



MINERAL PLANNING COMMISSION MEETING MINUTES

April 24, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

D. ADOPT/AMEND AGENDA

Vice-Chairman Snider had two additions to the agenda:

1. Minutes v. Transcription
2. Discussion of in-house working group for the Overlay district.

Commissioner Williams addition:

1. Discussion regarding attendance of Town Manager and Town Clerk.

Motion to adopt agenda as revised.

Motion made by Snider, Seconded by Newton.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

PUBLIC COMMENT

No member of the public wished to make a comment.

Discussion regarding attendance of Town Manager and Town Clerk.

At the direction of the MPC Liaison and the Mayor, town staff will not be required to attend meetings until further notice. The Zoning Administrator will appear on an as-needed basis.

Commissioner's and the Liaison discussed staff attendance and the need for their appearance at the meetings.

E. APPROVAL OF MINUTES

Commissioner Thaler suggested an amendment to section I.2.

Motion to approve minutes as amended.

Motion made by Snider, Seconded by Thaler.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

F. OLD BUSINESS

1. Review and Discussion of prior Capital Improvements Plan

Commissioners reviewed a sample CIP plan from Orange County.

Commissioners discussed whether or not there is a need to review FY25 and FY26 budget to prepare the budget and if input from the Town Manager and Town Treasurer are needed.

Commissioners continued by discussing scheduling a potential CIP workshop.

Motion to schedule a CIP workshop on May 8, 2025 @ 6:30 pm.

Motion made by Thaler, Seconded by Williams.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

Chairman Kube appointed Commissioner Thaler and Commissioner Newton to the CIP committee.

2. Discussion regarding the Overlay District for Mineral Avenue and portions of Louisa Avenue and First Street

Vice-Chairman Snider suggested a committee be formed to work on the Overlay District. Commissioners discussed whether this is something the Town can do on it's own or proceeding with Thomas Jefferson Planning District Commission.

Motion to present TJPDC documents to Council for decision.

Motion Newton, Second Chairman Kube.

Commissioners debated on three options on how to present this topic to Council: 1) submit the TJPDC proposal to Council 2) submit a mixture of MPC and TJPDC proposal or 3) submit an MPC plan, with the option of going back to TJPDC for help.

Amended Motion:

Motion to submit TJPDC documents to Council for feedback, without recommendation from MPC due to the cost concerns.

Motion made by Newton, Seconded by Chairman Kube.

Voting Yea: Chairman Kube, Snider, Newton, Thaler

Voting Nay: Williams

3. Discussion regarding Light Commercial Zoning Classification, Permitted Uses

Commissioners discussed the single-family dwellings language in the Light Commercial Zoning Classification and whether it should be included.

Motion to remove single-family dwellings language from Light Commercial Ordinance.

Motion by Newton, Second by Chairman Kube.

Commissioners continued the discussion of the ordinance and the potential effects on historical homes.

Newton withdrew her motion.

Vice-Chairman Snider temporarily became Chairman, so Chairman Kube could make a motion.

Motion that MPC recommend to Council that the wording in the 425-25 (A)(2) be deleted after wording has been developed by the Town Attorney and Town Manager.

Motion made by Kube, Seconded by Thaler.

Voting Yea: Kube, Snider, Newton, Thaler, Williams.

Commissioner Kube regained his status as Chairman after the vote.

Chairman Kube would like for this process to start within the next 30 days.

G. NEW BUSINESS

1. Discussion of regarding minutes formatting.

Commissioners discussed the formatting of minutes and whether they preferred a transcript style versus only listing business that occurred.

Commissioners agreed by consensus to be presented in a short, thorough manner that are in compliance with MPC's Bylaws.

Commissioners discussed updating their Bylaws as it relates to minutes.

Chairman Kube asked Commissioner Thaler to provide the Chairman and staff with the recommended changes.

2. Discussion regarding Zoning Signage

Commissioners and citizen's discussed yard signs regarding zoning changes and conditional use permits. The conversation continued on whether the signs would only be for rezoning or for streets as well.

Commissioners talked through whether or not MPC members or staff should draft the policy.

Motion that MPC presents to Council a proposal adding zoning signage change policy to the Tow, requiring changes to zoning from one district to another, developmental property, and the opening or closing of streets.

Motion amended: Motion that zoning actions requiring changes have a policy created for the Town of Mineral and this should be presented to the Town Council.

Motion made by Thaler, Seconded by Newton.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

3. Discussion regarding the amount of MPC members

Commissioners discussed whether they would like five members or seven members in the Commission.

Motion to recommend to Council that the MPC remain five members.

Motion made by Snider, Seconded by Newton.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

4. Discussion of Minimum Lot Sizes

Commissioners considered lot sizes for all districts.

Vice-Chairman Snider provided background to the Commission regarding the changes made to lot sizes.

Commissioner Thaler will research lot sizes in different counties and present to the Commission at the May meeting.

Commissioners agreed by consensus.

H. REPORTS

1. Zoning Administrator

Commissioners discussed staff providing reports to the Commission if they are not in attendance.

2. Commissioners' Comments

There were no Commissioners' Comments.

I. ADJOURN

Motion to adjourn.

Motion made by Thaler, Seconded by Williams.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

Transcripts available upon request.

Videos available on the Town's website.