



# MINERAL PLANNING COMMISSION MEETING AGENDA

October 30, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADOPT/AMEND AGENDA
- E. PUBLIC COMMENT
- F. OLD BUSINESS
- G. NEW BUSINESS
- H. REPORTS
  - 1. Zoning Administrator
  - 2. Commissioners' Comments
- I. Public Hearing
  - 1. Public Hearings - Zoning Code 425- Articles IV - Light Commercial
    - Updates to the code language related to use and set backs
  - 2. Public Hearing Zoning Ordinance 425 Article V- General Commercial
    - 1- Permitted and Conditional Use Language
    - 2- Setbacks
  - 3. Public Hearing Zoning Code 425 Article VI- Planned Unit Development

4. Public Hearing Zoning Code 425 Article XI - Administration and Enforcement

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

**K. ADJOURN**

Commission Members: Edward Kube - Chairman, Jim Snider - Vice-Chairman,  
Teresa Newton, Vacant, Vacant



# Town of Mineral

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

## LIGHT COMMERCIAL DISTRICT ORDINANCE Ordinance No. 2025-

**AN ORDINANCE TO REPEAL AND REENACT CHAPTER 425 (ZONING), ARTICLE IV (LIGHT COMMERCIAL DISTRICT (LC)) OF THE CODE OF THE TOWN OF MINERAL (1982), AS AMENDED.**

**BE IT ORDAINED** by the Council of the Town of Mineral that the current Chapter 425 (ZONING), Article IV shall be repealed, and a new Chapter 425 (ZONING), Article IV shall be and is hereby enacted as follows:

### **Chapter 425. Zoning**

#### Article IV. Light Commercial District (LC)

##### § 425-23. Statement of intent.

The primary purpose of this district is to establish and protect a limited business district that will serve the surrounding residential districts. Traffic and parking congestion shall be held to a minimum to protect and preserve property values in the surrounding residential districts, and, insofar as possible, all neighborhood business development shall take place in a limited business district. Water and sewer shall be provided and required for use unless the development is of multiple housing units (Single Family or Multi-Family) and/or multiple buildings on multiple lots, then the developer/landowner would be responsible for water and sewer within the development.

##### § 425-24. Use regulations.

Within any Light Commercial District, as indicated on the Zoning Map, no lot, building or structure shall be used and no building shall be erected which is intended or designed to be used in whole or in part for any industrial or manufacturing purpose or for any other than the following specified purposes:

#### A. Permitted Uses

1. Banks and office buildings.
2. Single-family dwellings only when the location is not on Mineral Ave (the main corridor in the Town of Mineral). NO single-family homes are permitted by new construction on Mineral Ave. Single family homes that exist are not considered non-conforming and shall be allowed to expand their footprint as long as zoning

setbacks are met. If a single family home located on Mineral Ave, is used as a residential use, burned down or was damaged, the owner shall have the right to build a home of like nature in the same lot. ~~(except modulars which are permitted by CUP)~~

3. Greenhouses and nurseries operated on a commercial scale, including sale rooms and offices.

4. Parking of automobiles, excluding house trailers, freight trucks, and trailers.

5. Self-service laundries.

6. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, and dry-cleaning shops (but not dyeing plants), beauty parlors, barbershops, tailor and shoe repair shops, florists, jewelry and watch repair shops, gift and optician shops, hardware stores, building material stores and sales yards in connection therewith, newspaper offices, photographic studios, printing plants, electrical appliance stores, music stores, restaurants, hotels, motels, theaters, or other commercial establishments of like nature, provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shops no merchandise shall be carried other than that intended to be sold at retail on the premises.

7. Restaurants, Cafes.

**B. Permitted Uses by Conditional Use Permit**

1. Mixed Use businesses – whereas the business is storefront level, and the living space is above. Living space above (provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shop merchandise shall be carried out than that intended to be sold at retail on the premises.

2. Modular homes and manufactured homes that are not traditionally built/ block homes.

**§ 425-25. Setback regulations.**

A. Minimum of 15 feet on undeveloped streets. The setback shall blend with existing setbacks on developed streets.

B. The minimum side yard setback to a residential dwelling and/or district shall not be less than 20 feet. If the existing house is on Mineral Ave, the side yard should blend with existing setbacks. This is to keep the feel of small town if the house were to ever change uses to become a business.

