



# MINERAL PLANNING COMMISSION MEETING AGENDA

April 24, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

---

## A. CALL TO ORDER

## B. ROLL CALL

## C. PLEDGE OF ALLEGIANCE

## D. ADOPT/AMEND AGENDA

## E. PUBLIC COMMENT

Members of the public will have three minutes to comment on any matter, while maintaining professional and courteous behavior. The Mineral Planning Commission will not respond during public comment, but the appropriate member of the Commission or Staff will address questions and concerns in a timely manner.

## F. APPROVAL OF MINUTES

### 1. 3.27.2025 Minutes

- a. Motion to approve or deny 3.27.2025 Minutes

## G. OLD BUSINESS

### 1. Review and Discussion of prior Capital Improvements Plan

### 2. Discussion regarding the Overlay District for Mineral Avenue and portions of Louisa Avenue and First Street

### 3. Discussion regarding Light Commercial Zoning Classification, Permitted Uses

## H. NEW BUSINESS

- 1. Discussion of regarding minutes formatting.

2. Discussion regarding Zoning Signage
3. Discussion regarding amount of MPC members
4. Discussion of Minimum Lot Sizes

## **I. REPORTS**

1. **Zoning Administrator**
2. **Commissioners' Comments**

## **J. ADJOURN**

Commission Members:

Edward Kube - Chairman

Jim Snider - Vice-Chairman,

Teresa Newton, Brian Thaler, Tony Williams;

Council Liaison - Ron Chapman

Zoning Administrator - Nicole Washington

MPC Secretary - Stephanie Dorman



## MINERAL PLANNING COMMISSION MEETING MINUTES

March 27, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

---

### A. CALL TO ORDER

Commissioner Snider chaired the meeting as there was not a virtual attendance policy and Chairman Kube attended remotely.

The Commission discussed if they had a quorum and ultimately decided that they did.

### B. ROLL CALL

#### PRESENT

Edward Kube (Present Via Zoom - Medical Caretaker)

James Snider

Teresa Newton

Brian Thaler

#### ABSENT

Tony Williams

Two Vacant Seats

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance

### D. ADOPT/AMEND AGENDA

Motion to adopt agenda.

Motion made by Newton, Seconded by Thaler.

Voting Yea: Snider, Newton, Thaler

## **PUBLIC COMMENT**

### **Becky McGehee**

Mrs. McGehee voiced her disapproval with the behavior of a Commissioner at the last meeting.

### **Mayor Chapman - Letter read by the Town Manager**

Mayor Chapman submitted a letter thanking the Commissioner's and urging all of Mineral's public bodies, along with staff, to work together.

## **E. APPROVAL OF MINUTES**

### **1 1.16.2025 Minutes**

Commissioner Kube asked that the minutes be delayed until later in the meeting.

Motion to amend agenda, moving approval of minutes before the "reports" section of the agenda.

Motion made by Newton, Seconded by Thaler.

Voting Yea: Snider, Newton, Thaler

## **F. OLD BUSINESS**

### **1. Discussion of Capital Improvements Plan**

The Zoning Administrator advised that there is not a Capital Improvements Plan at this time as the water system has become the top priority.

The Zoning Administrator gave a status report regarding the water system.

Commissioner's discussed reviewing at the previous CIP and making revisions to the previous plan.

Motion to carry this matter to the April agenda.

Motion made by Thaler, Seconded by Newton.

Voting Yea: Snider, Newton, Thaler

### **2. Presentation from TJPDC regarding the coordination of a new Overlay District for Mineral Avenue and portions of Louisa Avenue and First Street.**

Isabella O'Brien, from Thomas Jefferson Planning District Commission provided a presentation from TJPDC regarding the Historic Overlay District.

The presentation slides are attached to the corresponding agenda packet.

The Commissioner's discussed community engagement as well as the effects of the Overlay District.

Motion to start by Newton.

Motion withdrawn.

Motion to table until April meeting.

Motion made by Newton, Seconded by Thaler.

Voting Yea: Snider, Newton, Thaler

## **G. NEW BUSINESS**

### **1. Virtual Attendance Policy**

Commissioners discussed the virtual attendance policy.

Motion to approve Virtual Attendance Policy

Motion made by Newton, Seconded by Thaler.

Voting Yea: Snider, Newton, Thaler

### **2. Revisit Light Commercial Zoning Classification, Permitted Uses**

The Commission discussed the language in the Light Commercial Zoning Classification, specifically, single family homes as permitted use.

Motion to direct Zoning Administrator to present a revised portion of the Light Commercial Zoning Classification code for review and then MPC will determine if they want to send this to Council for review.

Motion made by Snider, Seconded by Newton.

Voting Yea: Kube, Snider, Newton, Thaler

Commissioners discussed signage for zoning applications happening in town.

Motion to put on the April agenda.

Motion made by Newton, Seconded by Kube.

Voting Yea: Newton, Snider, Kube.

Voting Nay: Thaler.

### **3. Discussion on updating language for public comment.**

Commissioners discussed updating their language for public comment.

Motion to adopt Public Comment agenda wordage.

Motion made by Thaler, Seconded by Newton.

Voting Yea: Kube, Snider, Newton, Thaler

### **4. Commissioner Resignation: Lauren Ball**

Motion to accept resignation of Lauren Ball.

Motion made by Newton, Seconded by Thaler.

Voting Yea: Kube, Snider, Newton, Thaler

## **H. APPROVAL OF MINUTES**

Amendments suggested by Commissioner Thaler:

- Strike "Chairman Kube advised Dr. Covert that she does not get to speak as long as she would like to."

Motion to approve minutes as revised.

Motion made by Thaler, Seconded by Snider.

Voting Yea: Thaler

Voting Nay: Kube, Newton

Commissioner's discussed the minutes formatting and possibly putting it as an agenda item for the April meeting.

Commissioner Kube had to leave the meeting after the discussion of minutes.

## **I. REPORTS**

### **1. Zoning Administrator**

The Zoning Administrator did not have a report.

The Mayor spoke with the MPC regarding working together as a team, along with Town Council and Staff. He thanked the Commissioner's for their hard work.

Motion for MPC to recommend to Council for posting of MPC vacancy.

Motion made by Thaler, Seconded by Newton.

Voting Yea: Snider, Newton, Thaler

## **2. Commissioners' Comments**

Chairman Snider yielded the floor to the Mayor. The Mayor thanked the Commissioners for their service and spoke regarding the need to maintain decorum and professionalism during meetings. He is hopeful there can be more cohesiveness and transparency.

Motion to ask Council to post MPC vacancy.

Motion made by Thaler

Voting Yea: Snider, Newton, Thaler

Chairman Snider allowed a member of the audience to speak:

Michelle Covert:

Was following up regarding the recusal she asked for at a prior meeting.

