



MINERAL PLANNING COMMISSION MEETING AGENDA

August 27, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

E. REORGANIZATION

1. Motion to accept resignation of Chairman Kube
2. Motion to accept resignation of Vice Chairman Newton
3. Nominations and Election of Chairman of The Mineral Planning Commission
4. Nominations and Election of the Vice Chairman of The Mineral Planning Commission

F. PUBLIC COMMENT

G. OLD BUSINESS

1. Schedule a day and time to discuss the proposed PUD project
2. Progress update on CIP priorities

H. APPROVAL OF MINUTES

I. NEW BUSINESS

1. Discuss CUP Application

J. REPORTS

1. Zoning Administrator

2. Commissioners' Comments

L. ADJOURN

Dear Madam Mayor, Mineral Town Council Members and Planning Commission Members

It has become necessary for me to tender my resignation from the MPC, effective immediately, after listening to the last Town Council meeting. The rowdy dialog and all of the arguing among the Town's elected officials was both amazing and shocking for me to hear! In addition, the pure lack of concern by four members of Council of their legal requirement and the obligation of the Town's governing body to adopt a new Town annual budget by June 30th, the last day before the new fiscal year begins was astounding.

This standard annual specific governing body budgetary action is required by the Virginia Code, State law, to be timely completed by the end of each Fiscal Year, yet Mineral's Town Council showed both their lack of recognition, unconcern and their disregard of the Virginia Code's requirements, as well as their inability to function together as a civil, respectable, law abiding, local government entity by refusing to do so.

As a result of this, I do not wish to continue to serve on the Mineral Planning Commission and therefore resign to you as Mayor. It is very disheartening and time consuming for me to continue to work on and spend my time in a professional and cooperative manner with the MPC on future planning for this wonderful Town when the Town Council can't adopt its annual budget on time and it also has members that will not even sign a VML recommended Council Civility Pledge. All members of the Mineral Planning Commission have voluntarily and willingly signed this year such a pledge!

Due to my wife's serious continuing medical condition and my own personal health, I plan to spend our time together as of July 1, focusing on her getting better while helping and looking out for each other. I voluntarily choose not to participate in and cope with the operational disfunction and animus exhibited by the Mineral Town Council towards each other.

I can and would like to say that It has been an honor and a pleasure for me to work with all the members of the Mineral Planning Commission and for me to be its Chairman for the past three years. Together, the MPC has worked see together and I am particularly proud of its development, recommendation and the Council's approval of an overdue and updated 2024 Town Comprehensive Plan. I leave the MPC with regrets, but I encourage all of its members to continue to strive to lead the Town of Mineral in a positive direction in planning for this Town's future!

My best regards to everyone including the Council, Planning Commission, Staff and to all of the Town of Mineral citizens.

Ed Kube,
Mineral Town Resident
Former MPC Chairman
Former Town Council Member

From: **Teresa Newton** <tnewton@townofmineral.net>

Date: Tue, Jul 14, 2026 at 11:14 AM

Subject: Resignation

To: Maggie Larson <mlarson@townofmineral.net>, Ryan Stowe <rstowe@townofmineral.net>

Ryan and Maggie,

I am resigning from the Planning Commission effective immediately.

I enjoyed working with you and spending time getting to know you.

You are a vital part of this area and I hope things turn out for the best for you.

Sincerely,

Teresa Newton

Town Of Mineral

P O Box 316

Mineral VA 23117

540-380-0015

tnewton@townofmineral.net



MINERAL PLANNING COMMISSION MEETING MINUTES

May 28, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

Vice Chairman Newton called the meeting to order at 6:31pm

B. ROLL CALL

PRESENT:

Chairman Edward Kube
Commissioner James Snider
Vice Chairman Teresa Newton
Commissioner Maggie Larson

ABSENT:

Commissioner Ryan Stowe

OTHERS PRESENT:

Mayor/Interim Town Manager Pamela Harlowe
Mineral Town Council Liaison Dave Hempstead
Mineral Planning Commission Secretary Teri Burns

C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

D. ADOPT/AMEND AGENDA

A motion was made to delete item number 1 in section H, old business, as there were no updates at this time.

