



## **GATE CITY PLANNING COMMISSION**

### **MINUTES**

August 2, 2011

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, August 2, 2011 at Gate City Town Hall.

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

Due to delayed arrival of members, The Chairman called the meeting to order at 6:07 PM and asked the secretary to call the roll.

#### **ROLL CALL:**

MEMBERS PRESENT: Jo Ann Castle, Delany Herron, and Roger Cassell  
MEMBERS ABSENT: Tim Bartley, Faye Sanders and Steve Templeton, Gate City Town Manager  
ALSO PRESENT: Michele Brooks, Gate City Town Attorney and Mayor Mark Jenkins, Acting Town Manager.

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

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

#### **PUBLIC EXPRESSION:**

- (1) Mr. Wallace W. Ross, Jr. presented suggestions for the improvement and use of the King Ford Property on U.S. Hwy. 23-N as a traveler's wayside or historical roadside park:
  - a. Leave existing picnic tables at their current location inside V-DOT's roadside park but move historical signs, including the signs located on Kane Street near the Long John Silver's and Pizza Hut Restaurants, to what can be a safer and more accessible location.
  - b. Consult with the Town of Weber City for input and possible joining of efforts to enhance the area for the benefit of both communities and to possibly gain tourism grant funds if both entities are evolved.
  - c. Move the existing "Welcome to Gate City" sign currently located on National Guard property on Kane Street, to this location.
  - d. Consider the possibility that local businesses and organizations may want to contribute funds to advertise their services. (Mayor Jenkins suggested that businesses might be willing to purchase or "sponsor" picnic tables as a means of advertisement)
  - e. Work with the community's civic and religious organizations to up-date their badges and improve their display area.
  - f. Consult with Delegate Kilgore about tourism grant funds available for this project. (Jo Ann Castle stated that as the Planning Commission, all its members can do is determine if the project is viable. It will be the Town of Gate City who must solicit and obtain necessary funding.)
  
- (2) Mr. Wayne McConnell was present as an observer, as a requirement of his training as a Virginia Certified Planner.

At this time, Mayor Mark Jenkins, Acting Town Manager and Zoning Administrator left the meeting.

**REVIEW AND ADOPTION OF MINUTES:**

The minutes from the previous regular meeting held Tuesday July 5, 2011 was presented.

Motion made by Jo Ann Castle to adopt the minutes as presented. Motion seconded by Roger Cassell

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

VOTING NAY: None

ABSENT: Tim Bartley and Faye Sanders

MOTION CARRIED

**REPORTS:**

**A) SECRETARY:**

- a. A key to the front door has been provided to the Chairman.
- b. Meetings of the Gate City Planning are now being advertised in the Scott County Virginia Star. Compliments to Town Staff on the organization of the advertisements.

**B) COMMITTEES:**

- 1) Comprehensive Plan: Nothing to report.
- 2) Land Use: Jo Ann Castle gave a brief description of the meeting at the King Ford Property on U.S. Hwy 23-N, between Jo Ann Castle, Roger Cassell and V-DOT representative, Steven B. Buston, District Planning and Land Use Director. (Copy attached)
- 3) Subdivision Ordinance: Nothing to report
- 4) Zoning: Nothing to report
- 5) Capital Improvements: Nothing to report.

**B) TOWN COUNCIL REPRESENTATIVE MEMBER:**

- (1) Parking areas in the downtown area have been lined off and marking is complete.
- (3) On the date that Mr. Steven Buston was in town to examine plans at the King Ford property, he was asked to again look at changing the crosshatched area at the intersection of East Jackson Street and Broadwater Ave. to a westbound left turn lane. Mr. Buston later reported that a traffic study had been conducted and the traffic count did not justify the change. When it was pointed out that the problems are not as immediate during the summer months when school is out of session, Mr. Buston stated that he would request that the traffic count be re-done after school has begun to give a better indication of the traffic count and safety concerns.
- (4) New lighting for the intersections at East Jackson Street and Moccasin Hills Drive/Ellen Drive have been approved and the work orders have been cut.

**C) ZONING ADMINISTRATOR:**

- a. Not present

**E) GATE CITY TOWN ATTORNEY:**

(A) The Scott County Co-op may be filing amending pleadings on their case for installing a grinding mill on their property on East Jackson Street.

(B) There are fourteen properties presently on the list for maintenance violations.

**UNFINISHED BUSINESS:**

(A) Roger Cassell suggested that the Planning Commission invite Mr. Steven Buston to the next regular meeting to discuss the terms of the lease presented by V-DOT for the Town's use of the King Ford property. Mr. Cassell, having direct email contact with Mr. Buston, was asked to contact and invite him to the next meeting.

(B) Roger Cassell reported that Town Council is prepared to appoint a member of the Planning Commission to the Board of Zoning Appeals. Jo Ann Castle suggested that these appointments be limited to one year and rotated throughout the Commission membership to give each member the opportunity to observe the process. She also volunteered to serve the first term.

**NEW BUSINESS:**

(A) None.

**ITEMS NOT ON AGENDA:**

(A). None

**ADJOURNMENT:**

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

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

VOTING NAY: None

ABSENT: Tim Bartley and Faye Sanders

MOTION CARRIED

Meeting adjourned at 7:17 PM

  
Secretary, Jo Ann Castle

  
Delany Herron, Chairman  
Approved: 9-6-11



## LAND USE COMMITTEE REPORT, July 6, 2011

On Wednesday, July 6, Roger Cassell called me and asked if I could get over to the King Ford property to meet with a representative from V-DOT to discuss the Town's possible use of the property as a traveler's wayside. (I called Faye and received no answer)

By the time I arrived, Mr. Cassell and Mr. Steven Buston were present and we gave him a copy of the letter received from Juanita Wells. He stated he had not seen the letter before. During the discussion, Mr. Buston, stated that rather than a day-to-day permitted use, V-DOT was required to grant use by year-to-year lease at a minimal charge, but with a 60-day vacation option. A second V-Dot representative arrived and joined the conversation.

They reviewed with us the conditions in Ms. Wells' letter, including the possibility of contaminated soil and said that the depth of excavation would dictate the need to remove any hazardous waste. He stated that picnic table bases or post installation would not disturb enough soil to require mitigation of any contaminated soil.

We discussed the possibility of an off-street parking area to remove the hazard of re-entering traffic at an angle and he seemed agreeable to designating an area on the lot to be prepared and used for parking, allowing for room to turn and re-enter the traffic lane facing forward, rather than pulling into traffic at an angle in the manner necessary at the present V-DOT roadside tables. We also agreed that there was no plan to move or abandon the present roadside park.

They did reinforce Ms. Wells' statement that all costs associated with the project would be the responsibility of the Town.

Questions about closing the present access point on the south side of the road, led to the town probably required to only install some sort of post inside the crossover.

I am unclear on his opinion of re-locating the historical signs. He asked that some sort of preliminary drawing be prepared by Town Council and sent to them. (I did a rough sketch and presented it to Roger in time for him to present it to the Town Council for their opinion.)

IN ADDITION:

While there, Roger asked him about the left turn lane at East Jackson Street and Broadwater Ave. The two gentlemen left this meeting to go to the site of the crosshatched lane and look at the situation.

Mr. Buston informed us that, although the planners of the new school sports complex had not consulted V-DOT concerning access to the complex, he believed that a bridge would be built from East Jackson Street, near the church, across the creek to the complex.

Roger said that a work order would be prepared for Appalachian Power to up-grade the lighting at East Jackson Street and Ellen Drive/Moccasin Hills Drive. He was prepared to get the pole information to submit while in town that day.

  
Jo Ann Castle, Land Use Committee