



MINERAL PLANNING COMMISSION Minutes

June 27, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

CALL TO ORDER

ROLL CALL

Present:

Edward Kube, Chairman

Jolyn Bullock

Lisa Wade

Tony Williams

Absent:

Lauren Ball

Others Present:

Ron Chapman - Council Liaison

[Nicole Washington](#), Zoning Administrator

[Kelly Singletary](#), Town Treasurer

Catherine Lea, Town Attorney

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPTION OF AGENDA

Discussion of 14 lots on 7th and 8th street added as talking point number two under "Old business" and moved the current number two to number three.

Under "new business" add discussion of changing the hearing in July to the third Thursday.

Add resignation of Planning Commission member.

Motion to adopt by Williams and seconded by Bullock

Jolyn Bullock - yes

Lisa Wade - yes

Tony Williams - yes

Edward Kube - yes

Motion passed 4-0-0

PUBLIC COMMENT

Debbie Moon, asked the Commissioners to look at setbacks as well as amended §425-30(a). She mentioned that section 380 and 375 were not in the online packet. She also mentioned that more people would have come to speak if they had known the 14 lot development was going to be added to the agenda.

The Zoning Administrator explained that she could not change the online packet until it was addressed during tonight's meeting. After the meeting, she can add the additional information in the packet.

APPROVAL OF MINUTES

March 25, 2024 Minutes - approved

Motion by Williams and seconded by Bullock.

Jolyn Bullock - yes

Lisa Wade - yes

Tony Williams - yes

Edward Kube - yes

Motion passed 4-0-0

OLD BUSINESS

MPC Bylaws and Rules of Procedure, Chairman Kube highlighted the bylaws and rules of procedures. The bylaws and rules of procedures are available in the corresponding agenda packet.

The Town Attorney advised on adding a Vice Chairman and closed session. She stated that a Vice Chairman could not be included in proposed document until Town Council revised the ordinance.

Motion to approve bylaws with amendments recommended by Town Attorney made by Williams and seconded by Wade.

Jolyn Bullock - yes

Lisa Wade - yes

Tony Williams - yes

Edward Kube- yes

Motion passed 4-0-0

Discussion of 14 lots on 7th and 8th Street, was added to the agenda because the Chairman read an article in the Central Virginian about censoring the Mayor. The Chairman has gotten several questions asking who was responsible for the approval of the development. The Chairman was provided, at his request, copies of the public documents regarding this development, containing a letter of approval from the mayor to the building department for Louisa County. He points out that this letter was not on Town letterhead, was not dated, had the Mayor's middle initial incorrect, and was not signed. He looked at the plat and noted it was not signed by anyone with the Town. He was told an ordinance passed that said development needed to go through the Planning Commission and challenged the group to find the document.

Commissioners discussed how not just one person is at fault for the development.

The Zoning Administrator explained the process of an application after being a by-right. A rule of thumb is a driveway services two houses, these service four houses. This development gives an opportunity to clarify the ordinances and put specific rules in place. She states it is important

that we understand Louisa County's code as the Town feeds into the County. She wants to do ARC reviews on future developments to see what impact it could have on the County.

The Chairman read a quote from the Mayor in the newspaper article and thinks that Council and Planning Commission need to be made aware of it because they should not be taking the consequences if they are not in fact involved.

Review and Recommendations on Zoning Code

425 Article I

§425-1, the change in this chapter is changing the districts from four to five, to include the PUD.

425 Article II

The Zoning Administrator did not recommend any changes.

425 Article III

§425-14 has been sectioned into permitted uses and permitted by conditional use.

The Zoning Administrator advises that permits will take longer to process as she will be working with Louisa County administration.

Commissioners and Zoning Administrator discuss the difference between stick built, modulars and manufactured homes. The Chairman would like definitions of the homes to be included in the code.

The Zoning Administrator will also update the area regulations to mimic other ordinances.

Definitions can be found already in Chapter 379-1.

425 Article IV

§425-24(A) may be replaced with permitted uses and permitted by conditional use for business purposes.

§425-24(F) will be amended. The Zoning Administrator conferred with the Planning Commission on whether they want retail to need a conditional use permit. The Town Attorney made a suggestion of listing retail and if it is not listed, it could be under permitted use.

The Town Zoning Administrator believes adding language regarding mixed use business could be helpful to the Town.

§425-25, Rear setback minimum 8 feet from property line suggested. The Zoning Administrator and Commissioners discuss setback amounts on Mineral Avenue.

425 Article V

§425-54, is recommended to be updated to add conditional use permits.

The Zoning Administrator and the Planning Commission discussed Conditional use permits in this section and where the best place for language to be added is.

The Zoning Administrator and the Planning Commission discussed container homes and what section of the code the language belongs.

The Zoning Administrator and the Planning Commission discuss adding a small rear setback for General Commercial. The Zoning Administrator explained how an alley automatically has a setback.

Planned Unit Development

§425-38, suggested language of permitted uses and conditional permit use included for review.

The Zoning Administrator and the Planning Commission discuss acreage usage. The Town Attorney told the Commissioner that she could advise on the PUD language in closed session.

Review and Recommendations on Subdivision Ordinances

Chapter 380

The Zoning Administrator suggests changing the subdivision ordinance. She suggests that if a subdivision is creating more than three parcels, it should come through The Planning Commission and Council for approval. The Chairman believes that it's important for the Town to have approval of subdivisions. The Zoning Administrator advises that the Town needs to consider things we can not do based on our scale. The Town Attorney will work on a rough draft of the ordinance to have it ready for review during the August meeting.

Review and Recommendations on General Town Ordinances

Code included to Commissioners for review of how streets are developed.

NEW BUSINESS

Town Code Sec, 106-1 Planning Commission and Ordinance No. 2022-02 as adopted

Chairman discusses appointment terms of Commissioners and suggests getting rid of staggered terms and replacing it with language stating the members be appointed at the beginning of the new Council term. The Chairman also suggests that a Vice Chairman should be added.

Motion to recommend the change in Ordinance No 2022-02 to Council made by Kube and seconded by Bullock.

Jolyn Bullock - yes

Lisa Wade - yes

Tony Williams - yes

Edward Kube - yes

Motion passed 4-0-0

Resignation of Jolyn Bullock

Motion to accept Ms. Bullock's resignation with regrets made by Williams and seconded by Wade. All Commission members expressed thanks to Ms. Bullock for her service as well.

Jolyn Bullock -abstain

Lisa Wade - yes

Tony Williams - yes

Edward Kube - yes

Motion passed 3-0-1

Scheduling

Chairman recommended changing July's MPC meeting to the third Thursday so they can recommend ordinance changes to Council.

Motion to change July made by Williams and seconded by Bullock.

Jolyn Bullock - yes

Lisa Wade - yes

Tony Williams - yes

Edward Kube - yes

Motion passed 4-0-0

Commissioner Williams expressed his support of and thanks Mrs. Washington, Zoning Administrator, for all her work.

ADJOURNED

Motion to adjourn by Wade and seconded by Williams.

Jolyn Bullock - yes

Lisa Wade - yes

Tony Williams - yes

Edward Kube - yes

Motion passed 4-0-0

Adjourned at 8:49 p.m.