



# MINERAL PLANNING COMMISSION MEETING AGENDA

October 17, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

---

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPT/AMEND AGENDA**

**E. PUBLIC COMMENT**

**F. APPROVAL OF MINUTES**

**1.** 9.26.2024 Minutes

- a. Motion to approve or deny minutes

**G. OLD BUSINESS**

**H. NEW BUSINESS**

**1.** PUD Application

- a. Discussion of Form and Contents requirements
- b. Discussion of preliminary plan fees
- c. Discussion of reviews required
- d. Discussion of other requirements regarding PUDs in the town limits

**2.** Overlay District Development for Mineral Avenue

- a. Discussion of Louisa Avenue Overlay(Partial)
- b. Discussion of First Street Overlay (Partial)

**3. Development adjacent to the Town boundary**

a. Discussion of possible code change regarding developments adjacent to the Town boundary .

b. Discussion to require advance applications

c. Discussion of need for approval from the Town before streets are used for access into and out of the town limits.

**I. REPORTS**

**1. Zoning Administrator**

**2. Commissioners' Comments**

**J. CLOSED SESSION (As Necessary)**

**K. ADJOURN**

Commission Members: Edward Kube - Chairman, Jim Snider - Vice-Chairman,

Lauren Ball, Nikki Dye, Teresa Newton, Lisa Wade, Tony Williams;

Council Liaison - Dave Hempstead



**JOINT SESSION  
MINERAL TOWN COUNCIL AND MINERAL PLANNING  
COMMISSION**

September 26, 2024 at 6:30 PM  
312 Mineral Avenue Mineral Virginia 23117  
Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

---

**CALL TO ORDER**

**ROLL CALL ( TOWN COUNCIL)**

**Present:**

Mayor Edwin Jarvis  
Vice Mayor Ronald Chapman  
Bernice Kube  
Dave Hempstead  
Michelle Covert

**Absent:**

Two vacant seats

**Others present:**

Nicole Washington, Town Manager

Stephanie Dorman, Clerk

**ROLL CALL (MINERAL PLANNING COMMISSION)**

**Present:**

Edward Kube, Chairman

Teresa Newton

Tony Williams (arrived at 6:37)

Lauren Ball

Jim Snider

**Absent:**

Lisa Wade

Nikki Dye

**Others Present:**

Dave Hempstead, Council Liaison

Nicole Washington , Zoning Administrator

Stephanie Dorman, Clerk

**Introduction**

Nikki Dye is on a pre-planned vacation and apologized for not being present. She advised that she does plan to regularly attend the meetings.

- 1) Teresa Newton introduced herself, saying she is from Georgia. She later moved to Alabama where she was on the Town Council of a small town.

All present welcomed Ms. Newton to MPC.

- 2) Jim Snider, said that he has lived in Louisa for 40+ years and is a school teacher here. He is happy to be back on MPC.

Chairman Kube advised they were happy to have him back.

**PLEDGE OF ALLEGIANCE**

All in attendance stood for the Pledge of Allegiance.

**ADOPTION OF AGENDA**

Chairman Kube revised Public Hearing (Section F(1)(A)) from “action” to discussion and recommendation.

Chairman Kube revised New Business (Section I(3)) to Amend M.P.C. Meeting dates.

Chairman Kube added MPC member resignation to New Business (Section I(4)).

Motion to adopt agenda as revised by Snider and seconded by Ball.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider- yes

Motion passed 5-0-0.

### **PUBLIC COMMENT**

1. Becky McGehee, Mineral resident, stated that in the last MPC meeting, Chairman Kube made a phone call to Tony Williams and she believes this was unprofessional to do during a public meeting. She suspects that although there was not a quorum for the prior meeting, that the MPC did meet as they held a discussion for nearly a half hour. She continued by stating that there is a conflict with Chairman Kube being on the MPC and Council member Kube being on Town Council.

After Ms. McGehee made her remarks, Chairman Kube responded. He reiterated that MPC did not have a quorum at the August meeting, so the Chairman called him to see if he was going to be able to attend the meeting as sometimes the Commissioner may just be a few minutes late due to his job. Commissioner Williams would have made the quorum, so that is also why the Chairman tried calling him during the meeting while Commissioners waited..

Chairman Kube was interrupted by Ms. McGehee while he was speaking and the Chairman advised he found that she was out of order and to stop speaking. The Chairman warned Ms. McGehee about speaking out and if she continued then he would ask for action to be taken against her.

Chairman Kube continued by stating that there was not a secret meeting. Two new Commissioners were present for their first scheduled meeting, so the Chairman suggested that the Commission take time to introduce new members and provide a general overview, no actions or votes would be taken. This was recorded and made available to the public.

