



# MINERAL PLANNING COMMISSION MEETING & JOINT PUBLIC HEARING WITH MINERAL TOWN COUNCIL MINUTES

March 26, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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## A. CALL TO ORDER - PLANNING COMMISSION

Chairman Kube called the meeting to order at 6:30pm.

## B. ROLL CALL - PLANNING COMMISSION

Present:

Chairman Ed Kube  
Vice Chairman Teresa Newton  
Commissioner Jim Snider  
Commissioner Ryan Stowe

Absent:

Commissioner Maggie Larson

Staff Present:

Town Treasurer – Kelly Singletary  
Town Clerk – Teri Burns

## C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

## D. ADOPT/AMEND AGENDA

Commissioner Snider made a motion to amend the agenda as follows:

-add after the public hearings to consider a joint resolution for the opposition of the Valley Link transmission lines.

-after the agenda is revised to review of the Mineral Planning Commission Civility Pledge

-move the approval/amendment of the minutes to after the public hearings

Motion seconded by Vice Chairman Newton.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider,  
Commissioner Stowe

Nay: None

**Motion Passed 4-0-0**

Chairman Kube read and explained the Mineral Planning Commission's Civility Pledge.

**E. PUBLIC COMMENT (3 MINUTES MAX PER PERSON)**

None

**F. CALL TO ORDER - MINERAL TOWN COUNCIL**

Mayor Harlowe called the Mineral Town Council to order at 6:39pm.

**G. ROLL CALL - MINERAL TOWN COUNCIL**

Present:

Mayor Pamela Harlowe

Vice Mayor Bernice Kube

Council Member Dave Hempstead

Council Member Becky McGehee

Council Member Afton Von Tye

Absent:

Council Member Michelle Covert

Council Member Bob Spedden

**H. PUBLIC HEARINGS**

1. To consider amendments to Chapter 425, Zoning, of the Mineral Town Code  
Article IV Light Commercial District

Chairman Kube presented the recommended changes to Article IV Light Commercial District.

Commissioner Snider made a motion to open the public hearing on Article IV Light Commercial District for the Mineral Planning Commission.

Seconded by Vice Chairman Newton

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe

Nay: None

**Motion Passed: 4-0-0**

Vice Mayor Kube made a motion to open the public hearing on Article IV Light Commercial District for the Mineral Town Council.

Seconded by Council Member Hempstead

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member McGehee, Council Member Von Tye.

Nay: None

**Motion Passed: 4-0-0**

Public Comment: Hank Staudinger, Town of Mineral resident, requested to know if his property would be grandfathered due to the fact he currently has a drainfield and if the drainfield fails the closest sewer is the manhole at the intersection of Eighth street. He also asked what the requirements would be if the drainfield did fail.

Chairman Kube advised that the Planning Commission would not respond to questions during the public comments but would address them after the Public Hearing is closed.

Commissioner Snider made a motion to close the public hearing on Article IV Light Commercial District for the Mineral Planning Commission.  
Seconded by Commissioner Stowe.

Yea: Chairman Kube, Vice Chairman Newtown, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

Council Member Hempstead made a motion to close the public hearing on Article IV Light Commercial District for the Mineral Town Council.  
Seconded by Council Member Von Tye.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member McGehee, Council Member Von Tye.

Nay: None

**Motion Passed: 4-0-0**

A discussion was held to address the citizen's concerns regarding the requirements if an existing drainfield were to fail. Town code 355.47 was referenced to determine available options. Specifically noting a conflict in the code, a discussion was held addressing the conflicting codes regarding water and sewer. It was suggested to add a statement to code 425-23 referencing Town code 355.47 for requirements of water and sewer.

Motion was made by Commissioner Snider to recommend to Council the changes as presented to Article IV Light Commercial District and to add under section 425-23 a statement referring to Town Code on water and sewer requirements. Also to add "water and sewer shall be required and governed by the Town of Mineral, Article V, Chapter 355, sewage and sewage disposal, it will be available at the owner/developer expense. Seconded by Commissioner Stowe.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

Council Member Hempstead made a motion to approve the changes to Article IV Light Commercial District as recommended by the Mineral Planning Commission.  
Seconded by Vice Mayor Kube.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member Von Tye  
Nay: Council Member McGehee.

**Motion Passed: 3-1-0**

## I. PUBLIC HEARING

1. To consider amendments to Chapter 425, Zoning, of the Mineral Town Code Article V General Commercial District.

Chairman Kube presented the recommended changes to Article V General Commercial District.

Commissioner Stowe made a motion to open the public hearing on Article V General Commercial District for the Mineral Planning Commission.  
Seconded by Commissioner Snider.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

Council Member Von Tye made a motion to open the public hearing on Article V General Commercial District for the Mineral Town Council.  
Seconded by Council Member Hempstead.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member McGehee, Council Member Von Tye.

Nay: None

**Motion Passed: 4-0-0**

Public Comment: None

Commissioner Snider made a motion to close the public hearing on Article V General Commercial District for the Mineral Planning Commission.  
Seconded by Commissioner Stowe.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

Vice Mayor Kube made a motion to close the public hearing on Article V General Commercial District for the Mineral Town Council.  
Seconded by Council Member Von Tye.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member McGehee, Council Member Von Tye.

Nay: None

**Motion Passed: 4-0-0**

A discussion was held related to the proposed changes.

