



MINERAL PLANNING COMMISSION

312 Mineral Avenue, Mineral Va. 23117

Phone 540-894-5100 | www.townofmineral.com

March 3, 2026

To: Pam Harlowe, Mayor and Mineral Town Council

From: Edward Kube, Chairman Mineral Planning Commission

Cc: Mineral Planning Commission, Teri Burns

Re: Mineral Planning Commission Actions and Recommendations

Dear Madam Mayor,

The Mineral Planning Commission met at its regular monthly meeting on February 26, 2026. By this memo I am informing the Mineral Town Council of the action taken on several items with the corresponding recommendations made by the Commission to Council.

- 1.) On October 30, 2025 the Mineral Planning Commission conducted four public hearings on particular Town Code sections that had been brought to it for consideration by the Town Manager/Zoning Administrator. No one from the public was in attendance to each of the public hearings. Each one was properly opened and closed to the public for input. The Mineral Planning Commission voted to recommend approval of the revisions presented for the General Commercial Zoning Classification, the Planned Unit Development Zoning Classification, and the Administration and Enforcement revisions as proposed. As such, these items are referred to Council for the scheduling of your own public hearings for consideration.
- 2.) The public hearing held on Light Commercial revisions proposed by the Zoning Administrator resulted in considerable discussion regarding the inclusion of single

family housing by-right in the Light Commercial Zoning Classification and additional wording suggestions from the Administrator on the housing restrictions only applying to Mineral Avenue and not Louisa Avenue. A motion was made at the October 30, 2025 and seconded to table Mineral Planning Commission action until a later meeting. Motion passed. The discussion came up again at our February 26, 2026 meeting and the motion passed to strike/delete under 425-24 A Permitted Uses item 2 entirely “Single family dwellings (except modulars, which are permitted by CUP”. Item 5 was recommended to be deleted from a separate item and added to the current paragraph 6 permitted uses along with adding hair salons and cafes. Modular homes is recommended to be deleted from permitted use by CUP in the Light Commercial Zone. Finally, the ending sentence of 425-23 Statement of Intent is recommended to delete the wording regarding water and sewer shall be provided and required for use unless the development is of multiple housing units and or multiple lots. The Mineral Planning Commission expressed its opinion that water and sewer line extension costs should be at the expense of the developer or landowner, not the Town of Mineral. It is recommended that a public hearing of the Mineral Town Council or a joint public hearing be scheduled to consider this zoning classification change as the extent of changes are more dramatic than the other three zoning changes.

- 3.) The Mineral Planning Commission reviewed code Article X Signs at its January and February meetings and passed a motion recommending that the Mineral Town Council revise regulation 425-58 District Regulations and add item # C on Public Notice Signs as follows:
 - a.) Applicants that request a rezoning, conditional use permit, BZA permit or request that a Town street(s) or alleyway(s) shown on the Official 1890 Map of the Town of Mineral to be opened or closed, must pay an additional fee \$xx.xx to the Town for the required placement of a Town created Public Action Notice Sign. The permitted action zoning consideration signage applies to all five zoning classifications. The public notice sign shall be placed on the applicable property by the owner/applicant within 24 hours after it has been issued at a location clearly visible to the traveling public and it shall be maintained on said property until after the requested action has been reviewed, considered and acted upon.
The Mineral Planning Commission discussed and considered to set an applicant fee amount for the sign with a full or partial refund when returned to the Town, but decided to leave the amount to charge and refund procedure up to Council’s discretion and decision.

A separate or joint public hearing for both The Mineral Town Council and/or The Mineral Planning Commission is satisfactory as warranted for Town action on this matter.

On Section 425-60 Issuance of Permits and Licenses, the Commission voted to recommend adding “and Public Notice Signs” to the paragraph title. Also, the first sentence will be revised to state that the Zoning Administrator will have the authority to process and fill the signage with the proper language for the sign to be posted on the property.

- 4.) The Mineral Planning Commission discussed a new Capitol Improvements Plan Program as presented to it by Commissioner Maggie Larson. The implementation of it and the five year projects for consideration will be developed and recommended by the newly created Mineral Planning Commission Comprehensive Plan and Capitol Improvements Plan Committee that Maggie will be the Chairman of. We hope to develop a project for discussion at our next meeting to forward to the Mineral Town Council before the Town budget process for FY 2027/2028 is completed.
- 5.) With the proposal to create (3) three new first time Mineral Planning Commission Committees submitted by the Chairman to the Commission that consist of two members, a Chairman of the committee and one other Commission member. Questions and discussion ensued on the public notice provisions, public participation, minutes of each meeting, etc.. A motion was made to request the Town Council to obtain a Town Attorney or other legal determination and opinion on what is required by Virginia State Code regarding the formation of two or more member committees for the Mineral Planning Commission requiring notifications of their meetings, public participation, minutes, etc. when two members only are strictly enforced to not exceed the requests passed by law on three person committees. We ask that this legal opinion be sought and obtained within the next 30 days so we can proceed with the development of our proposed Capital Improvements Plan Program.

If you have any questions, feel free to contact me.

Respectfully submitted
Ed Kube, Chairman
Mineral Planning Commission

attachments