

## Harpers Ferry Board of Zoning Appeals

February 9, 2021

Meeting Minutes – Administrative Meeting (Via Zoom and Livestreamed on Facebook)

**Call to order and attendees** - The meeting was called to order by Chair Dave Simmons at 6:30 pm.

SEAT 1 (term ends January 1, 2022): Shaun Amos – ABSENT (and see resignation item below)

SEAT 2 (term ends January 1, 2023): Mike Buscher – PRESENT

SEAT 3 (term ends January 1, 2023): Chris Craig – PRESENT and recording minutes

SEAT 4 (term ends January 1, 2024): David Simmons – PRESENT and leading meeting

SEAT 5 (term ends January 1, 2024): Lynn Pechuekonis – PRESENT

ALTERNATE 1 (term ends March 1, 2022): Rob Case – PRESENT (voting)

ALTERNATE 2 (term ends March 1, 2023): VACANT

ALTERNATE 3 (term ends March 1, 2024): Chad Gauthier – PRESENT (voting)

Others attending included Deb Kelly (assisting with technology), and others on Facebook, including Councilmember Nancy Case.

**Election of officers for 2021** – After nomination by Mike Buscher, *Mr. Simmons was elected as Chair* with all votes except his own.

After nomination by Chris Craig, *Mike Buscher was elected as Vice Chair* with all votes except his own.

After nomination by David Simmons, *Chris Craig was elected as Secretary* unanimously.

**Resignation of member** - David Simmons announced that Shaun Amos has moved to Maryland and has submitted a letter of resignation from the BZA. Mr. Simmons will request that Town Hall post the vacancy and solicit applications for the position.

**Discussion of Agenda Items and Date/Time for Next Meeting** – Dave Simmons opened up discussion of agenda items to be covered at the next administrative meeting.

1. SWAN has requested a demolition permit for the old Hilltop House Hotel. Because they have requested the permit to be issued administratively on an emergency basis, there may be no BZA hearing.
2. A BZA budget request must be submitted to the town prior to the end of February. This request could include funding for legal consultation, administrative assistance, and miscellaneous expenses, including binders for new members.
3. There needs to be follow-up discussion on BZA hearing and meeting processes, based upon recent legal consultation.

The next administrative meeting to cover these items was set as *6:30 pm, Wednesday, Feb. 24.*

**Adjournment** – At 7:05 Chris Craig moved to adjourn. Mike Buscher seconded; passed unanimously.

Minutes recorded by Chris Craig