



DECEMBER 2, 2025

GATE CITY PLANNING COMMISSION

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, December 2, 2025 at Gate City Town Hall.

CALL TO ORDER:

Due to the lack of a chairman and vice-chairman, the secretary, Jo Ann Castle, called the meeting to order at 6:12 pm. The meeting was delayed because some members were in a Town Council meeting.

ROLL CALL:

MEMBERS PRESENT: Jo Ann Castle, Margaret Falin, Kevin Barnett, Scott Cleek and Mitzi Wilson.

MEMBERS ABSENT. None

ALSO PRESENT: Greg Jones, Gate City Town Manager.

Gate City Town Attorney Michele Brooks was absent.

GUESTS PRESENT: Mr. Tim Lingerfelt, Mr. Paul Osborne and Mr. Lanny Price.

Ms. Castle acknowledges the resignations of long-term members Ms. Vickie Roberts and Mr. Delaney Herron from the Commission and welcomes new members Mr. Scott Cleek and Ms. Mitzi Wilson.

Thank you for volunteering your time to the Gate City Planning Commission.

DETERMINATION OF A QUORUM:

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

PUBLIC EXPRESSION: Welcome to our new members,

REVIEW AND ADOPTION OF MINUTES: The minutes from the last regular meeting held September 2, 2025 were presented.

Motion made by Kevin Barnett and seconded by Margaret Falin to adopt the minutes, as presented, from September 2, 2025

VOTING AYE: Jo Ann Castle, Margaret Falin, and Kevin Barnett.

VOTING NAY: None

ABSENT: None.

ABSTAINING: Scott Cleek and Mitzi Wilson

MOTION CARRIED

NOTE: Michele Brooks, Town Attorney stated that the minutes could not be official until signed by the new chairman because the previous Vice-Chairman, who conducted the September meeting had resigned before the current vote to approve the minutes.

REPORTS:

(A) SECRETARY. (a) Update to Sec. 30-365 in the zoning ordinance.
(b) Addition to Planning Commission by-laws, Article 3 – Membership.
(c) Note to members that January will be the annual organizational meeting.
(d) The secretary reminds members and administrators that Special Exception and Use permits are required if an activity is requested that is not specifically shown for use in a particular zone such as the mural at 390 Kane Street and the new city park, being constructed on Water Street. The secretary was reminded that churches as she described in Zone M-1 have federal authority to establish a house of worship in any zone.

(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:

- 1) Mr. Barnett reports that the building on West Jackson Street formerly owned by Camillia Maya is now for sale and Mr. Jones stated that there has already been interest shown in the building.

(E) GATE CITY TOWN ATTORNEY:

- 1) Nothing to report.

UNFINISHED BUSINESS:

- 1) Mr. Jones reported that temporary signs at The Bark Park have been installed and the design and purchase of the permanent signs will be delayed until V-Dot provides approval of the proposed wayfinding signage.

NEW BUSINESS:

- (1) Mr. Tim Lingerfelt came before the Commission to ask if permitting was required for Mr. Mike Quillen to sell part of one of his lots on Quillen Drive in Estil Heights subdivision to the owner of an adjoining lot. Mr. Lingerfelt was advised that permitting by the Town was not required.
- (2) Ms. Izzy Maranda who had inquired about the possibility of installing solar panels at her home did not appear at the meeting. It was determined that if contacted again, Ms. Maranda should be informed that she must file an application for a Special Exception and Use permit and provide a diagram for her installation.
- (3) Due to some confusion concerning the installation of new members, motion by Margaret Falin and seconded by Kevin Barnett that Commission members adopt and add the sentence "No oath of office shall be required." to the Planning Commission By-Laws.

Article 11 – Amendments, Sec. 1-1.

1-1 These by-laws may be amended by a majority vote of the entire membership not less than seven days (7) after the proposed amendment was presented and approved at a Commission meeting.

Article 3 – Membership, add the following, shown in red.

3-4 Any member of the commission shall be eligible for reappointment. **No oath of office shall be required.**

VOTING AYE: Jo Ann Castle, Margaret Falin, and Kevin Barnett, Scott Cleek and Mitzi Wilson.

VOTING NAY: None

ABSENT: None.

ABSTAINING: None

MOTION CARRIED

- (4) To clarify, in the zoning ordinance, Sec.30-365 – Variances and special exception and use permits, the total costs to the applicant for a Special Exception and Use permit omitted the cost of advertising the public hearing.

Example: Add the following shown in red.

On motion by Kevin Barnett and seconded by Margaret Falin, Planning Commission recommends that Town Council add information concerning the total cost to the applicant by adding the sentence, "The cost of such advertisement to be the responsibility of the applicant."

