



## MINERAL PLANNING COMMISSION MEETING MINUTES

January 25, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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### A. CALL TO ORDER

Meeting was called to order at 6:30pm

### B. ROLL CALL

PRESENT

Chairman Edward Kube

Lauren Ball

Jolyn Bullock

Nicole Washington

Tony Williams

Also Present- Amanda Nguyen, Town Clerk; Catherine Lea, Town Attorney

Town Council Liaison, Ron Chapman- Absent

### C. PLEDGE OF ALLEGIANCE

### D. PUBLIC COMMENT

**Debbie Moon, 232 Mineral Ave.-** owner of 232 on Mineral Ave, was recently contacted by Mayor Jarvis about the signs on her building not being in compliance with Virginia and town codes. Ms. Moon believes that she is in compliance with the codes and said that she is working to revitalize the building. She has spoken with three contractors and believes the building needs to come down due to its lack of foundation and dirt floor. Moon said she

uses high-quality, \$200-per-piece signs that she believes makes the side of the building look better.

Motion made by Williams to add Ms. Moons sign concerns to the agenda, Seconded by Ball.

Voting Yea: Chairman Kube, Ball, Bullock, Washington, Williams

Motion passed 5-0

**Chris Guerre, 80 St. Cecilia Ave.-** thanked the Planning Commission for their efforts and the leadership of Chairman Kube, who has made significant contributions to the community. He hopes that the Town Council's proceedings and procedures comply with state law requirements, which mandate the town to have a planning commission. The commission must perform mandatory and discretionary tasks. He believes Chairman Kube is likely aware of the duties of the commission and has the necessary management skills. Mr. Guerre acknowledged some of the commission's efforts but acknowledges that there are still some tasks that need to be completed. He also mentioned the importance of careful administration and the need for better microphone positioning in the Council chambers.

#### **E. ADOPT/AMEND AGENDA**

Chairman Kube added 3a) Thomas Jefferson Planning District Commission Comp Plan State Code Compliance Audit

and 3B) TJPDC Mineral Population and Growth Projections

Motion to approve the agenda as revised.

Motion made by Washington, Seconded by Bullock.

Voting Yea: Chairman Kube, Ball, Bullock, Washington, Williams

Motion passed 5-0

#### **F. APPROVAL OF MINUTES**

1. 11.30.2024 Draft Minutes

Correct the spelling of Commissioner Jolyn Bullock's name throughout the minutes.  
Also add updated CUP Conditions for AJ Singh and Millers Market.

Motion made by Ball, Seconded by Washington.

Voting Yea: Chairman Kube, Ball, Bullock, Washington, Williams

Motion passed 5-0

## G. OLD BUSINESS

**Added to agenda- Debbie Moon- Sign Ordinance** Chairman Kube spoke about the signs on Debbie Moon's property and stated that he thought Mayor Jarvis was speaking about the signs on the building that advertise companies that are not owned by Ms. Moon. Chairman Kube also said the Planning Commission is advisory but doesn't make decisions so debating the sign ordinance won't accomplish anything. Councilman Kube mentioned that the sign ordinance is being reviewed as part of the Comprehensive Plan update, with changes expected and will be publicized. A workshop session will discuss the feedback from TJPDC. The planning commission has advisory capability, but the Council creates rules and regulations. If a violation is found, the Board of Zoning Appeals could be contacted for an appeal.

Ms. Moon spoke about the companies that the signs are advertising and how they helped her. She also spoke about what she is planning to do with the building.

Chairman Kube recommended that Ms. Moon get back in touch with Mayor Jarvis to discuss further.

### 1. TJPDC Comp Plan Review, MOU and Schedule Status, by Chairman

Chairman Kube said that although the Thomas Jefferson Planning District Commission Memorandum of Understanding was signed a month later than anticipated, that Curtis Scarpignato from the TJPDC thinks that they should still be able to finish by the end of June. Chairman Kube also mentioned that the first Public work session is anticipated to be Joint with the Town Council.

### 2. Millers Market CUP Request Status, by Chairman/Council Liaison

Chairman Kube informed the Planning Commission that the CUP Conditions for Millers Market that were recommended by the Planning Commission were revised and acted upon by the Council. However, many of the conditions were vague, due to the use of words like “should” verses “shall”. He advised that the Millers Market CUP Public Hearing by Town Council will be held on February 12th.

3. Discussion/Confirmation of MPC's Review & Adoption of the Items Recommended for Incorporation into the 2024 Comp Plan

Chairman Kube reviewed the two attached memorandum documents with the Planning Commission. MEMO: Mineral Population and Growth Projections and MEMO: Review of 2018 Comprehensive Plan / State Code Compliance Audit.

No action was taken.

## **H. NEW BUSINESS**

### **I. ADJOURN**

Motion to Adjourn

Motion made by Washington, Seconded by Ball.

Voting Yea: Chairman Kube, Ball, Bullock, Washington, Williams

Motion passed 5-0

Meet Adjourned at 7:28pm

Commission Members: Chairman Edward Kube, Lauren Ball, Jolyn Bullock, Nicole Washington, Tony Williams; Council Liaison - Ron Chapman