Motion made by Commissioner Larson, Seconded by Commissioner Snider.
Voting Yea: Chairman Kube, Commissioner Snider, Vice Chairman Newton,
Commissioner Larson

Nay: None

Motion Passed 4-0-0

E. PUBLIC COMMENT

None

F. APPROVAL OF MINUTES

A motion was made to approve the 4.23.2026 minutes as presented.

Motion made by Commissioner Snider, Seconded by Commissioner Larson.

Voting Yea: Chairman Kube, Commissioner Snider, Vice Chairman Newton,
Commissioner Larson

Nay: None

Motion Passed: 4-0-0

G. NEW BUSINESS

1. PUD Presentation

Torrey Williams presented information on his desire to develop the PUD district. He noted that he has submitted plans and a narrative outlining the project's intent and asked the town for feedback.

During the question-and-answer session, Mr. Williams stated that a comprehensive infrastructure study would be required. He further stated that he is not prepared to proceed until a mutual agreement has been reached regarding the zoning requirements.

H. OLD BUSINESS

1. Update on Capital Improvement Plan (CIP)

Commissioner Larson led the discussion on updates to the CIP stating that if anyone had suggestions, they were encouraged to share.

Vice Chairman Newton suggested adding a swing set to the playground.

Chairman Kube left the meeting at 7:27pm due to audio/video difficulties.

H. REPORTS

1. Zoning Administrator

Mayor Harlowe, Interim Town Manager/Zoning Administrator commented on the status of the water recap reports, new construction and COVID monies report.

2. Commissioners' Comments

Commissioners will work together to develop a plan for the needs of the Town concerning the PUD.

I. ADJOURN

A motion was made to adjourn the meeting at 7:45pm.

Motion made by Commissioner Snider, Seconded by Commissioner Larson
Voting Yea: Commissioner Snider, Commissioner Larson, Vice Chairman Newton
Motion Passed: 3-0-0

Commission Members: Edward Kube - Chairman, Teresa Newton - Vice-Chairman,
Jim Snider, Maggie Larson, Ryan Stowe



MINERAL PLANNING COMMISSION MEETING MINUTES

June 25, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

Vice Chairman Newton called the meeting to order at 6:34pm

B. ROLL CALL

PRESENT

Commissioner James Snider
Vice Chairman Teresa Newton
Commissioner Maggie Larson
Commissioner Ryan Stowe

ABSENT

Chairman Edward Kube

OTHERS PRESENT

MPC Secretary Teri Burns
Council Liaison Dave Hempstead

C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance

D. ADOPT/AMEND AGENDA

A motion was made to add under new business a discussion of scheduling a day and time for a PUD work session

Motion made by Commissioner Larson, Seconded by Commissioner Stowe.

Voting Yea: Commissioner Snider, Commissioner Larson, Commissioner Stowe

Motion Passed: 3-0-0

Vice Chairman Newton chose not vote

E. PUBLIC COMMENT

None

F. OLD BUSINESS

1. Historic Overlay Discussion

The Commission discussed the development of a historic overlay district, noting that the Thomas Jefferson Planning District Commission currently lacks the capacity to assist. The members explored ideas to preserve the town's aesthetic, such as QR codes for historical identification, and debated the balance between retail development and historical appearance.

2. CIP Discussion

Commissioners presented their priorities for discussion and consideration as part of the CIP process.

G. NEW BUSINESS

1. Set priorities for the CIP

Commissioners agreed on the following priorities for the CIP

1. Water/Sewer
2. Crosswalks
3. Roof repairs at The Whitlock Family Park building
4. Parking lot upgrade next to the Town Office
5. Sidewalks

2. Schedule a work session for the PUD

The Commission reached an impasse regarding the PUD work session, citing the absence of the Chairman and the Zoning administrator.

A motion was made to table the final discussion until the next meeting

Motion made by Commissioner Larson, Seconded by Commissioner Stowe.

