



MINERAL PLANNING COMMISSION MEETING MINUTES

February 26, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. Call to Order

6:30 PM

B. Roll Call

Chairman-Ed Kube
Vice-Chairman Teresa Newton
Commissioner Larson
Commissioner Snider
Council Member Liaison-David Hempstead
Mayor-Acting Zoning Administrator-Pam Harlowe

Absent - Ryan Stowe

C. Pledge of Allegiance

D. Adopt/Amend Agenda

Motion to adopt agenda as presented by Vice-Chairman Newton. Commissioner Snider made the second motion.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson and Snider

Nay: 0

E. Public Comment (Maximum 3 Minutes Per Person)

No public attendees

F. Approval of Consent Agenda Items (Optional)

None

G. Approval of Minutes

1. 10-30-2025 Minutes

Changes to be made:

Change "makes" to "made" where applicable on "motions."

Where votes are tallied add pass or fail.

Page 1 change Jim Snider to Vice-Chairman.

Page 6 change to Conditional Use Permit, 425-30 General Commercial, Specialty shops like. Tobacco, firearms, and adult age-appropriate retail stores. Delete #2. Add cafes to Item #10 and omit from Item #11. Item #8 self-serve laundromats omit and add to Item #10. Change hair to hair salons

Page 7, Snider "recommended" a motion Change to Adjourn motion Newton.

Add time to adjourned.

Page 3, 1st page use parenthesis

Vice-Chairman Newton made a motion to make changes to 10-30-2025 minutes as stated. Commissioner Larson second motion.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson and Snider

Nay: 0

2. 1-22-2026 Minutes

Page 1 bottom last sentence change zone to zoning.

Page 7 Change makes to made

Add time of adjournment.

Page 9 add 2026

Page 10 at bottom Voting for Teresa Newton and Kube should be 2026

Page 11. Review and revise the by laws... Adopt the Virginia Code as sighted.

Add to Covert's statement that she welcomed new commissioners. Leave out Covert's name in the statement.

Vice-Chairman Newton made a motion to make changes to 1-22-2026 minutes as stated. Commissioner Larson made a second motion.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson, and Snider

Nay: 0

H. Public Hearings

No public attendees.

I. Old Business

1. Discuss and action on public hearings

The Planning Commission previously acted and held a public hearing at the 10-30-2025 meeting for the General Commercial, Planned Unit Development (PUD) Articles.

A. 10-30-2025 Zoning - Light Commercial

Light Commercial was not acted upon at the 10-30-2025 meeting. It was brought forward to 2-26-2026 meeting for discussion and action.

New construction of family dwellings is to be omitted from Light Commercial and General Commercial. Family dwellings that exist in both Light and General Commercial will remain.

Properties located on Mineral Ave that back to St Mary's Street will remain Light Commercial with no new construction of family dwellings. Louisa Ave/State

Highway 522/208 residents will remain in Light Commercial.

At the 10-30-2025 MPC meeting, the MPC did not recommend changes to the General Commercial Zoning. We are clearly stating what the requirements are for all commercial properties in the town ordinances.

Motion by Vice-Chairman Newton for Light Commercial District Article 4.

1. 425-23 Statement of Intent - Water and Sewage shall be required and governed by the Town of Mineral, Article 5, Chapter 355 - Sewage and Sewage Disposals. It will be available at the owner/developer expense.
2. 425-24 delete "A 2".
3. Under B Permitted Uses. Delete self service laundromat and put it under 6. Delete 2. Take out verbiage but not dyeing plants. Item 9 to be moved to Conditional Use Permit. Change to Adult Age-Appropriate entertainment.
4. Under Conditional Use Permit. "C 2". Delete modular homes and manufactured homes not traditionally built homes. Commissioner Snider made second.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson and Snider.

Nay: 0

A. 10-30-2025 Zoning - General Commercial

We previously acted on and held a public hearing. No further action at this time.

B. 10-30-2025 Planned Unit Development (PUD)

We previously acted on and held a public hearing. No further action at this time.

2. 1-22-2026 Zoning - Signs Ordinance Revision

Chairman Kube stated the Town of Mineral is legally required to hold public hearings when there are changes to zoning classifications, conditional use permits, appeals requests, and opening and/or closing streets.

This will give transparency especially for the property owners that live by or near the property. This signage will be posted on the property by the given purpose of the change, date and time of public hearing and location of meeting. It will be a preprinted poster-board size. The clerk will fill out, record and notify the Mayor when the hearing will take place and post the date in the paper. The town clerk will follow guidelines that are set forth for this procedure. The Town Council will set the fee for the signage that is to be paid at time of application. We recommend \$75.00 for this process.