(h) A public hearing shall be advertised and held by the town council prior to the issuance of any special exception and use permit. **The cost of such advertisement to be the responsibility of the applicant.** Where the application for a special exception and use permit affects 25 or less parcels of land, in addition to the requirements of the first sentence, written notice shall be given at least five days in advance of the hearing date to the owner or owners of each parcel involved, and to the owners of all abutting property and property which may be situated across a street, right-of-way or other barrier from the property affected. Such notices shall be delivered by certified mail, the cost of which to be defrayed by the applicant. Where more than 25, but less than 500 parcels are involved, delivery by first class mail shall satisfy the requirements of this section.

VOTING AYE: Jo Ann Castle, Margaret Falin, and Kevin Barnett, Scott Cleek and Mitzi Wilson.

VOTING NAY: None

ABSENT: None.

ABSTAINING: None

MOTION CARRIED

(5) Motion by Kevin Barnett and seconded by Mitzi Wilson that Town Council schedule a public hearing to vacate that un-opened portion of Poplar Street at its end, joining Sherman Street and lying between the properties belonging to Mr. Lanny Price and Mr. Paul Osborne.

VOTING AYE: Jo Ann Castle, Margaret Falin, and Kevin Barnett, Scott Cleek and Mitzi Wilson.

VOTING NAY: None

ABSENT: None.

ABSTAINING: None

MOTION CARRIED

(6) Because her term of office ends on December 31, 2025 motion made by Kevin Barnett and seconded by Margaret Falin to request that Council appoint Jo Ann Castle to her fifth four-year term on the Planning Commission beginning January 1, 2026 and ending December 31, 2029.

VOTING AYE: Margaret Falin, and Kevin Barnett, Scott Cleek and Mitzi Wilson.

VOTING NAY: None

ABSENT: None.

ABSTAINING: Jo Ann Castle

MOTION CARRIED

(7) On motion by Mitzi Wilson and seconded by Margaret Falin, Commission requests that Council appoint Scott Cleek to a one-year term on the Gate City BZA. Term to begin January 1, 2026 and end December 31, 2026. Mr. Cleek's appointment to include a letter of appointment that he can present to the Scott County Clerk's office for the administration of the oath of office.

Example:

Sec. 30-366. - Appeal of provisions.

(a) The board of zoning appeals.

(1) A board of zoning appeals consisting of five residents of the town **shall be appointed by the circuit court of the county**. One member of the board shall be a member of the planning commission.

VOTING AYE: Jo Ann Castle, Margaret Falin, and Kevin Barnett, Scott Cleek and Mitzi Wilson.

VOTING NAY: None

ABSENT: None.

ABSTAINING: None

MOTION CARRIED

ITEMS NOT ON AGENDA:

(1) Due to some concerns voiced by Gate City Town Council members, Planning Commission suggests that the potential entry for Tiny Homes in 30-3-Definitions, be adjusted to the following.

Accessory use or structure means a subordinate use or structure customarily incidental to and located upon the same lot occupied by the main use or building. Permitted accessory uses or structures include private garages, guest houses; swimming pools, hot tubs and Jacuzzis; accessory buildings for storage of household goods and maintenance items, tennis courts, basketball courts, volleyball and badminton areas; home gardens and landscaping features, private security or dusk-to-dawn lighting, children's play structures, gazebos, dog houses, dog pens, private greenhouses. **Tiny home or guest house by special exception and use permit only.**

In this way, every potential application would be inspected by the Planning Commission and forwarded to Town Council with recommendations to either approve or deny. At which time Council has the option to either approve or deny.

Further down at the actual definition between *Substantial improvement* and *Tourist home*, insert the following

Tiny home, aka ADU, Accessory Dwelling Unit or guest house. 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.

Update the definition of Guest house.

Guest house means an accessory structure which is intended to be occupied by one or more guests of the owner, but in which no provision is made for cooking. Construction must comply with the 2018 Virginia Residential Code, Appendix Q, Section AQ 101 through AQ 105.1.

(2) Scott Cleek voiced concerns that there has been no growth in the manufacturing segment of commercial development inside the town and proposes an effort be made to encourage more manufacturing-type businesses.

ADJOURNMENT:

With nothing further to discuss, a motion for adjournment was made by Mitzi Wilson and seconded by Scott Cleek.

VOTING AYE: Jo Ann Castle, Margaret Falin, Vickie Roberts, and Kevin Barnett.

VOTING NAY: None

ABSENT: Delaney Herron.

ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 7:37 pm.

Jo Ann R Castle
Jo Ann Castle, Secretary

Mitzi B. Wilson
Chairman
Approved 1-6-2026