C. Rear setback: Minimum of 8 feet from property line.

**§ 425-26. Off-street parking.**

See § 425-53.

§ 425-27. Height regulations.

No building or structure shall be erected to a height in excess of 60 feet above grade without recommendation of the Planning Commission and approval of the Town Council after the required public hearing(s).

§ 425-28. Signs.

Refer to Article X.

This Ordinance shall take effect upon adoption.

ORDERED THIS 29TH DAY OF AUGUST 2024.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

CERTIFICATION

This ordinance was adopted by Town Council on xxxxx.

\_\_\_\_\_  
Nicole Washington Town Manager

Town of Mineral, VA  
Wednesday, May 15, 2024

## Chapter 425. Zoning

### Article V. General Commercial District (GC)

#### § 425-29. Statement of intent.

This district shall include that portion of the community intended for the conduct of general business to which the public requires direct and frequent access. Water and sewer shall be provided.

#### § 425-30. Use regulations.

### Permitted Uses

[Amended 6-13-2005 by Ord. No. 2005-01]

In a General Commercial District no buildings or land shall be used and no building shall be erected which is arranged, intended or designed to be used for other than one or more of the following uses:

- A. .
- B. Gasoline filling stations and
- C. public garages,
- D. storage warehouses and yards,
- E. automobile sales, service and rental, and
- F. wholesale and jobbing establishments.
- G. Greenhouses and nurseries
- H. Parking of automobiles, excluding house trailers, freight trucks and trailers
- I. Self-service laundries
- J. Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement only when recommended by the Planning Commission and approved by the Council of the Town of Mineral.
- K. .
- L. Public utilities. Utility substations, pump houses, distribution lines, and poles and other facilities for the provision and maintenance of public utilities, meters, pipes, fire and rescue, including railroads and their facilities, and water and sewerage works.

# Permitted Use by Conditional Use Permit

Section I, Item 2.

M. Trailer courts in conformity with special provisions contained herein.<sup>[1]</sup> [1] *Editor's Note: See § 425-54.*

## N. Specialty Tobacco retail store and/or Firearms retail store § 425-31. Frontage and yard regulations.

- A. Side yard. Where the district abuts a residential district, the minimum side yard shall be 20 feet. Buildings must conform to existing structures..
- B. Setback. Minimum of 5 feet on developed and undeveloped streets. Buildings must conform to existing structures.
- C. Frontage. Shall be no less than 25 feet. Buildings must conform to existing structures.

## § 425-32. Off-street parking.

See § 425-53.

## § 425-33. Height regulations.

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Town of Mineral, VA General Commercial District (GC)

No building (or structure) shall be erected to a height in excess of 60 feet above grade without a conditional use permit.

## § 425-34. Signs.

Refer to Article X.

## § 425-35. Prohibited uses.

Automobile graveyards and junkyards and sand and gravel yards are prohibited. Note: Automobile graveyards and junkyards in existence at the time of the adoption of this chapter may continue as nonconforming uses, provided that they shall have a period of not exceeding two years after said adoption in which to completely screen on any side viewed from a public road the operation or use by a solid six-foot-high masonry wall or other type of solid fencing or hedge approved by the Zoning Administrator.





# Town of Mineral

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

## GENERAL COMMERCIAL DISTRICT ORDINANCE Ordinance No. 2025-xx

**AN ORDINANCE TO REPEAL AND REENACT CHAPTER 425 (ZONING), ARTICLE V (GENERAL COMMERCIAL DISTRICT (GC)) OF THE CODE OF THE TOWN OF MINERAL (1982), AS AMENDED.**

**BE IT ORDAINED** by the Council of the Town of Mineral that the current Chapter 425 (ZONING), Article III shall be repealed, and a new Chapter 425 (ZONING), Article V shall be and is hereby enacted as follows:

### **Chapter 425. Zoning**

Article V. General Commercial District (GC)

§ 425-29. Statement of intent.

This district shall include that portion of the community intended for the conduct of general business to which the public requires direct and frequent access. Public water and sewer (where available) shall be provided and be required for use.

§ 425-30. Use regulations.

