



August 5, 2025

GATE CITY PLANNING COMMISSION

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, August 5, 2025 at Gate City Town Hall.

CALL TO ORDER:

Chairman, Delaney Herron called the meeting to order at 6:01 pm and asked the secretary to call the roll.

ROLL CALL:

MEMBERS PRESENT: Jo Ann Castle, Margaret Falin, Vickie Roberts, Kevin Barnette and Delaney Herron.

MEMBERS ABSENT: None.

ALSO PRESENT: Greg Jones, Gate City Town Manager.

Gate City Town Attorney Michele Brooks was absent.

GUESTS PRESENT: None

DETERMINATION OF A QUORUM:

With five (5) voting members present, the requirements for a quorum are met.

PUBLIC EXPRESSION:

REVIEW AND ADOPTION OF MINUTES: The minutes from the last regular meeting held July 1, 2025 were presented

Motion made by Margaret Falin and seconded by Vickie Roberts to adopt the minutes, as presented, from July 1, 2025.

VOTING AYE: Jo Ann Castle, Margaret Falin, Vickie Roberts, Kevin Barnette and Delaney Herron.

VOTING NAY: None

ABSENT: None.

ABSTAINING: None

MOTION CARRIED

REPORTS:

(A) SECRETARY.

(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:

- 1) Defer to unfinished and new business.

(D) TOWN COUNCIL REPRESENTATIVE MEMBER:

Nothing to report.

(E) GATE CITY TOWN ATTORNEY:

- 1) Absent.

UNFINISHED BUSINESS:

- 1) On motion by Kevin Barnett and seconded by Vickie Roberts, Commission members recommend that Council approve an addition to Section 30-3, Definitions of the Gate City Zoning Ordinance to include:

Tiny home, aka ADU, accessory dwelling unit. A dwelling that is 400 Sq. Ft. (37m²) or less in floor area excluding lofts. Construction must comply with the 2018 Virginia Residential Code, Appendix Q, Section AQ 101 through AQ 105.1

- 2) On motion by Vickie Roberts and seconded by Kevin Barnett, Commission members recommend that Council approve changes to Section 30-194, setback regulations in Zone C-1 and Section 30-226, setback regulations in Zone C-2 by removing existing text and replacing with:

Building setback shall be located at the most appropriate option. (a) the property line; (b) the inside line of the sidewalk if a sidewalk exists or, (c) the street (hwy.) right-of-way.

VOTING AYE: Jo Ann Castle, Margaret Falin, Vickie Roberts, Kevin Barnette and Delaney Herron.

VOTING NAY: None

ABSENT: None.

ABSTAINING: None

MOTION CARRIED

- 3) After discussion of signage for the small dog area of The Bark Park and description of the lack of secure closure of the main gate, Greg Jones will order the new sign and contact the fencing contractor about latches for the gate. Vickie Roberts also proposed that a ramp be positioned over a large drainage tile to provide an exercise station for the dogs. Greg agreed that the tile and ramp could be procured and fashioned locally.
- 4) Final draft of the wayfinding signs is complete and Greg will submit the list to the appropriate agency.

NEW BUSINESS:

- (1) On good faith, because Gate City Frontier has not submitted applications for Special Exception and Use permits for murals already applied to one concrete wall and after telling representatives of GCF that the applications must be submitted in time for submission to Gate City Town Council at their next regular meeting,

Motion made by Jo Ann Castle and seconded by Delaney Herron, Commission members recommend that:

Town Council schedule a public hearing and approve (A) a Special Exception and Use permit for the application of a mural on the concrete wall owned by Edwin Cox and located below the James River Investments property facing Kane Street and (B) a Special Exception and Use permit for the application of a mural on the concrete wall owned by Sam Dockery and located on the south side of Sam's Auto facing Water Street.

VOTING AYE: Jo Ann Castle, Margaret Falin, and Delaney Herron.

VOTING NAY: None

ABSENT: None.

ABSTAINING: Vickie Roberts and Kevin Barnett, as members of Gate City Frontier.

MOTION CARRIED

- 1) Greg Jones reported that he has had no further correspondence from Snyder signs concerning their desire to install a banner over the existing digital sign at Long John Silver's Restaurant.

ITEMS NOT ON AGENDA:

ADJOURNMENT:

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


VOTING AYE: Jo Ann Castle, Margaret Falin, Vickie Roberts, Kevin Barnette and Delaney Herron.

VOTING NAY: None
ABSENT: None.
ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 7:15 pm.


Jo Ann Castle, Secretary


Delaney Herron, Chairman *vice chair man*
Approved 9-2-2025