



## Mineral Planning Commission Annual Organizational Meeting Minutes

January 22, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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### A. CALL TO ORDER

Chairman Kube called the meeting to order 6:39 PM

### B. ROLL CALL

Commissioners In Attendance:

Edward Kube, Chairman, (Zoom Participation-medical caretaker)

Jim Snider, Vice-Chairman

Maggie Larson, Commissioner

Teresa Newton, Commissioner

Ryan Stowe, Commissioner

Staff In Attendance:

Pamela Harlowe, Mayor and Acting Zone Administrator

Teri Burns, Town Clerk (acting secretary)

In Attendance:

Michelle Covert, Council Member

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPT/AMEND AGENDA**

Discussion and voted to amend the agenda.

1. Electronic means of communication during meetings for emergency situations. That arise with a member Commonwealth of Virginia 2.2-3708.3
2. Add separately the Freedom of Information Act and Conflict of Interest. Commonwealth Ordinance 2.2-3700 and 2.2-3100.

Motion made by Commissioner Newton. Second by Vice-Chairman Snider  
Yea: Chairman Kube, Vice-Chair Snider, Commissioners Larson, Newton Stowe  
Nay: 0

**E. WELCOME NEW MEMBERS**

Chairman Kube welcomed our new Commissioners Maggie Lawson and Ryan Stowe.

**F. REORGANIZATION ITEMS**

Teri Burns, Town Clerk opened the annual organization of the Planning Commission following the By-Laws of the Planning Commission.

1. Teri Burns opened the floor for nominations for Chairman.

Commissioner Newton nominated Ed Kube as Chairman. No other nominations presented.

Vote passed 5-0

Yea: Commissioners Larson, Newton, Stowe, Vice-Chairman Snider

Nay: 0

2. Teri Burns opened the floor for nominations for Vice-Chairman.

Chairman Kube nominated Teresa Newton.

Vice-Chairman Snider nominated Jim Snider.

No other nominations presented.

Voting was based on the first nomination which was Teresa Newton according to the By-Laws and Rules of Procedure of Planning Commission and called by Teri Burns.

Voting was called for Teresa Newton for Vice-Chairman.

Vote 3-0-2

Yea: Chairman Kube, Commissioners Larson, Stowe

Nay: 0

Abstain: Commissioners Newton, Snider

3. Chairman Kube opened the floor for nomination of Secretary.

Commissioner Newton nominated Teri Burns. No other nominations presented.

Motion was made by Chairman Kube.

Vote 5-0

Yea: Chairman Kube, Commissioners Larson, Newton, Snider, Stowe

Nay: 0

**NEW MINERAL PLANNING COMMISSION FOR 2026**

Ed Kube, Chairman

Teresa Newton, Vice-Chairman

Maggie Larson, Commissioner

Jim Snider, Commissioner

Ryan Stowe, Commissioner

Teri Burns, Secretary

4. Establish Mineral Planning Commission meeting dates for 2026.

Commissioner Snider made a motion to continue the 4<sup>th</sup> Thursday of each month at 6:30 PM.

Chairman Kube suggested adding November 19, 2026, and December 17, 2026, to show that holidays for both months were on the 4<sup>th</sup> Thursday and the meetings will be held on the 3<sup>rd</sup> Thursday.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

5. Review/Revise/Re-Adopt Mineral Planning Commission By-Laws and Rules of Procedure

- a. Discussions were presented for Virginia Code 2.2-3708.3 “Meetings held through electronic communication means; situations other than a declared emergency” to be added to the Mineral Planning Commission By-Laws and Rules of Procedure.

Commissioner Snider made motion. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Commissioner Stowe

Nay: 0

- b. Chairman Kube suggested a need to update Section II-Conduct of Meetings, paragraph A to read “Any rule of Parliamentary Procedure may be suspended by a concurring vote of three (3) of five (5) members appointed to the Mineral Planning Commission.

Vice-Chairman Newton made motion. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

- c: Commissioner Larson recommended a change to Section VIII-Elections and Appointments, paragraph C, last sentence “Commission” to Commissioner.

- d: Commissioner Larson recommended a change to Section IX-Section 3-Closed Sessions, paragraph B “by phone or Zoom type” to “by using an electronic or audio connection.”

Vice-Chairman Newton made motion. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

- e: Discussion and Adoption of Civility Pledge for Planning Commission on an annual basis.

This will include all members and attendees of the meetings. This pledge will be incorporated into the By-Laws and Rules of Procedure of the Mineral Planning Commission. He says that VML developed and provided all cities and town in the Commonwealth as a recommended tool. It was said that the Mineral Town Council adopted the Civility Pledge and later rescinded or done away with this pledge.