[Amended 6-13-2005 by Ord. No. 2005-01]

In a General Commercial District no buildings or land shall be used and no building shall be erected which is arranged, intended or designed to be used for other than one or more of the following uses:

#### **A. Permitted Uses:**

1. Gasoline filling stations; and,
2. public garages,
3. storage warehouses and yards,
4. automobile sales, service and rental, and
5. wholesale and jobbing establishments.
6. Greenhouses and nurseries
7. Parking of automobiles, excluding house trailers, freight trucks and trailers
8. Self-service laundries
9. Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement only when recommended by the Planning Commission and approved by the Council of the Town of Mineral.
10. Public utilities. Utility substations, pump houses, distribution lines, and poles and other facilities for the provision and maintenance of public utilities, meters, pipes, fire and rescue, including railroads and their facilities, and water and sewerage works.

11. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, and dry-cleaning shops (but not dyeing plants), beauty parlors, barbershops, tailor and shoe repair shops, florists, jewelry and watch repair shops, gift and optician shops, hardware stores, building material stores and sales yards in connection therewith, newspaper offices, photographic studios, printing plants, electrical appliance stores, music stores, restaurants, hotels, motels, theaters, or other commercial establishments of like nature, provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shops no merchandise shall be carried other than that intended to be sold at retail on the premises.

12. Restaurants, Cafes

**B. Permitted Use by Conditional Use Permit**

1. Trailer courts in conformity with special provisions contained herein.[1] [1] Editor's Note: See § 425-54.
2. Mixed Use Developments – where retail space is at the bottom and apartment(s) at the top.
3. Specialty Shop: Like Tobacco retail store and/or Firearms retail store, Adult stores, etc.

**§ 425-31. Frontage and yard regulations.**

- A. Side yard. Where the district abuts to a residential district and/or dwelling, the minimum side yard shall be 20 feet. Buildings must conform to existing structures.
- B. Setback. Minimum of 5 feet on developed streets and a minimum of 10 feet on undeveloped streets. Buildings must conform to existing structures.
- C. Frontage. Shall be no less than 25 feet. Buildings must conform to existing structures.

**§ 425-32. Off-street parking.**

See § 425-53.

**§ 425-33. Height regulations.**

No building or structure shall be erected to a height in excess of 60 feet above grade without a Conditional Use Permit.

**§ 425-34. Signs.**

Refer to Article X.

**§ 425-35. Prohibited uses.**

Automobile graveyards and junkyards and sand and gravel yards are prohibited. Note: Automobile graveyards and junkyards in existence at the time of the adoption of this chapter may continue as nonconforming uses, provided that they shall have a period of not exceeding two years after said adoption in which to completely screen on any side viewed from a public road the operation or use by a solid six-foot-high masonry wall or other type of solid fencing or hedge approved by the Zoning Administrator.

This Ordinance shall take effect upon adoption.

ORDERED THIS 26TH DAY OF SEPTEMBER 2024.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

CERTIFICATION

This ordinance was adopted by Town Council on September 26, 2024.

\_\_\_\_\_  
Nicole Washington  
Town Manager – Clerk to Council



# Town of Mineral

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

## **PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE Ordinance No. 2025-xx**

**AN ORDINANCE TO REPEAL AND REENACT CHAPTER 425 (ZONING), ARTICLE VI (PLANNED UNIT DEVELOPMENT DISTRICT (PUD)) OF THE CODE OF THE TOWN OF MINERAL (1982), AS AMENDED.**

**BE IT ORDAINED** by the Council of the Town of Mineral that the current Chapter 425 (ZONING), Article VI shall be repealed, and a new Chapter 425 (ZONING), Article VI shall be and is hereby enacted as follows:

### **Chapter 425. Zoning**

#### ARTICLE VI. Planned Unit Development District (PUD)

##### § 425-36. Statement of intent.

A. Planned unit development districts are intended to provide for variety and flexibility in design necessary to implement the varied goals of the Town. Through a planned unit development district approach, the provisions of this article are intended to accomplish the purposes of zoning and other applicable regulations to the same extent as regulations of conventional districts.