## **J. ADJOURN**

Motion to adjourn.

Motion made by Newton, Seconded by Thaler.

Voting Yea: Snider, Newton, Thaler

Commissioner's adjourned at 8:58 pm.

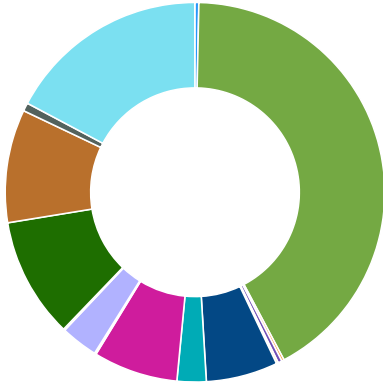
# Capital Improvements: One-year Plan

## Total Capital Requested

# \$21,414,867

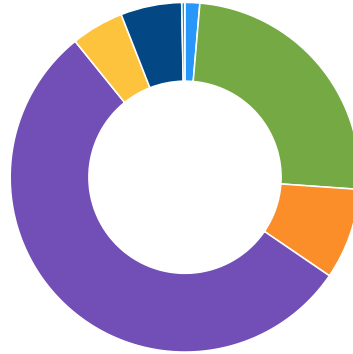
73 Capital Improvement Projects

Total Funding Requested by Department



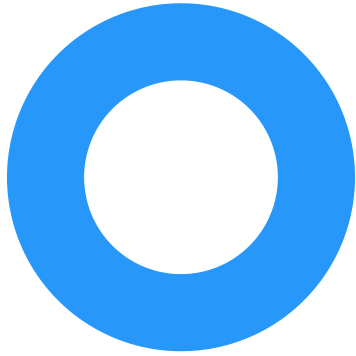
Bldg Inspections (0%)	\$71,500.00
County Debt Service (42%)	\$8,973,873.61
Dept. of Social Services (0%)	\$45,000.00
Emergency Communications (0%)	\$71,485.00
Erosion & Sediment Control (0%)	\$31,500.00
General Services (6%)	\$1,310,000.00
Information Technology (2%)	\$532,918.00
Landfill Capital Projects (7%)	\$1,543,523.00
Office on Youth/CSA (0%)	\$31,000.00
Orange Co. Fire & Ems Depart. (3%)	\$676,341.33
Parks & Recreation (0%)	\$30,000.00
School Capital Projects (10%)	\$2,192,926.00
School Debt Service (10%)	\$2,067,399.63
Sheriff's Office (1%)	\$147,400.00
Volunteer Fire Companies (17%)	\$3,690,000.00
<b>TOTAL</b>	<b>\$21,414,866.57</b>

Total Funding Requested by Source



CIP Fund Balance (1%)	\$291,703.08
Financing Proceeds (25%)	\$5,299,260.00
Fire & EMS Levy Fund (8%)	\$1,804,396.23
General Fund Transfer (55%)	\$11,705,554.26
Landfill Closure Reserves (5%)	\$1,042,453.00
Reimbursable General Fund Balance (6%)	\$1,210,000.00
State Grants (0%)	\$61,500.00
<b>TOTAL</b>	<b>\$21,414,866.57</b>

### Capital Costs Breakdown



● Capital Costs (100%)  
**TOTAL**

\$21,414,866.57  
**\$21,414,866.57**

### Cost Savings & Revenue Breakdown

There's no data for building chart

# Information Technology Requests

## Itemized Requests for 2025

**C1006 Computer Replacements** **\$107,000**

This project provides the funding for annual computer replacements on a five (5) year replacement cycle, including three (3) Sheriff's Office Patrol laptops.

**C1074 County Server Replacement** **\$109,000**

This project supports the systematic replacement of all of the County's server hardware on a five (5) year replacement cycle as the warranty for the equipment expires. Servers without warranties can increase the cost of ownership through...

**C1140 Toughbooks-Fire & EMS** **\$22,752**

This project supports the systematic replacement of the Fire & EMS Department's toughbook laptops utilized for patient care reporting. The department currently utilizes Toughbooks to input patient care information from the field into the...

**C1176 Library Public Use Equipment** **\$20,000**

The library provides several pieces of equipment, including but not limited to the following: 70" Television, Blu-ray player, laptops, laser printers, microfilm scanner, and book scanner for public use in designated areas. This equipment is...

**C1177 ECC - Support Servers** **\$20,000**

Emergency Communications Center (ECC) support servers support functions for E-911 dispatch, Fire and EMS, and citizens. One of the features is the ability to provide lifesaving information directly to 9-1-1 and first responders in an emergency....

**C1268 VOIP Phone Replacement** **\$12,666**

Replace aging VOIP desk phones with updated technology.

**C1288 Cabling Project** **\$20,000**

A cabling contractor is needed to relocate and test cabling and wires located in tiny closet which houses HVAC unit.

**C1293 Planimetric Data Feature** **\$55,000**

Planimetric data would be an additional feature to add to Ortho Imagery. Planimetric data provides building footprints, sidewalks, streets & curbs, impervious surfaces, utility lines, vegetation, etc.

**C1342 Information Technology/GIS Vehicle** **\$43,500**

New demands for street view and on site work requiring additional transportation needs.

**C1343 Network Replacement** **\$123,000**

Network gear needs replacing. These devices operate 24/7 and are the core communication medium for County business and internet access.

**Total: \$532,918**

# Sheriff's Office Requests

## Itemized Requests for 2025

**C1018 Vehicle Replacement (Sheriff's Office)** **\$65,400**

This project provides funding for the replacement of seven (7) vehicles including the upfitting (biohazard seating, radio equipment, lights, sirens, controllers, etc.)and decommissioning of surplus vehicles.

**C1346 Tasers** **\$82,000**

Replacement of old tasers for new efficient ones.

**Total: \$147,400**

# General Services Requests

## Itemized Requests for 2025

**C1105 Water Supply Plan Revision** **\$50,000**

---

The Water Supply Plan (WSP) is a regional plan between Orange County, the Towns of Orange and Gordonsville, and the Rapidan Service Authority (RSA). As required by state regulation, the County's WSP, approved in FY2013, must be reviewed every...

**C1213 Gordonsville Library Fire Alarm System** **\$30,000**

---

This project supports the installation of a fire alarm system in the Gordonsville Library.

**C1281 Wilderness Library Security Camera System** **\$20,000**

---

Security camera system to bring online with other County security camera systems.

**C1295 Recreation Center/Field House** **\$510,000**

---

A Recreation Center/Field House adjacent from the Orange County Public Safety Building. Various activities and events can be held in this center.

**C1337 Unionville Fire/EMS Station-Park Center-Collection Site** **\$700,000**

---

A fire station located in Unionville, Virginia.

