



GATE CITY PLANNING COMMISSION

MINUTES

December 6, 2011

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, December 6, 2011 at Gate City Town Hall.

CALL TO ORDER:

Due to the absence of the Chairman, the Vice-Chairman called the meeting to order at 6:06 PM.
Due to the absence of the Secretary, the Vice-Chairman called the roll.

ROLL CALL:

MEMBERS PRESENT: Tim Bartley, and Faye Sanders.
MEMBERS ABSENT: Jo Ann Castle, Delany Herron, and Gate City Town Manager
ALSO PRESENT: Michele Brooks, Gate City Town Attorney

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 Tuesday October 4, 2011 was presented. (Due to lack of officer to conduct the meeting, the regular meeting for November was canceled.)

Motion made by Tim Bartley to adopt the minutes for October as presented. Motion seconded by Roger Cassell.

VOTING AYE: Tim Bartley, Roger Cassell, and Faye Sanders.

VOTING NAY: None

ABSENT: Jo Ann Castle and Delany Herron

ABSTAINING: None

MOTION CARRIED

REPORTS:

A) **SECRETARY:** Not present.

B) COMMITTEES:

1) Comprehensive Plan: Nothing to report.

2) Land Use: Continuing discussion of pending lease agreement with V-DOT for Old King Ford Property.

3) Subdivision Ordinance: Roger Cassell questioned whether the Subdivision Committee will have any input in the planning of the Marvin Egan Sub-division before construction begins. Faye Sanders responded that the Commission did recommend that Town Council rezone the property to accommodate the construction plans presented to Town Council but is not aware of any further communication concerning the property. Attorney Brooks stated that beyond the recommendation for rezoning, construction over-site would be in the hands of the Building Inspector. Roger Cassell then suggested that any future requests for rezoning or sub-division development be examined more closely by the Commission to protect growth both present and future.

4) Zoning: Nothing to report

5) Capital Improvements: Nothing to report.

B) ZONING ADMINISTRATOR:

a. Not present

C) TOWN COUNCIL REPRESENTATIVE MEMBER:

(A) Roger Cassell reported the necessity for raising water and sewer rates to make both entities financially self-sufficient to meet loan obligations. He also suggested that dividing revenue and expenditures for the water and sewerage departments into separate financial accounts, rather than the general fund, would make auditing of each fund less complicated and more transparent.

(B) Council is considering changing the Town Charter to allow for four-year staggered terms for Council members.

GATE CITY TOWN ATTORNEY:

(A) Attorney Brooks brought passages from the amended pending agreement, between the Town of Gate City and V-DOT to the attention of Commission members. There are still areas that need to be altered or removed. She will contact Juanita Wells of V-DOT to clarify these items. Roger Cassell asked the attorney to obtain more information on what remediation V-DOT applied to the petroleum residue at the site.

UNFINISHED BUSINESS:

A. Motion made by Roger Cassell and seconded by Tim Bartley to amend the by-laws of the Gate City Planning Commission to grant authority to the elected Secretary to conduct meetings in the absence of both the Chairman and Vice-Chairman.

Section 5-3 amended to read: The secretary shall: (h) **Have the authority to conduct meetings in the absence of both the Chairman and Vice-Chairman, when the requirements for a quorum are met. (Amended 12-6-2011)**

VOTING AYE: Tim Bartley, Roger Cassell, and Faye Sanders.

VOTING NAY: None

ABSENT: Jo Ann Castle and Delany Herron

ABSTAINING: None

MOTION CARRIED

NEW BUSINESS:

- A) Motion made by Roger Cassell and seconded by Tim Bartley that the Commission recommend to the Gate City Town Council that Faye Sanders be reappointed to a four-year term beginning January 3, 2012 and ending immediately prior to the first regular meeting to be held in January, 2016.

VOTING AYE: Tim Bartley, Roger Cassell, and Faye Sanders.

VOTING NAY: None

ABSENT: Jo Ann Castle and Delany Herron

ABSTAINING: None

MOTION CARRIED

Request prepared and presented to the Town Clerk for inclusion in the minutes of the next regular meeting of the Gate City Town Council.

ITEMS NOT ON AGENDA:

ADJOURNMENT:

With nothing further to discuss, a motion for adjournment was made by Tim Bartley and seconded by Roger Cassell.

VOTING AYE: Tim Bartley, Roger Cassell, and Faye Sanders.

VOTING NAY: None

ABSENT: Jo Ann Castle and Delany Herron

MOTION CARRIED

Meeting adjourned at 6:58 PM

Secretary, Jo Ann Castle

Faye Sanders, Vice- Chairman
Approved: 1-3-2012