



GATE CITY PLANNING COMMISSION
MINUTES

January 7, 2014

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, January 1, 2014 at Gate City Town Hall.

CALL TO ORDER:

The Chairman called the meeting to order at 6:06 PM

ROLL CALL:

MEMBERS PRESENT: Tim Bartley, Jo Ann Castle, Roger Cassell and Delany Herron.
MEMBERS ABSENT: Faye Owens
ALSO PRESENT: Michele Brooks, Gate City Town Attorney and Greg Jones, Town Manager.
GUESTS PRESENT: None

DETERMINATION OF A QUORUM:

With four (4) 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 October 1, 2013 were presented.

Motion made by Tim Bartley to adopt the minutes from October 1, 2013.
Motion seconded by Jo Ann Castle.

VOTING AYE: Tim Bartley, Jo Ann Castle, Roger Cassell and Delany Herron.
VOTING NAY: None
ABSENT: Faye Owens
ABSTAINING: None

MOTION CARRIED

The minutes from the regular meeting held December 3, 2013 were presented.

Motion made by Roger Cassell to adopt the minutes from December 3, 2013.
Motion seconded by Jo Ann Castle.

VOTING AYE: Tim Bartley, Jo Ann Castle, Roger Cassell and Delany Herron.
VOTING NAY: None
ABSENT: Faye Owens
ABSTAINING: None

MOTION CARRIED

REPORTS:

(A) SECRETARY: Nothing to report.

B) COMMITTEES:

- 1) Comprehensive Plan: Mr. Glen Skinner, Director of Lenowisco Planning District met with members of the Planning Commission on December 11, 2013 to help clarify the requirement to review and up-date, if necessary, the Town's Comprehensive Plan. Basic changes will be in the area of demographics. Mr. Jones stated he will begin working on collecting the most recent information available to bring the Comprehensive Plan up to the 2010 census information. Town Council's Economic Development Committee will also participate in the review.
- 2) Land Use: Nothing to Report
- 3) Subdivision: Nothing to report.
- 4) Zoning: Nothing to report
- 5) Capital Improvements: Nothing to report.

A) ZONING ADMINISTRATOR:

A Mr. James Summers has not yet applied to the Town of Gate City for a permit for the intended use of his property on Reed Hollow Road.

B. Mr. Marvin Egan has not submitted any plans to the Town for sub-division construction on property located at Tax Map # 146 A 2A 29.

C. Mr. Jones has not received a request from property owners in West View Sub-division to close the un-opened street, Campbell Drive.

(B) TOWN COUNCIL REPRESENTATIVE MEMBER:

(A). Follow-up on Public Hearing held March 5, 2013 concerning request for suggestions from citizens for Capital Improvements to be included in the 2013-2014 Gate City Town Budget.

GATE CITY TOWN ATTORNEY:

- (A) Attorney Brooks reports continuing efforts to locate the town's original code books.
- (B) Ms. Brooks states she has received a new copy of the proposed lease agreement between V-DOT and the Town of Gate City for the Old King Property located on Hwy 23-N in Gate City. She says she believes the new lease will be acceptable and favorable to the Town and will forward copies to each Commission member.

UNFINISHED BUSINESS:

(A) Continued discussion of terms of lease for Old King Ford Property between the Town of Gate City and Virginia DOT.

NEW BUSINESS:

(A) Jo Ann Castle's term on the Planning Commission expired December 31, 2013. Commission members request that Town Council re-new her appoint to Commission for a four-year term beginning January 1, 2014 and ending December 31, 2018

(B) Delany Herron's term on the Gate City Board of Zoning Appeals ended December 31, 2013. Commission Members request that Gate City Town Council appoint Planning Commission member, Tim Bartley to the Gate City Board of Zoning Appeals for a period of one year, beginning January 1, 2014 and ending December 31, 2014. This appointment should be made by Letter of Appointment and include instructions for being sworn in by the Scott County Circuit Court Clerk

(C) Motion made by Jo Ann Castle and seconded by Tim Bartley that Delaney Herron be elected to serve as Chairman of The Gate City Planning Commission for the year 2014.

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

VOTING NAY: None

ABSENT: Faye Owens.

ABSTAINING: None

MOTION CARRIED

(D) Motion made by Jo Ann Castle and seconded by Delaney Herron that Faye Owens be elected to serve as Vice-Chairman of The Gate City Planning Commission for the year 2014.

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

VOTING NAY: None

ABSENT: Faye Owens.

ABSTAINING: None

MOTION CARRIED

(E) Motion made by Roger Cassell and seconded by Tim Bartley that Jo Ann Castle be elected to serve as Secretary of The Gate City Planning Commission for the year 2014.

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

VOTING NAY: None

ABSENT: Faye Owens.

ABSTAINING: None

MOTION CARRIED

At this time, the Chairman made committee appointments for the year 2014.

Comprehensive Plan: Tim Bartley and Delany Herron

Land Use: Jo Ann Castle and Faye Sanders

Subdivision: Roger Cassell and Delany Herron

Zoning: Tim Bartley and Jo Ann Castle

Capital Improvements: Roger Cassell and Faye Owens

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: Tim Bartley, Delany Herron, Roger Cassell and Jo Ann Castle

VOTING NAY:

ABSENT: Faye Owens.

ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 7:21 PM

Secretary, Jo Ann Castle

Delany Herron, Chairman
Approved: 2-4-2014