

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

The Town of Stephens City Planning Commission held their regular scheduled meeting on Tuesday, July 31, 2012 at 7:40 p.m.

**Attendees:**

Commissioner Bill Copp  
Commissioner Lisa Bauserman  
Commissioner Jason Nauman  
Commissioner Aaron Whitacre

**Absent:**

Chairman, Butch Fravel  
Vice-Chairman, Bob Wells  
Commissioner Susan Boyd

**Staff Present:**

Brian Henshaw, Town Planner

**Also Present:**

**Call to Order:**

With a quorum present, but neither the Chairman nor Vice-Chairman present, per the bylaws the Planning Commissioners nominated a temporary chairman for the meeting. Commissioner Nauman nominated Commissioner Copp to chair the planning commission meeting. Commissioner Copp accepted the nomination.

Chairman Copp entertained a motion for approval of the minutes from May 29, 2012. Commissioner Whitacre made a motion to approve the minutes. Commissioner Bauserman seconded the motion. The motion was approved.

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

**Discussion Items:**

***A. Revision of Fee Schedule:***

Mr. Henshaw briefly discussed the reasons behind the revised fee schedule, the main reason being that the fees have become out of date with the current costs of advertising and mailings. He stated that he surveyed surrounding jurisdictions fees and that the proposed fees fall within the average of the surrounding areas.

Hearing no further discussion, Chairman Copp opened the floor for a motion. Commissioner Nauman moved to recommend the revised Fee Schedule to the Town Council. Commissioner Whitacre seconded the motion.

The motion passed.

***B. Old School:***

Mr. Henshaw suggested that we hold off on the discussion of the Old School until the remainder of the commissioners could be present. He did state that he would like to lead a brainstorming session about the potential uses of the old school and ways to ensure success.

***C. North Main Street Enhancement Grant Project Update:***

Mr. Henshaw briefly updated the commissioners on the progress of the North Main Street Enhancement Grant.

**Citizen Comment Period:**

There was no citizen's comment.

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

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

Chairman Copp adjourned the meeting at 8:03 pm