**Total: \$1,310,000**

# Orange Co. Fire & Ems Depart. Requests

## Itemized Requests for 2025

<b>C1041 Mechanical CPR Device Replacement</b>	<b>\$16,155</b>
The mechanical CPR device replacement program ensures that each Medic Unit is equipped with equipment and is scheduled for timely replacement.	
<b>C1065 Ambulance Replacements</b>	<b>\$405,000</b>
This project supports the systematic replacement of the Fire & EMS Department's fleet of Ambulances (Medic Units). Budget figures reflect the price of a new ambulance and/or re-chassis in order to increase the useful life. Two (2)...	
<b>C1068 Fire &amp; EMS Response Vehicles</b>	<b>\$62,000</b>
The project sustains a replacement cycle for the Department of Fire & EMS response vehicles. Costs include the purchase price of vehicles, up-fitting, lights, and body wraps (\$42,000 Response Vehicle; \$5,750 Emergency lights and installation;...	
<b>C1139 AED</b>	<b>\$11,152</b>
This project supports the systematic replacement of AEDs for the entire County including: the Orange County Government buildings, the Orange County Sheriff's Office, and Orange County Public Schools, etc. Current AEDs are in need of...	
<b>C1175 Stop the Bleed</b>	<b>\$15,189</b>
Due to the increase in active shooter scenarios throughout the nation the Fire & EMS Department has conducted training with the Orange County Public Schools and Orange County to promote the " Stop the Bleed" campaign. This project...	
<b>C1274 Digital Fire Training System</b>	<b>\$15,000</b>
Fire training panel that can be placed in various locations. Teaches firefighter how to put the fire out completely instead of knocking the fire down which can reignite spreading to other locations causing more damage. Portable device...	
<b>C1282 Keyless Cabinet Lock</b>	<b>\$15,130</b>
Keyless locks to go on cabinets making it easier for staff to punch in a secure code rather than having to keep physical keys.	
<b>C1332 Lexipol Software Interface</b>	<b>\$23,715</b>
Lexipol is a software interface that provides state-specific policies and verifiable policy training for public safety. The software keeps staff informed of policy changes, offers online training, confidential wellness resources available...	
<b>C1349 15 Passenger Van</b>	<b>\$60,000</b>
Currently students and employees are transported in an ambulance to training locations. If more than three (3) people need to be transported, they must drive their personal vehicles. A van would allow students and employees to travel...	
<b>C1350 Digital Laryngoscope</b>	<b>\$30,000</b>
Replace original dated equipment purchased in 2016.	
<b>C1352 Public Safety Training Center Renovation &amp; Addition</b>	<b>\$23,000</b>
A safe and utilitarian environment for public safety personnel to train. Available to volunteer agencies, regional and state agencies. Three (3) phase project. FY25: Move OCSO mobile classroom by gas pumps, electric hook up, clear...	
<b>Total: \$676,341</b>	

## Bldg Inspections Requests

### Itemized Requests for 2025

**C1051 Vehicle Replacement (Bldg. Inspections) \$71,500**

This project supports the systematic replacement of the Building Inspection Department's fleet of vehicles.

**Total: \$71,500**

## School Capital Projects Requests

### Itemized Requests for 2025

**C1093 School Capital Projects Contribution \$1,178,666**

This project funds the General Fund Transfer to Orange County Public Schools for capital needs such as repairs, renovations, etc.

**S0572 OCPS School Buses \$1,014,260**

This project supports the systematic replacement of seven (7) buses.

**Total: \$2,192,926**

## Office on Youth/CSA Requests

### Itemized Requests for 2025

**C1097 Vehicle Replacement (Office on Youth) \$31,000**

This project sustains the replacement of the two (2) Office on Youth passenger minivans every ten (10) years.

**Total: \$31,000**

## Parks & Recreation Requests

### Itemized Requests for 2025

**C1230 Tractor \$30,000**

This project supports the replacement cycle for the tractor used by the Parks & Recreation Department to maintain fields.

**Total: \$30,000**

## Dept. of Social Services Requests

### Itemized Requests for 2025

**C1125 Vehicle Replacement (DSS) \$45,000**

This project establishes a replacement cycle for Social Services vehicles. Currently, the department has seven (7) vehicles. A replacement cycle of two (2) vehicles every other year has been established. Requesting three (3) vehicles for FY23.

**Total: \$45,000**

## Erosion & Sediment Control Requests

### Itemized Requests for 2025

**C1226 Vehicle Replacement (Code Enforcement) \$31,500**

---

This project supports the systematic replacement of the Code Enforcement Department's fleet of vehicles.

---

**Total: \$31,500**

## Volunteer Fire Companies Requests

### Itemized Requests for 2025

**C1235 Rescue Engine \$3,600,000**

---

This project supports the replacement of rescue engines for the Volunteer Fire & EMS Agencies.

**C1245 Lake of the Woods Volunteer Rescue Unit \$90,000**

---

Ambulance replacement for Lake of the Woods Volunteer Rescue. One (1) ambulance per year.

---

**Total: \$3,690,000**

# County Debt Service Requests

## Itemized Requests for 2025

<b>D05Bnd Debt Service- 2005-D GO Bonds (VPSA)</b>	<b>\$795,000</b>
Debt service payments for the 2005-D GO Bonds (VPSA).	
<b>D07Bnd Debt Service- 2007-B GO Bonds (VPSA)</b>	<b>\$306,410</b>
Debt service payments for the 2007-B GO Bonds (VPSA). Amounts reflect refunding credits (2015 VPSA refunding).	
<b>D09Bnd Debt Service- 2009-A GO Bonds (VPSA)</b>	<b>\$1,912,350</b>
Debt service payments for the 2009-A GO Bonds (VPSA). Amounts reflect refunding credits (2015 VPSA refunding).	
<b>D1234 Debt Service - Brush Fire Truck</b>	<b>\$121,529</b>
This project supports the debt payments for the brush fire trucks over a three (3) year period.	
<b>D1235 Debt Service - Fire Engine (Rescue)</b>	<b>\$163,435</b>
This project supports debt payments for fire rescue engines over ten (10) years.	
<b>D1236 Debt Service - Fire Tanker Truck</b>	<b>\$65,572</b>
This project supports debt payments to Fire Tanker Trucks over ten (10) years.	
<b>D2020 Debt Service-2020 Lease Revenue Bonds</b>	<b>\$629,914</b>
This project supports debt and debt issuance payments for the GBES renovation, BlueBell Building Renovation, and Broadband Funding over sixteen (16) years.	
<b>DAR5 Debt Service-Ambulance Replacement FY22</b>	<b>\$46,648</b>
Debt service payments for the Ambulance Replacement Project C1065 over three (3) years.	
<b>DAR6 Debt Service-Ambulance Replacements FY23</b>	<b>\$123,484</b>
Debt service payments for the Ambulance Replacement Project C1065 over three (3) years.	
<b>DAR7 Debt Service-Ambulance Replacements FY24</b>	<b>\$74,090</b>
Debt service payments for the Ambulance Replacement Project C1065 over three (3) years. (Two (2) ambulances purchased in FY24)	
<b>DAR8 Debt Service-Ambulance Replacements FY25</b>	<b>\$74,090</b>
Debt service payments for the Ambulance Replacement Project C1065 over three (3) years. (Debt on the purchase of one (1) ambulance in FY25.)	
<b>DAstLR Debt Service-Assisted Living Refinancing (EDA)</b>	<b>\$1,313,963</b>
Debt service payments for FY2017 refinancing (EDA).	
<b>DAstLRe Debt Service-Assisted Living Facility Reimb.</b>	<b>-\$1,313,963</b>
This project shows the calculated annual savings from the FY2017 Assisted Living EDA Bond Refinancing.	
<b>DBndF Debt Service- Bond Service Fees</b>	<b>\$11,500</b>
Ongoing annual fees to bond trustees.	
<b>DC1029 Debt Service-Cardiac Monitors</b>	<b>\$82,323</b>
Debt service payments for Cardiac Monitor Project C1029 over three (3) years.	
<b>DCouR Debt Service -County Refinancing (EDA)</b>	<b>\$607,638</b>
Debt service payments for FY2017 refinancing (EDA).	

