



MINERAL PLANNING COMMISSION AGENDA

April 25, 2024 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. APPROVAL OF MINUTES

F. PUBLIC COMMENT

G. OLD BUSINESS

- [1.](#) TJPDC present findings and results from public engagement on March 25, 2024
2. Worksession - Goals & Objectives of MPC on Comprehensive Plan update Facilitated by TJPDC

H. NEW BUSINESS

1. Welcome new Planning Commissioner
2. Discussion on MPC bylaws and rules
- [3.](#) Discussion and Updates to Zoning, Subdivision and PUD Ordinance
- [4.](#) EnterTextHere

I. REPORTS

1. Zoning Administrator
2. Commissioner Comments

J. ADJOURN

Chairman Ed Kube, Lauren Ball, Jolyn Bullock, Lisa Wade, Tony Williams and Ron Chapman -
PC Liasion

Memorandum

To: Town of Mineral Planning Commission
From: Logan Ende, Regional Planner
Date: April 1st, 2024
Reference: Technical Memo – Mineral Comprehensive Plan Public Engagement

MEMO: Public Engagement – Draft Goals and Objectives

Executive Summary:

This memo provides a summary of work from the recent Mineral Open House Public Engagement session on March 25th, 2024, facilitated by the TJPDC. The memo summarizes community feedback in the form of comments and goal + objective prioritization.

Background: As part of the Town of Mineral’s Comprehensive Plan update, the Planning Commission and the Town Council conducted a joint work session on February 22nd, 2024 facilitated by TJPDC staff to identify a set of shared visions, goals, and objectives for the Town. During the session, Councilors and Commissioners reviewed previously established goals, considered emerging issues and priorities, and discussed new goals and objectives for the Town with guidance provided by TJPDC staff. Subsequently, these shared objectives were used to create public engagement materials, namely large boards with which the public could interact through a dot exercise, informing community opinion and prioritization of the objectives. On March 25th, the TJPDC conducted a public engagement session with members of the Town Council and Planning Commission present.

Vision: The Town of Mineral aspires to become a thriving community that preserves and celebrates its historic character while fostering business and residential growth. The Town aspires to create an attractive, engaging downtown that is safe, accessible and an integral part of the surrounding area. The Town aspires to be an inclusive place where people live, work, play, and visit.

Goals:

In addition to the large display boards, the public were given the opportunity to provide input on the comprehensive plan goals. Participants were asked to provide a prioritization of the goals and any comments they would like to offer. The following list constitutes a weighted ranking of the goals based upon the feedback we received:

1. Support place-making inspired by the arts, nature connections, and local history.
2. Grow as a sustainable, walkable, accessible, and compact town.
2. Support Virginia's biodiversity by designing with native plants that create vibrant wildlife habitats, fostering connections and a sense of community through shared experiences in nature.
4. Make housing accessible and affordable to all.
5. Create a network of interconnected greenways and natural trails, fostering recreational opportunities and a sense of connection to the surrounding environment for residents.

- 5. Promote ecologically responsible development that prioritizes sustainable practices for water, energy, and resource management, ensuring a thriving community and a healthy environment for generations to come.
- 7. Foster small town connections and a sense of community by providing opportunities to gather.
- 8. Foster a strong economy and find paths to prosperity for all.
- 9. Improve urban design and beautification.

Objectives:

Outputs from the objective boards are distilled below and include the objectives that were of the highest priority, ones that received red dots indicating disagreement with an objective, and objectives that received no dots at all. Objectives not included below accrued some level of support but were not highly prioritized.

Land Use

Highest Priority

- ★★★★★ Encourage new commercial and residential development in the Town, while maintaining or expanding existing structures, in alignment with the character of the Historic Downtown Centre (defined as the federally recognized Mineral Historic District).
- ★★★★★ Eliminate physical and economic blight – implement strategies for renovating or removing blighted buildings. Develop a clear process for addressing blight and neglect in the Town by examining and updating relevant Town codes.

Red Dots

- Foster the economic development of existing businesses and promote new business in the Light Commercial and General Commercial zones and encourage development of the Planned Unit Development (PUD) location, in alignment with the Town’s Zoning Ordinance.

Historic Resources

Highest Priority

- ★★ Foster and promote infill of commercial businesses, in accordance with the adopted Town Zoning ordinance, particularly along and within the Historic Downtown Centre, to support and provide services to the residents and visitors of the community.

Red Dots

- Promote and enhance the Historic Downtown Centre area by replacing existing streetlights with historic style streetlights that provide a flag display and effectively illuminate roads and sidewalks.

No Dots

- Update town ordinance to regulate signage placed on buildings in the Historic Downtown Centre.
- Update town ordinance to regulate murals and art drawings placed on the outside of buildings inside the Historic Downtown Centre while still encouraging the creation of these public murals.

Transportation

Highest Priority

- ★★★★★ Seek funding to build and improve pedestrian facilities.
- ★★★★ Seek funding to construct new sidewalks that connect gaps in the sidewalk network.

Red Dots

- Seek funding to add bike lanes along Mineral Ave, East First Street, and Louisa Ave to better accommodate Route 76.

No Dots

- Establish regular opportunities to discuss traffic concerns with VDOT and Louisa County.
- Explore the opportunity of establishing Mineral as an Urban Development Area (UDA) with VDOT to facilitate access to grant and planning/technical assistance.
- Improve the appearance of major gateways and roadways by creating landscaped buffers along major roadways. Explore grant opportunities such as the EPA Green Streets, Green Jobs, and Green Towns Grant.
- Ensure the diverse needs of a changing population are met (elderly, disabled, and LEP, persons lacking access to private vehicles).
- Work with developers to ensure transportation needs are targeted and addressed during site development in support of local land use priorities and in recognition of internal and external future traffic demands.
- Reduce the frequency of access points on major roads.
- Reduce the number and severity of bottlenecks.
- Improve access to transit for all users through Jaunt.

Parks and Recreation

Highest Priority

- ★ All potential objectives were prioritized equally with one star.

No Dots

- Identify and catalog current uses for properties and facilities and consider opportunities for expanded usage, such as the establishment of a formal system for residents to sign up to use facilities.

Housing

Highest Priority

- ★ Evaluate areas for multi-family dwellings: expand areas where multi-family dwellings are allowed by code or by conditional use permit and consider reworking the PUD contract to allow for a more inclusive set of residents, in accordance with fair housing law.
- ★ Improve communication with residents: it is important that the citizens are informed and updated consistently through email, electronic message boards, and new resident information resources. Establish a Town Emergency Alert System and coordinate with local PSAP.
- ★ Explore funding opportunities for repurposing vacant, underutilized, or Town-owned structures for housing.

Red Dots

- Explore funding opportunities for repurposing vacant, underutilized, or Town-owned structures for housing.

No Dots

- Leverage existing financial resources to lower barriers to the creation of new affordable housing and create new funding mechanisms, such as a regional trust fund, to expand the capacity for creating and preserving affordable housing.
- Promote the use of existing local and regional resources that provide retrofit and rehabilitation support services.
- Promote the use of the Accessory Dwelling Unit implementation guide/toolkit developed by the TJPDC to promote the mutual affordability benefits of ADUs to homeowners and renters and promote grant programs targeted to ADU creation.
- Work with regional partners to advertise and promote homebuyer education courses, resources, and financial and homeowner literacy, to either provide additional funding, directly assist in loan program promotion, or general homebuyer education. Encourage the development of a satellite program that is attended locally.
- Participate in the regional Housing Needs Assessment to be undertaken by the TJPDC.
- Promote existing household budgeting and financial literacy programs to increase awareness of the long-term costs of homeownership and better prepare residents.

Economic Development

Highest Priority

- ★★★★ Ensure that capital improvements and maintenance for the Town’s essential public water and sewer systems are planned and budgeted adequately. Encourage self-sufficient operations and maintenance of those systems. Developers within the Town should be expected to participate in and/or to fund future expansions to the water and sewer systems.
- ★★★ Explore grant opportunities to promote small business growth in the Town, including the development of a formal economic development plan and a formal marketing plan.
- ★★★ Ensure adequate and quality water supply.
- ★★ Promote and encourage broadband/high speed internet access and availability to ALL residents and businesses within the town limits. Assist with the availability of a cell tower and fiber optic for ALL residents and businesses.

No Dots

- Amend PUD to require the completion of commercial development prior to housing development completion.

Natural Resources

Highest Priority

- ★★ Ensure new and increased water pollutant loads are offset by implementing stormwater best management practices.
- ★★ Create a greenway of nature trail throughout the town that connects local recreational opportunities.

No Dots

- Encourage open space retention, particularly as part of the PUD design for communal spaces.

- Incorporate hazard mitigation plans into community plans.
- Develop comprehensive local engagement strategies. Clearly articulate organizations responsible for community programs, such as: developing materials to promote and encourage individual action towards pollution reduction; or environmental educational opportunities in partnership with other organizations.
- Engage partners and community members on strategies to implement rain gardens, natural buffers, and other ecosystem services; educating the public alongside partners.

