

Harpers Ferry Board of Zoning Appeals

March 11, 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 6:35 pm.

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

SEAT 2 (term ends January 1, 2022): Chad Gauthier - PRESENT

SEAT 3 (term ends January 1, 2022): Lynn Pechuekonis – PRESENT

SEAT 4 (term ends January 1, 2023): Mike Buscher – PRESENT

SEAT 5 (term ends January 1, 2023): Chris Craig – PRESENT and recording minutes

ALTERNATE 1 (term ends March 1, 2024): VACANT

ALTERNATE 2 (term ends March 1, 2022): Rob Case – PRESENT (voting)

ALTERNATE 3 (term ends March 1, 2023): VACANT

Others attending included staffmember Pat Morse (assisting with technology), SWAN representatives Laurel Ziemianski, Rich Ellis, and Michael Binder, and possibly others on Facebook.

Approval of minutes – Lynn Pechuekonis moved to accept the minutes of the Administrative meeting on March 3, 2021. Mike Buscher seconded; passed unanimously.

Discussion of Process for the Hilltop House Hotel Demolition Permit – BZA members and alternate discussed in general requirements to approve demolition permits and compared tables submitted by members Simmons, Pechuekonis and Craig. There seemed to be general agreement of the requirements, though there was some discussion as to which requirements applied to the present application.

SWAN representatives rejoining, this discussion continued. Most requirements for a site logistics plan listed in Article 13, Appendix B were covered in the application. There was particular discussion about how asbestos and lead abatement should be documented. Mr. Simmons stated that SWAN should obtain a receipt of an asbestos abatement plan from the WVDEP Division of Air Quality. He and Chad Gauthier agreed to research the lead issue in more detail. Mr. Gauthier noted that safety and traffic plans as presented in the application would need to be shown to the Police and Fire Chiefs, who must sign off on the plans. Mr. Craig enquired about the one tree marked for removal in the application, and it was confirmed that it is on SWAN property. Ms. Ziemianski noted that some plan approvals might be difficult to obtain prior to hiring the General Contractor, and the hiring does not ordinarily take place prior to the permit being issued. Mr. Simmons said that the permit could be issued contingent on all the required approvals.

Member discussion continued on how to proceed and finalize requirement for SWAN. Mr. Craig volunteered to compose a checklist of the Appendix B requirements and any further approvals or documentation needed. Mr. Gauthier said he will research OSHA requirement for lead abatement, and Mr. Simmons will review lead and other requirements, possibly contracting with Michael Baker Engineering to aid in this need.

Another meeting will be held at 5:30 (later changed to 6 pm), March 16 to finalize SWAN's requirements and BZA member continued work assignments.

Discussion of BZA Meeting and Hearing Process – No discussion took place on this agenda item.

Adjournment – At 8:05 Chad Gauthier moved to adjourn. Chris Craig seconded; passed unanimously.