**DEmCom Debt Service-Land Mobile Radio System (EDA)**

This debt service incorporates debt payments and issuance costs for the FY2017 Land Mobile Radio System Project C1057 over a ten (10) year period.

**DEmCon Debt Service-Dispatch Consolid. & Modern. (EDA) \$236,606**

This debt service incorporates debt payments and issuance costs for the FY2017 Dispatch Consolidation and Modernization Project over a twenty (20) year period.

**DL009 Debt Service-Roll Off Truck \$74,221**

Debt service payments for the Roll Off Truck Project L1009 with seven (7) year term.

**DL1001 Debt Service-Front Load Trucks \$61,756**

Debt service payments for the Front Loader Project L1001 with a five (5) year term.

**DL1005 Debt Service-Landfill Expansion Cells \$672,946**

Estimated seven (7) year debt service payments for the Landfill Expansion Cells (Project L1005).

**DPSBldg Debt Service-Consolidated Public Safety Facility \$1,135,613**

This debt service provides for FY2017 Projects: Public Safety Building C1034; Co-located Servers C1077; IT Equipment, Consulting Services; Computer Aided Dispatch/Mobile Data Terminal/Record Management System for Fire & EMS, E-911, and...

**Total: \$8,973,874**

**School Debt Service Requests**

**Itemized Requests for 2025**

**DS0176 OCPS Debt Service- Perform. Phase 1 \$572,204**

This project supports the systematic payment of debt service for the OCPS Performance Contract over a fourteen (14) year period.

**DS0557 OCPS Debt Service- Perform. Phase 2 \$104,728**

This project supports the systematic payment of debt service for the OCPS Performance Contract over a fifteen (15) year period.

**DS0613 OCPS Debt Service - Perform. Phase 3 \$401,591**

This project supports the systematic payment of debt service for the OCPS Performance Contract over a fifteen (15) year period.

**SDB4 OCPS Debt Service-Buses FY23 \$290,324**

This project supports the systematic replacement of seven (7) buses.

**SDB5 OCPS Debt Service - Buses FY24 \$349,276**

This project supports the systematic replacement of seven (7) buses and fourteen (14) Non-CDL passenger activity buses.

**SDB6 OCPS Debt Service-Buses FY25 \$349,276**

This project supports the systematic replacement of buses.

**Total: \$2,067,400**

# Emergency Communications Requests

## Itemized Requests for 2025

**C1347 911 Simulator** **\$37,425**

Purchasing a simulator will offer more realistic training to new employees, as well in a high school course designed to train students in 9-1-1 similar to the COFEMS fire fighter programs.

**C1348 CAD to CAD Unify** **\$34,060**

Emergency calls that are answered by another PSAP require that the other PSAP and/or caller repeat the information that has been previously given. CAD to CAD would eliminate timely phone calls between PSAPs by allowing us to send our CAD...

**Total: \$71,485**

# Landfill Capital Projects Requests

## Itemized Requests for 2025

**L1002 Closure Reserves - Cells #1-5B** **\$163,636**

This project funds the reserves necessary to fund future closure activities for Landfill Permit 566.

**L1003 Container Replacement** **\$44,500**

This project supports a systematic and orderly replacement of containers including roll-off recycling boxes, roll-off open top and compactor boxes, and green boxes. (10 WQ 8 Cubic Yard Standard Duty Slant Front Load Container...

**L1009 Roll Off Truck** **\$280,000**

This project supports the replacement of Roll Off trucks. Roll Off trucks have a seven (7) year life cycle.

**L1015 Collection Site Security Features** **\$12,934**

Due to increased security concerns regarding the safety of staff and citizens at Collection Centers, staff are requesting the installation of security cameras and additional lighting for the Collection Sites. Sites are open year round and impacted...

**L1019 Leachate Collection** **\$43,653**

Currently leachate is being hauled by a vendor to a pond off of Government Center Drive. With a minimal investment, staff can take this task over and see significant cost savings. A roll off truck can be used to haul...

**L1020 Porter Road Convenience Site** **\$998,800**

A streamlined municipal solid waste disposal for citizens that is safe, efficient and manageable. A/E \$209,000, Construction \$511,000, Compactor Boxes \$28,800, Roll Off Truck \$250,000

**Total: \$1,543,523**

**Town of Mineral - Historic Overlay District (Zoning)**

DRAFT Budget and Scope of Work - TJPDC

3/20/2025

Phase	Tasks	Estimated TJPDC Staff Hours	Estimated TJPDC Staff Cost	Deliverables	Start Date	End Date	Public Engagement	
<b>1</b>	<b>Assessment and Planning</b>				<b>4/21/2025</b>	<b>5/30/2025</b>		
<b>1.A</b>	<b>Existing Conditions Inventory and Assessment Report</b>							
	Evaluate Current Zoning Effectiveness	8	\$ 5,120.00					
	Historic Asset Inventory and Assessment	40		Technical memo			Work with Mineral Historic Foundation, others	
	Maps	16		Maps				
<b>1.B</b>	<b>Community Engagement</b>							
	Establish a Steering Committee	8	\$ 5,120.00				Work with PC, TC, and MHF to recruit participants	
	Organize up to 2 public workshops to gather input from residents, property owners, and stakeholders	56					Hold 2 public workshops*	
<b>2</b>	<b>Zoning Code Development</b>				<b>6/1/2025</b>	<b>8/15/2025</b>		
<b>2.A</b>	<b>Draft Historic Overlay District Regulations</b>							
	Develop regulations	80	\$ 6,400.00					
	Establish design guidelines							
	Consider provisions for adaptive reuse and tax credits							
	Work session with Planning Commission to guide plan recommendations	24	\$ 1,920.00	Facilitated work session with planning commission				
<b>2.B</b>	<b>Incorporate Green Infrastructure and Sustainable Design Standards</b>							
	Encourage the use of green infrastructure elements and sustainable design practices	32	\$ 2,560.00					
	Consider incentives for implementing green infrastructure							
<b>2.C</b>	<b>Review and Public Comment</b>							
	Write draft plan (to include mapping, graphics, and formatting)	56	\$ 6,560.00	Draft plan and maps				
	Public engagement report	16		Technical memo				
	Presentation to PC and public hearing	10					Public hearing*	