Community Facilities and Services

Highest Priority

- ★ Identify a gathering location, potentially at Luck Field, and install a park bench, trash receptacle, and planters to be used by pedestrians.
- ★ Promote increased and improved communication between the Town and the Louisa County Public School administration and establish shared beneficial resources. Leverage relationship with school system to promulgate additional training and leaning experiences for students to gain job skills and experiences from local businesses.
- ★ Work with TJPDC, Louisa County, and any/all other resources necessary to determine how to fix the long documented and thus far unsuccessfully corrected GPS street address numbering errors that exist in the Town of Mineral, affecting package delivery and other issues.
- ★ Pursue and evaluate the placement of electrical lines underground along the three Historic Downtown Centre streets.
- ★ Ensure all houses have clear address signage, easily visible during storms and other emergency situations.
- ★ Install emergency generator for wells.

No Dots

- Add reflective markers to fire hydrants for large snowstorms.

Community Comments

“Curbing St. Cecilia” – listed as a note under objectives related to stormwater management and parking at Luck Field.

Referencing the comprehensive plan goal to make housing affordable and accessible for all, one participant wrote, “in a way not to devalue property”.

Referencing the comprehensive plan goal to improve urban design and beautification, one participant wrote that the goal was, “vague”.



Major Site Plan Checklist

(Proposals to construct a new building or site improvements or the expansion of an existing building or site improvements, and the total land disturbance equals or exceeds 43,560 square feet or involves 30 or more new improved parking spaces, requires approval of a major site plan.)

Version 3/15/2019

I. Project and Review Information

Project Name: _____

Project Address: _____

Current Zoning: _____ Tax Map Number: _____

Name and Address of Owner: _____

Name and Address of Developer (if different): _____

Reviewed by: _____

Plan Date: _____

This checklist must be completed, signed and submitted with an application including a \$750 + \$50/acre processing fee. A pre-application meeting is highly recommended prior to any application for a major site plan.

II. Tentative approvals obtained if applicable (copies attached)

- ___ Thomas Jefferson Soil and Water Conservation District (if applicable)
- ___ Louisa County Water Authority (if applicable)
- ___ Virginia Department of Health (if applicable)
- ___ Virginia Department of Transportation
- ___ Louisa County Building Official
- ___ Louisa County Department of Emergency Services

III. Drawings [sec.86-414 (b)]

- ___ Appropriate submittal includes a fee, an application, and legible, scalable plan drawing sets. Submit seven (7) clearly legible and scalable, blue or black line, folded copies and one PDF copy of the site plan drawings.
- ___ Waiver requests with the plan drawings clearly stating each request and justification.

- ___ Major site plan drawings shall be prepared and sealed by an architect, professional engineer, land surveyor, or landscape architect, possessing a license to practice in the state of Virginia. Exceptions are allowable per Code of Virginia, §§ 54.1-401 or 54.1-402
- ___ Signature panels for Louisa County Community Development Department, Louisa County Water Authority, Louisa County Building Official, Louisa County Department of Emergency Services, Virginia Department of Health and Virginia Department of Transportation
- ___ A legend showing all symbols and abbreviations used on the plans

General Drawing Information [sec.86-414 (1)]

- ___ The scale of site plan drawing necessary for projects shall be a follows:
 - ___ Not more than 200 feet to one inch for projects containing more than 100 acres.
 - ___ Not more than 100 feet to one inch for projects containing more than 5 to 100 acres.
 - ___ Not more than 50 feet to one inch for projects containing 5 or fewer acres.
 - ___ The plan may be prepared on one or more sheets. If prepared on more than one sheet, match lines shall clearly indicate where the several sheets join.
- ___ Name of development
- ___ Name of owner, developer and individual who prepared the plan
- ___ Tax map parcel number
- ___ Zoning district
- ___ Description of any variances or zoning proffers applicable to the site
- ___ Magisterial district
- ___ Voting district
- ___ County and state
- ___ North point
- ___ Provide one Datum reference for elevation where Chapter 38, Article VI – floodplains is involved, United States Geological Survey vertical datum shall be shown and/or correlated to plan topography)
- ___ Source of topography
- ___ Source of survey based on the Virginia State Plane Coordinate System-South Zone.
- ___ Sheet number and total number of sheets
- ___ Date of drawing
- ___ Date and description of latest revision
- ___ Minimum setback lines
- ___ Departing lot lines
- ___ If phasing development show phase lines and proposed timing of development

Adjacent Parcels

- Property owner(s)
- Tax map and parcel number
- Zoning
- Present use

Structures and Use

- Existing buildings
- Proposed changes in zoning, if any
- Proposed uses and maximum acreage occupied by each use
- All areas intended to be dedicated or reserved for public use.
- Proposed location and character of nonresidential uses, commercial or industrial uses, accessory or main.
- Maximum number of dwelling units by type
- Gross residential density per acre
- square footage of recreation areas and facilities
- Percent and acreage of open space
- Maximum square footage for commercial and industrial uses
- Maximum number of employees
- Maximum floor area ratio and lot coverage if industrial
- Maximum height of all structures

Parking

- Parking and loading areas indicate and show:
 - Size
 - Angle of stalls
 - Width of aisles
 - A parking table showing the number of spaces required and provided
 - Method of computation
 - Type of surfacing material for all walks, parking lots and driveways
 - ADA parking and accessible routes

Utilities and Infrastructure

Detailed Plans for proposed:

- Water and sanitary sewer facilities
 - All pipe sizes, types and grades
 - Proposed connections to existing or proposed central systems
 - Location and dimensions of proposed utility easements and whether the same are to be publicly or privately maintained.
 - Profiles and cross sections of all water and sewer lines including clearance where lines cross
 - All water main locations and sizes

- ___ Valves and fire hydrant locations
- ___ All sanitary sewer appurtenances by type and number
- ___ The station on the plan to conform to the station shown on the profile and indicate the top and invert elevation of each structure
- ___ Conceptual layout, including direction of flow in all pipes and watercourses with arrows (*if a preliminary site plan*)
- ___ Streets and walkways
- ___ Name, location and character of existing and proposed ingress to and egress from site and streets/access within the site
- ___ Right of way lines and widths
- ___ Centerline radii and pavement width
- ___ Alleys
- ___ Driveways
- ___ Curb cuts
- ___ Entrances and exits
- ___ Loading and service areas
- ___ Provision for sidewalks or walkways to enable pedestrians to walk between buildings on the site and from the site to adjacent sites that have complementary uses. These facilities shall be accessible to people with mobility impairments, including curb ramps that comply with VDOT's road standards
- ___ Where deemed appropriate by the zoning administrator or designee due to intensity of development, estimated traffic generation figures for the site based upon current VDOT and transportation rates for residential land uses, and the federal highway administration publication development and application of trip generation rates for all other land uses. Indicate the estimated vehicles per day and direction of travel for all connections to a public road.

Other infrastructure

- ___ Location of existing and proposed easements
- ___ A tabulation of total number of acres in the project, gross or net, as required in the district regulations, and the percentage thereof proposed to be devoted to the several dwelling types, commercial uses and other nonresidential uses, off street parking, streets, parks, schools and other reservations.
- ___ A tabulation of the total number of dwelling units of various types in the project and the overall project density in dwelling units per acre, gross or net, as required by the district regulations.

Landscaping and Environmental

- ___ Landscape plan in conformance with section 86-442f
- ___ Existing site topography maximum five foot contours. Proposed grading (maximum two foot contours), unless waived by the zoning administrator for good cause.
- ___ Location of major tree masses and other existing physical features in the project
- ___ Location and dimensions of existing and proposed fences, walls and trash containers
- ___ Location and dimensions of existing and proposed outdoor lighting
- ___ One hundred-year floodplain limits as shown on the official flood insurance maps for the county.
- ___ Maximum amount of impervious cover on the site
- ___ Name and location of all watercourses and other bodies of water on site
- ___ Indicate if the site is located within a reservoir watershed
- ___ Location of septic setback lines from watercourses including intermittent streams and other bodies of water
- ___ If applicable, an erosion and sediment control plan as required by chapter 38, article II of this code.

Development Standards

- ___ The minimum distance to the first turning movement shall be 50 feet from the rights of-way as widened
- ___ Parking shall not overhang onto an adjacent lot or property
- ___ Ten (10) foot minimum landscaping strip between parking and the right-of-way line
- ___ A fire lane shall be provided around commercial and/or industrial buildings
- ___ Commercial/industrial fire protection shall be provided in accordance with ISO (Insurance Services Organization) calculation where central water is available
- ___ For commercial and/or industrial development, landscaping shall represent 25 percent of the total site
- ___ When commercial and/or industrial development takes place adjacent to residential zoning, a 25-foot landscape buffer shall be provided
- ___ Commercial and/or industrial sites: storm water runoff shall be conveyed in an approved underground drainage system to be designed and constructed in accordance with state department of transportation standards and specifications. Discharge shall be governed by the Virginia Erosion and Sediment Control Handbook Standards and Specifications
- ___ All existing public right-of-ways or easements within 300 feet of proposed development shall be shown

IV. Procedures for processing [sec.86-414 (2)(d)]

- (1) Within ten (10) working days the zoning administrator or designee shall determine if the submittal is a complete application for conducting a major site plan review. If it is complete the plan, as appropriate, shall be forward for review and comment as applicable to the Thomas Jefferson Soil and Water Conservation District, the Virginia Health Department, the Virginia Department of Transportation, the Louisa County Water Authority, and county building and emergency services officials.
- (2) The zoning administrator shall review and either accept or reject site plan applications within 30 working days of the complete site plan application date, or within 35 days after receipt of approvals from applicable state agencies, whichever is later. Rejected and subsequently revised site plans shall undergo another review and accepted or rejected within 45 days, or within 35 days after receipt of state agency approvals, whichever is later.
- (3) The zoning administrator or designee shall examine major site plans and review such plans for traffic patterns both internal and external, and their relation to roads, utilities, parking, landscaping, drainage, and existing and proposed community facilities. Similar examinations will include surrounding existing and proposed development, tree preservation, historic sites, open space, with the objective of insuring a durable, harmonious, and appropriate use of the land in accord with the objectives of the comprehensive plan.
- (4) Surety shall be filed with the county in a sum sufficient to ensure completion of requirements as may be imposed by the zoning administrator or designee for infrastructure and improvements. Such surety may be in the form of a surety bond, letter of credit or cash escrow.
- (5) Nothing in this section shall be interpreted to permit a grant of a variance or exception to the regulations of this article or to abridge the procedures or requirements of the laws and ordinances governing the subdivision of land.
- (6) Staff may require additional information shown on the plan as deemed necessary in order to provide sufficient information for the staff and/or commission to review a plan.

