



February 11, 2026

GATE CITY PLANNING COMMISSION

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, February 11, 2026 at Gate City Town Hall.

CALL TO ORDER:

Chairman Wilson called the meeting to order at 6:05 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: 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 January 6, 2026 were presented.

Motion made by Jo Ann Castle and seconded by Scott Cleek to adopt the minutes, as presented, from January 6, 2026.

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

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:

- (1) Greg Jones states that the addition of 'notice of responsibility for payment of advertisement costs' in Sec. 30-365-(h) will be discussed at the proposed joint workshop meeting between Gate City Town Council and Gate City Planning Commission to be held March 2, 2026.

This matter was referred to Town Council by Excerpt of Minutes from Commission's meeting of December 2, 2025.

(2) GATE CITY TOWN ATTORNEY:

- (1) Nothing to report.

UNFINISHED BUSINESS:

- (1) Mr. Jones presented a list of rules and guidelines to be posted at The Bark Park when permanent signs are installed. After reversing the order of the first two items and printing the first item in bold type, Jo Ann Castle made the motion that Town Council approve the list for public posting at The Bark Park. Motion seconded by Kevin Barnett.

VOTING AYE: Jo Ann Castle, Margaret Falin, Kevin Barnett, Scott Cleek, Mitzi Wilson.
VOTING NAY: None
ABSENT: None.
ABSTAINING: None

MOTION CARRIED

- (2) In attempting to develop an easier-to-interpret description for the setback lines in Zones C1 and C2, Mr. Hal 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 received copies of Rights-of-Way maps from V-DOT for Article VII. - Commercial District C-1.

For the purposes of discussion at the up-coming joint workshop meeting between The Gate City Town Council and the Gate City Planning Commission, Commissioners suggest replacing the original setback regulations with:

Building setback lines shall be located a minimum of five (5) feet from the official V-DOT right-of-way line. In the event of impediments caused by the natural topography, the option to request a Special Exception and Use Permit is available to the property owner.

Greg Jones received copies of Rights-of-Way maps from V-DOT for Article VIII.-Central Business District C-2.

For the purposes of discussion at the up-coming joint workshop meeting between the Gate City Town Council and the Gate City Planning Commission, Commissioners suggest replacing the original setback regulations with:

Building setback lines shall be located a minimum of five (5) feet from the official V-DOT right-of-way line. In the event of impediments caused by the natural topography, the option to request a Special Exception and Use Permit is available to the property owner.

(3) Tiny Homes:

If Council chooses to include Tiny Homes in the Zoning Ordinance, Commission members suggested some limitations for Council to consider for Tiny Home placement in Zones R1 and R2.

- (a) Limit to R1 only, where the lot sizes may be greater than in R2.
- (b) Limit to only with special exception and use permit.
- (c) Limit to only one per surveyed lot.

- (d) In the event that the main residence is removed, the Tiny Home must be removed also. This complies with the *2018 Virginia Residential Code, Appendix Q; Section AQ 101 through AQ 105.1* that states a main residence must exist on any property approved for a Tiny Home.

NEW BUSINESS:

- 1) Mr. Jones presented an application for a Special Exception and Use Permit for the placement of a tribute sign on Gate City High School Property to honor basketball star and three-time winner of the NBA Slam Dunk Contest, Matthew 'Mac' McClung.

On motion by Jo Ann Castle and seconded by Margaret Falin, Commission members recommend that Town Council approve the Application.

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

VOTING NAY: None

ABSENT: None.

ABSTAINING: None.

ITEMS NOT ON AGENDA:

As approved in December, 2025, Mr. Jones stated that he would inform the Town Clerk, Kristie Tipton, of the addition to the Gate City Planning Commission By-Laws and ask her to add the statement "No oath of office shall be required" at ARTICLE 3-Membership-3-4 to the master copy of the By-laws of the Gate City Planning Commission.

Jo Ann Castle stated that as a matter of continuity and for reference, this is a copy of the statement in ARTICLE III-Membership-3.7 of the By-Laws of the Gate City Sanitation Authority.

ADJOURNMENT:

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

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

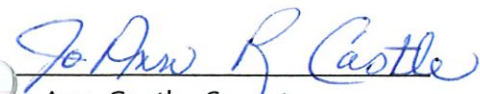
VOTING NAY: None

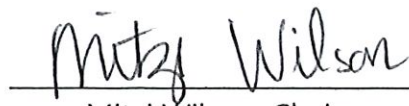
ABSENT: None

ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 7:12 pm.


Jo Ann Castle, Secretary


Mitzi Wilson, Chairman, 3-8-2026
3-3-2026 mw