Phase	Tasks	Estimated TJPDC Staff Hours	Estimated TJPDC Staff Cost	Deliverables	Start Date	End Date	Public Engagement
<b>3</b>	<b>Adoption and Implementation</b>				<b>8/18/2025</b>	<b>9/30/2025</b>	
<b>3.A</b>	<b>Adopt Zoning Code</b>						
	Presentation to TC and public hearing	10	\$ 2,720.00	Final plan and maps			Public hearing*
	Final Plan and Maps	24					
<b>3.B</b>	<b>Public Education and Outreach</b>						
	Develop educational materials and resources for the public	40	\$ 5,760.00	Educational materials			
	Organize up to 2 public workshops or informational sessions	32					Hold 2 public workshops*
<b>3.C</b>	<b>Monitoring and Enforcement</b>						
	Establish a system for reviewing and approving development in the district	16	\$ 1,920.00	Checklist or SOP for use by historic review board			
	Partner with local historical societies or preservation organizations to provide technical expertise	8					Work with Mineral Historic Foundation, others
<b>4</b>	<b>Project Administration</b>						
4.A	Regular management meetings with Town designees	10	\$ 800.00				
4.B	Preparing invoices and other administrative items	8	\$ 640.00				

<b>Total TJPDC Staff Costs</b>	<b>476</b>	<b>\$ 38,080.00</b>
<b>Direct Expenses</b>		
Advertising		\$ 500.00
Printing		\$ 200.00
Travel (7 roundtrips for 2 vehicles @ 76 miles)		\$ 744.80
<b>Total Direct Expense</b>		<b>\$ 1,444.80</b>
<b>TOTAL COST**</b>		<b>\$ 39,524.80</b>

Notes:

\*Additional public meetings/engagement could be coordinated for additional fees (estimated cost ~\$1,000 per public meeting)

\*\*Do not exceed amount. TJPDC will bill for actual costs incurred not to exceed this amount for the services included in this scope.

**Town of Mineral - Historic Overlay District (Zoning)**

DRAFT Budget and Scope of Work - TJPDC

3/20/2025

Phase	Tasks	Estimated TJPDC Staff Hours	Estimated TJPDC Staff Cost	Deliverables	Start Date	End Date	Public Engagement	
<b>1</b>	<b>Assessment and Planning</b>				<b>4/21/2025</b>	<b>5/30/2025</b>		
<b>1.A</b>	<b>Existing Conditions Inventory and Assessment Report</b>							
	Evaluate Current Zoning Effectiveness	8	\$ 2,720.00					
	Historic Asset Inventory and Assessment	10		Technical memo			Work with Mineral Historic Foundation, others	
	Maps	16		Maps				
<b>1.B</b>	<b>Community Engagement</b>							
	Establish a Steering Committee	8	\$ 640.00				Work with PC, TC, and MHF to recruit participants	
	Organize up to 1 public workshops to gather input from residents, property owners, and stakeholders	0		Hold 1 public workshops*				
<b>2</b>	<b>Zoning Code Development</b>				<b>6/1/2025</b>	<b>8/15/2025</b>		
<b>2.A</b>	<b>Draft Historic Overlay District Regulations</b>							
	Develop regulations	60	\$ 4,800.00					
	Establish design guidelines							
	Consider provisions for adaptive reuse and tax credits							
	Work session with Planning Commission to guide plan recommendations	24	\$ 1,920.00	Facilitated work session with planning commission			Work session	
<b>2.B</b>	<b>Incorporate Green Infrastructure and Sustainable Design Standards</b>							
	Encourage the use of green infrastructure elements and sustainable design practices	0	\$ -					
	Consider incentives for implementing green infrastructure							
<b>2.C</b>	<b>Review and Public Comment</b>							
	Write draft plan (to include mapping, graphics, and formatting)	30	\$ 4,480.00	Draft plan and maps				
	Public engagement report	16		Technical memo				
	Presentation to PC and public hearing	10		Public hearing*				

Phase	Tasks	Estimated TJPDC Staff Hours	Estimated TJPDC Staff Cost	Deliverables	Start Date	End Date	Public Engagement
<b>3</b>	<b>Adoption and Implementation</b>				<b>8/18/2025</b>	<b>9/30/2025</b>	
<b>3.A</b>	<b>Adopt Zoning Code</b>						
	Presentation to TC and public hearing	10	\$ 2,720.00				Public hearing*
	Final Plan and Maps	24		Final plan and maps			
<b>3.B</b>	<b>Public Education and Outreach</b>						
	Develop educational materials and resources for the public	24	\$ 3,520.00	Educational materials			
	Organize up to 1 public workshops or informational sessions	20					Hold 1 public workshops*
<b>3.C</b>	<b>Monitoring and Enforcement</b>						
	Establish a system for reviewing and approving development in the district	16	\$ 1,920.00	Checklist or SOP for use by historic review board			
	Partner with local historical societies or preservation organizations to provide technical expertise	8					Work with Mineral Historic Foundation, others
<b>4</b>	<b>Project Administration</b>						
4.A	Regular management meetings with Town designees	10	\$ 800.00				
4.B	Preparing invoices and other administrative items	8	\$ 640.00				

<b>Total TJPDC Staff Costs</b>	<b>302</b>	<b>\$ 22,720.00</b>
<b>Direct Expenses</b>		
Advertising		\$ 500.00
Printing		\$ 200.00
Travel (4 roundtrips for 2 vehicles @ 76 miles)		\$ 425.60
<b>Total Direct Expense</b>		<b>\$ 1,125.60</b>
<b>TOTAL COST**</b>		<b>\$ 23,845.60</b>

Notes:

\*Additional public meetings/engagement could be coordinated for additional fees (estimated cost ~\$1,000 per public meeting)

\*\*Do not exceed amount. TJPDC will bill for actual costs incurred not to exceed this amount for the services included in this scope.

