

**Town of Stephens City Historic Preservation
Committee Minutes
Tuesday, January 17, 2012 (5:00 p.m.)**

The Town of Stephens City Historic Preservation Committee held their meeting on Tuesday, January 17, 2012 at 5:00 p.m.

Attendees:

Chairman, Allen Barley
Susan Boyd
Ben Cooley
Byron Smith

Absent:

David Edwards
Carol Horne
Gary Kula

Staff Present:

Town Planner, Brian Henshaw

Also Present:

Call to Order:

With a quorum present, Chairman Barley called the meeting to order at 5:00 p.m.

Chairman Barley welcomed all to the meeting and asked if there were any announcements.

Mr. Henshaw stated that we needed to add to the agenda an action item to elect new officers for the coming year. Chairman Barley accepted the addition to the agenda.

Chairman Barley entertained a motion to approve the minutes.

Commissioner Smith stated that he had a few minor corrections for Mr. Henshaw and that he would get him the changes.

Commissioner Smith made a motion to approve the minutes as revised. Commissioner Boyd seconded the motion.

The motion was approved.

Action Items:

Election of Officers:

Chairman Barley stated that he would prefer to wait until the next scheduled meeting so that everyone on the Commission would have an opportunity to vote. The commissioners agreed.

Certificate of Appropriateness 12-01 – 5419 Main Street – Lisa Bauserman

Mr. Henshaw briefly presented the application for Ms. Lisa Bauserman for a sign for her Cleaning Business.

In general the commissioners felt that this is the type of signage that the HPC encourages within the Historic District. The commissioners inquired about the materials to be used. Mr. Henshaw stated that he was not exactly sure of the materials to be used, but did state that the applicant is working with a local sign company and felt that they would do a good job with the sign, whether it was a composite wood or aluminum sign. Commissioner Smith agreed.

There being no additional questions, Chairman Barley stated he would entertain a motion.

Commissioner Smith moved to approve the Certificate of Appropriateness as presented. Commissioner Cooley seconded the motion.

The motion passed.

Annual Report 2011:

Mr. Henshaw briefly presented the 2011 Annual Report for the Historic Preservation Commission. Chairman Barley noted that he appreciated the report as it is a handy document to review prior business of the Commission. Commissioner Smith inquired if this is a requirement as being part of the Certified Local Governments program. Mr. Henshaw stated that he started this process when he learned that the Town's Planning Commission is required to produce such a document each year, so he felt it would be a good idea for the Historic Preservation Commission as well. Mr. Henshaw was not sure if it was a requirement of the CLG program, but whether or not it is, he felt it was a good practice for the Commission. Mr. Henshaw did remind the Commissioners that they were essentially acknowledging the previous year's business in this report to the Town Council.

There being no additional questions, Chairman Barley stated he would entertain a motion.

Commissioner Boyd moved to recommend approval of the 2011 Annual Report to the Town Council. Commissioner Smith seconded the motion.

The motion passed.

Discussion:

Update on becoming a Certified Historic District within the State:

Mr. Henshaw briefly gave an update on where the Town's application is within the process. Mr. Henshaw stated that he had been in touch with Pam Schenian, who is handling the review of our application and was almost finished with the review but did have some questions of the Town's application. Mr. Henshaw stated that he has provided answers to the questions of Ms. Schenian and felt good about the Town's opportunity to become a CLG.

Set up a Fall Seminar about Historic District:

Mr. Henshaw briefed the Commissioners that he had been in touch with the Blue Ridge Association of Realtors and that he and the Director had been missing each other on the phone. He stated that he would be working with the Association for the promotion of the class as well as making sure that it qualified for continuing education credits for the realtor in order to encourage good attendance. Once this was approved, he would then begin working with the subcommittee on securing speakers and an agenda.

Chairman Barley did suggest that we work with them to find out what it is that they could benefit from a seminar.

Adjourn:

Without any additional business, Chairman Barley adjourned the meeting at 5:18 p.m.