B. It shall be Virginia Department of Transportation maintained public roads that planned unit development districts established along major corridors and in growth areas. Applicants' planned unit development master plans should demonstrate a unified development with an interconnected system of internal roads, sidewalks, and paths, as well as management of access points along existing roads in order to maximize safety and the efficiency of existing roads. Pavement widths of internal and external roads shall minimize paving requirements while accommodating projected traffic generated from the district. Planned unit developments allow for a higher density of development for a more efficient use of the designated growth areas and for more effective preservation of the open areas of the Town. Other benefits of a planned unit development include less infrastructure costs, more efficient provision of public safety services, less environmental impact and, through the provision of affordable housing, the achievement of significant economic and social integration.

C. The Planned Unit Development (PUD) shall have an HOA(Home Owner's Association) for the residential portion of the development. This shall include a developed covenants to maintain common open space and/or common facilities serving multiple owners and shall be transferred to the HOA at 75% occupancy of the PUD.

D. The Planned Unit Development (PUD) residential districts are development by a residential developer and is required to have Conditions place on the development of dwellings and/or multi-family units.

§ 425-37. Character of development.

A. "Planned unit development" means a development generally in a designated growth area that utilizes a master plan to identify mixed uses with development standards specific to the proposed use. The goal of a planned unit development district is to encourage a development form and character that is different from conventional suburban development by providing the following characteristics:

1. Pedestrian orientation;
2. Neighborhood-friendly streets and paths;
3. Interconnected streets and transportation networks;
4. Parks and open space as amenities;
5. Neighborhood centers;
6. Buildings and spaces of appropriate scale;
7. Relegated parking;
8. Mixture of uses and use types;
9. Mixture of housing types and affordability;
10. Environmentally sensitive design; and
11. Clear boundaries with any surrounding rural areas.

B. An application is not necessarily required to possess every characteristic of the planned unit development district as delineated in Subsection A in order to be approved. The size of the proposed district, its integration with surrounding districts, or other similar factors may prevent the application from possessing every characteristic.

§ 425-38. Permitted uses generally.

In a planned unit development district, uses permitted by right in the use district given that these uses are developed by a residential builder with conditions. The districts permitted must follow the use regulations and setback regulations of said district

1. Residential Limited District, (as permitted in the R-L district)
2. Residential General District (as permitted in the R-G district)

§ 425-39. Permitted uses with conditional use permit.

1. Light Commercial (as permitted in the LC district)
2. General Commercial (as permitted in the GC district)
3. Multi-family units.
4. Modular homes or homes that are not traditionally built/ block homes.

Uses not listed in this section 425-39 may require a conditional use permit if specifically enumerated in the applicant's final master plan.

§ 425-40. Mixture of uses.

The PUD shall contain a variety of housing types and nonresidential uses. The mixture of uses may be obtained with different uses in different buildings or a mixture of uses within the same building.

§ 425-41. Minimum area for planned unit development.

A. Minimum area required for the establishment of a planned unit development district shall be 10 acres.

B. Additional area may be added to an established planned unit development district if it adjoins and forms a logical addition to the approved development. The procedure for the addition of land to the planned unit development district shall be the same as if an original application was filed, and all requirements shall apply except the minimum lot area requirement as set forth above.

§ 425-42. Open space.

Open space promotes attractive and unique developments that are also environmentally conscious. For the purposes of this section, the term "open space" shall not include roads and sidewalks. Planned unit developments shall include the following:

- A. Not less than 30% of total acreage shall be open space, whether dedicated to public use or retained privately by Homeowners Association.
- B. Open space shall be dedicated in a logical relationship to the site and in accordance with any guidance from the Town's Comprehensive Plan regarding significant open space.
- C. Improvements shall be configured to accommodate permitted, accessory and conditional uses in an orderly relationship with one another, with the greatest amount of open area and with the least disturbance to natural features.
- D. Multiple family (PARK INFO)
- E. Parking lots for parks shall be paved.

§ 425-43. Densities.

- A. The gross and net residential densities shall be shown on the applicant's approved final master plan by area and for the development as a whole in dwelling units per acre and shall be binding upon its approval. The overall gross density so approved shall be determined by the Town Council with reference to the Town's Comprehensive Plan but shall not exceed 3 dwelling units per acre.
- B. Nonresidential density should be expressed in terms of total square footage by area and for the development as a whole. There is no maximum square footage for nonresidential uses, but the proposed uses should be in proportion to the overall intent and functionality of the planned district concept.