# *HISTORIC OVERLAY DISTRICTS*

ISABELLA O'BRIEN, REGIONAL PLANNER II

THOMAS JEFFERSON PDC



# MINERAL HISTORIC DISTRICT

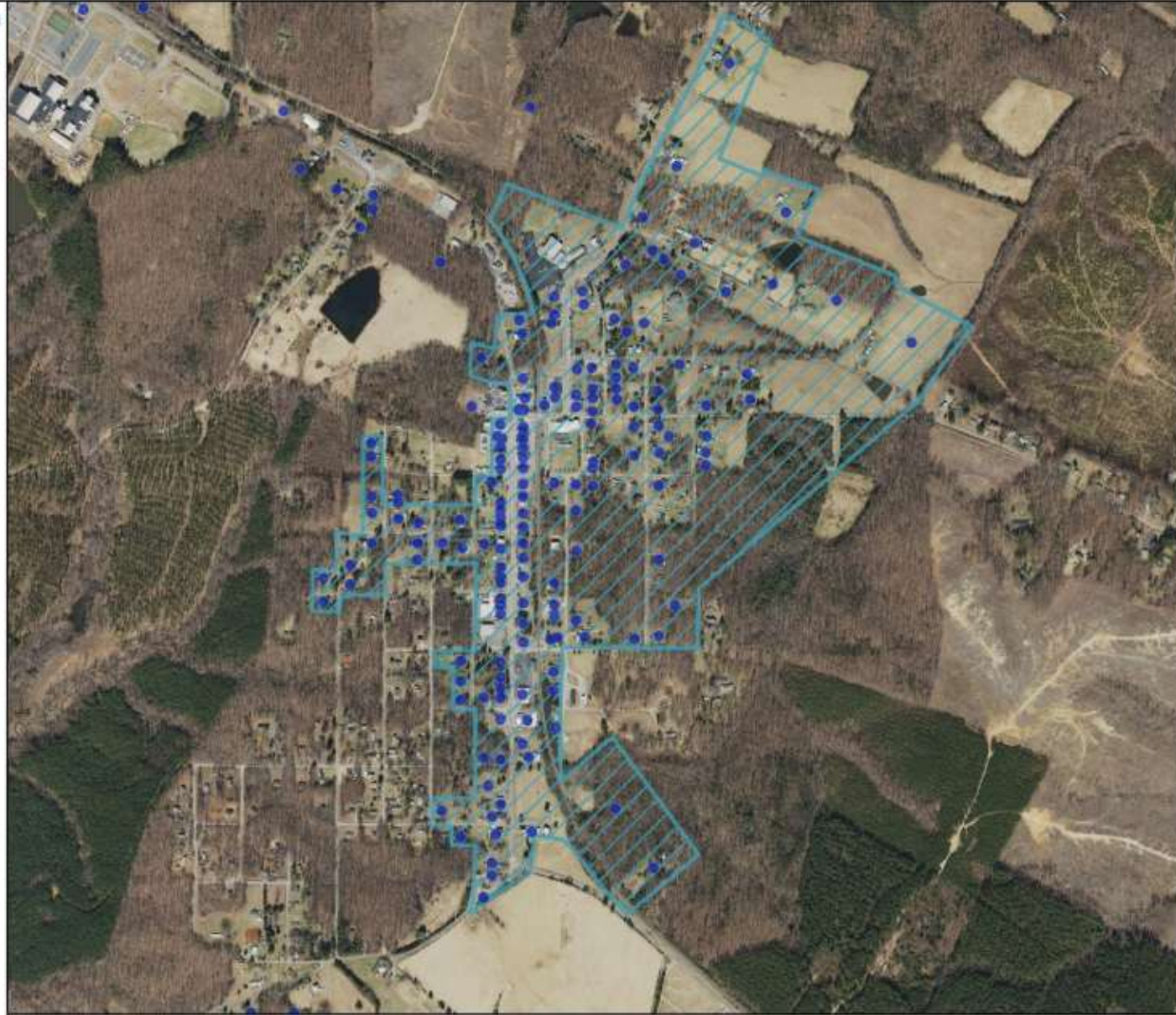
- The Mineral Historic District defines that part of the Louisa County town of Mineral that initially arose in response to local mining. Named for the area's mineral deposits, the town was divided into large lots during the 1890s to allow for denser infill in the future; however, as the local mining industry dwindled, the residential and commercial lots expanded with gracious yards and spacious separations between buildings. **There are 231 contributing resources within the district—including residential, commercial, religious, industrial, and educational buildings—featuring a diverse range of architectural styles.**





**Legend**

- Public View Architecture Points
- ▣ Public View Historic Districts
- ▭ County Boundaries



Feet

0 500 1000 1500 2000

1:18,056 / 1"=1,505 Feet

**Title: Mineral Historic District**

**Date: 3/27/2025**

*DISCLAIMER: Records of the Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and the representation depicted is a cumulative view of field observations over time and may not reflect current ground conditions. The map is for general information purposes and is not intended for engineering, legal or other site-specific uses. Map may contain errors and is provided "as-is". More information is available in the DHR Archives located at DHR's Richmond office.*

*Notice if AE sites: Locations of archaeological sites may be sensitive to the National Historic Preservation Act (NHPA), and the Archaeological Resources Protection Act (ARPA) and Code of Virginia §2.2-3705.7 (10). Release of precise locations may threaten archaeological sites and historic resources.*

# *COMPREHENSIVE PLAN*

**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.

## **Objectives**

- Revitalize Historic Landmarks
- Promote and Enhance the Historic Downtown Center

