



March 3, 2026

**GATE CITY PLANNING COMMISSION**

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, March 3, 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: Arriving late, Mr. and Mrs. Thomas Hoff.

**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 February 11, 2026 were presented.

Motion made by Mitzi Wilson and seconded by Jo Ann Castle to adopt the minutes, as presented, from February 11, 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:** Nothing to report.

(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 that Mr. Claude Allen Williams had spoken to him regarding his desire to have a street light installed in the vicinity of the intersection of East Jackson Street (State Route 71) and Veteran's Memorial Highway (State Route 72). Mr. Williams owns property at this location. Greg Jones advised that Mr. Williams should come into the office and speak with him concerning the placement of a street light at this location.

(1) **GATE CITY TOWN ATTORNEY:**

- (1) Nothing to report.

**UNFINISHED BUSINESS:**

- (1) Mr. Jones reported that the purchase of benches and exercise elements for The Bark Park will have to be delayed until time and resources permit.
- (2) Mr. Jones will obtain exact measurements of the paved streets in zones C1 and C2 to determine where the rights-of-way fall before presenting a new definition of the setback lines to Town Council.

- (3) Tiny Homes: Mr. Jones presented a draft of limitations to be presented to Town Council before incorporating Tiny Homes, aka accessory dwelling units (ADUs), into the zoning ordinance. After lengthy discussion, Commission members agreed that the regulations, as presented, were acceptable to members.
- (4) The addition of a notice of responsibility for payment of advertising costs in Sec. 30-365-(h) of the zoning ordinance was not discussed as planned at the proposed joint workshop meeting between Gate City Town Council and Gate City Planning Commission held March 2, 2026. Ms. Brooks reminded Commissioners that this information is available in the Virginia State Code.

**NEW BUSINESS:**

- (1) Mr. and Mrs. Thomas Hoff met with the Commission to request a Special Exception and Use permit to establish a vehicle towing service in the M1 zoning district. The location, near the west end of Water Street is as yet without a physical address due to there being no structure on the property.  
Mrs. Hoff stated that they are required to have a physical presence inside the city limits before being placed on the rotation for calls for pick-ups in Gate City.  
They plan to store up to two towing vehicles.

**ITEMS NOT ON AGENDA:**

**ADJOURNMENT:**

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

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 7:23 pm.

  
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Jo Ann Castle, Secretary

  
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Mitzi Wilson, Chairman, 4-7-2026