Chairman Kube also addressed Ms. McGehee's concern regarding a conflict with family members being on separate boards for the Town. This concern had been previously discussed with the Town Attorney who advised it was not a conflict.

Mayor Jarvis concurred that he had spoken with the prior Town Attorney and that it is acceptable and they could both serve on Council if they were both elected.

Council Member Covert mentioned that she was advised that family members cannot be on the same board as her son wanted to be on Town Council.

**2. Tracy Hempstead**, Mineral resident, has looked at election law and believes that the law gets looser in a smaller town and that people should expect family members to serve together. The statute talks about nepotism and that someone needs to look up the legal definition of that. She believes that the Kube's are okay to be on Town Council and MPC.

## **PUBLIC HEARINGS**

The Zoning Administrator briefed the Commission on proposed changes. The Chairman opened the public hearing and with no comments the Chairman closed the public hearing. The Planning Commission and Zoning Administrator reviewed and discussed proposed changes:

425- 30 (A)(11) - adding a paragraph to include retail stores and service establishments.

425-30(A)(12) - adding a section for restaurants and cafes

425-30 (B)(3) - adding a section for community centers.

425-31 (A),(B), and ( C) - adding clarification language to all three sections to make them match.

Members of the Town Council, MPC, and the Zoning Administrator discussed changing setbacks but ultimately decided to leave the amount listed in the code the same, but added language to clarify this section.

Motion for recommendation of approval of changes as proposed for sections 425-30(A)(11), 425-30(A)(12), and 425-30(B)(3) to the Council made by Snider and seconded by Newton.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider- yes

Motion passed 5-0-0.

Motion for recommendation of approval of changes as proposed for sections 425-31(A) to the Council made by Snider and seconded by Ball. Motion was withdrawn by both Snider and Ball.

Motion for recommendation of approval of changes as proposed for sections 425-31(A),(B), and (C) for consistency to the Council made by Ball and seconded by Snider.

Motion for Planning Commission portion of the public hearing be closed and recommendations be sent to Council made by Ball and seconded by Williams.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider- yes

Motion passed 5-0-0.

The Town Council proceeded to discuss the recommendations made by MPC.

Motion to accept the recommendation from MPC on sections 425-30(A)(11), 425-30(A)(12), and 425-30(B)(3) made by Chapman and seconded by B. Kube.

Council Member Covert asked to call for a vote on accepting the amendments made to 425-30(A)(11), 425-30(A)(12), and 425-30(B)(3).

Ronald Chapman - yes

Bernice Kube - yes

Dave Hempstead - yes

Michelle Covert - yes

Motion passed 4-0-0.

Motion to delete “On Mineral Avenue,” from 425-31 (A), (B), and ( C) made by Chapman and seconded by B. Kube.

Ronald Chapman - yes

Bernice Kube - yes

Dave Hempstead - yes

Michelle Covert - yes

Motion passed 4-0-0.

Motion to adjourn Town Council portion of this meeting made by Chapman and seconded B. Kube.

Ronald Chapman - yes

Bernice Kube - yes

Dave Hempstead - yes

Michelle Covert - yes

Motion passed 4-0-0.

Town Council adjourned at 7:58 pm and left the joint meeting.  
MPC continued with their monthly meeting.

## **APPROVAL OF MINUTES**

### **6.27.2024 Minutes**

Added “Agency Review Committee” under “Old Business - Discussion of 14 lots on 7th and 8th Street.”

Motion to accept minutes as amended made by Williams and seconded by Chairman Kube.

Edward Kube - yes

Teresa Newton- abstain (was not on MPC 6.27.2024)

Tony Williams - yes

Lauren Ball- abstain (was absent on 6.27.2024)

Jim Snider- abstain (was not on MPC 6.27.2024)

Motion passed 2-0-3.

### **7.25.2024 Minutes**

Amended Commissioner Ball’s name throughout.

Changed “Swelling” to “Dwelling.”

Motion to accept minutes as amended made by Ball and seconded by Chairman Kube.

Edward Kube - yes

Teresa Newton- abstain (was not on MPC 7.25.2024)

Tony Williams - abstain (was absent on 7.25.2024)

Lauren Ball- yes

Jim Snider- abstain (was not on MPC 7.25.2024)

Motion passed 2-0-3.

### **8.22.2024**

No vote taken on these minutes. These will be viewed as a place filler so that in the future people may look back and see that monthly meeting was called. There was no quorum and that no actions or votes were taken.

