



1000 Washington Street
P.O. Box 217
Harpers Ferry, WV 25425
304-535-2206
www.harpersferrywv.com

Corporation of Harpers Ferry

Gregory J. Vaughn, Mayor
Kevin Carden, Recorder

Council Members

Chris Craig
Jesse Z. Melton
David Simmons
Greg 'Storm' DiCostanzo
Christian Pechuekonis

October 2, 2025

Kristen Hoffman
Data Collection
PO Box 2202
Cedar City, UT 84721

Email: data@constructionmonitor.com

RE: Harpers Ferry FOIA Request #2025-014

Ms. Hoffman:

Our office is in receipt of your FOIA request dated October 1, 2025, requesting copies of or a report of all issued building permits for Residential & Commercial properties from 9/1/25 – 9/31/25. Attached please find a copy of the Ordinance Compliance Officer's report for the month of September, 2025.

Please consider this letter as fulfillment of your FOIA request. In compliance with West Virginia law, the Secretary of State's Online FOIA Database will be updated by the town's Recorder to show that this FOIA request has been completed.

Sincerely

Pat Morse, Office Administrator

Attachment

cc: Mayor, Recorder, Town Council

Historic District
Where The Shenandoah Meets The Potomac

CORPORATION OF HARPERS FERRY

Ordinance Compliance Officer

Monthly Report

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

PH: (304) 535-2206

Report for the Month of: September 2025

Permit Applications Received for the Month of September:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Date Approved
9/11/25	C Napper 1000 W. Ridge St	ZCPA #2025-029 Installation of driveway	Sent to Planning for their review at their September meeting per Article 909.03.	Pending

Updates for the month of September on open applications:

Date Received	Applicant Name and Address	Type of Application	Actions Taken (sent to BZA, HLC, PC, Legal, TC)	Application in Progress	Date Permit Issued
8/26/25	Harper Cemetery Trustees 395 York Street	ZCPA #2025-028 Window replacement in caretaker house	HLC approved as submitted. BZA sent waiver of fee to Town Council. Council waived at their September meeting.	No	
6/26/25	Innovations Community Solutions Washington St. (Weaver Property)	Temporary Sign Permit	BZA requested a continuation of the 8/4/25 in order to further study the request which includes a discussion with Twon Council	Yes	Pending
6/30/25	St. Peter's Catholic Church Church St.	Roof replacement	Applicant re-evaluating material options.	Yes	Pending
5/29/25	Ehmer Builds Block LL, Lot #4, Fillmore St.	New home construction.	Based on PC 's review at their 8/19/25 meeting more information is required for erosion/grading review.	Yes	Pending
5/29/25	Ehmer Builds Block LL, Lot #9, Fillmore St.	New home construction	Based on PC 's review at their 8/19/25 meeting more information is required for erosion/grading review.	Yes	Pending

Submitted by: Kevin Hamilton
Kevin Hamilton, OCO

Rev 7/10/25