V. Read and Sign

I hereby state that, to the best of my knowledge, the attached plat contains all information required by this checklist.

Signature of person completing checklist Date

Printed Name

Daytime Phone number

EMAIL_____



MINOR SITE PLAN CHECKLIST Version 3/25/2019

Section H, Item 3.

(Proposals to construct a new building or site improvements or the expansion of an existing building or site improvements, and the total land disturbance equals or exceeds 10,000 but less than 43,560 SF (one acre), or involves six (6) but less than 30 new improved parking spaces)

I. Project and Review Information

Project Name: _____

Project Address: _____

Current Zoning: _____ Tax Map Number: _____

Name and Address of Owner: _____

Name and Address of Developer (if different): _____

Reviewed by: _____

Plan Completeness Date: _____

This checklist must be completed, signed and submitted with the application including a \$200 processing fee. A pre-application meeting with staff is highly recommended prior to plan submittal.

II. Applications.

___ An application and a submittal checklist is available from the department of community development or on the county's website. A suitable submittal includes a fee, an application, and seven (7) clearly legible and scalable, blue or black line, folded copies and one PDF copy of the site plan drawings. If there is a previously approved, valid, preliminary site plan for the site, submit a fee and an application along with seven (7) clearly legible and saleable, folded blue or black line copies and one PDF copy. The site plan shall comply with the requirements of these regulations as to format and submission and be accompanied by such other written and graphic material as may be necessary to clarify the proposed development and aid in the decision process.

III. Drawings. Preparation and the sealing of minor site plans are the responsibility of either an architect, professional engineer, land surveyor or landscape architect, licensed to practice in the State of Virginia. Exceptions are allowable per Code of Virginia §§ 54.1-401 or 54.1-402. The required site plan drawings shall include the following elements unless waived as not applicable to the project:

___ Submit all waiver requests with the plan drawings clearly stating each request and justification.

___ The scale of site plan drawing necessary for projects shall be as follows:

___ a. Not more than 200 feet to one inch for projects containing more than 100 acres.

___ b. Not more than 100 feet to one inch for projects containing more than 5 to 100 acres.

___ c. Not more than 50 feet to one inch for projects containing 5 or fewer acres.

___ The drawing may be prepared on one or more sheets. If prepared on more than one sheet, include match lines to indicate where the sheets join.

The plan drawing shall contain the following information:

- ___ The name of the development
- ___ Name of the owner, developer and individual who prepared the plan
- ___ Tax map and parcel number
- ___ Zoning
- ___ Magisterial district
- ___ Voting district
- ___ County and State
- ___ North point
- ___ Scale
- ___ Topography
- ___ Survey sources
- ___ Sheet number and total number of sheets
- ___ Date of drawing
- ___ Date and description of latest revision
- ___ Minimum setback lines
- ___ Boundary dimensions
- ___ Proposed uses and maximum heights and number of dwelling units by type.

- ___ Existing topography, maximum five foot contours for the area under construction unless a waiver is approved by the zoning administrator or designee.
- ___ Location of all proposed easements, streets, buildings or waterways
- ___ Location and dimensions of proposed streets, right-of-way lines and widths, center line radii and pavement width, alleys, driveways, curb cuts, entrances and exits, and loading areas.
- ___ If applicable, an erosion and sediment control plan as required by chapter 38, article II of this code.
- ___ Location of proposed water and sanitary sewer facilities, including: all pipe sizes, types and grades; proposed connections to existing or proposed central systems.
- ___ Location and dimensions of all proposed improvements
- ___ Buildings (maximum footprint and height) and other structures; walkways; fences; walls; outdoor lighting;
- ___ Area landscape plan (as provided for in section 86-442(f))
- ___ Area of open space

Parking [sec. 86-413(4)(r)]

Parking and loading areas indicate and show:

- ___ Size
- ___ Angle of stalls
- ___ Width of aisles
- ___ A parking table showing the number of spaces required and provided
- ___ Method of computation
- ___ Type of surfacing material for all walks, parking lots, and driveways
- ___ ADA parking and accessible routes
- ___ Show all proposed public use dedication or reserve areas.
- ___ A legend showing all symbols and abbreviations used on the plan.

IV. Tentative approvals obtained *if applicable* (copies attached)

- ___ Thomas Jefferson Soil and Water Conservation District (if applicable)
- ___ Louisa County Water Authority (if applicable)
- ___ Virginia Department of Health (if applicable)
- ___ Virginia Department of Transportation
- ___ Louisa County Building Official
- ___ Louisa County Department of Emergency Services
- ___ Signature panels for Louisa County Community Development Department, Louisa County Water Authority, Louisa County Building Official, Louisa County Department of Emergency Services, Virginia Department of Health and Virginia Department of Transportation *ref. [86-413(4)(y)]*

V. Procedures for processing

- (1) Within ten (10) working days the zoning administrator or designee shall make a determination if the submittal is a complete application for conducting a minor site plan review. If complete the plan, as appropriate, shall be forward for review and comment to the Thomas Jefferson Soil and Water Conservation District, the Virginia Health Department, the Virginia Department of Transportation, the Louisa County Water Authority, and county building and emergency services officials.
- (2) The zoning administrator or designee shall review and either accept or reject site plan applications within 30 working days of the complete site plan application date, or within 35 days after receipt of approvals from applicable state agencies, whichever is later. Rejected and subsequently revised site plans shall undergo an additional review and accepted or rejected within 45 days, or within 35 days after receipt of state agency approvals, whichever is later.
- (3) The zoning administrator or designee shall examine minor site plans and review such plans for traffic patterns both internal and external, and their relation to roads, utilities, parking, landscaping, drainage, and existing and proposed community facilities.
- (4) Surety shall be filed with the county in a sum sufficient to ensure completion of required infrastructure and improvements as imposed by the zoning administrator or designee. Such surety may be in the form of a surety bond, letter of credit or cash escrow.
- (5) Nothing in this section shall grant of a variance or exception to the regulations of this article, or abridge the procedures or requirements of the laws and ordinances governing the subdivision of land.
- (6) The zoning administrator or designee may require additional information on the plan as deemed necessary in order to provide sufficient information for the staff and/or commission to adequately review a plan.

VI. Read and Sign

Section H, Item 3.

I hereby state that, to the best of my knowledge, the attached plat contains all information required by this checklist.

Signature of person completing checklist

Date

Printed Name

Daytime Phone number

EMAIL



ADMINISTRATIVE SITE PLAN CHECKLIST

Version 3/6/2019

Section H, Item 3.

(Projects involving initial or buildings or site improvements, excluding expansions in accordance with sec. 86-626, when less than 10,000 SF of land is disturbed or involves the construction of less than 5 new improved parking spaces)

I. Project and Review Information

Project Name: _____

Project Address: _____

Current Zoning: _____ Tax Map Number: _____

Name and Address of Owner: _____

Name and Address of Developer (if different): _____ Reviewed by: _____

Plan Date: _____

This checklist must be completed, signed, and submitted with the application and a \$50 processing fee.

II. Applications and procedures. An application and a submittal checklist is available from the department of community development or on the county's website. A suitable submittal includes a fee, an application, and three (3) clearly legible, scalable plan drawing sets using blue or black line ink and a PDF copy. Such information shall go to the zoning administrator or designee for review and approval or disapproval within 10 working days. Resubmits are required of all disapproved submittals until approved. Administrative site plans conforming to these required criteria are exempt from external agency review or approval processes.

III. Drawings. A specified engineer's scale either using a previous property survey or drawn on the most-current plat/survey available of the property filed in the Louisa County Circuit Court or using the county's GIS mapping tool may be used. If modifying or drawing on a plat previously prepared by a Virginia licensed or certified professional then redact the preparer's licensure information. A Virginia licensed or certified professional may also prepare such drawings. Administrative site plans shall include the following elements unless they are not applicable to the project:

- ___ (1) All property lines and their courses and measurements, unless fewer property lines are necessary to establish required building setbacks or separation distances or to determine new site improvement locations.
- ___ (2) The tax map parcel number, acreage of the lot, scale, and north arrow;
- ___ (3) All public and private rights-of-way (including easements), their name(s), and the width of said rights-of-way.
- ___ (4) The proposed setbacks from property lines for all proposed buildings and structures on the lot;
- ___ (5) Existing and proposed driveways, travel ways, parking areas and other areas with existing or proposed landscaping, and ADA parking and accessible routes;
- ___ (6) VDOT approved ingress and egress; and,
- ___ (7) Compliance with any proffers, variances, and/or county imposed conditions.