EXAMPLE

EXAMPLE

<p style="text-align:center">ZONING NOTICE</p> <p style="text-align:center">Town of Mineral</p> <p style="text-align:center">ADDRESS <u>183 FIRST STREET</u></p> <p style="text-align:center">CHANGE <u>R-1 TO LIGHT</u> <u>COMMERCIAL</u></p> <p style="text-align:center">PUBLIC HEARING will be held on</p> <p style="text-align:center"><u>MARCH 21, 2026; 6:30 PM; Town Hall</u></p>

Change designated verbiage. Zoning Administrator or designated person.

Add Public Notice Signs to the header

Commissioner Snider made the motion on the section discussing signage for zoning changes to be moved from 425-58 to 425-60 Permits and Licenses. Will add Public Notice Signage to 425-60 Header. Change verbiage to say Zoning Administrator or designated person. Vice-Chairman Newton made the second.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice Chairman Newton,
Commissioners Larson, Snider.

Nay: 0

3. State Code 2.2-3708.3 Meetings held through electronic communication means; Situations other than declared State of emergency.

Vice-Chairman Newton made a motion to add 2.2-3708.3 pertaining to meetings held through electronic means, non-emergency situations to our By-Laws and Rules of Regulations. Chairman Kube made the second.

Vote Failed 2-2

Yea: 2 Chairman Kube, Vice-Chairman Newton

Nay: 2 Commissioners Larson, Snider

Commissioner Snider made a new motion to add the 2.2-3708.3, to abide by the ordinance and have a reference in the appendix of our By-Laws and Rules of Procedures. To be reviewed at the yearly organizational meeting held in January. Maintain and update and to have correct state code reference every year, if needed. Commissioner Larson made a second.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson, Snider.

Nay: 0

J. New Business

1. New MPC Committee Discussion

Place in our By-Laws and Rules of Procedures the formation of committees that will be standing committees. The committees will be a yearly appointment made by the Chairman with one member to each committee as the MPC has only five (5) members. The Chairman of each committee will advise/recommend MPC, when necessary, at the monthly meetings.

The committees are as follows:

1. Capital Improvements Plan/Comprehensive Plan
2. Charter/Town Code/By-Laws/Rules of Procedures
3. Special Events (to be evaluated January 2027)

Commissioner Larson was appointed by Chairman Kube to the Capital Improvements/Comprehensive Plan for one year.

Vice-Chairman Newton was appointed by Chairman Kube to Charter/Town Code/By-Laws/Rules of Procedures for one year.

Motion made by Commissioner Larson to approve the principles as outlined to add standing committees and their yearly appointments by the Chairperson to the MPC By Laws and Rules of Procedures under Elections and Appointments to add section "E." Vice-Chairman Newton made a second motion.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson, Snider

Nay: 0

Commissioner Larson withdrew her motion to move forward. She wants to have more information on the ordinance of 2.2-3708.3 about the requirements of a meeting of standing committees. Motion to rescind last motion for standing committees by Commissioner Larson. Vice-Chairman Newton made the second.

Chairman Kube put this back on the agenda for the next meeting. Asking for legal interpretation for standard requirements of the Commonwealth of Virginia.

**2. Capital Improvement Plan and Comprehensive Plan.
Presentation by Commissioner Larson.**

Commissioner Larson presented the CIP and Implementation Matrix will help the town of Mineral. The purpose of the plan as stated is to show the purpose, how it is considered, how it relates to the comprehensive plan and the annual budget, how to identify projects, where funding comes from and how to use the capital plan. Commissioner Larson showed how she has integrated each item to show all processes from start to finish to include cost breakdown and time of each portion.

All projects as stated are to be broken down to give an overview of each and not give one project all the concentration but spreads out evenly over the comprehension plan. There is a funding table organized by funding source to keep the town from receiving excessive funding from one source. Each project shown will have a clear description and scope with each phase. Acknowledgment is on the last page to recognize each participant of each phase.

Implementation Matrix tracks both capital and non-capital projects from the comprehensive plan and will be placed in one location. It also shows the status of each project.

Chairman Kube expressed this was prepared remarkably well with everything needed to move forward with the Comprehensive Plan and the Capital Improvement Plan. It will be reviewed by the MPC each year for cost effectiveness and budgetary reasons. Chairman Kube would like to add projects that have been completed or presently working on to start the process of implementing the project management tool. Commissioner Larson said we could start.

Commissioner Snider made a motion to approve the draft of the project management prepared by Commissioner Larson and to use both documents for the framework for this coming year for the Comprehensive Plan and Capital Improvement Plan. Vice-Chairman Newton made a second.

Vote Passed 4-0

Yea:4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson, Snider.

Nay:0

K. Reports

1. Zoning Administrator
2. Commissioner Comments
3. Chairman Comments

None

L. Closed Meeting (If necessary)

None

**M. Reconvene and Certify Vote from Closed Meeting
(If necessary)**

None

N. Adjourn

Commissioner Snider made a motion to adjourn the meeting at 9:34pm. The Vice-Chairman made a second.

Vote Passed 4-0

Yes:4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson, Snider

Nay:0