes from the applicant. <u>Aug:</u> Send application to Landmarks for their review on the front door and porch railings.	No	10/9/24
1/23/24	M. Zeleke 828 Washington St.	ZCPA #2024-0002 Installation of driveway	<u>October Update:</u> No movement on this project. <u>Sept:</u> Still waiting to hear from the State Highway Dept. <u>Aug:</u> Applicant continues to work with the State for a resolution. <u>July:</u> No progress. <u>June:</u> Applicant working with the State to resolve right-of-way in question. <u>May:</u> Continue working with applicant to close this project out. <u>April Update:</u> Applicant working with DOH regarding driveway apron. Waiting for DOH remarks. <u>March:</u> Provided applicant the State contact information for a driveway cut into the road. PC is waiting for State approval.	Yes	

Other Information to report during the month of October 2024:

Continue working with residents on 1109 Ordinance

10/9/24 Worked on Proposed Permit Fee Structure.

10/23/24 Requested refund for ZCPA #2024-0028 paid permit fee as applicant withdrew application.

10/23/24 Send Certified mail to owner of 898 Fillmore Street operating a business without a license.

10/26/24 Inspected footers – ZCAP # 2025-0015.

10/30/24 Discussed debris left behind by contractor on Cambridge Paper Street.

10/30/24 Looked at project underway at 388 Washington Street; requested additional applications for work being done without a permit.

Submitted by: Kevin Hamilton

Kevin Hamilton, OCO

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