IV. Plan Review and Approval Process

Section H, Item 3.

Determination of completeness date. The zoning administrator or designee shall review the administrative site plan application and accompanying drawing and either accept or reject them within 5 working calendar days of the submittal date. Rejected site plan applications and drawings shall go back to the preparer with a list of specific deficiencies for correction.

Administrative site plans shall not undergo any external agency review or approval process other than VDOT.

V. Read and Sign

I hereby state that, to the best of my knowledge, the attached plat contains all information required by this checklist.

Signature of person completing checklist

Date

Printed Name

Daytime Phone number

EMAIL

Owner Printed name

Signature of Owner

Date

Amount of Land disturbance _____

DESCRIPTION OF REQUEST:

Chapter 425**ZONING****ARTICLE I
Districts**

- § 425-1. Establishment of districts.
 § 425-2. Location and boundaries.

- § 425-25. Setback regulations.
 § 425-26. Off-street parking.
 § 425-27. Height regulations.
 § 425-28. Signs.

**ARTICLE II
Residential Limited District (R-L)**

- § 425-3. Statement of intent.
 § 425-4. Use regulations.
 § 425-5. Area regulations.
 § 425-6. Setback regulations.
 § 425-7. Frontage regulations.
 § 425-8. Yard regulations.
 § 425-9. Special provisions for corner lots.
 § 425-10. Height regulations.
 § 425-11. Off-street parking.
 § 425-12. Signs.

**ARTICLE V
General Commercial District (GC)**

- § 425-29. Statement of intent.
 § 425-30. Use regulations.
 § 425-31. Frontage and yard regulations.
 § 425-32. Off-street parking.
 § 425-33. Height regulations.
 § 425-34. Signs.
 § 425-35. Prohibited uses.

**ARTICLE III
Residential General District (R-G)**

- § 425-13. Statement of intent.
 § 425-14. Use regulations.
 § 425-15. Area regulations.
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[HISTORY: Adopted by the Town Council of the Town of Mineral 3-30-1978 . Amendments noted where applicable.]

GENERAL REFERENCES

Building construction — See Ch. 150.

Trailers and manufactured homes — See Ch. 397.

Subdivision of land — See Ch. 380.

ARTICLE I
Districts

§ 425-1. Establishment of districts.

For the purpose of this chapter, the incorporated area of Mineral, Virginia, is hereby divided into four districts as follows:

- A. Residential Limited R-L.
- B. Residential General R-G.
- C. Light Commercial LC.
- D. General Commercial GC.

§ 425-2. Location and boundaries.

The location and boundaries of these districts are shown on the Official Zoning Map of Mineral, Virginia.¹

1. Editor's Note: The Zoning Map is on file and available for inspection in the office of the Town Clerk.

ARTICLE II
Residential Limited District (R-L)

§ 425-3. Statement of intent.

This district is composed of certain quiet, low-density residential areas plus certain open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage an enjoyable environment for family life, and to prohibit activities of a commercial nature. To these ends, development is limited to single-unit dwellings providing homes for the residents plus certain other uses, such as schools, parks, churches, and public facilities that serve the residents of the district.

§ 425-4. Use regulations.

- A. In a Residential Limited District, no building 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:
- (1) Single-family dwellings.
 - (2) Public and semipublic uses, such as schools, churches, playgrounds, and parks.
 - (3) Poles, lines, transformers, pipes, meters and/or other facilities necessary for the provision and maintenance of public utilities.
- B. Signs and bulletin boards require a conditional use permit.
- C. Home occupations are permitted, but no advertising thereof is permitted on the premises.
- D. Accessory buildings are permitted as defined; however, private garages or other accessory structures attached to the main building shall be considered part of the main building. No accessory building may be closer than 10 feet to any property line.

§ 425-5. Area regulations.

- A. All dwellings and buildings in this district shall be served by a public or private water system.
- B. For residential lots served by public water and sewage disposal systems, the minimum lot area shall be not less than 20,000 square feet.
- C. For residential lots served by a public water system but having individual sewage disposal, the minimum lot area shall be not less than 20,000 square feet, subject to Health Department approval. For permitted uses, other than residential, utilizing individual sewage disposal systems, the required area for any such use shall be determined by the Louisa County Health Department, but not less than 20,000 square feet.
- D. The lot area shall be at least five times the square footage of the floor area of any such dwelling or other building constructed on said lot, the floor area to be the total floor area of the floor on each story of such dwelling and any other building. **[Added 9-12-1988]**

§ 425-6. Setback regulations.

No building shall be located closer than 40 feet to any street right-of-way. This shall be known as the "setback line," as defined herein.

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§ 425-7. Frontage regulations.

The width of any lot at the setback line in this district shall be not less than 100 feet.

§ 425-8. Yard regulations.

- A. Side. The side yard shall be not less than 15 feet.
- B. Rear. Each main building shall have a rear yard of not less than 35 feet.

§ 425-9. Special provisions for corner lots.

- A. Of the two sides of a corner lot the front shall be deemed to be the shortest of the two sides fronting on the streets.
- B. The side yard on the side facing the side street shall be not less than 30 feet for both the main and accessory buildings.

§ 425-10. Height regulations.

No building shall be erected to contain more than 2 1/2 stories not to exceed 35 feet in height from grade except that:

- A. These limitations shall not apply to church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas, and radio aerials.
- B. All accessory buildings shall be less than the main building in height.

§ 425-11. Off-street parking.

In accordance with special off-street parking provisions contained herein. See § 425-53.

§ 425-12. Signs.

Refer to Article X.

ARTICLE III
Residential General District (R-G)

§ 425-13. Statement of intent.

This district shall be composed of certain quiet, medium-density residential uses plus certain open areas where similar development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life and to prohibit activities of a commercial nature.

§ 425-14. Use regulations.

In Residential General District R-G no building 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. All uses permitted and in the same manner permitted in Residential Limited District R-L.
- B. Single-family and multifamily dwellings and apartments, provided that multifamily dwellings and apartments must be authorized by a conditional use permit under § 425-57 of this chapter. **[Amended 3-10-2008 by Ord. No. 2008-01]**
- C. Dormitories, boardinghouses, hospitals, nursing homes, funeral homes, funeral chapels and undertaking establishments.
- D. Poles, lines, distribution transformers, pipes, meters, and other facilities necessary for the maintenance of public utilities, including water and sewerage facilities and fire and rescue facilities.

§ 425-15. Area regulations.

- A. All dwellings and buildings in this district shall be served by a public or private water system.
- B. Residential lots served by public water and sewage disposal systems.
 - (1) For residential lots served by public water and sewage disposal systems, the lot area shall not be less than:
 - (a) One unit: 15,000 square feet.
 - (b) Two units: 17,000 square feet.
 - (c) Three units: 19,000 square feet.
 - (d) For each additional unit above three: 2,000 square feet.
 - (2) All these subject to Health Department approval.
- C. For permitted uses other than residential utilizing individual sewage disposal systems, the required area for any such use shall be determined by the Health Department, but in no case less than 15,000 square feet.
- D. The lot area shall be at least five times the square footage of the floor area of any such dwelling or other building constructed on said lot, the floor area to be the total floor area of the floor on each story of such dwelling and any other building. **[Added 9-12-1988]**

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- E. Multifamily dwellings, apartments or other buildings that will house children under the age of 16 years, in addition to the other requirements set forth herein, shall establish a recreational and playground area on the premises consisting of an area of at least 1,000 square feet for each child under the age of 16 years that the Planning Commission and the Town Council determine will likely occupy such buildings, and if such playground or recreational area is in a heavily congested area, the Council of the Town of Mineral may require that such area be fenced or supervised by the owner of such multifamily dwelling or apartment. **[Added 9-12-1988]**

§ 425-16. Setback regulations.

No building shall be located closer than 30 feet to any street. This shall be known as the "setback line," as defined herein.

§ 425-17. Yard regulations.

- A. Side. The side yard shall be not less than 10 feet.
- B. Rear. Each main building shall have a rear yard of not less than 25 feet.

§ 425-18. Frontage regulations.

The lot width at the setback line shall be not less than 75 feet.

§ 425-19. Height regulations.

- A. Height regulations are as follows:
- (1) Single-family residence: 40 feet maximum.
 - (2) Two-family residence: 40 feet maximum.
 - (3) Multifamily and other permitted structures: 60 feet maximum.
- B. No building shall be erected to contain more than three stories.
- C. These limitations shall not apply to church spires, belfries, cupolas, monument, water towers, chimneys, flues, flagpoles, television antennas, and radio aerials.
- D. All accessory buildings shall be less than the main building in height.

§ 425-20. Special provisions for corner lots.

- A. Of the two sides of a corner lot the front shall be deemed to be the shortest of the two sides fronting on the streets.
- B. The side yard on the side facing the side street shall be not less than 20 feet for both main and accessory buildings.

§ 425-21. Off-street parking.

See § 425-53.

§ 425-22. Signs.

Refer to Article X.

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.