§ 425-44. Setback regulations.

- A. Within the planned unit development district, minimum setback ranges shall follow the setback regulations of the use district adopted. Specific setbacks may be approved administratively in the site plan process if they are in conformance with the established ranges or a rezoning will be required. The following guidelines shall be used in establishing the building spacing and setbacks:
  - 1. Areas between buildings used as service yards, storage of trash, or for other utility purposes should be designed so as to be compatible with adjoining buildings.
  - 2. Building spacing and design shall incorporate privacy for outdoor activity areas (patios, decks, etc.) associated with individual dwelling units whenever feasible; and
  - 3. Yards located at the perimeter of the planned unit development district shall conform to the setback requirements of the adjoining district or to the setback requirements of the planned district, whichever is greater.

B. In no case shall setbacks interfere with public safety issues such as sight lines and utilities, including other public infrastructure such as sidewalks, open space, etc.

§ 425-45. Height of buildings.

A. In the planned unit development district, the height regulations shall be:

1. Single-family residences: 40 feet (maximum).
2. Banks, office buildings and hotels: 60 feet (maximum).
3. Apartments, shopping centers, and other permitted buildings: 60 feet (maximum).

B. Conditional use permits are required for structures exceeding the maximums listed in this section.

C. All accessory buildings shall generally be less than the main building in height.

§ 425-46. Parking.

Within the planned unit development district, the applicant shall establish parking regulations for consideration by the Town Council. The proposed regulations shall be based on a parking needs study or equivalent data.

§ 425-47. Utilities.

All new utility lines, electric, telephone, fiber, cable television lines, etc., shall be placed underground.

§ 425-48. Waivers and modifications.

Where sections of this chapter or the Subdivision Ordinance are deemed to be in conflict with the goals of the applicant's final master plan, the rezoning application shall be considered a waiver or modification to these sections if specified in the applicant's final master plan. Otherwise, the applicant must provide a clear explanation as to why certain regulations are in conflict with the applicant's final master plan, demonstrate that the public's health, safety and welfare will not be compromised, and request the specific waivers or modifications to be considered by the Town Council after a public hearing.

§ 425-49. Application for rezoning.

A. The applicant shall file an application for rezoning with the Zoning Administrator, Town of Mineral. The application shall consist of three primary sections: a narrative, an existing conditions map and a master plan.

1. Narrative.

- (a) A general statement of objectives to be achieved by the planned district, including a description of the character of the proposed development and the market for which the development is oriented.
- (b) A list of all adjacent property owners.
- (c) Site development standards, including but not limited to density, setbacks, maximum heights, and lot coverage.
- (d) Utilities requirement and implementation plan.
- (e) Phased implementation plan, with Commercial development in Phase II
- (f) Comprehensive sign plan.

(g) Statements pertaining to any architectural and community design guidelines shall be submitted in sufficient detail to provide information on building designs, orientations, styles, lighting plans, etc.

2. Existing conditions map.

(a) Topography, including steep slopes (greater than 15%).

(b) Water features.

(c) Roadways.

(d) Structures.

(e) Tree lines.

(f) Major utilities.

(g) Significant environmental features.

(h) Existing and proposed ownership of the site along with all adjacent property owners.

3. Master plan. The preliminary master plan shall be of sufficient clarity and scale to accurately identify the location, nature, and character of the proposed planned unit development district. At a minimum, the preliminary master plan shall include the following:

(a) Proposed layout of the planned unit development district, including the general location of uses, types of uses, and density range of uses;

(b) Methods of access from existing state-maintained roads to proposed areas of development;

(c) General road alignments;

(d) General alignments of sidewalks and bicycle and pedestrian facilities;

(e) A general water layout plan indicating the intended size and location of primary lines and the general location of fire hydrants (e.g., one every two blocks, etc.);

(f) A general sanitary sewer layout indicating the size and location of primary lines and the location of pump stations;

(g) Utility easement; and

(h) A general plan showing the location and acreage of the active and passive recreation spaces, parks and other public open areas.

