



GATE CITY PLANNING COMMISSION

MINUTES

January 4, 2011

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, January 4, 2011 at 6:00 PM.

CALL TO ORDER:

In the absence of an elected Chairman, the Vice Chairman called the meeting to order at 6:00 PM.

ROLL CALL:

MEMBERS PRESENT: Tim Bartley, Jo Ann Castle, Delany Herron, Faye Sanders, Steve Templeton, Gate City Town Manager.

MEMBERS ABSENT: Town Council Representative Member; position vacant until filled by Town Council.

DETERMINATION OF A QUORUM:

With four (4) voting members present, the requirements for a quorum are met.

PUBLIC EXPRESSION:

No citizens present requesting audience.

REVIEW AND ADOPTION OF MINUTES:

The minutes from the previous regular meeting, held Tuesday December 7, 2010 were presented.

Faye Sanders noted that the terms of office for the Planning Commission members appointed at the November 11, 2010 meeting of the Gate City Town Council does not explain why the appointments were made in staggered terms, rather than for full four-year terms as required by the Commission's By-Laws.

To clarify the published term limits, Jo Ann Castle stated that because the four members were appointed with-in the same year, it was necessary to stagger the term limits to assure that all member's terms would not expire at the same time. In the future, it will be noted that new members are appointed for full four-year terms, or to fill an un-expired term, with the end date recorded.

The Secretary of the Commission will be responsible for informing the Council when an opening occurs and what the term limits will be for new appointments.

Motion made by Delany Herron to adopt the minutes with the above addition. Motion seconded by Tim Bartley.

VOTING AYE: Jo Ann Castle, Delany Herron, and Tim Bartley

VOTING NAY: None

ABSTAINING: Faye Sanders

MOTION CARRIED

REPORTS:

- A) **A) SECRETARY:** In the By-Laws of the Gate City Planning Commission, Article 9, Section 3, it is stated: "at the end of the year, the Secretary and the Chairman shall certify the minutes of the preceding year are a true and correct copy". The secretary was unable to locate a previous copy of the certification form.

In a telephone conversation with Mr. Mike Chandler, Director of Education for the Virginia Citizens Planning Association, the Secretary was informed that most localities devise their own form to meet their specific needs. Mr. Chandler's assessment of the form designed to certify those minutes that exist and were compiled by the Interim Secretary for the Gate City Planning Commission, is that it will serve for the year 2010 and can be adjusted to serve in future years. He also pointed out that the 'annual certification of minutes along with an 'annual report to the Town Council'; are required and should be filed and/or published with the copies of all minutes.

The 'Annual Report to Governing Body' which is not addressed in the By-Laws of the Gate City Planning Commission, should briefly summarize the Commission's accomplishments during the previous year as well as the Commission's plan for the coming year.

Note: The currently seated members of the Gate City Planning Commission have not served a sufficient time to have knowledge of the previous years activities, nor are minutes from most of the year available for reference.

With this in mind, Mr. Chandler suggested waiving the requirement for the report for the year 2010 and begin keeping running notes on activities to simplify the compiling of the report for the year 2011.

B) COMMITTEES:

- 1) Comprehensive Plan: Nothing to report.
- 2) Land Use: Nothing to report.
- 3) Subdivision Ordinance: Nothing to report
- 4) Zoning: Nothing to report
- 5) Capital Improvements: Nothing to report.

C) TOWN COUNCIL REPRESENTATIVE MEMBER:

Vacancy in this position until Town Council appoints replacement member.

D) ZONING ADMINISTRATOR:

- a) The parties who applied to move a mobile home on Margie Street, which is zoned C-1-commercial, petitioned the Gate city Town Council for a zoning change to allow the placement of a residential mobile home on their property. Town Council denied this request.
- b) The demolition of Scott Motel has been delayed by unfavorable weather but is still progressing.
- c) A property on Water Street has been rented as a medical office. After it's opening, it was discovered that the structure is being used as a drug addiction treatment facility. This has caused some concerns and is being addressed by the Gate city Town Council.

E) GATE CITY TOWN ATTORNEY:

There is presently no Gate City Town Attorney. An appointment should be made at the next regular Town Council meeting.

UNFINISHED BUSINESS:

ELECTION OF NEW OFFICERS: Article 4, Gate City Planning Commission By-laws.

Faye Sanders made the motion that Delany Herron be elected as Chairman for the year 2011.
Motion seconded by Tim Bartley.

VOTING AYE: Jo Ann Castle, Faye Sanders, and Tim Bartley
VOTING NAY: None
ABSTAINING: Delany Herron

MOTION CARRIED

Motion made by Jo Ann Castle that Faye Sanders be elected as vice-Chairman for the year 2011.
Motion seconded by Delany Herron.

VOTING AYE: Jo Ann Castle, Delany Herron, and Tim Bartley
VOTING NAY: None
ABSTAINING: Faye Sanders

MOTION CARRIED

Motion made by Faye Sanders that Jo Ann Castle be elected Secretary for the year 2011. Motion
seconded by Delany Herron.

VOTING AYE: Faye Sanders, Delany Herron, and Tim Bartley
VOTING NAY: None
ABSTAINING: Jo Ann Castle

MOTION CARRIED

COMMITTEE APPOINTMENTS: Article 5 & 6, Gate City Planning Commission By-laws

Comprehensive Plan Committee: Tim Bartley and Delany Herron
Land Use Committee: Jo Ann Castle and Faye Owens
Sub-division Committee: Open until filled and Delany Herron
Zoning Committee: Tim Bartley and Jo Ann Castle
Capital Improvements Committee: Open until filled and Faye Owens

DETERMINATION OF ANNUAL ORGANIZATIONAL MEETING DATE

After discussion concerning the lack of a specific date to show the beginning and end of member term limits, a motion was made by Faye Sanders and seconded by Delany Herron, to amend Article 3, Section 6 of the By-Laws of the Gate City Planning Commission to read:

The term of a Commission member shall expire immediately prior to the beginning of the regular organizational meeting, in January of each year, at which meeting his successor's term of office shall begin.

VOTING AYE: Faye Sanders, Delany Herron, Jo Ann Castle, and Tim Bartley
VOTING NAY: None

MOTION CARRIED

Note: Amended copies prepared for distribution to Commission members.

GATE CITY PLANNING COMMISSION BY-LAWS:

The Gate City Planning Commission By-laws have been transcribed into computer format and filed with the Gate City Town Clerk to allow for both easier access and easier and more accurate changes when needed.

NEW BUSINESS:

a) None

ITEMS NOT ON AGENDA:

a) None

ADJOURNMENT:

With no further business to discuss, on motion made by Faye Sanders and seconded by Delany Herron, the meeting was adjourned.

VOTING AYE: Jo Ann Castle, Faye Sanders, Delany Herron, and Tim Bartley

VOTING NAY: None

MOTION CARRIED

Meeting adjourned at 7:07 PM.

Secretary, Jo Ann Castle

Delany Herron, Chairman
Approved 2-1-2011