§ 425-24. Use regulations. [Amended 9-12-1988 ; 6-13-2005 by Ord. No. 2005-01]

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. All purposes permitted in the aforementioned residential districts, provided that multifamily dwellings and apartments must be authorized by a conditional use permit under § 425-57 of this chapter. **[Amended 3-10-2008 by Ord. No. 2008-01]**
- B. Banks and office buildings.
- C. Greenhouses and nurseries operated on a commercial scale, including sale rooms and offices.
- D. Parking of automobiles, excluding house trailers, freight trucks, and trailers.
- E. Self-service laundries. **[Amended 10-15-2013 by Ord. No. 2013-03]**
- F. 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. **[Amended 10-15-2013 by Ord. No. 2013-03 ²]**

§ 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 adjoining or adjacent to a residential district shall not be less than 20 feet.

§ 425-26. Off-street parking.

See § 425-53.

2. **Editor's Note: This ordinance also provided for the repeal of former Subsections G and H, regarding retail stores not exceeding 4,000 square feet and retail businesses.**

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§ 425-27. Height regulations.

No building or structure shall be erected to a height in excess of 50 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.

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. [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. All uses permitted in the Light Commercial District except dwellings and apartment houses. Note: A residence for a watchman or a caretaker for a business on premises may be permitted.
- B. Gasoline filling stations for servicing automobiles and public garages, storage warehouses and yards, automobile sales, service and rental, and wholesale and jobbing establishments.
- C. 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.
- D. Trailer courts in conformity with special provisions contained herein.³
- E. 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.

§ 425-31. Frontage and yard regulations.

- A. Side yard. Where the district abuts a residential district, the minimum side yard shall be 20 feet.
- B. Setback. Minimum of 15 feet on developed streets and a minimum of 20 feet on undeveloped streets.

§ 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 recommendation of the Planning Commission and approval of the Town Council after the required public hearing(s).

§ 425-34. Signs.

Refer to Article X.

3. Editor's Note: See § 425-54.

§ 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.

ARTICLE VI

**Planned Unit Development District (PUD)
[Added 6-12-2006 by Ord. No. 2006-02]****§ 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 is intended that planned unit development districts be 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.

§ 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, all uses permitted by right in the residential and commercial districts may be permitted. Additional uses specifically enumerated in the applicant's final master plan may be permitted by right at the discretion of the Town Council. Specific uses may also be excluded.

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

One or more uses permitted by conditional use permit in any zoning districts may be permitted in the planned unit development district, if documented in the applicant's master plan, and upon issuance of a conditional use permit by the Town Council. Uses allowed by right in other districts may require a conditional use permit if specifically enumerated in the applicant's final master plan.

§ 425-40. Mixture of uses.

A variety of housing types and nonresidential uses is strongly encouraged. 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.
- B. If 50% or more of the total acreage is open space, then a thirty-percent increase in density shall be permitted. If 75% or more of the total acreage is open space, then a fifty-percent increase in density shall be permitted.
- C. A minimum usable area of 5,000 square feet every 10 acres shall be provided for active or passive recreational activities.
- D. 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.
- E. 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.

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§ 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 15 dwelling units per acre, unless the density is increased with the provisions of § 425-42B.
- 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 be specifically established during the review and approval of the concept plan. 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. These limitations shall not apply to church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas and radio aerials.
- D. 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 should be based on a parking needs study or equivalent data. Such regulations shall reflect the intent of the Town's Comprehensive Plan to decrease impervious cover by reducing parking requirements, considering alternative transportation modes and using pervious surfaces for spillover parking areas. Shared parking areas, especially with nonresidential uses, are encouraged.

§ 425-47. Utilities.

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

§ 425-48. Waivers and modifications.

Where sections of this chapter or the Subdivision Ordinance⁴ 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 Town Manager, 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.
 - (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.

4. Editor's Note: See Ch. 380, Subdivision of Land.

- (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 ever two blocks, etc.);
 - (f) A general sanitary sewer layout indicating the size and location of primary lines and the location of pump stations; and
 - (g) 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 Town Attorney shall review any property owner's or other association's charter and regulations 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

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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.

ARTICLE VII
Nonconforming Uses

§ 425-50. Continuation; extension.⁵

If, at the time of enactment or amendment of this chapter, any lot, building or structure is being used in a manner or for a purpose which does not conform to the provisions of this chapter and which is not prohibited by some other ordinance, such manner of use or purpose may be continued, and any renewal or change of title of possession, or right to possession, or lease of any such lot, building or structure shall not be construed to prevent the continued nonconforming use of such lot, building or structure, as herein provided.

- A. Any such nonconforming use which is not otherwise unlawful may be hereafter extended throughout any part of a building or structure, if indoors, or lot, if outdoors, which was manifestly arranged or designed for such use at the time of enactment or amendment of this chapter, provided that the yard, setback and height regulations of the district in which the use is located are observed. No building or structure containing a nonconforming use shall be hereafter extended or enlarged except in conformance with the provisions of this chapter.
- B. No building or structure in which active nonconforming use is discontinued for a period exceeding two years subsequent to the enactment or amendment of this chapter shall again be devoted to any prohibited use.
- C. Whenever a nonconforming use of a building has been changed to a more restricted use or to a conforming use, such use shall not thereafter be changed to a less restricted use, unless such use would conform to zoning for the area.

§ 425-51. Abandonment; damaged or destroyed buildings; existing permits; district changes.⁶

- A. Whenever a nonconforming use of a building has been abandoned or when such a use has been discontinued for more than two years, any reuse of the building shall conform to this chapter. Whenever a nonconforming use of an open area or tract has been discontinued for more than two years, any reuse of the property shall conform to this chapter. However, this subsection shall not be interpreted to interfere with temporary seasonal nonconforming uses that have been in continual operation for a period of two or more years prior to the effective date of this chapter.
- B. Any building damaged by fire or other causes to the extent of 75% or more of its assessed valuation may be rebuilt only in accordance with this chapter. If any building which has contained a nonconforming use is moved or removed, the subsequent use of the property shall conform to this chapter. However, if a nonconforming structure is a single-family dwelling, or an historic area as defined in § 15.2-2201, Code of Virginia, it may be restored or replaced regardless of the percentage of destruction.
- C. Permits previously issued. The use of a nonconforming building or land area for which a permit was issued legally prior to the adoption or amendment of this chapter may proceed, provided that such building is completed within one year or such use of land is established within 30 days after the effective date of this chapter or the amendment.
- D. Changes in district. Whenever the boundaries of a district are changed, any uses of land or buildings

5. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

6. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

which become nonconforming as a result of such change shall become subject to the provisions of this chapter.

ARTICLE VIII
Building Permits

§ 425-52. Permit required; application procedure.

- A. No building or structure shall be started, reconstructed, enlarged, or altered until a building permit shall be obtained from the Zoning Administrator.
- B. The Town Council or Planning Commission may request a review of the building permit approved by the Zoning Administrator in order to determine whether the contemplated use is in accordance with the zoning in which the construction lies.
- C. Each application for a building permit shall be accompanied by two copies of a drawing showing the size and shape of the parcel of land on which the proposed building is to be constructed; the nature of the proposed use of the building or land, and the location of such building or use with respect to the property lines of said parcel of land and to the right-of-way of any street or highway adjoining said parcel of land.
- D. If it appears that the proposed building or use is in conformity with the provisions of this chapter, a permit shall be issued to the applicant by the Zoning Administrator, and one copy of the drawing shall be returned to the applicant with said permit.
- E. Permits previously issued. Nothing herein contained shall require any change in the plans, construction, size or designated use of any building, structure, or part thereof for which a building permit has been granted before this chapter becomes effective.

ARTICLE IX
Special Provisions

§ 425-53. Minimum off-street parking.

There shall be provided at the time of erection of any main building minimum off-street parking space with adequate provision for ingress and egress by standard-sized automobiles, as follows:

- A. Residential Limited District. Two spaces for single-family dwellings. See below for provisions on other permitted uses.
- B. Residential General District. **[Amended 9-12-1988]**
 - (1) There shall be provided, either in a private garage or on the lot, space for parking of one automobile for each dwelling unit in a new dwelling, apartment building or other building housing people, or for any unit added to any dwelling, apartment building or other building in case of the enlargement of an existing building.
 - (2) Each person in addition to a family occupying a separate room in dormitories, boardinghouses or any other building housing people shall be considered a separate unit in such building or dwelling.
- C. Tourist homes and motels shall provide on the lot parking space for one automobile for each accommodation.
- D. Any commercial building hereafter erected or converted shall provide one parking space for each 300 square feet of business floor space in the building. Any restaurant or establishment hereafter erected that serves meals, lunches or drinks to patrons either in their cars or in the building shall provide one parking space for each 200 square feet of business floor space in the building; provided, however, that two or more establishments may provide necessary parking space upon a single parcel of land.
- E. Any church, theater, auditorium, stadium, funeral home or chapel, or any other structure involving the assembling of persons, shall provide on the same lot or within 1,000 feet thereof, together with means of ingress and egress thereto, one parking space for each eight seats provided in the structure.
- F. Any hospital or sanitarium shall provide on the same lot or in the immediate vicinity, together with ingress and egress thereto, space for the standing of cars used by patients or their guests at the scale of one space for each three beds.
- G. Space shall be provided for the loading and unloading of trucks and commercial vehicles serving commercial buildings.
- H. Industrial establishments shall provide, on the lot, parking space for one automobile for each four employees.