B. Additionally, an environmental impact study by a disinterested party and a traffic study by the Virginia Department of Transportation are required to be submitted as part of the application package.

C. The charter. Regulations and other governing documents of any Homeowners Association property associations shall be reviewed by the town attorney, prior to final site plan approval.

D. The Planning Commission shall review the applicant's preliminary master plan for the proposed planned unit development district, consider it at a scheduled public hearing, and forward its recommendation along with the preliminary master plan to the Town Council for consideration. The Town Council shall hold a public hearing thereon, pursuant to public notice as required by Virginia Code § 15.2-2204, after which the Town Council may make appropriate changes or corrections in the ordinance or proposed amendment. However, no land may be zoned to a more intensive use classification than was contained in the public notice without an additional public hearing after notice required by Virginia Code § 15.2-2204. Such ordinances shall be enacted in the same

manner as other zoning ordinances. The plan approved by the Town Council shall constitute the final master plan for the planned unit development district.

E. Once the Town Council has approved the final master plan, all accepted conditions and elements of the plan shall constitute proffers, enforceable by the Zoning Administrator.

F. The plan shall be in substantial conformance with the approved final master plan. The Zoning Administrator shall approve or disapprove a final site development plan within 60 days from the receipt of such plan. Such final site development plan may include one or more sections of the overall planned unit development district and shall meet all applicable federal, state, county and Town regulations and shall contain specific details of information required generally in the preliminary plan.

This Ordinance shall take effect upon adoption.

ORDERED THIS xTH DAY OF.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

\_\_\_\_\_,  
Mayor

\_\_\_\_\_  
Date

CERTIFICATION

This ordinance was adopted by Town Council on xxxx

\_\_\_\_\_  
Nicole Washington  
Town Manager

**Chapter 425, Article XI**

## § 425-61. Violations and penalties.

1. Any building erected or improvements constructed contrary to any provision of this chapter or any use of any building or land which is constructed, operated or maintained contrary to any provisions of this chapter or contrary to any plan approved under the provisions of this chapter shall be unlawful.
2. Any person, whether owner, lessee, principal, agent, employee or otherwise, who violates any of the provisions of this chapter, permits any such violations, fails to comply with any of the requirements hereof or who erects any building or uses any building or land in violation of the provisions of this chapter shall be subject to the enforcement provisions of this section. In acting to enforce this chapter, the Zoning Administrator, or other authorized employee or official of the Town shall act in the name of the Town. The Zoning Administrator shall have all necessary authority on behalf of the Town Council to administer and enforce this chapter, including the ordering in writing of the remedying of any condition found in violation of this chapter, and the bringing of legal action to ensure compliance with this chapter, including injunction, abatement or other appropriate action or proceeding.
3. Criminal violations and sanctions. Any violation of the provisions of this chapter that results in physical harm or injury to any person shall be deemed a criminal misdemeanor, and upon conviction thereof, shall be punishable by a fine of not more than \$1,000.00 for each separate offense. Failure to remove or abate a zoning violation within the time specified in an order by the zoning administrator shall constitute a separate violation, and any such failure during any succeeding ten-day period shall constitute a separate offense punishable by a fine of not less than \$100.00 and not more than \$1,000.00.
4. Civil violations and penalties. Any violations of the provisions of this chapter other than those set forth in subsection (3) of this section shall be deemed a civil violation and upon an admission of liability or finding of liability shall be punishable by a fine of \$200.00 for the first charge and \$500.00 for each additional charge.
  - a. Each day during which the violation is found to have existed shall constitute a separate offense. However, specified violations resulting from the same operative set of facts shall not be charged more frequently than once in any ten-day period, and a series of violations arising from the same operative set of facts shall not result in civil penalties which exceed \$5,000.00.
  - b. After such civil penalties total \$5,000.00, violations rising from the same operative set of facts may be prosecuted as a criminal misdemeanor under § 425-61(3).

