



CORPORATION OF HARPERS FERRY

PLANNING COMMISSION

MINUTES

Regular Meeting

Tuesday, 21 November 2023

7:00 p.m.

Town Hall – 1000 Washington Street, Harpers Ferry, West Virginia 25425

Member	Title	Status
Zach Morse	Vice-President	Present
Paul Mayhew	Mayor's Designee	Present
Ken Dill	Member	Present
Roberta Meade-Curry	Acting Secretary	Present (Phone)
Paul Thomas	Member	Present
Tim Wisecarver	Member	Present
Jesse Melton	Town Council Designee	Absent

1. Call to Order: The in-person meeting was called to order at 7:02 p.m. by Acting President Morse.

2. Approval of the Agenda

Motion	Motion to approve agenda
Motion by	P. Thomas
Seconded by	K. Dill
YES	6
NO	0
Abstain	N/A
RESULT	MOTION PASSES

3. Public Comment

1. Ms. Lynn Pechuekonis: On 6(d).
2. Mr. Larry Waters: On 6(b)
3. Mr. Christian Pechuekonis: On 6(d) and 6(b)

4. President's Announcements:

Acting President Morse addressed two potential upcoming vacancies on the Planning Commission with terms that come to an end in December 2023. Also encouraged current PC members to re-apply to continue serving.

5. Approval of Minutes

5(a). Minutes of HF Planning Commission Special meeting (Trail Walk) 9/19/2023

Amended the name under adjournment to read Acting President "Morse."

Motion	Motion to accept the Minutes of the HF Planning Commission Special Meeting of 9/19/2023 subsequent to the one spelling correction described above.
Motion by	P. Thomas
Seconded by	T. Wisecarver
YES	6
NO	0
Abstain	N/A
RESULT	MOTION PASSES

5(b). Minutes of HF Planning Commission Regular Meeting -- 9/19/2023

Motion	Motion to accept the Minutes of the HF Planning Commission Regular Meeting of 9/19/2023
Motion by	K. Dill
Seconded by	P. Mayhew
YES	6
NO	0
Abstain	N/A
RESULT	MOTION PASSES

6. New Business

6(a) Discussion and Action on request to bury utility line on W. Ridge Street

- Request by Ms. Laurel Zemanski (by phone).
- A discussion followed.

Motion	Motion to approve the burial of electrical lines under W. Ridge Street as requested
Motion by	P. Thomas
Seconded by	T. Wisecarver
Amendment by	R. Meade-Curry
Amendment Seconded by	K. Dill
Amended Motion	This request meets Comprehensive Plan 2013 Goals Section 4(a) Objective 13
(Amendment) YES	6
NO	0
Result	Amendment Passes
(Main Motion) YES	6
NO	0
Abstain	N/A
RESULT	MOTION PASSES

6(b) Discussion and Action on request to divide lot on Boundary Street

NOTE: Member R. Meade-Curry recused herself for this agenda item.

- Request by Mr. Ben Buckley (by phone).
- A discussion followed.

Motion	Motion that we would deny this request at this time and not intend to send this forward to council.
Motion by	P. Thomas
Seconded by	T. Wisecarver
YES	5
NO	0
Recusal	Acting Secretary Roberta Meade-Curry
RESULT	MOTION PASSES

6(c) Discussion and Action on appointing an Acting Secretary for Planning Commission to fill the role of Acting Secretary

- A discussion was held.
- R. Meade-Curry volunteered to fill the role of Acting Secretary for two months until the officers are elected in January.

Nomination	Roberta Meade-Curry for the role of Acting Secretary
Motion by	K. Dill
R. Meade-Curry	Yes
P. Mayhew	Yes
T. Wisecarver	Yes
P. Thomas	Yes
K. Dill	Yes
Z. Morse	Yes
Abstain	N/A
RESULT	MOTION PASSES

6(d) Discussion and Action on working with Granicus Consultant on short-term rental information.

- A discussion was held

Motion	Motion that the Granicus Consultant prepare a draft agreement regarding the study of short-term rentals in Harpers ferry to be presented to the Planning Commission at a future meeting.
Motion by	R. Meade-Curry
Seconded by	K. Dill
YES	6
NO	0
Abstain	N/A
RESULT	MOTION PASSES

6(e) Discussion and Action on Planning Commission Policy for Virtual Attendance at Meetings

- A discussion was held.
- Acting President Morse to Investigate (a) current Town policy related to virtual meeting attendance (b) better technological solution for future meetings.
- Will report progress at next meeting.

7. Old Business

7(a) Discussion and Action on Comprehensive Plan Update – Set dates for a Special Meeting dedicated to the Comprehensive Plan Update

- i. Members agreed to set December 5th as a date for the proposed special meeting to discuss 2023 Comprehensive Plan update.

7(b) Discussion and Action on Report on “No Parking Here To Corner” Street Sign Placement Plan Update .

- i. Planning Commission agreed that R. Meade-Curry be designated to identify an appropriate point of contact at WV Department of Highways (DOH) who could be consulted further on this issue. Will follow up at a future meeting.
- ii. Documents were presented

7(c) Discussion and Action on Ordinances Related to the Planning Commission

Members agreed to postpone discussion of this agenda item until the next regular meeting of the Planning Commission.

Note:

Members agreed that the remainder of the items under 7. Old Business; i.e.,

7(d) Discussion on the use of the Town Attorney, 7(e) Discussion on General procedures regarding production of documents and presentation to Planning Commission, 7(f) Discussion on Planning Commission Documents, including agenda, minutes and recordings

be postponed for discussion at the next regular Planning Commission meeting.

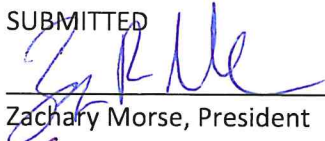
8. Reports & Announcements: None

9. Adjournment

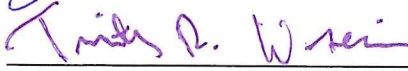
President Morse called to adjourn the meeting at 8:58 p.m. following a motion to do so by Paul Thomas that was seconded by Tim Wisecarver.

- End -

SUBMITTED


Zachary Morse, President

5/21/24
date


Timothy R. Wisecarver, Planning Commission

5/21/24
date