### **OLD BUSINESS**

Chairman Kube advised the Commissioners that the previous recommendations made by MPC to Town Council have been approved. He further states that there has been monumental progress made by MPC and Town Council in addressing oversights in the Town Code.

### **NEW BUSINESS**

#### **Election of MPC Vice-Chairman**

There was previously a recommendation made to Town Council to add a Vice Chairman position to the MPC, which was approved. The Chairman advised on the process of electing a Vice Chairman and when the position will be open for re-election.

The Chairman opened the floor for nominations.

Commissioner Ball nominated Commissioner Snider.

Motion to close nominations made by Ball and seconded by Williams.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider- yes

Motion passed 5-0-0.

Chairman Kube called for a vote in electing Commissioner Snider as Vice Chairman.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider-yes

Motion passed 5-0-0.

**Proposed Town Code Amendments**

**Chapter 355 - Sewer and Sewage Disposal:**

The Zoning Administrator briefed the Commission on proposed changes. The Planning Commission and Zoning Administrator reviewed and discussed proposed changes:

**355-20: Amendments to language.**

Amendments made throughout, changing Superintendent to Town Manager.

Motion for recommendation of approval of changes as proposed for the Council made by Ball and seconded by Snider.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider-yes

Motion passed 5-0-0.

**Chapter 375 - Streets and Sidewalks:**

The Zoning Administrator briefed the Commission on proposed changes. The Planning Commission and Zoning Administrator reviewed and discussed proposed changes:

375-1 - language amended.

Amendments made throughout changing Town Sargeant to Town Manager.

Motion to accept the changes made to Chapter 375 amending positions and deletion of section 18 made by Snider and seconded by Ball.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider-yes

Motion passed 5-0-0.

Motion to amend the prior motion adding recommendation of approval of changes as proposed for the Council made by Snider and seconded by Ball.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider-yes

Motion passed 5-0-0.

**Chapter 166 - Cemeteries**

The Zoning Administrator briefed the Commission on proposed changes. The Planning Commission and Zoning Administrator reviewed and discussed proposed changes:

Amendments made throughout changing Mayor to Town Manager or designee.

Motion for recommendation of approval of changes as proposed for the Council made by Ball and seconded by Newton.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider-yes

Motion passed 5-0-0.

**Amend meeting dates**

Mineral Planning Commission has a conflict with several upcoming meeting dates.

Commissioners discussed scheduling for the rest of the year, as well as January 2025, and will have meetings on the following dates:

October 17, 2024

November 14, 2024

The December meeting has been canceled

January 16, 2025

Motion to amend meeting dates made by Snider and seconded by Ball.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider-yes

Motion passed 5-0-0.

**Resignation of Mineral Planning Commission member**

Commissioner Wade submitted her letter of resignation.

Motion to accept Ms. Wade's resignation with regrets made, as well as asking Council to post the vacancy by Snider and seconded by Williams.

The Chairman advised Ms. Wade that he hopes she considers joining MPC again in the future.  
Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider-yes

Motion passed 5-0-0.

## **REPORTS**

### **Zoning Administrator**

The Zoning Administrator reports that development takes a toll on connection fees. She is still working on Miller's Market gas pump application and has passed information along to VDOT. VDOT has conducted an initial review on the site plan but a gas pump is a long process, because things such as traffic flow, turning lanes, and loading will all need to be examined. Chairman Kube emphasized this highlights the importance of site plans and agency reviews.

The Zoning Administrator does not have an update on development for the PUD. This is at a stand still until the Town is able to fix its infrastructure.

### **Commissioners' comments**

Commissioner Williams asked about "Tommy Town" as the land that was logged and now for sale. The Zoning Administrator believes that it will likely be a development. Chairman Kube advises there is a realtor's sign displayed.

The Zoning Administrator provided an update on "The 14 lot development." She advised that the Town has come to an agreement on a few items, such as; trees, fencing, no parking signs, road maintenance, and paving.

Commissioner Ball mentioned it looks like the electrical boxes may be crossing onto the Town's easement.

Vice Chairman Snider discusses with the Town Manager if any of the houses have been sold. The Town Manager advised that she has not signed any Certificates of Occupancy for "The 14 lot development."

Vice Chairman Snider expressed his happiness with being back on MPC.

**ADJOURNED**

Motion to adjourn by Ball and seconded by Snider.

Edward Kube - yes

Teresa Newton- yes

Tony Williams - yes

Lauren Ball- yes

Jim Snider-yes

Motion passed 5-0-0.

MPC adjourned at 9:24 PM.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Town Clerk

DRAFT