



January 6, 2026

**GATE CITY PLANNING COMMISSION**

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, January 6, 2026 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 6:00 pm.

**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.

GUESTS PRESENT: Mr. Hal Weeden by Zoom call.

**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 December 2, 2025 were presented.

Motion made by Margaret Falin and seconded by Jo Ann Castle to adopt the minutes, as presented, from December 2, 2025.

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

VOTING NAY: None

ABSENT: None.

ABSTAINING: None

MOTION CARRIED

NOTE: Michele Brooks, Town Attorney, stated that the minutes from the September meeting could be signed by the Secretary in the absence of a Chairman or Vice-Chairman at the December meeting when the minutes from the September meeting were adopted by a majority vote of three active members who were present at the September meeting.

**REPORTS:**

(A) **SECRETARY.** (a) Update to Sec. 30-365 in the zoning ordinance. See Sec. D (4).

(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) Kevin Barnett reported on the progress at the new city park. Top soil and seed have been ordered for the projected grassy area.
- (2) At the request of Scott Cleek, Kevin stated there will be paved, lined off parking at the front of the park.
- (3) Scott also suggested that a small bus could be obtained for use to move pedestrians from the parking area on Water Street to Jackson Street during public events on Jackson Street.
- (4) Kevin also reported that on the advice of the Town Attorney, Council did not move to add clarifying information to Sec.30-365 because she stated that the information already exists to inform applicants of all costs associated with a request for a Special Exception and Use Permit. During the meeting, Michele stated that she believed it exists in the State Code. She will research further before the next meeting.

(5) GATE CITY TOWN ATTORNEY:

(1) Jo Ann Castle's request that the definitions of a) Business signs, b) Identification signs, and c) Home occupations signs be added to Sec. 30-3, is unnecessary because the definitions already exist in that section under the sub-heading of *Signs*.

UNFINISHED BUSINESS:

- (1) Mr. Jones will bring the guidelines for benches and exercise elements for the Bark Park to the next meeting.
- (2) With special thanks to Mr. Hal Weeden, in reference to developing an easier-to-interpret description for the setbacks in Zones C1 and C2, Mr. Weeden, one of the original framers of the ordinance, recommended that an inquiry be made to V-DOT for information defining the current Rights-of-way on both sides of the street in both zones. Greg Jones will contact V-DOT and request that information. Mr. Weeden stated that the original description was designed to maintain at least 70 feet between structures on opposing sides of each street.
- (3) Greg Jones and Michele Brooks informed the Secretary, who had questioned the lack of a Special Exception and Use permit for the mural at 390 Kane Street and the public park under construction on Water Street, that the mural was installed on the concrete wall owned by V-Dot and the park was being constructed on Town property and therefore, no permits were required..

NEW BUSINESS:

(1) On motion by Jo Ann Castle and seconded by Margaret Falin, Mitzi Wilson was elected to the position of Chairman for the year 2026.

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

VOTING NAY: None

ABSENT: None.

ABSTAINING: Mitzi Wilson

(2) On motion by Jo Ann Castle and seconded by Scott Cleek, Kevin Barnett was elected to the position of Vice-Chairman for the year of 2026.

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

VOTING NAY: None

ABSENT: None.

ABSTAINING: Kevin Barnett

(3) On motion by Margaret Falin and seconded by Kevin Barnett, Jo Ann Castle was elected to the position of Secretary for the year 2026.

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

VOTING NAY: None

ABSENT: None.

ABSTAINING: Jo Ann Castle

(4) Existing committee appointments remain the same:

Comprehensive Plan: Margaret Falin, vacant

Land Use: Jo Ann Castle, vacant

Subdivision: Kevin Barnett, vacant

Zoning: Margaret Falin and Jo Ann Castle

Capital improvements: Kevin Barnett, vacant

The Chairman appointed Scott Cleek to replace Delany Herron on the Comprehensive Plan and Subdivision committees. Mitzi Wilson replaced Vickie Roberts on the Land Use and Capital improvements committees.

(5) Questions concerning the addition in the Zoning Ordinance of guidelines for data center and crypto-mining installations within the Town, Mr. Jones stated that this issue has been resolved by Town Council about five years ago

**ITEMS NOT ON AGENDA:**

(1) Greg advised that in response to a complaint that the building under construction on Benton Street does not comply with the required side yard in Zone R2, he personally went to the site and measured the projected side yard and found that it does comply with the ordinance code at ten (10) feet.

**ADJOURNMENT:**

With nothing further to discuss, a motion for adjournment was made by Margaret Falin and seconded by Kevin Barnett.

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

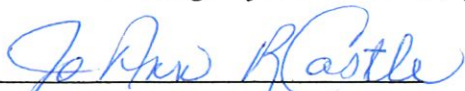
VOTING NAY: None

ABSENT: None

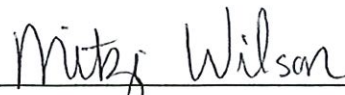
ABSTAINING: None

**MOTION CARRIED**

Meeting adjourned at 7:18 pm.



Jo Ann Castle, Secretary



Mitzi Wilson, Chairman, 2-3-2026