



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

March 4, 2014

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, March 4, 2014 at Gate City Town Hall.

**CALL TO ORDER:**

The Chairman called the meeting to order at 6:03 PM and welcomed new member Vickie Roberts to the Gate City Planning Commission.

**ROLL CALL:**

MEMBERS PRESENT: Jo Ann Castle, Roger Cassell, Vickie Roberts and Delany Herron.  
MEMBERS ABSENT: Tim Bartley  
ALSO PRESENT: Michele Brooks, Gate City Town Attorney and Greg Jones, Town Manager.  
GUESTS PRESENT: None

**DETERMINATION OF A QUORUM:**

With four (4) 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 last regular meeting held February 4, 2014 were presented.

Motion made by Roger Cassell to adopt the minutes from February 4, 2014.

Motion seconded by Jo Ann Castle.

VOTING AYE: Jo Ann Castle, Roger Cassell, Vickie Roberts and Delany Herron.

VOTING NAY: None

ABSENT: Tim Bartley

ABSTAINING: None

MOTION CARRIED

**REPORTS:**

(A) **SECRETARY:** Nothing to report.

**B) COMMITTEES:**

- 1) Comprehensive Plan: Greg Jones informed the Commission that up-dates to the Comprehensive Plan will begin in conjunction with budget deliberations, probably in May or June.
- 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 Mr. Jones presented a proclamation, prepared by himself to be presented to the family of the late Opal Faye Osborne Owens in honor of her long-standing service to the Town of Gate City. The proclamation was signed by Planning Commission Chairman, Delany Herron. The proclamation will be signed by Mayor Frances Perry and presented to the family at the next regular Town Council meeting on Tuesday March 10, 2014.

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

(A).Roger Cassell reports that the Gate City Town Council approved and signed the lease agreement between the Town and the Virginia Department of Transportation for the use of "The Old King Ford Property", located on U.S. Hwy 23-N to be used as a travelers way-side and Town welcome center.

**C.) GATE CITY TOWN ATTORNEY:**

(A.) Ms. Brooks informed the Commission that the Town is now considering a proposal to include another area of V-DOT property in the Town way-side/welcome center project to make sure that area near the entrance to the town is properly maintained.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

A. Chairman Herron called for nominations for the seat of Vice-Chairman of the Gate City Planning Commission. On motion by Jo Ann Castle and seconded by Roger Cassell, Ms. Vickie Roberts was nominated.

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

VOTING NAY: None

ABSENT: Tim Bartley

ABSTAINING: Vickie Roberts

MOTION CARRIED

B. Chairman Herron appointed Ms. Vickie Roberts to fill vacancies on the Land Use Committee and the Capital Improvements Committee.

C. New member, Vickie Roberts presented suggestions, including drawings and photographs, directed toward downtown revitalization. She cited examples from other towns that have proven successful and stated she will be willing to begin working toward implementing some of these ideas.

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

#### **ADJOURNMENT:**

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

VOTING AYE: Delany Herron, Roger Cassell, Vickie Roberts and Jo Ann Castle

VOTING NAY: None

ABSENT: Tim Bartley

ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 7:15 PM

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Secretary, Jo Ann Castle

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Delany Herron, Chairman  
Approved: 4-1-2014