



**JANUARY 2, 2018**

**GATE CITY PLANNING COMMISSION**

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, January 2, 2018 at Gate City Town Hall at 6:00 pm.

CALL TO ORDER:

Chairman, Delany Herron, called the meeting to order at 6:02 PM and asked the secretary to call the roll.

ROLL CALL:

MEMBERS PRESENT: Jo Ann Castle, Delany Herron, Roger Cassell, and Margaret Falin.

MEMBERS ABSENT: Vickie Roberts.

ALSO PRESENT: Michelle Brooks, Gate City Town Attorney. Greg Jones, Gate City 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.

REVIEW AND ADOPTION OF MINUTES:

The minutes from the last regular meeting held December 5, 2017 were presented.

Motion made by Margaret Falin and seconded by Delaney Herron to adopt the minutes from December 5, 2017, as presented.

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

VOTING NAY: None

ABSENT: Vickie Roberts

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.

A) ZONING ADMINISTRATOR:

- 1) Will defer comments to unfinished and new business.

B) TOWN COUNCIL REPRESENTATIVE MEMBER:

Mr. Roger Cassell reported that at the last regular meeting of the Gate City Town Council, Jo Ann Castle was appointed to a four year term on the Gate City Planning Commission, beginning January 1, 2018 and ending on December 31, 2021.

AND:

At the last regular meeting of the Gate City Town Council, Delany Herron was appointed to a one year term on the Gate City Board of Zoning Appeals, beginning January 1, 2018 and ending on December 31, 2018.

C.) GATE CITY TOWN ATTORNEY:

Michelle Brooks stated that due to inquiries from Mr. Allen Fugate concerning the denial of zoning permits, she will send a letter of explanation to him. Mr. Fugate's proposed business, The Long Branch Restaurant, located on U.S. Route 23-N, is in Zone C-2. The business must meet all requirements for operation within Zone C-2 as defined in the Gate City Zoning Ordinance.

UNFINISHED BUSINESS:

- 1) The proposal to develop the Burnt Cabin Branch Walking Trail was originally submitted in 2003. Mr. Jeff Stapleton will examine his records for further information, particularly relating to funding of the project.

2) Pursuit of acceptable locations for the placement of way-finding signs in the Town of Gate City, proposed by Gate City Frontier, will be postponed until further research can be undertaken.

NEW BUSINESS:

1) Motion made by Jo Ann Castle and seconded by Roger Cassell to elect Delany Herron as Chairman of the Gate City Planning Commission for the year 2018.

VOTING AYE: Jo Ann Castle, Roger Cassell and Margaret Falin.

VOTING NAY: None

ABSENT: Vickie Roberts

ABSTAINING: Delaney Herron

MOTION CARRIED

2) Motion made by Delaney Herron and seconded by Jo Ann Castle to elect Vickie Roberts as Vice-Chairman of the Gate City Planning Commission for the year 2018.

VOTING AYE: Jo Ann Castle, Roger Cassell, Delaney Herron and Margaret Falin.

VOTING NAY: None

ABSENT: Vickie Roberts

ABSTAINING: None

MOTION CARRIED

3) Motion made by Delaney Herron and seconded by Margaret Falin to elect Jo Ann Castle as Secretary of the Gate City Planning Commission for the year 2018.

VOTING AYE: Roger Cassell, Delaney Herron and Margaret Falin.

VOTING NAY: None

ABSENT: Vickie Roberts

ABSTAINING: Jo Ann Castle

MOTION CARRIED

4) On motion by Delany Herron and seconded by Roger Cassell, all committee appointments for the calendar year 2018 will remain the same as previous appointments for 2017.

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

VOTING NAY: None

ABSENT: Vickie Roberts

ABSTAINING: None

MOTION CARRIED

ITEMS NOT ON AGENDA:

ADJOURNMENT:

With nothing further to discuss, a motion for adjournment was made by Margaret Falin and seconded by Delaney Herron.

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

VOTING NAY: None

ABSENT: Vickie Roberts

ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 6:59 pm.

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Jo Ann Castle, Secretary

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Delany Herron, Chairman  
Approved 2-6-2018