# WHAT IS A HISTORIC OVERLAY DISTRICT?

A ZONING TOOL USED TO PROTECT AND PRESERVE THE HISTORIC CHARACTER OF AN AREA



# *TYPICAL ELEMENTS OF OVERLAY DISTRICTS*

**Purpose statement:** intent and objectives of the zone, referencing applicable local plans

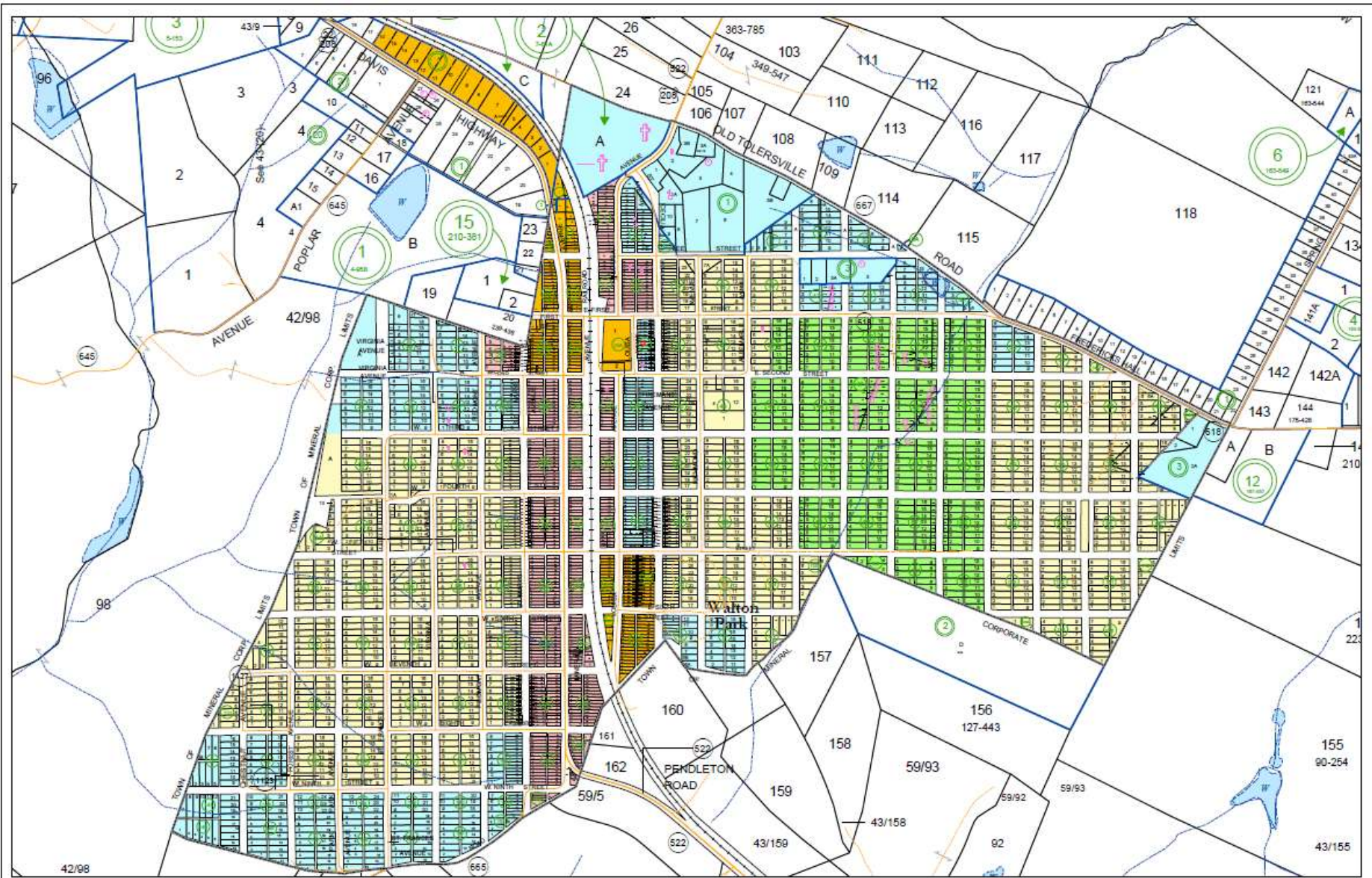
**Applicability:** where the overlay zone will apply, the underlying zones that will be affected, and the types of development subject to the overlay zone

**Definitions:** any specific terms used within the overlay

**Procedural/Approval Requirements:** where additional permitting or procedural requirements are identified, along with submission requirements, and the role of intermediate review body (like a Board of Architectural Review).

**Use Lists:** changes to the underlying zoning district

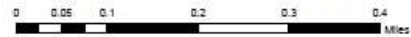
**Overlay Criteria:** substantive requirements of the zone (architecture, parking, requirements for incentives, etc)



**Town of Mineral** Established 1890 Incorporated 1902

**Zoning**

- Residential Limited
- Residential General
- Light Commercial
- General Commercial
- Planned Unit Development



Louisa County Community Development  
February 2013

Source: Louisa County GIS Data  
Created in ArcGIS 10.1 using ArcMap  
Created by: GIS Coordinator



# *BENEFITS*

- Preservation of historic architecture and character
- Increased property values
- Tourism and economic development
- Enhance community identity
- Protection against inappropriate development and deterioration



# CONSIDERATIONS



Overlay Districts are not an alternative to the Zoning Ordinance, but an enhancement to it



Balancing historic presentation while encouraging development



The cost of implementation and enforcement

# *ESTIMATED TIMELINE*



1. Assessment &  
Planning

April – May



2. Code  
Development

June –  
August



3. Adoption and  
Implementation

August –  
September

## Historic Overlay District - TJPDC Presentation Notes

### Mineral Planning Commission Meeting

### March 27, 2025

#### Introduction

Thank you for the opportunity to speak with you today about overlay districts and discuss the potential for the PDC to support establishing one in your town through a zoning code update.

As you know, Mineral is fortunate to have a significant historic district already listed on the National Register of Historic Places<sup>1</sup> and Virginia Landmarks Register<sup>2</sup>. These designations recognize the unique architectural, natural, and cultural heritage that makes the town special. The town's mining history contributes to the community's identity, character, and local economy, and can be leveraged as an asset.

With over 230 contributing resources within the currently designated historic district, there are many worth protecting.<sup>3</sup> This designation is different from an overlay district; Listing an area as a Historic District through the National Register of Historic Places is only an honorary designation, which has benefits in educating communities about their unique historic and natural assets but does not involve any regulation of property within the district.

- Landowners can alter and demolish buildings as they see fit
- Landowners may be eligible for state and federal tax credits to restore historic structures

Only locally designated historic overlay districts are subject to local zoning regulation. Most historic districts listed on the State and National Registers do not have local historic zoning overlay district designation. Those that do are similar in make up to the town of Mineral as in they are generally in cities and towns where the buildings are in close proximity and have a collective visual impact – like a Main Street. Local examples of historic overlay districts include

- [Town of Culpeper](#)
- [Town of Leesburg](#)
- [Multiple in Charlottesville](#)
- [Town of Gordonsville](#)

---

<sup>1</sup> <https://www.nps.gov/subjects/nationalregister/index.htm>

<sup>2</sup> <https://www.dhr.virginia.gov/programs/historic-registers/>

<sup>3</sup> <https://vcris.dhr.virginia.gov/VCRIS/Mapviewer/>

## Connecting to the Comprehensive Plan

As highlighted in the recently updated Comprehensive Plan<sup>4</sup>, the importance of preserving Mineral's historic resources is recognized clearly throughout. Specifically, the plan identifies an action to: "Work with the Mineral Historic Foundation to create a Historic Overlay District and define its borders." This action also aligns with other goals and objectives outlined in your plan, such as

- Revitalizing historic landmarks
- Encouraging property owners to invest in renovations and maintenance to preserve Mineral's historic buildings
- Promoting infill of commercial businesses in the historic downtown, and even
- Replacing streetlights with historic style options that provide a flag display and lighting for sidewalks.

Historic overlay districts are a key tool available to help the town achieve not only these specific objectives and actions but also support the broader vision for Mineral's future.