§ 425-54. Trailer courts.⁷

- A. Trailer courts shall be subject to an annual license for which a fee established by the Town Council shall be assessed, and no trailer court shall continue its operations without such annual license having been obtained.⁸

7. Editor's Note: See also Ch. 397, Trailers and Manufactured Homes.

8. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

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- B. Area requirements. For each trailer space within a trailer court designated to accommodate one trailer there shall be provided not less than 2,700 square feet of area which shall front on an internal trailer court street, road, or right-of-way.
- C. Width. Each trailer space shall have a minimum width of not less than 35 feet.
- D. Distance between trailers. Parking spaces for trailers shall be so arranged as to provide a distance of not less than 20 feet between adjacent trailers.
- E. Sanitary facilities. Each trailer space shall be provided with individual water and sewer connections.
- F. Electrical connections. Each trailer space shall be provided with electrical outlets installed in accordance with the National Electrical Code.
- G. Outside toilets forbidden. No trailer court shall have outside toilet or toilet facilities which are not connected to a sewage disposal system.

§ 425-55. Widening of highways and streets.⁹

Whenever there shall be plans in existence, approved by either the State Department of Transportation or by the Town Council, for the widening of any street or highway within the Town, the Planning Commission may recommend additional front yard setbacks for any new construction or for any structures altered or remodeled adjacent to the future planned right-of-way, in order to preserve and protect the rights-of-way for such proposed street or highway widening.

§ 425-56. Uses not provided for.

Whenever in any district established under this chapter a use is not specifically permitted or denied and an application is made to the Zoning Administrator for such use, the Zoning Administrator shall refer the application to the Planning Commission, which shall make its recommendations to the Council within 30 days. The Council may then approve or deny the application in accordance with the provisions of this chapter and § 15.2-2204, Code of Virginia, as amended.

§ 425-57. Conditional use permit.

Where specified in this chapter the governing body shall require the issuance of a conditional use permit (in addition to other required permits). These permits shall be subject to such conditions as the governing body deems necessary to carry out the intent of this chapter. No such conditional use permit shall be issued except after public notice and hearing as provided for in § 15.2-2204, Code of Virginia, as amended.

9. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

ARTICLE X
Signs

§ 425-58. District regulations.

Regulations for signs in the various zoning districts shall be as follows:

- A. Residential Limited and Residential General. All signs and outdoor advertising shall conform to the Code of Virginia, and where not in conflict with more restrictive provisions of the Code of Virginia, the following signs are permitted within the size limitation shown:
 - (1) Home occupation: two square feet.
 - (2) Church bulletin boards: 12 square feet in total area.
 - (3) Directional signs: six square feet in total area.
 - (4) Sale or rental of premises upon which erected: six square feet.
- B. Light Commercial and General Commercial Districts. All signs and outdoor advertising shall conform to the Code of Virginia, except that only one sign for each street upon which a lot abuts shall be permitted to advertise the business on such lot, and when any sign is lighted, such lights shall be so shaded that they will not interfere with the vision of motorists or residential property owners in the vicinity, and provided further that all flashing (on and off) signs shall be prohibited.

ARTICLE XI
Administration and Enforcement

§ 425-59. Enforcement officer.

This chapter shall be enforced by the Zoning Administrator who shall be appointed by the Town Council and who, as well as his successors, shall serve at the pleasure of the Town Council and whose compensation as such shall be fixed by resolution of the Town Council.

§ 425-60. Issuance of permits and licenses.

All departments, officials and public employees of the Town of Mineral which are vested with the duty or authority to issue permits or licenses shall conform to the provisions of this chapter and shall issue no such permit or licenses for uses, buildings, or purposes where the same would be in conflict with the provisions of this chapter. Any such permit or license, if issued in conflict with the provisions of this chapter, shall be null and void.

§ 425-61. Violations and penalties.¹⁰

Any person, firm or corporation, whether as principal, agent, employee or otherwise, violating or causing or permitting the violation of any of the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$10 nor more than \$1,000. Such person, firm or corporation shall be deemed to be guilty of a separate offense for each and every day during which any portion of any violation of this chapter is committed, continued, or permitted by such person, firm, or corporation and shall be punishable as herein provided.

10. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

ARTICLE XII
Appeals

§ 425-62. Establishment of Board of Zoning Appeals.

- A. There shall be a Town of Mineral Board of Zoning Appeals consisting of five members appointed in accordance with the provisions of § 15.2-2308, Code of Virginia, as amended. One member of the Board shall be an active member of the Planning Commission of the Town of Mineral, Virginia.
- B. The Board shall elect from its own membership its officers who shall serve such terms and keep such records as provided for in § 15.2-2308, Code of Virginia, as amended.

§ 425-63. Powers and duties of Board of Zoning Appeals.

The Board of Zoning Appeals shall have the powers and duties provided for in § 15.2-2309, Code of Virginia, as amended. In accordance with the referenced section it shall have the power and it shall be its duty to:

- A. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator.
- B. Grant variances in the regulations when a property owner can show that his property was acquired in good faith and where by reason of the exceptional narrowness, shallowness, or shape of a specific piece of property at the time of the effective date of this chapter or where by reason of the exceptional topographical conditions or other extraordinary or exceptional situation the strict application of the terms of this chapter would actually prohibit or unreasonably restrict the use of the property, or where the Board is satisfied, upon the evidence heard by it, that the granting of such variation will alleviate a clearly demonstrable hardship approaching confiscation as distinguished from a special privilege or convenience sought by the owner.

§ 425-64. Application and appeal procedure for aggrieved parties.

- A. An appeal to the Board of Zoning Appeals may be made by any party aggrieved by any decision of the Zoning Administrator. Such appeal shall be made in accordance with the procedure called for in § 15.2-2312, Code of Virginia, as amended.
- B. The Board shall fix a time for hearing such appeals after giving public notice in accordance with § 15.2-2204, Code of Virginia, as amended.
- C. The Board may reverse or affirm or may modify the order or requirement appealed from.
- D. The concurring vote of three members of the Board shall be necessary to reverse any order, requirement, decision or determination of an administrative officer or to decide in favor of the applicant on any matter upon which it is required to pass under this chapter or to effect any variance from this chapter.
- E. Any variance or other change made by any ruling of the Board of Zoning Appeals or any other body having control or supervision of the provision of this chapter shall be subject to such conditional use permit providing conditions for such use as may be established by the Town Council. **[Added 9-12-1988]**

ARTICLE XIII
Interpretation

§ 425-65. Effect on existing permits and plans.

Nothing contained herein shall require any change in the plans, construction, size or designated use of any building, structure, or part thereof for which a building permit has been granted or for which plans were on file with the Town Council before this chapter becomes effective and the construction of which from such plans shall have been started within 30 days after this chapter becomes effective, except that if the building operation in question is discontinued for a period of not less than six months, any further construction shall be in conformity with the provisions of this chapter.

§ 425-66. Conflict with statutes, ordinances or regulations.

Where the provisions of this chapter are in conflict with existing statutes, local ordinances, or regulations; the most restrictive provisions of any of the above shall govern. (Refer to § 15.2-2315, Code of Virginia, as amended.)

ARTICLE XIV
Amendments

§ 425-67. Amendment procedure.

The regulations, restrictions, and boundaries established in this chapter may, from time to time, be amended, supplemented, changed, modified or repealed by the governing body pursuant to § 15.2-2285, Code of Virginia, as follows:

- A. The Planning Commission shall hold at least one public hearing on such proposed amendment after notice as required by § 15.2-2204, Code of Virginia, and may make appropriate changes in the proposed amendment as a result of such hearing. Upon the completion of its work, the Planning Commission shall present the proposed amendment to the governing body together with its recommendations and appropriate explanatory materials.
- B. Before approving and adopting any amendment, the governing body shall hold at least one public hearing thereon, pursuant to public notice as required by § 15.2-2204, Code of Virginia, after which the governing body may make appropriate changes or corrections in the proposed amendment; provided, however, that no additional land may be zoned to a different classification than was contained in the public notice without an additional public hearing after notice required by § 15.2-2204, Code of Virginia. An affirmative vote of at least a majority of the members of the governing body shall be required to amend this chapter.
- C. In the event that the governing body shall deny the petition of any property owner or other petitioner to amend this chapter, substantially the same petition shall not be reconsidered for a period of one year from the date of the original denial by the governing body.

§ 425-67.1. Temporary zoning of annexed areas. [Added 4-11-2011 by Ord. No. 2011-01]

Any property coming into the territorial jurisdiction of the Town of Mineral, by annexation or otherwise, shall be temporarily assigned the same zoning classification as the area of the Town that it abuts pending the orderly amendment of the Zoning Ordinance and Zoning Map.

ARTICLE XV
Definitions

§ 425-68. Word usage and definitions.

A. Words used in the present tense include the future, words in the singular number include the plural, and the plural the singular.

B. For the purpose of this chapter, certain words and terms are defined as follows:

ACCESSORY USE OR BUILDING — A subordinate use or building customarily incidental to and located upon the same lot occupied by the main use or building, provided that no such accessory building shall be used for housekeeping purposes.

AGRICULTURE — The tilling of the soil, the raising of crops, forestry, horticulture and gardening, including the keeping or raising of domestic animals and fowl, and including any agricultural industry or business, such as fruit packing plants, dairies, animal hospitals or similar uses.

ALLEY — A public thoroughfare less than 30 feet wide.

ALTERATION — Any change in the total floor area, use, adaptability, or external appearance of an existing structure.

APARTMENT HOUSE — A building used or intended to be used as the residence of three or more families living independently of each other.

