

**Town of Stephens City Planning Commission
Minutes
Tuesday, April 24, 2012 (7:30p.m.)**

The Town of Stephens City Planning Commission held their regular scheduled meeting on Tuesday, April 24, 2012 at 7:30 p.m.

Attendees:

Chairman, Linden "Butch" Fravel
Commissioner Lisa Bauserman
Commissioner Bob Wells
Commissioner Aaron Whitacre

Absent:

Commissioner Susan Boyd
Commissioner Bill Copp
Commissioner Jason Nauman

Staff Present:

Brian Henshaw, Town Planner

Also Present:

Call to Order:

With a quorum present Chairman Fravel called the meeting to order at 7:30pm.

Chairman Fravel entertained a motion for approval of the minutes from January 31, 2012. Commissioner Whitacre made a motion to approve the minutes. Commissioner Bauserman seconded the motion. The motion was approved.

Chairman Fravel entertained a motion for the adoption of the agenda. Commissioner Wells made a motion to adopt the agenda. Commissioner Whitacre seconded the motion. The agenda was adopted.

Discussion Items:

A. Review of the 2012-2013 CIP:

Mr. Henshaw briefly described to the Planning Commissioners that the CIP within their Agenda packets was the CIP from the previous year and that essentially the only changes would be to the fiscal years and that all the projects would simply slide to the following year. It was the intent of the Town to accomplish these projects or make these purchases, but we have had the need and desire to remain fiscally conservative. Chairman Fravel stated that he agreed and had no issues with the continuance of these projects but noted that some updates to the narrative were needed. Mr. Fravel stated that he marked these updates in his copy and Mr. Henshaw stated he would make those needed updates.

Mr. Henshaw also informed the Planning Commission that there may be a need to bring the CIP back to the Planning Commission based upon some new legislation just recently passed that deals with the line of duty and could have an effect on the Stephens City Fire Department line items in the CIP.

Chairman Fravel felt it would be appropriate to make a recommendation to Council and opened the floor up for motions.

Commissioner Wells made the motion to recommend the continuance of the current CIP with the suggested updates. Commissioner Whitacre seconded the motion.

The motion passed.

B. Creation of an Institutional District:

Mr. Henshaw briefly described the issue in which this needed discussion was based upon. Essentially, the Town's Attorney, Mr. David Griffin felt that it might be appropriate to consider creating an Institutional District for the Town's Zoning Ordinance in order to assure that there are some areas within the Town designated as public use only and exclusively. Commissioners Wells understood the issue, but did advise the Planning Commission members in attendance that it was his understanding based upon sitting on the Frederick County Public Works Committee that county is not interested in obtaining additional surplus property. Therefore, whereas he felt the idea had merit we would not need to act so hastily to create the new district. The remaining commission members acknowledged that holding off on the creation of a new district would be best at this time.

Mr. Henshaw stated that during the Joint Land Use Plan work with Frederick County, there is designations of future land use as institutional so therefore in the future it may be desired for the Town create such a district.

C. The future of the Old School:

Mr. Henshaw and Chairman Fravel advised the Commissioners as to the Town's interest in the possibility of obtaining the remaining pieces to the Old School complex. Mr. Henshaw state that the committee working on the study of the possibility of obtaining the Old School complex asked if the Planning Commission could take a look and discuss possibilities for various uses of the complex. Mr. Henshaw stated that there has been a renewed interest in the property and that there are several opportunities for the Town to pursue various public/ private partnerships.

After a brief discussion, it was the general consensus of the Planning Commission that at this time it is difficult to discuss potential uses, until the Town knows if it will be able to obtain the entire property or if it is still dealing only with the large original building. Once these issues have been worked out the commissioners felt they would be happy to make recommendations to the Town Council about potential uses.

D. Schedule a Zoning Sub-Committee meeting:

Mr. Henshaw and the Zoning sub-committee decided that with the Articles currently being worked on, that it would be just as easy for Mr. Henshaw to provide drafts and receive back comments and suggested changes.

E. Schedule a Corridor Overlay District Committee meeting:

Mr. Henshaw and Corridor Overlay District Committee set a meeting for Wednesday, May 2nd at 4:00pm.

Citizen Comment Period:

There was no citizen's comment.

Hearing no comments, Chairman Fravel entertained a motion to adjourn.

Commissioner Wells made a motion to adjourn. Commissioner Whitacre seconded the motion.

Chairman Fravel adjourned the meeting at 8:27 pm