



## **GATE CITY PLANNING COMMISSION**

### **MINUTES**

July 5, 2011

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, July 5, 2011 at Gate City Town Hall.

#### **CALL TO ORDER:**

Due to delayed access to the Town Hall, The Chairman called the meeting to order at 6:04 PM and asked the secretary to call the roll.

#### **ROLL CALL:**

MEMBERS PRESENT: Jo Ann Castle, Delany Herron, Faye Sanders, and Roger Cassell  
MEMBERS ABSENT: Tim Bartley and Steve Templeton, Gate City Town Manager  
ALSO PRESENT: Michele Brooks, Gate City Town Attorney,

#### **DETERMINATION OF A QUORUM:**

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

#### **PUBLIC EXPRESSION:**

At this time, Attorney Michele Brooks suggested that someone check the front entrance to make certain that no one was waiting there to attend the meeting. No one present requesting audience.

#### **REVIEW AND ADOPTION OF MINUTES:**

The minutes from the previous regular meeting held Tuesday June 7, 2011 was presented.

Motion made by Faye Sanders to adopt the minutes as presented. Motion seconded by Roger Cassell

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

VOTING NAY: None

ABSENT: Tim Bartley

MOTION CARRIED

#### **REPORTS:**

A) **SECRETARY:** Nothing to report

B) **COMMITTEES:**

1) Comprehensive Plan: Nothing to report.

2) Land Use: Changes in information relating to the King Ford property between V-DOT and Gate City Town Council are not known at this time.

3) Subdivision Ordinance: Nothing to report

4) Zoning: Nothing to report

5) Capital Improvements: Nothing to report.

**B) TOWN COUNCIL REPRESENTATIVE MEMBER:**

Communications between V-DOT and the Gate City Town Council have been on going since the letter was received from Juanita Wells. There was originally a proposal from V-Dot to grant the Town use of the land for a small park by permit application only. It has been suggested, by later communication with another V-DOT representative, that some of the original conditions imposed on the use of the land may not apply and that the land use by Gate City may be accomplished with a year-to-year lease agreement instead and with fewer restrictions. Further details are not known at this time.

**D) ZONING ADMINISTRATOR:**

Not present. Roger Cassell reported that the application for re-zoning of property located at Tax map # 146 A 2A 29 was approved by the Town Council.

**E) GATE CITY TOWN ATTORNEY:**

A Gate City Town Council will hold a public hearing on the proposed leash law on July 12, 2011 immediately prior to the regular monthly meeting of the Gate City Town Council.

**UNFINISHED BUSINESS:**

A. Michelle Brooks stated that the up-coming Gate City Town Council meeting agenda should include the appointment of a member of the Gate City Planning Commission to the Board of Zoning Appeals.

B. Attorney Brooks also reported that changes in the steps necessary for a citizen to obtain a zoning variance to reduce the amount of time involved, cannot be changed without re-writing or eliminating the variance process.

**NEW BUSINESS:**

A. None.

**ITEMS NOT ON AGENDA:**

A. Jo Ann Castle stated that she would like the Town Council to publish the Planning Commission's meeting dates in the local newspaper in the same way that Town Council and Sanitation Authority meetings are advertised. Attorney Brooks recommended that Commission members make the request of Council by means of a formal action, and that an excerpt of the meeting minutes be presented to Council.

After brief discussion of the lack of awareness among Gate City residents of the Gate City Planning Commission and its meeting dates, the following action was taken.

Jo Ann Castle made the motion that the Gate City Planning Commission request that the Gate City Town Council commence publishing the Planning Commission's meeting dates, time and place in the Scott County Virginia Star in the same manner that Gate City Town Council meetings and Gate City Sanitation Authority meetings are presently done.

Motion seconded by Faye Sanders.

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

VOTING NAY: None

ABSENT: Tim Bartley

MOTION CARRIED

(Copy of excerpt attached.)

B. Delany Herron and Faye Sanders questioned Roger Cassell about the possibility of improvements to the streetlight at the intersection of East Jackson Street and Ellen Drive. They explained that the light is so dim that it is of no value in lighting the intersection. Jo Ann Castle added that there is no street-light at all at the entrance of East Jackson Street and Moccasin Hills Drive. Both entrances are hidden after dark. Mr. Cassell, in his capacity with Appalachian Power will get necessary information to address the responsibilities of Appalachian Power, and the Town of Gate City in his position as a Town Council member.

C. Jo Ann Castle asked the Town Council Representative member why and if when the parking spaces on East Jackson Street in the vicinity of the Town Hall will be lined off. Mr. Cassell believes that the marking was to have been done by the contractor who last re-surfaced the street. He will check with Town Council, explaining that parking spaces are lost due to erratic parking patterns.

D. Gate City Town Council Representative member, Roger Cassell will request that a key for the front entrance door to the Town Hall be given to a member of the Planning Commission.

E. Roger Cassell reported that efforts are still being made to have the center lane on East Jackson Street at Broadwater Ave., west bound, changed from a cross-hatched, non-use space to a designated left turn lane. The space is adequate for two or three vehicles to move out of the traffic lane and wait for an opportunity to make a left turn onto Broadwater Ave. and is being used for that purpose.

#### **ADJOURNMENT:**

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

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

VOTING NAY: None

ABSENT: Tim Bartley

MOTION CARRIED

Meeting adjourned at 7:05 PM

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Secretary, Jo Ann Castle

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Delany Herron, Chairman  
Approved: 8-2-11

## ATTACHMENT I.

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, July 5, 2011 at Gate City Town Hall.

### ROLL CALL:

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

MEMBERS ABSENT: Tim Bartley and Steve Templeton, Gate City Town Manager

ALSO PRESENT: Michele Brooks, Gate City Town Attorney,

Excerpt of Minutes from the regular monthly meeting of the Gate City Planning Commission, held July 5, 2011 at Gate City Town Hall.

After brief discussion of the lack of awareness among Gate City residents of the Gate City Planning Commission and its meeting dates, the following action was taken.

*Jo Ann Castle made the motion that the Gate City Planning Commission request that the Gate City Town Council commence publishing the Planning Commission's meeting dates, time and place in the Scott County Virginia Star in the same manner that Gate City Town Council meetings and Gate City Sanitation Authority meetings are presently done.*

*Motion seconded by Faye Sanders.*

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

*VOTING NAY: None*

*ABSENT: Tim Bartley*

*MOTION CARRIED*

Respectfully submitted July 11, 2011 with the request that this item be included in the agenda for the regular monthly meeting of the Gate City Town Council to be held July 12, 2011.

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Jo Ann Castle, Secretary, Gate City Planning Commission