BASEMENT — A story having part but not more than 1/2 of its height below grade. A basement shall be counted as a story, for the purpose of height regulations, if it is subdivided and used for business purposes, or for dwelling purposes by other than a janitor employed on the premises.

BOARDINGHOUSE — A building where, for compensation, lodging and/or meals are provided for at least five but not exceeding 14 persons.

BUILDING — Any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals or chattels.¹¹

BUILDING, HEIGHT OF — The vertical distance measured from the level of the curb or the established curb grade opposite the middle of the front of the building to the highest point of the roof. For buildings set back from the street line, the height shall be measured from the average elevation of the ground surface along the front of the building.

BUILDING, MAIN — The principal building or one of the principal buildings upon a lot, or the building or one of the principal buildings housing the principal use upon the lot.¹²

CELLAR — A story having more than 1/2 of its height below grade.

DWELLING — Any building, or portion thereof, which is designed for use for residential purposes, except hotels, boardinghouses, lodging houses, tourist cabins, and trailers.

DWELLING, MULTIFAMILY — A building arranged or designed to be occupied by more than one family. **[Amended 9-12-1988]**

DWELLING, SINGLE-FAMILY — A building arranged or designed to be occupied by one family,

11. Editor's Note: The definition of "building, accessory" which immediately followed this definition was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. III). See the definition of "accessory use or building."

12. Editor's Note: The definition of "building official" which immediately followed this definition was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

the structure having only one dwelling unit.

DWELLING UNIT — One or more rooms in a dwelling designed for living or sleeping purposes and having at least one kitchen.

FAMILY — One or more persons occupying a premises and living in a single dwelling unit, as distinguished from an unrelated group occupying a boardinghouse, lodging house, tourist home, or hotel.

GARAGE, PRIVATE — An accessory building designed or used for the storage of not more than four automobiles owned and used by the occupants of the building to which it is accessory, provided that on a lot occupied by a multifamily dwelling, the private garage may be designed and used for the storage of 1 1/2 times as many automobiles as there are dwelling units in the multifamily dwelling.¹³

GARAGE, PUBLIC — A building or portion thereof, other than a private garage, designed or used for servicing, repairing, equipping, renting, selling or storing motor-driven vehicles.

HOME OCCUPATION — An occupation carried on by the occupant of a dwelling in a residential zone as a secondary use in connection with which there is no exterior display and not more than one person is employed, other than members of the family residing on the premises, including but not limited to such occupations as hairdressers, dressmaking and alteration, preparation of foodstuffs and confectionery, and renting of private rooms to nontransients, such as students, school teachers, and the like.

HOTEL — A building designed or occupied as the more or less temporary abiding place of 15 or more individuals who are, for compensation, lodged, with or without meals, and in which provision is not generally made for cooking in individual rooms or suites.

LOT — A parcel of land occupied or to be occupied by a main building or group of main buildings and accessory buildings, together with such yards, open spaces, lot width and lot area as are required by this chapter, and having frontage upon a street, either shown on a plat of record or considered as a unit of property and described by metes and bounds.

LOT, CORNER — A lot abutting on two or more streets at their intersection.

LOT, DEPTH OF — The average horizontal distance between the front and rear lot lines.

LOT OF RECORD — A lot which has been recorded in the Clerk's office of the Circuit Court of Louisa County, Virginia.

LOT, WIDTH OF — The average horizontal distance between the side lot lines.

MANUFACTURE and/or MANUFACTURING — The processing and/or converting of raw, unfinished or finished materials, or products, or any or either of them into an article or articles or substance of different character, or for use for a different purpose; industries furnishing labor in the case of manufacturing or the refinishing of manufactured articles.

NONCONFORMING USE — The use of any building or premises, which use was legal prior to the adoption or amendment of this chapter, contrary to the use regulations of this chapter for the zone in which the building or premises is located.¹⁴

OFF-STREET PARKING AREA — Space provided for vehicular parking outside the dedicated street right-of-way.

13. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

14. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

PLANNING COMMISSION — The Town of Mineral Planning Commission.¹⁵

PUBLIC GROUNDS — Area reserved, by deed or otherwise, for public use only.

SETBACK — The distance by which any building or structure must be separated from the front lot line.

STORY — That portion of a building, other than the basement, included between the surface of any floor and the surface of the floor next above it or, if there is no floor above it, the space between the floor and the ceiling next above it.

STORY, HALF — A space under a sloping roof which has the line of intersection of roof decking and wall face not more than three feet above the top floor level and in which space not more than 2/3 of the floor area is finished off for use.

STREET LINE — The dividing line between a street or road and the contiguous property.

STREET; ROAD — A public thoroughfare which affords principal means of access to abutting property.

STRUCTURE — Anything constructed or erected, the use of which requires permanent location on the ground or attachment to something having a permanent location on the ground, including advertising signs, billboards and poster panels.

TOURIST COURT, AUTO COURT, MOTEL, ATEL or MOTEL LODGE — A building or group of buildings containing individual sleeping rooms designed for or used temporarily by automobile tourists or transients, with garage or parking space conveniently located to each unit. Cooking facilities may be provided for each unit.

TOURIST HOME — A dwelling where lodging only is provided for compensation for not exceeding 14 persons, in contradistinction to hotels and boardinghouses, and open to transients.

TRAILER, AUTOMOBILE — A vehicle, with or without motive power, designed to be used for human habitation.

TRAILER COURT — Any area or tract of land used or designed to accommodate one or more automobile trailers.¹⁶

YARD — An open space on a lot other than a court, unoccupied and unobstructed from the ground upward, except as otherwise provided herein.

YARD, FRONT — An open space on the same lot with a building between the front line of the building (exclusive of steps) and the front lot or street line and extending across the full width of the lot.

YARD, REAR — An open, unoccupied space on the same lot with a building between the rear line of the building (exclusive of steps) and the rear line of the lot and extending the full width of the lot.

YARD, SIDE — An open, unoccupied space on the same lot with a building between the side line of the building (exclusive of steps) and the side line of the lot and extending from the front yard line to the rear yard line.

ZONING ADMINISTRATOR — The official charged with the enforcement of this chapter. He may be any appointed or elected official who is by formal resolution designated to the position by the

15. Editor's Note: Throughout this chapter, references to the "Commission" were amended to "Planning Commission" at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

16. Editor's Note: The definition of "use, accessory" which immediately followed this definition was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. III). See the definition of "accessory use or building."

Town Council. He may serve with or without compensation as determined by the Council.¹⁷

17. Editor's Note: Throughout this chapter, references to the "Administrator" were amended to "Zoning Administrator" at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

Chapter 380

SUBDIVISION OF LAND

§ 380-1.	Adoption of county ordinance.	§ 380-4.	Approval of subdivisions by
§ 380-2.	Authority of county officials.		Town.
§ 380-3.	Fees and costs.	§ 380-5.	Town agent.

[HISTORY: Adopted by the Town Council of the Town of Mineral effective 1-1-1982 as Ch. 16.1 of the 1982 Code. Amendments noted where applicable.]

GENERAL REFERENCES

Building construction — See Ch. 150.

Water — See Ch. 418.

Erosion and sediment control — See Ch. 185.

Zoning — See Ch. 425.

Sewers and sewage disposal — See Ch. 355.

§ 380-1. Adoption of county ordinance. [Amended 6-12-2006 by Ord. No. 2006-03 ¹]

There is hereby adopted by reference by the Town the Subdivision Ordinance of Louisa County as it exists as of March 2006, and as it may be amended, the provisions of which are adopted and shall control all matters concerning subdivision of land within the Town, except that so much of the Subdivision Ordinance of Louisa County that permits private roads to serve subdivisions is not adopted as a part of the Subdivision Ordinance of the Town, and the definition of "street" for the purpose of subdivision within the Town shall be that provided in § 15.2-2201, Code of Virginia.

§ 380-2. Authority of county officials.

The appropriate officials of the County of Louisa shall have full authority for the enforcement of the Subdivision Ordinance of Louisa County within the Town, subject to the other provisions of this chapter.

§ 380-3. Fees and costs.

The cost of the enforcement of the Subdivision Ordinance within the Town shall be defrayed through the levying of fees by the Louisa County Board of Supervisors as provided by the Subdivision Ordinance of Louisa County, as amended, and the ordinances duly adopted from time to time by the Louisa County Board of Supervisors. All fees shall be collected by and all expenses borne by the County of Louisa in the regulation of the Subdivision Ordinance within the Town.

§ 380-4. Approval of subdivisions by Town.²

After a subdivision has been approved by the County of Louisa, it shall then be submitted to the Town for approval by the governing body (or its agent where the subdivision regulations of the County of Louisa

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

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§ 380-5

permit subdivisions to be approved or disapproved by the agent of the governing body). The decision of the governing body of the Town or its agent to approve or disapprove the subdivision shall be final.

§ 380-5. Town agent.³

Where an agent may act in reference to the Subdivision Ordinance of Louisa County, the designated agent for the Town shall be the Mayor, unless otherwise provided by a duly enacted ordinance of the Town.

