

**Town of Stephens City Planning Commission
Minutes
Tuesday, January 31, 2012 (7:30p.m.)**

The Town of Stephens City Planning Commission held their regular scheduled meeting on Tuesday, January 31, 2012 at 7:30 p.m.

Attendees:

Chairman, Linden "Butch" Fravel
Commissioner Lisa Bauserman
Commissioner Jason Nauman
Commissioner Aaron Whitacre
Commissioner Susan Boyd
Commissioner Bill Copp
Commissioner Bob Wells

Absent:

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 September 27, 2011. 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 Nauman made a motion to adopt the agenda. Commissioner Copp seconded the motion. The agenda was adopted.

Action Items:

A. Election of Officers:

After a brief description of the bylaws by Mr. Henshaw, Chairman Fravel opened up the floor for nominations for the officers. Chairman Fravel stated that he would be happy to step aside if anyone had any suggestions or nominations for another individual would like to act as chair for the Commission. Hearing none, it was the general consensus to nominate the current Chair and Vice-Chair of the Planning Commission, which are Chairman Fravel and Vice-Chair Wells.

Chairman Fravel stated that he would entertain a motion. Commissioner Wells moved to elect Butch Fravel and Bob Wells as the Chairman and Vice-Chairman, if it was the will of the Commission, to these positions. Commissioner Boyd seconded the motion.

The motion passed.

B. 2011 Annual Report:

Mr. Henshaw briefly described the purpose of the Annual Report and offered to answer any questions.

After hearing no questions of Mr. Henshaw, Chairman Fravel advised Mr. Henshaw of a few minor corrections and then entertained a motion to recommend the forwarding of the 2011 Annual Report to the Town Council.

Commissioner Boyd recommended forwarding the 2011 Annual Report to the Town Council for acceptance. Commissioner Whitacre seconded the motion.

The motion passed.

Discussion Items:

C. Corridor Overlay Districts – Open Discussion:

The Planning Commission briefly discussed an upcoming project on creating a Corridor Overlay District throughout the gateways of the Town. The discussion was lively and Chairman Fravel referenced some links to various examples that Mr. Henshaw had provided to him earlier in the week. Chairman Fravel asked that Mr. Henshaw forward the same link to all of the Commissioners prior to the next meeting. Mr. Henshaw stated that they would have it before the end of the week.

In general the discussion focused around the setback line between 100' to 200', signage, building locations, building materials/ construction materials, intersections, access management, sidewalks, and gateway features.

D. Schedule a Zoning Sub-Committee meeting:

Mr. Henshaw and the Zoning sub-committee set a meeting for Monday, February 27th at 4:00pm. They would be reviewing Chapter 3 of the Zoning Ordinance rewrite and reordering.

E. Schedule a Corridor Overlay District Committee meeting:

Mr. Henshaw and Corridor Overlay District Committee set a meeting for Thursday, February 16th at 5:00pm.

Citizen Comment Period:

There was no citizen's comment.

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

Commissioner Boyd made a motion to adjourn. Commissioner Nauman seconded the motion.

Chairman Fravel adjourned the meeting at 8:17 pm

Citizen Comment Period:

There was no citizen's comment.

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

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

Chairman Fravel adjourned the meeting at 8:14 pm