



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Regular Meeting

Tuesday, 20 July 2021

7:00 p.m.

Town Hall – 1000 Washington, Street, Harpers Ferry, West Virginia 25425 - VIA ZOOM WEBINAR

President's Pre-Meeting Announcements

- President asked for the cooperation to ensure an orderly meeting, that we strive not to talk over one another, nor interrupt one another. President intends to run meeting in a more formal manner to follow the Town's Policies and Robert's Rules of Order. President will recognize you by name, you will have the floor, when done, on to next person in line, and you would go to end of line, and we speak in order. President wants to ensure that everyone who wants to, will have a chance to speak. No one who wants to speak will be denied.
- President clarified Ms. Deb Kelly, Meeting Facilitator, will be meeting Timekeeper, assist and alert President who wants to be recognized and assist with who is recognized and to be heard in order. She will also keep track of timing if speech has been time limited. Meeting will try and hold to a one-hour time frame. Timekeeper will alert when meeting has reached 45 minutes and will alert Commission as the one-hour time frame quickly approaches.
- President clarified remarks are to be kept short, in reason, and to the point, on topic at the time.
- President clarified Mr. Jim Jenkins will help as well to assist among other things to roll call votes, and to answer questions in regard to protocol, procedures, and law. Similar to what Kevin Carden does for the Town Council.
- President clarified, per the suggestion of Town Council's Attorney, Mr. Kin Sayre, the last item on the agenda is a period of about 10 minutes or so, where we can speak somewhat less formally, yet keep the basic format of Chair recognition, gives you floor, you speak, then on to next.

CALL TO ORDER: 7:05 pm by T. Wisecarver, President

THOSE PRESENT VIA ZOOM:

Member	Title	Status
Tim Wisecarver	President, Presiding Officer	Present
Roberta Meade-Curry, AICP	Secretary	Present
George Owens	Member	Present
Ken Dill	Member	Present
Jim Jenkins	Member/Tree Committee Liaison	Present
Committee Members		
Tyler Mayhew	Tree Committee - Chairman	Present/Departed 8:20 pm
Staff		
Deb Kelly	Town Office Bookkeeper / Meeting Facilitator / Timekeeper	Present
Guest/ Attendees		
Peter Dessauer	Guest Attendee/ non-voting	Present/Departed 8:42 PM
Christian Pechuekonis	Guest Attendee/ non-voting	Joined at 8:25 pm

APPROVAL OF AGENDA

- Challenges to two Agenda Item Requests that were denied presented by R. Meade-Curry.
- After debate and questions, the following action was taken:

Motion:	Motion to approve Agenda as presented.					
Motion by:	K. Dill					
Seconded by:	NONE RECEIVED					
Vote:						
	Yes	--	No	--	Absent	0
Abstain	n/a					
Action (roll call taken)	Motion failed					

- After debate and questions, the following action was taken:

Motion:	Motion to adopt agenda as approved.							
Motion by:	T. Wisecarver							
Seconded by:	NONE RECEIVED							
Vote:								
	Yes	2 – J. Jenkins, T. Wisecarver		No	3 – K. Dill, G. Owens, R. Meade-Curry		Absent	0
Abstain	n/a							
Action (roll call taken)	MOTION fails – 2-3-0							

- After debate and questions, the following action was taken:

Motion:	Motion to approve Agenda as stated.					
Motion by:	J. Jenkins					
Seconded by:	T. Wisecarver					
Vote:						
	Yes	5	No	0	Absent	0
Abstain	n/a					
Action (roll call taken)	Motion passes - unanimously – 5-0-0					

1. President's Announcements

- None

2. Approval of Minutes

- a. This item was not placed on agenda; therefore, no Approval of Meeting Minutes taken.

3. Reports – Agenda Item #2

- a. Tree Committee Annual Report for 2020 was given by Tree Committee Chairman, Tyler Mayhew. (refer to PDF#4 -attached)
- b. President Wisecarver gave report summary of his presentation to Town Council from July 12, 2021, Regular Town Council Meeting.

4. Old Business – Agenda Item #3

- a. Agenda Item # 3a - Proposed changes to Article 1104 (PDF #1, #2)
- i. Revisions to Tree Committee duties, 1104.04 (b): discussion and action
 - ii. Renaming of Tree Specifications and Standards Manual, 1104.07 (a): Discussion and action
 - iii. Eliminate Written Notice to Property Owner for tree trimming of portions of tree in Town Rights-of-Way, when tree is on private property, 1104.08 (c): Discussion and action
- After debate, the following action was taken:

Motion:	Proposed changes to Article 1104 that would 1 - revise the duties of the Tree Committee, 2 – rename the Tree Specifications and 3 – Eliminate the improvement.						
Motion by:	J. Jenkins						
Seconded by:	NONE RECEIVED						
Vote:	NO VOTE TAKEN						
	Yes	--	No	--	Absent	0	
Abstain	n/a						
Action (roll call taken)	MOTION failed						

- T. Wisecarver presented revised motion as follows:

Motion:	Motion to recommend to Town Council approve the proposed changes to Article 1104 of the Tree Conservation of the Town Codes to revise the duties of the Tree Committee, Rename the Tree Committee Specifications and Standards Manuals, and Eliminate the requirement for written notification of tree trimming in the public right-of-way when the tree originates on private property.						
Motion by:	T. Wisecarver						
Seconded by:	T. Wisecarver						
Vote:							
	Yes	2 – J. Jenkins, T. Wisecarver	No	3 – G. Owens, K. Dill, R.			