Vice-Chairman Newton made motion. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe.

Nay: 0

- f. Discuss and Adoption of Freedom of Information ACT (FOIA)

Vice-Chairman Newton made a motion to add FOIA to the Planning Commission By-Laws and Rules of Procedure according the the ordinance of the Commonwealth Ordinance 2.2-3700.

A second was made by Commissioner Stowe.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe.

Nay: 0

- g. Discussion and Adoption of Conflict of Interest (COI)

Vice-Chairman Newton made a motion to add the Conflict of Interest, Commonwealth Ordinance 2.2-3708.3 to the Planning Commission By-Laws and Rules of Procedure.

A second was made by Commissioner Stowe.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe.

Nay: 0

## G. PUBLIC COMMENT

Michelle Covert welcomed new members of the Planning Commission. Michelle made comments, for consideration, on the procedures of the Planning Commission.

## H. APPROVAL OF MINUTES

### 1. Amend or Approve Minutes of 9-25-2025

- a. In the first paragraph remove “are” after usually in the last sentence under Zoning Administrator.
- b. In the first paragraph in the last sentence add “to” after Zoning Administrator.

Commissioner Snider made motion. Second by Vice-Chairman Newton

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

### 2. Amend or Approve Minutes of 10-30-2025

- a. Vice-Chairman Newton said that public hearing of Zoning Code 425-Article IV-Light Commercial omitted her comments on Louisa Avenue/State Highway 522.
- b. Chairman Kube stated the minutes need to be re-evaluated. Therefore, minutes were not approved. A motion to table to the next meeting was made.

Motion made by Commissioner Snider. Second by Vice-Chairman Newton.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

### 3. Amend or Approve Minutes of 11-20-2025

- a. The amendment to the adjournment should read “At 6:30 PM, Chairman Kube canceled the meeting due to lack of quorum.”
- b. The agenda should be revised noting the cancellation of the meeting.

Commissioner Snider made motion. Second by Commissioner Newton

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider and Stowe.

Nay: 0

## **I. OLD BUSINESS**

1. Discussion of the List of Project to include the first year of the Capital Improvement Plan.

Vice-Chairman Newton made a motion to table the project as it was not included in packet to discuss.

Second was made by Commissioner Snider.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe.

Nay: 0

2. Discussion on Light Commercial, Section 425-Article IV from the October 30, 2025, public hearing and the documentation was not included in the packet.

Motion to table to next meeting by Vice-Chairman Newton. Second by Commissioner Snider.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

## **J. NEW BUSINESS**

1. Discussion and Recommendation of Section 425-58-Article X-Signs

Code Section 425-58-Article X Signs to be considered for revision for the permitting process to include public notices signs on all properties for zone changes, conditional use permits, Board of Zoning Appeal permits and for any request to the Town to open or close any undeveloped streets and/or alleys appearing on the Town Map dated 1890 by W. L. Bishop. The cost of the signage shall be paid by the applicant at the time of permit application. Suggestion was made to charge the applicant \$75.00 for the signage.

Motion made by Commissioner Snider. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

2. Discussion and Recommendation of Section 425-60-Issuance of Permits and Licenses

All Commissioners discussed and agreed to add public notice signs to Section 425-60 Issuance of Permits and Licenses. The title of the ordinance will be change to: "Issuance of Permits, Licenses and Public Notice Signs."

The first sentence will add "Zoning Administrator will have the authority to process and fill the signage with the proper language to the zoning code change that is to be posted at the property.

Motion made by Commissioner Snider, Second by Commissioner Larson

Vote 5-0

Yea: Chairman Kube, Vice Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

**K. REPORTS**

1. Mayor/Acting Zone Administrator Pamela Harlowe.

Stated that she is in the process of securing a person for this position.

2. Commissioner's Comment

Vice-Chairman Newton asked the new commissioners what their strengths were to help the town with their needs and to generate more revenue.

Commissioner Larson requested when we could discuss the Capitol Improvement Plan. Chairman Kube asked Commissioner Larson to maintain a spreadsheet of the Plan. She agreed. Commissioner Larson also asked about committees within the Planning Commission which we do not have in place. Chairman Kube stated we could further discuss the matter.

Commissioner Stowe said he would be able to help in the Capitol Improvement Plan.

**L. CLOSED SESSION (AS NECESSARY)**

**M. ADJOURN**

Vice-Chairman Newton made motion. Second by Commissioner Snider at 7:36 PM to adjourn the meeting.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

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