



## **GATE CITY PLANNING COMMISSION**

### **MINUTES**

August 7, 2012

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, August 7, 2012 at Gate City Town Hall.

#### **CALL TO ORDER:**

The Chairman called the meeting to order at 6:10 PM and welcomed Roger Cassell back for another two-year appointment to the Gate City Planning Commission

#### **ROLL CALL:**

MEMBERS PRESENT: Jo Ann Castle, Roger Cassell, and Delany Herron.

MEMBERS ABSENT: Tim Bartley and Faye Owens Sanders.

ALSO PRESENT: Michele Brooks, Gate City Town Attorney and Jeremy Keller, Gate City Town Manager.

GUESTS PRESENT: None

#### **DETERMINATION OF A QUORUM:**

With three (3) voting members present, the requirements for a quorum are met.

#### **PUBLIC EXPRESSION:**

No one present requesting audience.

#### **REVIEW AND ADOPTION OF MINUTES:**

The minutes from the regular meeting held July 3, 2012 was presented.

Motion made by Roger Cassell to adopt the minutes from July 3, 2012.

Motion seconded by Jo Ann Castle

VOTING AYE: Jo Ann Castle, Roger Cassell and Delany Herron.

VOTING NAY: None

ABSENT: Tim Bartley, Faye Owens Sanders

ABSTAINING: None

MOTION CARRIED

#### **REPORTS:**

- A) **SECRETARY:** The secretary noted that, unknown to her until recently, members of the Board of Zoning Appeals must be sworn in by the Scott County Circuit Court Clerk's office. This requirement was not presented at the time that the Town Council made the Planning Commission member's appointment. That oversight has been corrected and the Planning Commission member is now officially a member of the BZA. This member's term on the BZA expires December 31, 2012 and it is important that subsequent members have a Letter of

Appointment from the Town Council and that the swearing in procedure be noted in the appointment letter.

- B) Because the Planning Commission representative member to the BZA is appointed in January, it is possible that the Town Council can also appoint the Town Council representative member to the Planning Commission at the same time. This would eliminate the absence of the Council member at the July meeting of the Planning Commission but the appointment would have to be made in December, prior to the January meeting of the Commission.

After brief discussion, Commission members agreed not to request this change in appointment date by the Town Council.

**B) COMMITTEES:**

- 1) Comprehensive Plan: Nothing to report.
- 2) Land Use: Nothing to report.
- 3) Subdivision: Nothing to report.
- 4) Zoning: Nothing to report
- 5) Capital Improvements: Nothing to report.

**C) ZONING ADMINISTRATOR:**

(A). Jeremy Keller reported a request for set back requirements for the property on Kane Street recently cleared for a possible new business, indicating that progress is being made on a new construction at that location.

**D) TOWN COUNCIL REPRESENTATIVE MEMBER:**

Nothing to report.

**GATE CITY TOWN ATTORNEY:**

(A) Michele Brooks reports that she has received a new copy of the amended lease agreement between the Town of Gate City and V-DOT for the Old King Ford Property. It appears that V-Dot has mistakenly sent an old copy that does not reflect the last changes requested by the Planning Commission.

Motion made by Jo Ann Castle to request that the Town Attorney send Commission's most recently amended copy of the lease agreement to Mr. Steve Buston of V-DOT.

Motion seconded by Roger Cassell.

VOTING AYE: Jo Ann Castle, Roger Cassell and Delany Herron.

VOTING NAY: None

ABSENT: Tim Bartley, Faye Owens Sanders

ABSTAINING: None

MOTION CARRIED

(B) Ms. Brooks noted that she might be unable to attend the September meeting of the Planning Commission.

**UNFINISHED BUSINESS:**

- (A) Continued discussion of the proposed lease between V-Dot and the Town of Gate City for the Old King Ford Property.
- (B) Delany Herron reports that Gate City First Baptist Church is still in the planning stages for their potential request to place a new freestanding sign on their property.
- (C) Jo Ann Castle reported the decision of the BZA on the request from Adam Keith for a variance to the set back requirements for property on Cardinal Lane in Gate City. The BZA voted unanimously to grant Mr. Keith's request for a front setback of fifteen (15) feet.

**NEW BUSINESS:**

**ITEMS NOT ON AGENDA:**

**ADJOURNMENT:**

With nothing further to discuss, a motion for adjournment was made by Roger Cassell and seconded by Jo Ann Castle.

VOTING AYE: Jo Ann Castle, Roger Cassell, and Delany Herron.

VOTING NAY: None

ABSENT: Tim Bartley, and Faye Owens Sanders.

ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 6:45 PM

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Secretary, Jo Ann Castle

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Delany Herron, Chairman  
Approved: 9-4-2012