



**GATE CITY PLANNING COMMISSION**  
**MINUTES**

February 5, 2013

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, February 5, 2013 at Gate City Town Hall.

**CALL TO ORDER:**

The Chairman called the meeting to order at 6:04 PM

**ROLL CALL:**

MEMBERS PRESENT: Tim Bartley, Jo Ann Castle, Roger Cassell, Faye Sanders, and Delany Herron

MEMBERS ABSENT: None

ALSO PRESENT: Michele Brooks, Gate City Town Attorney

GUESTS PRESENT: None

**DETERMINATION OF A QUORUM:**

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

**PUBLIC EXPRESSION:**

No one present requesting audience.

**REVIEW AND ADOPTION OF MINUTES:**

The minutes from the regular meetings held December 4, 2012 and January 1, 2012 were presented.

Motion made by Tim Bartley to adopt the minutes from December 4, 2012.

Motion seconded by Delany Herron.

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

VOTING NAY: None

ABSENT: None

ABSTAINING: None

MOTION CARRIED

Motion made by Tim Bartley to adopt the minutes from January 1, 2013.

Motion seconded by Delany Herron.

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

VOTING NAY: None

ABSENT: None

ABSTAINING: None

MOTION CARRIED

**REPORTS:**

**(A) SECRETARY:** Mr. Delany Herron has been appointed to serve a one-year term on the Gate City Board of Zoning Appeals, beginning January 1, 2013 and ending December 31, 2013.

**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.

**A) ZONING ADMINISTRATOR:**

(A) Position currently vacant.

**(B) TOWN COUNCIL REPRESENTATIVE MEMBER:**

(A). Nothing to report

**GATE CITY TOWN ATTORNEY:**

**(A)** Michele Brooks reports a meeting with V-DOT Representative, Steve Buston, for a discussion on the lease agreement between the Town of Gate City and the Virginia Department of Highways for use of property known as the King Ford Property on Hwy 23-N, Gate City. She states that after a couple of changes made to the agreement after their meeting, she believes the agreements will be acceptable to all parties.

**UNFINISHED BUSINESS:**

(A) Continued discussion of the proposed lease between V-Dot and the Town of Gate City for the Old King Ford Property.

((B) Motion made by Jo Ann Castle and seconded by Faye Sanders to elect Delany Herron as Chairman for the year 2013.

VOTING AYE: Tim Bartley, Jo Ann Castle, Roger Cassell, and Faye Owens.

VOTING NAY: None

ABSENT: None

ABSTAINING: Delany Herron

MOTION CARRIED

(C.) Motion made by Tim Bartley and seconded by Delany Herron to elect Faye Owens as Vice-Chairman for the year 2013.

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

VOTING NAY: None

ABSENT: None

ABSTAINING: Faye Owens

MOTION CARRIED

(D) Motion made by Delany Herron and seconded by Faye Sanders to elect Jo Ann Castle as Secretary for the year 2013.

VOTING AYE: Tim Bartley, Roger Cassell, Delany Herron, and Faye Owens.

VOTING NAY: None

ABSENT: None

ABSTAINING: Jo Ann Castle

MOTION CARRIED

#### **NEW BUSINESS:**

(A) Motion made by Jo Ann Castle to hold a Public Hearing at 6 PM on March 5, 2013 to solicit input from Gate City residents concerning Capital Improvements for the Town of Gate City for the budget year 2013-14. Motion seconded by Roger Cassell.

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

VOTING NAY: None

ABSENT: None

ABSTAINING: None

MOTION CARRIED

#### **ITEMS NOT ON AGENDA:**

Motion made by Delany Herron, pursuant to Article 11-1 of the By-Laws of the Gate City Planning Commission, to amend the Gate City Planning Commission By-Laws, to address the possibility that regular Planning Commission meeting dates may fall on recognized holidays, to show the following:

### **Article 7 – Meetings**

7-1 Regular meetings of the Commission shall be held on the first Tuesday of the month. Special meetings shall be called as needed. When a meeting date falls on a legal holiday observed by the Town, the meeting shall be **canceled and all unfinished business shall be carried over to the next regularly scheduled meeting date the following month.** (Amended, 2-5-2013) ~~held on the day following unless otherwise designated by the Commission.~~

Motion seconded by Tim Bartley

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

VOTING NAY: None

ABSENT: None

ABSTAINING: None

MOTION CARRIED

**ADJOURNMENT:**

With nothing further to discuss, a motion for adjournment was made by Roger Cassell and seconded by Tim Bartley.

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

VOTING NAY: None


ABSENT: None

ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 7:15 PM

  
Secretary, Jo Ann Castle

  
Delany Herron, Chairman  
Approved: 3-5-2013