

**Town of Stephens City Planning Commission
Minutes
Tuesday, April 30, 2013 (7:30p.m.)**

The Town of Stephens City Planning Commission held their specially scheduled work session on Tuesday, April 30, 2013 at 7:30 p.m.

Attendees:

Chairman, Butch Fravel
Vice- Chairman, Aaron Whitacre
Commissioner Bill Copp
Commissioner Lisa Bauserman
Commissioner Susan Boyd
Commissioner Bob Wells

Absent:

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.

Chairman Fravel entertained a motion for approval of the minutes from March 26, 2013. Commissioner Boyd made a motion to approve the minutes. Commissioner Bauserman seconded the motion. The motion was approved.

Chairman Fravel entertained a motion for approval of the minutes from the Work Session on April 9, 2013. Commissioner Boyd made a motion to approve the minutes. Chairman Fravel seconded the minutes. The motion was approved.

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

Discussion Items:

A. Update on potential Sheetz Rezoning:

Mr. Henshaw briefly presented to the commissioners the potential for a rezoning of property behind the existing Sheetz in order to accommodate and expansion and reconstruction of the existing service station and convenience store. Mr. Henshaw stated that Sheetz would need to work with the Town's Historic Preservation Commission prior to applying for the rezoning. The applicants would need to take down a house within the historic district in order to orient the site plan the way they have preliminarily laid out the site. Sheetz is planning on eliminating two of their existing entrances and exits and locate a new entrance and exit towards the rear of their reconfigured site plan onto Mulberry St.

Mr. Henshaw also stated that the companies focus is on their food and service and that the new facility would be “dark sky” compliant and be constructed with a brick and stone facades with more earthen tones. This application for rezoning should be coming to the Planning Commission in the coming months.

B. CIP Draft 2013-2014:

Mr. Henshaw handed out the draft CIP for 2013-2014. He briefly highlighted some of the areas of the draft CIP and requested that the commissioners’ review the CIP draft and be prepared to make a recommendation at next month’s Planning Commission meeting.

C. Revised/ Rewritten Zoning Ordinance – Continue Review

The Planning Commissioners decided not to work on the editing of the revised Zoning Ordinance.

After deciding not to work on Ordinance, Mr. Henshaw asked for time. Mr. Henshaw stated that he would be leaving the Town as of May 10th and expressed his appreciation for working with the Planning Commissioners over the past six plus years. Furthermore, he commended the Planning Commissioners for their dedication and that he was proud of the Planning Commissioners for becoming Certified Planning Commissioners within the State of Virginia. The Commissioners expressed their appreciation for Mr. Henshaw and inquired about what to expect in the coming months and if the Town would be hiring a replacement.

Mr. Henshaw stated he believed that the Town would be hiring a replacement, but that Town Manager, Mike Kehoe would be working with the Planning Commission until a replacement is hired. He also stated other than the Draft CIP and the Zoning Ordinance that would really be the only thing they would need to work on. Mr. Henshaw did suggest that the Committee appoint/ nominate someone become the caretaker of the Draft Zoning Ordinance and editing of the Ordinance. Commissioner Boyd suggested Commissioner Nauman may be the best suited for this tasked. The Commissioner agreed and Mr. Henshaw said he would get with Commissioner Nauman prior to leaving.

Citizen Comment Period:

There was no citizen’s comment.

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

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

Chairman Fravel adjourned the meeting at 8:45pm