- c. Nothing in this section shall be construed as to prohibit the Town Council or the Zoning Administrator from bringing legal action to remedy any violation by injunction, abatement or other appropriate action or proceeding, as authorized by law. The existence of a civil penalty shall not preclude action by the Zoning Administrator under subdivision A 4 of Va. Code § 15.2-2286 or action by the Town Council under Va. Code § 15.2-2208.
  - d. The provisions of Code of Virginia, § 15.2-2209, regarding issuance of civil summons, the opportunity to make all appearances in person or by mail, waiver or trial and admission of liability, right of trial and appeal, are hereby adopted by reference, mutatis mutandis.
  - e. Such penalties levied will become liens upon the real property pursuant to Va. Code § 15.2-104 and will accumulate interest at the judgment rate of interest.
5. After having served a notice of violation to any person committing or permitting a violation of the Zoning Ordinance provisions as listed in this section, and if such violation is not ceased within such reasonable time as is specified in such notice, the Zoning Administrator may issue a summons and/or ticket to be served upon such person or posted in a conspicuous location at the site of the violation. If a person agrees, in writing, to comply with a notice of violation, and agrees to cease said violation, no further fines or penalties shall be levied after the date of such agreement, provided such agreement is complied with.
6. The summons or ticket shall provide that any person summoned for a violation may elect to pay the civil penalty by making an appearance in person or in writing by mail to the Town at least 72 hours prior to the time and date fixed for trial, and by such appearance may enter a waiver of trial, admit liability, and pay the civil penalty established for the offense charged. Such summons shall provide that a signature to an admission of liability shall have the same force and effect as a judgment of court; however, an admission of liability or finding of liability shall not be deemed a criminal conviction for any purpose.
7. If a person charged with a violation does not elect to enter a waiver of trial and admit liability, the violation shall be tried in the general district courts in the same manner and with the same right of appeal as provided by law. If the violation remains uncorrected at the time of the admission of liability or finding of liability, the court may order the violator to abate or remedy the violation in order to comply with the zoning ordinance. A finding of liability will not be deemed a criminal conviction for any purpose unless the violation is prosecuted as a criminal misdemeanor pursuant to this Section.
8. The remedies provided for in this section are cumulative and not exclusive and may be in addition to any other remedies provided by law.

Ticket No. \_\_\_\_\_

**TOWN OF MINERAL, VIRGINIA  
Ticket for Violation of Town Code or Zoning Ordinance**

Ticket issued to: _____	Location of Violation: _____
Date Issued/Served: _____ Time: _____ AM/PM	_____
Served on: Property Owner, Manager, Occupant, Other	Louisa County Tax Map Number: _____
Name: _____	Parcel ID Number: _____
Served via: _____	Zoning District: _____
Location of Service: _____	Town Code/Zoning Ordinance Section(s): _____
_____	_____
_____	_____

NOV(s) Issued: \_\_\_\_\_  
 Description of Violation(s): \_\_\_\_\_  
 \_\_\_\_\_

Corrective measures that must be taken to avoid further issuance of tickets and fines: \_\_\_\_\_

Fine/Penalty Imposed: \$ \_\_\_\_\_ 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, violation, etc.: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date \_\_\_\_\_

Zoning Administrator

**Instructions; Waiver of Trial and Admission of Liability:**

Pursuant to Va. Code § 15.2-2209, you have a right to stand trial for the violations and fines charged by this ticket. You may enter a waiver of trial, admit liability, and pay the civil penalty established for the offense charged in this ticket by making an appearance in person at 312 Mineral Avenue, Mineral Virginia 23117, or in writing by mail to the Treasurer prior to the date fixed for trial of this ticket. You may elect to enter into a waiver of trial and admission of liability by signing below. If you do not elect to enter a waiver of trial and admit liability, the violation shall be tried in the Louisa County General District Court in the same manner and with the same right of appeal as provided for by law.

**You have a right to stand trial for the fines issued by this ticket. By paying the fine and/or signing below, it indicates that you understand you have the right to stand trial and are waiving that right. A signature indicates the admission of liability and shall have the same force and effect as a judgment in court.**

\_\_\_\_\_  
Signature of property owner  
and/or responsible party

\_\_\_\_\_  
Date

Failure to pay this ticket within 10 days of its issuance could result in additional legal action by the Town of Mineral, including the filing of the summons for a Warrant in Debt in the Louisa County General District Court. Satisfaction of this financial obligation does not necessarily satisfy requirements that you correct the violation you have been cited for and does not preclude the Town of Mineral from seeking additional remedies.