Voting Yea: Commissioner Snider, Vice Chairman Newton, Commissioner Larson, Commissioner Stowe

Motion Passed 4-0-0

H. REPORTS

1. Zoning Administrator

No report

2. Commissioners' Comments

No comments

I. ADJOURN

Motion to adjourn at 8:24pm

Motion made by Commissioner Snider, Seconded by Commissioner Stowe.
Voting Yea: Commissioner Snider, Vice Chairman Newton, Commissioner Larson,
Commissioner Stowe



MINERAL PLANNING COMMISSION MEETING MINUTES

July 23, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

The Meeting was cancelled due to a lack of a quorum being able to attend.

This document is created as a filler to document a meeting was scheduled.

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

E. ADOPT/AMEND AGENDA

1. Nominations and election of Mineral Planning Commission Chairman
2. Nominations and election of Mineral Planning Commission Vice Chairman

PUBLIC COMMENT

F. APPROVAL OF MINUTES

G. OLD BUSINESS

1. Schedule a day and time to discuss the proposed PUD project

H. NEW BUSINESS

1. Discussion of CUP application

I. REPORTS

1. Zoning Administrator
2. Commissioners' Comments

J. ADJOURN



Town of Mineral · P.O. Box 316 · 312 Mineral Ave · Mineral,
Virginia 23117
(540) 894-5100 · www.townofmineral.com · mineral@louisa.net

APPLICATION FOR CONDITIONAL USE PERMIT

DATE JUNE 18, 2026

PROPERTY OWNER Grose Real Estate Investments LLC

PHYSICAL ADDRESS BETWEEN 56 & 80 ST. CECILIA AVE
OF PROPERTY

OWNER MAILING
ADDRESS

Mineral VA 23117

OWNER PHONE NO. _____

PROPERTY DESCRIPTION TMP 43B2(1)-10A
13472 SQ FT LOT

REASON FOR REQUEST

WE ARE REQUESTING TO BUILD 5 SINGLE
FAMILY TOWNHOMES.

OWNER SIGNATURE Zachary G. G. G.

ATTACH ADDITIONAL INFORMATION IF NEEDED. APPLICATION SHOULD BE
ACCOMPANIED BY DRAWINGS GIVING MEASUREMENTS AND OTHER PERTINENT
INFORMATION TO ALLOW FULL CONSIDERATION OF THE REQUESTED VARIANCE OR
APPEAL.

DECISION _____

ZONING ADMINISTRATOR SIGNATURE: _____

Please remit \$200.00 fee with the application



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

APPLICATION FOR ZONING PERMIT

DATE: JUNE 18, 2026

APPLICANT:

GROSE REAL ESTATE INVESTMENTS, LLC

—

CONTACT PERSON: ZACHARY (ROO) GROSE

PHONE: _____

ADDRESS:

LOCATED BETWEEN #56 & #80 ST. CECILIA AVE.

TWP 43B2(1)-10A

PROPOSED USE:

5 SINGLE FAMILY TOWNHOMES

—

BLOCK: 6

LOTS: 10A

OWNER:

GROSE REAL ESTATE INVESTMENTS, LLC

—

ADDRESS:

—

MINERAL, VA 23117

ZONING:

RESIDENTIAL GENERAL

—

ACTUAL SET BACKS: FRONT: 66.9' SIDE: R-10'1"

L-10'2" REAR: 25'2"

AREA OF PARCEL:

13472 SQUARE FEET

—

TOWN WATER: (YES/NO)

TOWN SEWER OR INDIVIDUAL SEPTIC

Section 1, Item 1.

COMMENTS:

WE ARE REQUESTING A CONDITIONAL USE PERMIT
TO BUILD 5 SINGLE FAMILY
TOWNHOUSES. THIS PROPERTY IS ACROSS THE STREET
FROM THE TOWN BASEBALL FIELD
AND THE ADJACENT PLAYGROUND. THE ADJOINING LOT
IS CURRENTLY BEING DEVELOPED IN
THE SAME WAY. WE HAVE ATTEMPTED TO DESIGN OUR
PROJECT TO LOOK SIMILAR TO THOSE
BUILDINGS.

SIGNATURE OF APPLICANT:

Zachary Gme

REVIEWED BY:

\$150.00 for new construction
\$100.00 for existing structure