3. **Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).**

April 8 & 9, 2024

Closing Session

MONDAY
April 8

8:00 AM: Breakfast

8:30 AM: Class Discussion on Readings and Homework

9:00 AM: General Assembly Updates
Joe Lerch, Virginia Association of Counties
Eidon James, Eldon James & Associates

10:30 AM: BREAK

10:45 AM: Local Lessons on Why Plans Can Fall Short of Reality
Will Cockrell, VCU Wilder School

12:00 PM – Lunch

1:00 PM: Tools of Implementation: Part 2
Tom Jacobson, VCU Wilder School

3:00 PM: BREAK

3:15 PM: Conducting Effective Planning Meetings
Tom Jacobson, VCU Wilder School

4:30 PM: ADJOURN

TUESDAY
April 9

8:00 AM: Breakfast

8:30 AM: Q & A Session

9:00 AM: Making Planning Commission Decisions
Tom Jacobson, VCU Wilder School

10:15 AM: BREAK

10:30 AM: Housing Affordability in Virginia
Erica Sims, HousingForward VA

12:00 PM – Lunch

1:00 PM: Planning Commission Ethics
Tom Jacobson, VCU Wilder School

2:00 PM: BREAK

2:15 PM: Best Practices for Public Engagement and Equity
Will Cockrell, VCU Wilder School
Ebony Walden, Ebony Walden Consulting

3:45 PM: Session Feedback and Awarding of Certificates

4:30 PM: ADJOURN

Section H, Item 4.

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January 30 – April 9, 2024

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Associate Dean of Research and Outreach
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Meet the Land Use Education Program Team



Will Cockrell, AICP

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Will Cockrell spent most of his career in the public sector, working in local government and regional planning. For ten years, Will worked with the Thomas Jefferson Planning District Commission (TJPD), serving many roles, including Director of Planning and MPO Coordinator. He managed the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), TJPD Rural Transportation Program, the Planning Program, and Environmental Planning Programming. Before joining the Planning District, Will worked as the senior planner for Louisa County. During that time, he also took on the role of Acting-Director of Community Development. In 2019, Will transitioned to consulting work with EPR, P.C., headquartered in Charlottesville, Virginia. In this current role, he assists localities with identifying and achieving their goals. With national experience, Will brings this practitioner and practical experience into the classroom to help students better understand the planning field and the realities of local governance.

Will holds several leadership positions throughout the Commonwealth. He is on the American Planning Association, Virginia Chapter (APA Virginia) Board, where he has served for over a decade. He filled various roles on the Virginia Association of Metropolitan Planning Organizations (VAMPO) Board and is currently on the Rural Planning Caucus Board. In 2013, Will started teaching at the University of Virginia, where he currently teaches government and planning methods in the School of Architecture. He is the instructor for the Virginia Association of Zoning Officials' (VAZO) Certified Zoning Administrator (CZA) and Certified Transportation Manager (CTM) programs. He also trains local elected officials for the Virginia Association of Counties (VACO), through an APA Virginia agreement.

Will's professional focus is on planning processes and government implementation. He is a pragmatist who built a career developing detailed knowledge to help localities achieve their planning goals. In 2018, APA Virginia recognized Will with the President's Award for Leadership.



Facilitator and Staff Bios

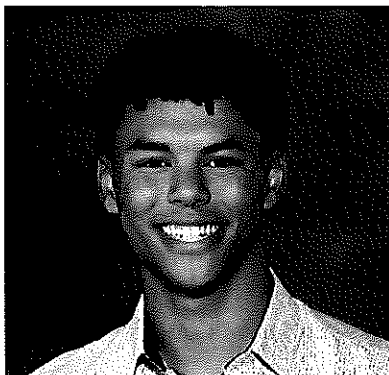


Thomas E. Jacobson, AICP

Education Director,
Land Use Education Program
L. Douglas Wilder School of Government and Public Affairs
tjacobson@vcu.edu

Tom Jacobson is the Education Director of the VCU Land Use Education Program since 2019 and an Adjunct Instructor in the VCU Urban and Regional Studies and Planning program since 2003. He teaches the graduate land use planning class and periodically other planning classes including leading a planning study of London, England, and a joint VCU-RPTU class in Germany. Tom was the director of the Chesterfield County Planning Department for seventeen years and initiated the County's community revitalization program. He then became the first Revitalization Director in order to revitalize the County's poorer and aging communities.

Tom has written several articles and presented over 500 presentations on planning, land use development, urban sprawl, suburban design, affordable housing, and income and poverty patterns. He is the recipient of a number of awards including the VCU Wilder School Distinguished Adjunct Award in 2016; the Urban Land Institute Richmond 2015 Member of the Year Award, and the Chesterfield County 1998 Civic Appreciation Award. He remains active in civic affairs by serving on the Chesterfield Alternatives Incorporated board of directors and leads the development of an affordable housing project for disabled individuals. Tom holds a BS in civil engineering and an MS in environmental planning from the University of Minnesota and a year towards a PhD in urban planning from the University of North Carolina.



Ron Jones

Program Coordinator,
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Ron Jones Jr is the Program Coordinator for the VCU Leadership Development Program, Commonwealth Management Institute, and Land Use Education Program at the Grace E. Harris Leadership Institute (GEHLI).

He received his Bachelor's in Political Science from VCU and began working at the university in August of 2022. At GEHLI, his primary responsibilities include recruitment, logistics, and hosting high-quality programs that provide value to state administrators and VCU faculty/staff. Before joining the GEHLI he worked at the Office of Institutional Equity, Effectiveness, and Success and the Office of the Provost - Faculty Affairs, developing programming centered on diversity, equity, and inclusion. He has served on multiple committees across campus, including the MLK Keynote Celebration, PACME Awards, and Q Symposium. He is a member of Equality VCU and the Community Engagement Student Initiative. He served in the Army National Guard, is a native Virginian, and is passionate about providing opportunities to underrepresented communities.



Facilitator and Staff Bios



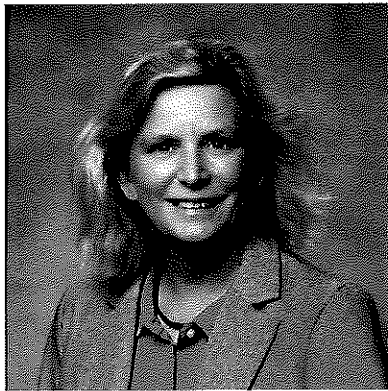
Christopher M. Mackenzie, J.D.

Attorney,
SansAnderson

As a trusted advisor and compelling advocate, Chris Mackenzie looks toward the future with you to identify opportunities and help avert potential problems, so that you can focus on your success. Chris focuses his practice on real estate, land use, and zoning law.

Chris serves as counsel to public bodies, authorities, and other local government clients. Chris also works with businesses, investors, lenders, and individuals in real estate transactions, and offers a depth of experience handling local zoning applications and community association matters.

Whether working with private businesses and individuals or public bodies, Chris offers a congenial interest in guiding his clients to thrive in their endeavors. He can work with you to survey and successfully navigate the current legal landscape.



Debbie Taminger

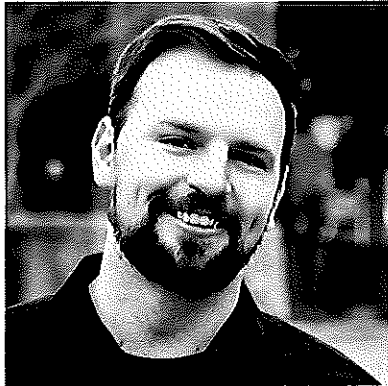
Program Coordinator,
L. Douglas Wilder School of Government and Public Affairs
dktaminger@vcu.edu

Debbie Taminger, Program Coordinator at the VCU Wilder School joined VCU in May 2017. Her primary responsibilities are providing administrative support to professional development programs, including being the lead administrator for the Fundamentals for Supervisors, Experienced Supervisors Institute, and the Supervisors and Managers Bootcamp. She also assists with consulting projects, reviewing policies and budgets, managing assessments, and continuously looking for ways to improve communication, productivity, and processes. She was honored to be the 2023 recipient of the VCU Wilder School Service Excellence Award.

Debbie has extensive experience serving on non-profit boards and enjoys giving back to her community. Debbie served on the Executive Board of the United States Coast Guard Academy Parents Association from 2017 - 2019 and was the recipient of the Coast Guard Academy Dedicated Service Award in 2019. She also served on the Maggie Walker Governor's School Policy Review Committee from 2016-2018, where she worked with the Regional School Board and school administration to establish school policy. During her 20+ years serving on various boards, Debbie enjoyed working closely with local, regional, and federal agencies, which led her to the Wilder School. Debbie loves working with the Wilder team to help others grow in their professional development as that impacts not only the individual but also everyone they work with and the clients they serve.



Facilitator and Staff Bios



Alan Simpson

Researcher Manager,
L. Douglas Wilder School of Government and Public Affairs
a.simpson@epr-pc.com

Alan Simpson, Researcher Manager, is a recent graduate of the University of Virginia School of Architecture, earning a Bachelor of Urban and Environmental Planning degree with highest honors in May 2022 and a Master of Urban and Environmental Planning degree in May 2023.

Additionally, Alan received the School of Architecture’s Edgar J. Shannon Award in 2022, which is presented by the Z Society to the student in each school of the University of Virginia who has contributed the most to that school through academic excellence, leadership, and extracurricular involvement. He also received the American Planning Association’s Outstanding Student Award for the University of Virginia in 2022.

Alan joined EPR as an intern in August 2021 and became a full-time Planner upon graduation in May 2023. During his time at EPR, he has contributed to various projects, including comprehensive plan updates, community engagement efforts, and hazard mitigation planning.