## Defining Historic Overlay Districts

This zoning tool doesn't replace existing zoning but adds specificity to ensure any new construction, changes, or demolitions honor the area's historic charm. It's a way to shape development that respects and celebrates what makes these places special. These districts are created through the local zoning process, involving public input and commission and council approval, with the direct goal of protecting historic sites and maintaining property values by setting safeguards to preserve the historic character of buildings as time goes on. Often, a local Architectural Review Board is appointed to approve renovations within these historic zones to assess the appropriateness of building renovations and other alterations.

## Key Elements of an Overlay District

While the specific regulations can be tailored to the unique needs of a community, historic overlay districts typically include elements like:

- **Purpose Statement:** This section clearly lays out the objective of the overlay district, such as creating a board of architectural review, establishing its powers and duties, establishing the district and providing protection of properties within the district.
- **Applicability:** This defines the extent or geographic area where the overlay zone will apply. It specifies the underlying zoning districts that will be affected and clearly outlines the types of development that will be subject to the overlay's

---

<sup>4</sup> <https://www.townofmineral.com/media/896>

regulations. This provides clarity for property owners and developers. Most of this district would likely overlay the light commercial district which encompasses Mineral Ave, but depends on what the town and public feedback determines as most applicable/appropriate.

- **Procedural and Approval Requirements:** This section outlines any additional permitting or procedural steps required for projects within the overlay. It details submission requirements and clarifies the role of any review bodies or boards in the approval process. This ensures projects are reviewed with the necessary expertise for historic preservation (Appointees may include members of Mineral’s historic foundation, local officials, state historic preservation officers, experts from within the larger county/ community).
  - **Not all changes may be subject to review.** For example, interior features and improvements, exterior color, and routine maintenance may be exempt from requiring a historic district permit. Proposed construction, reconstruction, alteration or restoration of buildings or structures, are examples of projects that may meet standards for review. What is subject to review would be determined through public input.
- **Use Regulations (Changes to Underlying Zoning):** While the overlay primarily focuses on design, it can sometimes include specific adjustments to the permitted uses within the underlying zoning district to ensure compatibility with the historic character. This would be carefully considered to support the overall vision for the district.
- **Overlay Criteria:** This is where the substantive requirements of the zone are detailed. This would include things like specific architectural guidelines, parking requirements, and potentially outlining requirements for accessing any available incentives for historic preservation. These criteria are the heart of how the historic character is protected and enhanced.

These elements work together to create a framework that encourages preservation while allowing for appropriate development and adaptation, based on the Town’s vision, goals, and public feedback.

### **Benefits and Considerations**

Implementing historic overlay districts offers numerous benefits:

- **Preservation of Character:** The most obvious benefit is the protection of Mineral’s unique identity and the historic fabric that defines it.
- **Increased Property Values:** Studies have shown that historic districts can lead to increased property values due to the desirability of living in well-maintained, character-rich areas.

- **Economic Development:** Historic districts can attract tourism, foster local businesses, and create a sense of place that benefits the entire community.
- **Community Pride:** Preserving history strengthens community identity and fosters a sense of pride in our town.
- **Sustainable Development:** Reusing and adapting existing buildings is often more sustainable than new construction.

It's also important to acknowledge potential considerations:

- **Regulations on Property Owners:** There can be perceived limitations on what property owners can do with their buildings, although the goal is to find a balance between preservation and property rights.
- **Administrative Costs:** Establishing and administering a historic overlay district involves time and resources from the Town.
- **The overlay zone should be an enhancement to the existing zoning,** not a complete alternative. It is important to ensure that the overlay still aligns with existing zoning classifications.

### **Moving Forward: Scope and Schedule**

To help you further consider this, we've outlined a potential scope of work and a preliminary schedule without knowing your budget and the specifics of how the town would like to work through this process. Our proposed scope would span through summer into early fall and includes:

- **Assessment and planning:** This would involve a more detailed survey of the extent of overlay district, engaging with an appointed steering committee, and analyzing existing conditions and data.
- **Development of Draft Overlay District Regulations:** We would work closely with staff, elected officials, the public and historic foundation to draft specific zoning language tailored to your town's needs.
- **Community Engagement:** This is a critical step that is woven throughout this scope, involving public information sessions and or workshops, and opportunities for feedback from residents and businesses, such as at required public hearings to support code adoption.
- **Implementation:** We would present our findings and proposed regulations to the Planning Commission and Town Council for adoption and support implementation by developing educational resources for the public, a checklist or Standard Operating Procedure for use by residents, staff, and the review board.

Our preliminary schedule anticipates that initial research will be completed by the end of May, draft regulations by Mid- August, and public hearings held in August and November. This is a starting point, and we look forward to working with you and the council to refine this process.

### **Conclusion**

Exploring implementation of historic overlay districts is a step towards fulfilling the vision and goals outlined in the Comprehensive Plan and helps ensure the long-term preservation of Mineral's character. I am happy to answer any questions you may have. Thank you for your time and consideration.



# Town of Mineral

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

## LIGHT COMMERCIAL DISTRICT ORDINANCE Ordinance No. 2024-05

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

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

### **Chapter 425. Zoning**

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

##### § 425-23. Statement of intent.

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

##### § 425-24. Use regulations.

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

#### A. Permitted Uses

1. Banks and office buildings.
2. Single-family dwellings (except modulars which are permitted by CUP)
3. Greenhouses and nurseries operated on a commercial scale, including sale rooms and offices.
4. Parking of automobiles, excluding house trailers, freight trucks, and trailers.

5. Self-service laundries.

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

7. Restaurants, Cafes.

B. Permitted Uses by Conditional Use Permit

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

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

§ 425-25. Setback regulations.

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

B. The minimum side yard setback to a residential dwelling and/or district shall not be less than 20 feet.

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

§ 425-26. Off-street parking.

See § 425-53.

§ 425-27. Height regulations.

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

§ 425-28. Signs.

Refer to Article X.

This Ordinance shall take effect upon adoption.

ORDERED THIS 29TH DAY OF AUGUST 2024.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

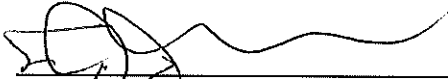
Ron Chapman - yes

Bernice Kube - yes

Dave Hempstead - yes

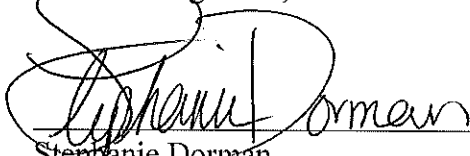
Bob Spedden – yes

Michelle Covert - yes

  
\_\_\_\_\_  
Ed Jarvis, Mayor  
9/29/24  
\_\_\_\_\_  
Date

CERTIFICATION

This ordinance was adopted by Town Council on August 29, 2024.

  
\_\_\_\_\_  
Stephanie Dorman  
Town Clerk