Commissioner Snider made a motion to recommend to the Town Council to approve the revisions as presented to Article V General Commercial District and to add to section 425-29 statement of intent a sentence to reference sections on water and sewer for clarification. Under section 425-30 (Use Regulations) strike number 12, restaurants and cafes, and add cafes to number 11. Under section B (Permitted use by Conditional Use Permit) number 4, change adult appropriate to age appropriate. Also Under section B (Permitted use by Conditional Use Permit) number 1, add a statement referencing the Town Code 425.54, Trailer Courts. Seconded by Commissioner Newton.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

Vice Mayor Kube made a motion to adopt the Planning Commission's recommended changes to Article V General Commercial Statement of Intent adding sewer as well as restaurants and cafes. She suggested removing B1 and changing B4 to age appropriate. Seconded by Hempstead.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member Von Tye.

Nay: Council Member McGehee.

**Motion Passed: 3-1-0**

## **J. PUBLIC HEARING**

1. To consider amendments to Chapter 425, Zoning, of the Mineral Town Code Article X Signs.

Chairman Kube presented the recommended changes to Chapter 425, Article X Signs.

A motion was made by Commissioner Snider to open the public hearing on Chapter 425, Zoning, Article X Signs for the Mineral Planning Commission. Seconded by Commissioner Stowe.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

Council Member Hempstead made a motion to open the public hearing on Chapter 425, Zoning, Article X Signs for the Mineral Town Council. Seconded by Vice Mayor Kube.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member McGehee, Council Member Von Tye.

Nay: None

**Motion Passed: 4-0-0**

Public comment: None

Commissioner Snider made a motion to close the public hearing on Chapter 425, Zoning, Article X Signs for the Mineral Planning Commission. Seconded by Vice Chairman Newton.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

Council Member Hempstead made a motion to close the public hearing on Chapter 425, Zoning, Article X Signs for the Mineral Town Council. Seconded by Council Member Von Tye.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member Von Tye.

Nay: Council Member McGehee.

**Motion Passed: 3-1-0**

A discussion was held pertaining to the recommended changes and to the placement of the changes within the code.

A motion was made by Commissioner Snider to adopt the recommended changes as presented for the Mineral Planning Commission noting that section C should be moved to Article XI at a later time. Seconded by Vice Chairman Newton.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

A motion was made by Vice Mayor Kube to accept the recommended changes by the Mineral Planning Commission of Chapter 425, Zoning, Article X Signs of adopting section C as presented and to review again at a later time. Seconded by Hempstead.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member Von Tye.

Nay: None

Abstain: Council Member McGehee.

**Motion Passed: 3-0-1**

## K. VALLEY LINK TRANSMISSION LINE RESOLUTION

Mayor Harlowe read the proposed resolution.

There was a discussion pertaining to the proposed resolution.

A motion was made by Commissioner Stowe for the Mineral Planning Commission to amend the proposed resolution by deleting the section “instead of taking a more direct route that would avoid all but the northwest corner of Louisa”. Seconded by Commissioner Snider.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe

Nay: None

**Motion Passed: 4-0-0**

Council Member Hempstead made a motion for the Mineral Town Council to accept the recommended changes of the Valley Link Transmission Line Resolution by the Mineral Planning Commission. Seconded by Vice Mayor Kube.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member McGehee, Council Member Von Tye.

Nay: None

**Motion Passed: 4-0-0**

## L. ADJOURN - MINERAL TOWN COUNCIL

Council Member Hempstead made a motion to adjourn the Mineral Town Council Meeting. Seconded by Council Member Von Tye.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member McGehee, Council Member Von Tye.

Nay: None

**Motion Passed: 4-0-0**

Mineral Town Council Meeting adjourned at 7:52pm.

## M. APPROVAL OF PLANNING COMMISSION MINUTES

1. Approval of the 2.26.2026 minutes.

A motion was made by Commissioner Snider to approve the amended minutes as follows, on page 16 of the packet, third paragraph, move the motion that was made to under number 4 and add the second to be by itself. Seconded by Commissioner Stowe.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

## N. OLD BUSINESS

### 1. Capital Improvements Plan

A discussion was held on setting priorities for the upcoming year. Primary focus areas suggested were upgrades to water and sewer services, and improvement projects for Whitlock Family Park.

A motion was made by Commissioner Snider to recommend to the Mineral Town Council the priorities of the CIP as follows; 1. Water/sewer maintenance 2. Improvements to Whitlock Family Park include adding picnic tables, steps at the crosswalk, trees and touching up the paint on the mural as part of the Capital Improvements Plan.3. Design and cost estimates for the repairs needed to the building at Whitlock Family Park. Seconded by Commissioner Stowe.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

### 2. Mineral Planning Commission Committees

There was a discussion regarding the formation and regulatory requirements for Commission committees. Chairman Kube has asked the Mineral Town Council for a legal opinion on whether a two person Commission Committee is required to advertise publicly when and where it meets, keep minutes of all meetings and abide by all meeting rules as are required when there is a quorum present, which would only be if three or more Planning Commission members are present. The Chairman said he has not heard back from Council on his request as of yet.

## O. NEW BUSINESS

None.

## P. REPORTS/COMMENTS

1. Zoning Administrator - No Comment. Left at 7:52pm.
2. Commissioners' - Mineral Town Council Liaison Comments - No Comment. Left at 7:52pm

## Q. ADJOURN - PLANNING COMMISSION

A motion was made by Commissioner Snider to adjourn the Mineral Planning Commission Meeting. Seconded by Vice Chairman Newton.

Yea: Chairman Kube, Vice Chairman Newton, Commissioner Snider, Commissioner Stowe.

Nay: None

**Motion Passed: 4-0-0**

The meeting adjourned at 8:35pm.

DRAFT