					Meade-Curry
Abstain	n/a				
Action (roll call taken)	MOTION failed – 2-3-0				

- After debate, the following actions were taken:

Motion:	Motion to recommend to Town Council to approve the proposed changes to Article 1104 of the Tree Conservation of the Town Codes to revise the duties of the Tree Committee, 1104 04 b.				
Motion by:	T. Wisecarver				
Seconded by:	G. Owens				
Vote:					
	Yes	3 – G. Owens, J. Jenkins, T. Wisecarver	No	2– K. Dill, R. Meade-Curry	
Abstain	n/a				
Action (roll call taken)	MOTION passed – 3-2-0				

Motion:	Motion to recommend to Town Council approve the proposed changes to Article 1104 of the Tree Conservation of the Town Codes Renaming the Tree Committee Specifications and Standards Manuals, 1104 07 a.				
Motion by:	T. Wisecarver				
Seconded by:	J. Jenkins				
Vote:					
	Yes	4 – G. Owens, K. Dill, J. Jenkins, T. Wisecarver	No	1– R. Meade-Curry	
Abstain	n/a				
Action (roll call taken)	MOTION passed – 4-1-0				

- After debate and additional information presented by T. Mayhew, Chairman of Tree Committee, the following action was taken:

Motion:	To eliminate the requirement for written notification of tree trimming in the public right-of-way when the tree originates on private property, 1104 08 (c).			
Motion by:	T. Wisecarver			
Seconded by:	NONE RECEIVED			
Vote:	NO VOTE TAKEN			
	Yes	--	No	--
Abstain	n/a			
Action (roll call taken)	MOTION fails			

Motion:	To recommend that Town Council approve the proposed changes to Article 1104 Tree Conservation of the Town Codes to eliminate the requirement for written notification of tree trimming in the public right-of-way when the tree originates on private property, 1104 08 (c).			
Motion by:	T. Wisecarver			
Seconded by:	J. Jenkins			
Vote:				
	Yes	2 – J. Jenkins, T. Wisecarver	No	3– G. Owens, K. Dill, R. Meade-Curry
Abstain	n/a			
Action (roll call taken)	MOTION fails – 2-3-0			

5. New Business – Agenda Item #4

- a. Agenda Item # 4a - 2021 Demonstration City Tree Grant proposal recommendation for approval by Tree Committee: (refer to PDF#5 attached). After debate the following action was taken:

Motion:	Motion to recommend to Town Council approval of 2021 Demonstration City Tree Grant proposal as submitted.			
Motion by:	T. Wisecarver			
Seconded by:	J. Jenkins			
Vote:				
	Yes	5	No	0
Abstain	n/a			
Action (roll call taken)	MOTION passes - unanimously – 5-0-0			

- a. Agenda Item # 4b – Recommendation that Town Council increase budget of the town maintenance employee to allow for more hours and material to assist the Tree Committee in caring for the trees on town-owned land: (refer to PDF#3 attached). After debate the following action was taken:

Motion:	Motion to recommend to Town Council to increase budget of the town maintenance employee to allow for more hours and material to assist the Tree Committee in caring for the trees on town-owned land.			
Motion by:	T. Wisecarver			
Seconded by:	J. Jenkins			
Vote:				
	Yes	5	No	0
Abstain	n/a			
Action (roll call taken)	MOTION passes - unanimously – 5-0-0			

- b. Minutes of Planning Commission format and content was discussed by T. Wisecarver.

6. Discussion and Other Business – Agenda Item #5

- President Wisecarver set “no discussion” and “no action” rules for this section of meeting and limited the timeframe to 5-10 minutes.
- The following topics were discussed:
 1. R. Meade-Curry – Presented Challenge #1 to Agenda Item Request that was denied.
 2. G. Owens – Gave statement objecting to T. Wisecarver’s presentation at Town Council Regular Meeting held on July 12, 2021.
 3. J. Jenkins – Gave statement regarding Town Council’s comments made during Regular Meeting held on July 12, 2021.
 4. K. Dill - Gave statement objecting to T. Wisecarver’s presentation at Town Council Regular Meeting held on July 12, 2021.
 5. R. Meade-Curry – Presented Challenge #2 to Agenda Item Request that was denied.
 6. R. Meade-Curry - Gave statement objecting to T. Wisecarver’s presentation at Town Council Regular Meeting held on July 12, 2021.

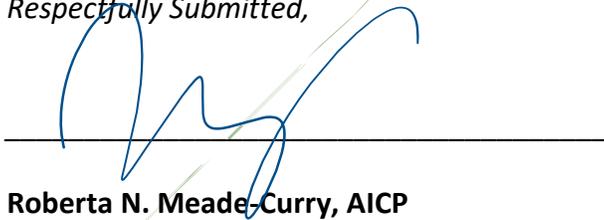
Adjournment

**J. Jenkins made a motion to adjourn meeting, seconded by T. Wisecarver.
Roll call vote resulted in Adjournment – Vote: 5-0-0**

Meeting Adjourned at 8:51 PM

The above reflects to the best of my knowledge and summary of recorded meeting of the Corporation of Harpers Ferry – Planning Commission minutes of the July 20, 2021, meeting. Meeting Minutes have been CORRECTED as per Regular Meeting of the Planning Commission on February 22, 2022.

Respectfully Submitted,



**Roberta N. Meade-Curry, AICP
Planning Commission Secretary**

02-24-2022

date