



April 2, 2024

GATE CITY PLANNING COMMISSION

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, April 2, 2024 at Gate City Town Hall.

CALL TO ORDER:

Chairman, Delaney Herron called the meeting to order at 6:00 pm and asked the secretary to call the roll.

ROLL CALL:

MEMBERS PRESENT: Jo Ann Castle, Vickie Roberts, Tyler Kilgore and Delaney Herron

MEMBERS ABSENT: Margaret Falin

ALSO PRESENT: Gate City Town Attorney Michele Brooks.

Greg Jones, Gate City Town Manager.

GUESTS PRESENT: Mr. Justin Manuel.

DETERMINATION OF A QUORUM:

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

PUBLIC EXPRESSION:

REVIEW AND ADOPTION OF MINUTES:

The minutes from the last regular monthly meeting held February 6, 2024 and notice of cancelation of meeting March 5, 2024 were presented.

Motion made by Vickie Roberts and seconded by Tyler Kilgore to adopt the minutes from February 6, 2024 and include the notice of the canceled March meeting.

VOTING AYE: Jo Ann Castle, Vickie Roberts, Tyler Kilgore and Delaney Herron.

VOTING NAY: None

ABSENT: Margaret Falin

ABSTAINING: None

MOTION CARRIED

REPORTS:

(B) COMMITTEES:

- 1) Comprehensive Plan: Nothing to report.
- 2) Land Use: Vickie Roberts advised that a serious drainage problem at the Bark Park should be investigated and a solution developed. She recommends a visit by the Land Use Committee. Vickie also reported that many citizens are using the Bark Park to exercise their dogs.
- 3) Subdivision: Nothing to report.
- 4) Zoning: Nothing to report.
- 5) Capital Improvements: Nothing to report.

A) ZONING ADMINISTRATOR:

- 1) Greg Jones will defer comments until new and/or unfinished business.

B) TOWN COUNCIL REPRESENTATIVE MEMBER:

- 1) After remarks from Vickie Roberts concerning the lack of plastic bags in the dog waste receptacles, Tyler Kilgore suggested that a check list should be devised for the Town's maintenance crew to insure that certain items be checked on a regular basis and to become a routine part of a rotating schedule. Greg Jones agreed and stated that the check list could be a living product to be increased or reduced when appropriate.
- 2) Mr. Kilgore stated that he is happy to report that a new Town Clerk has been hired.

C. GATE CITY TOWN ATTORNEY:

- 1) Michelle Brooks has developed a draft ordinance for potential regulations for the manufacture, sale or distribution of recreational substances which she will send electronically to Commission members.

UNFINISHED BUSINESS:

- 1) By a vote of acclamation, all officer and committee appointments will remain the same in 2024 as were in place for 2023.

Chairman: Delaney Herron
Vice-Chairman: Vickie Roberts
Secretary: Jo Ann Castle

Comprehensive Plan Committee: Margaret Falin and Delaney Herron
Land Use Committee: Jo Ann Castle and Vickie Roberts
Subdivision Committee: Tyler Kilgore and Delaney Herron
Zoning Committee: Margaret Falin and Jo Ann Castle
Capital Improvements committee: Tyler Kilgore and Vickie Roberts.

(A) SECRETARY. Presented the annual Certification of Minutes for the year 2023 to be forwarded to the Gate City Town Council and published with the minutes on the Town web site.

VOTING AYE: Jo Ann Castle, Vickie Roberts, Tyler Kilgore and Delaney Herron.
VOTING NAY: None
ABSENT: Margaret Falin
ABSTAINING: None

MOTION CARRIED

NEW BUSINESS:

- 1) Discussions of clarification of the definition of setbacks in C₁ and C₂ zones and Accessory Dwelling Units (ADU) is postponed until the next regular meeting.
- 2) Motion made by Jo Ann Castle and seconded by Delaney Herron to recommend that Gate City Town Council schedule a Public Hearing on the request by Mr. Justin Manuel for a Special Exception and Use permit to operate an insurance agency office to be located at 1056 East Jackson Street which is zoned R-3.

VOTING AYE: Jo Ann Castle, Vickie Roberts, Tyler Kilgore and Delaney Herron.
VOTING NAY: None
ABSENT: Margaret Falin
ABSTAINING: None

MOTION CARRIED

- 3) Jo Ann Castle informed Mr. Manuel that free standing signage is not permitted in the R-3 zone where his insurance office is to be located. He does have the option of signage affixed to his building as defined in the zoning ordinance at Article XI, Sec. 30-312 and 30-313. He was advised to apply for a Special Exception and Use permit for the free standing, lighted sign that he has already installed. He did agree that before he officially opened his new office, he would remove the second free-standing sign located on the property boundary between himself and Mr. and Mrs. Jeffery Oaks.

ITEMS NOT ON AGENDA:

- 1) Jo Ann Castle reported a complaint from a citizen that the grassy area along the side walk in the 200 block of West Jackson Street is a 'minefield' of dog waste. This area is used frequently to move children from vehicles to the public library. It is suggested that one or possibly two dog waste stations be installed at this location.

ADJOURNMENT:

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

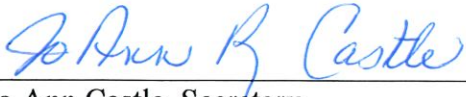
VOTING AYE: Jo Ann Castle, Vickie Roberts, Tyler Kilgore and Delaney Herron.
VOTING NAY: None

ABSENT: Margaret Falin

ABSTAINING: None

MOTION CARRIED

Meeting adjourned at 6:51 pm.



Jo Ann Castle, Secretary



Delaney Herron, Chairman
Approved 5-7-2024