

**Town of Stephens City Planning Commission
Minutes
Tuesday, January 29, 2013 (7:30p.m.)**

The Town of Stephens City Planning Commission held their specially scheduled work session on Tuesday, January 29, 2013 at 7:30 p.m.

Attendees:

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

Absent:

Commissioner Jason Nauman

Staff Present:

Brian Henshaw, Town Planner

Also Present:

Boy Scouts from Troop 15

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 December 11, 2012. Commissioner Whitacre made a motion to approve the minutes. Commissioner Wells seconded the motion. The motion was approved.

Chairman Fravel entertained a motion for approval of the minutes from January 8, 2013 work session. Commissioner Copp 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 Boyd 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, Mr. Fravel for re-election. Commissioner Copp nominated Commissioner Whitacre as the Vice-Chairman. After a brief discussion, Commissioner Whitacre agreed to accept the nomination.

Chairman Fravel stated that he would entertain a motion. Commissioner Copp moved to elect Butch Fravel and Aaron Whitacre 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. 2012 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 opened the floor for a motion.

Commissioner Whitacre recommended moved to adopt the 2012 Annual Report and forward it to the Town Council for review. Commissioner Boyd seconded the motion.

The motion passed.

Discussion Items:

Prior to moving on with the order of business, Commissioner Wells asked if Mr. Henshaw or Chairman Fravel might give a brief synopsis of what the Planning Commission does for the Town of Stephens City to the Boy Scouts in attendance.

Mr. Henshaw briefly described the role of the Planning Commission, how Planning Commissioners get appointed and what their specific job is for the Town. Mr. Henshaw also shared with the Scouts in attendance the most recent Comprehensive Plan Update the Planning Commission had adopted back in 2011 and the importance of that document.

C. Revision of Zoning Ordinance:

The Planning Commissioners worked on the editing of the Article 3 of the revised Zoning Ordinance.

The Planning Commissioners set up another work session for Thursday, February 21st at 5:30pm

Citizen Comment Period:

There was no citizen's comment.

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

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

Chairman Fravel adjourned the meeting at 9:05 pm