



# MINERAL PLANNING COMMISSION MEETING AGENDA

May 22, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADOPT/AMEND AGENDA
- E. PUBLIC COMMENT

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. 1. 4.24.2025 Minutes
  - a. Motion to approve or deny 4.24.2025 Minutes

## G. OLD BUSINESS

- 1. Discussion regarding the Overlay District for Mineral Avenue and portions of Louisa Avenue and First Street
- 2. Discussion regarding Zoning Signage.
  - a. Zoning v. Notification discussion.
  - b. Zoning Signage
- 3. Discussion regarding Light Commercial Zoning Classification, Permitted Uses

4. Capital Improvements Plan Report

**H. NEW BUSINESS**

**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

April 24, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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### A. CALL TO ORDER

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

### D. ADOPT/AMEND AGENDA

Vice-Chairman Snider had two additions to the agenda:

1. Minutes v. Transcription
2. Discussion of in-house working group for the Overlay district.

Commissioner Williams addition:

1. Discussion regarding attendance of Town Manger and Town Clerk.

Motion to adopt agenda as revised.

Motion made by Snider, Seconded by Newton.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

### PUBLIC COMMENT

No member of the public wished to make a comment.

### Discussion regarding attendance of Town Manger and Town Clerk.

At the direction of the MPC Liaison and the Mayor, town staff will not be required to attend meetings until further notice. The Zoning Administrator will appear on an as-needed basis.

Commissioner's and the Liaison discussed staff attendance and the need for their appearance at the meetings.

**E. APPROVAL OF MINUTES**

Commissioner Thaler suggested an amendment to section I.2.

Motion to approve minutes as amended.

Motion made by Snider, Seconded by Thaler.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

**F. OLD BUSINESS**

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

Commissioners reviewed a sample CIP plan from Orange County.

Commissioners discussed whether or not there is a need to review FY25 and FY26 budget to prepare the budget and if input from the Town Manager and Town Treasurer are needed.

Commissioners continued by discussing scheduling a potential CIP workshop.

Motion to schedule a CIP workshop on May 8, 2025 @ 6:30 pm.

Motion made by Thaler, Seconded by Williams.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

Chairman Kube appointed Commissioner Thaler and Commissioner Newton to the CIP committee.

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

Vice-Chairman Snider suggested a committee be formed to work on the Overlay District. Commissioners discussed whether this is something the Town can do on it's own or proceeding with Thomas Jefferson Planning District Commission.

Motion to present TJPDC documents to Council for decision.

Motion Newton, Second Chairman Kube.

Commissioners debated on three options on how to present this topic to Council: 1) submit the TJPDC proposal to Council 2) submit a mixture of MPC and TJPDC proposal or 3) submit an MPC plan, with the option of going back to TJPDC for help.

Amended Motion:

Motion to submit TJPDC documents to Council for feedback, without recommendation from MPC due to the cost concerns.

Motion made by Newton, Seconded by Chairman Kube.

Voting Yea: Chairman Kube, Snider, Newton, Thaler

Voting Nay: Williams

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

Commissioners discussed the single-family dwellings language in the Light Commercial Zoning Classification and whether it should be included.

Motion to remove single-family dwellings language from Light Commercial Ordinance.

Motion by Newton, Second by Chairman Kube.

Commissioners continued the discussion of the ordinance and the potential effects on historical homes.

Newton withdrew her motion.

Vice-Chairman Snider temporarily became Chairman, so Chairman Kube could make a motion.

Motion that MPC recommend to Council that the wording in the 425-25 (A)(2) be deleted after wording has been developed by the Town Attorney and Town Manager.

Motion made by Kube, Seconded by Thaler.

Voting Yea: Kube, Snider, Newton, Thaler, Williams.

Commissioner Kube regained his status as Chairman after the vote.

Chairman Kube would like for this process to start within the next 30 days.

**G. NEW BUSINESS**

- 1. Discussion of regarding minutes formatting.

Commissioners discussed the formatting of minutes and whether they preferred a transcript style versus only listing business that occurred.

Commissioners agreed by consensus to be presented in a short, thorough manner that are in compliance with MPC's Bylaws.

Commissioners discussed updating their Bylaws as it relates to minutes.

Chairman Kube asked Commissioner Thaler to provide the Chairman and staff with the recommended changes.

## **2. Discussion regarding Zoning Signage**

Commissioners and citizen's discussed yard signs regarding zoning changes and conditional use permits. The conversation continued on whether the signs would only be for rezoning or for streets as well.

Commissioners talked through whether or not MPC members or staff should draft the policy.

Motion that MPC presents to Council a proposal adding zoning signage change policy to the Tow, requiring changes to zoning from one district to another, developmental property, and the opening or closing of streets.

Motion amended: Motion that zoning actions requiring changes have a policy created for the Town of Mineral and this should be presented to the Town Council.

Motion made by Thaler, Seconded by Newton.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

## **3. Discussion regarding the amount of MPC members**

Commissioners discussed whether they would like five members or seven members in the Commission.

Motion to recommend to Council that the MPC remain five members.

Motion made by Snider, Seconded by Newton.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

## **4. Discussion of Minimum Lot Sizes**

Commissioners considered lot sizes for all districts.

Vice-Chairman Snider provided background to the Commission regarding the changes made to lot sizes.

Commissioner Thaler will research lot sizes in different counties and present to the Commission at the May meeting.

Commissioners agreed by consensus.

## **H. REPORTS**

### **1. Zoning Administrator**

Commissioners discussed staff providing reports to the Commission if they are not in attendance.

### **2. Commissioners' Comments**

There were no Commissioners' Comments.

## **I. ADJOURN**

Motion to adjourn.

Motion made by Thaler, Seconded by Williams.

Voting Yea: Chairman Kube, Snider, Newton, Thaler, Williams

Transcripts available upon request.

Videos available on the Town's website.



# 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 only when the location is not on Mineral Ave (the main corridor in the Town of Mineral). NO single-family homes are permitted by new construction on Mineral Ave. Single family homes that exist are not considered

non-conforming and shall be allowed to expand their footprint as long as zoning setbacks are met ~~(except modulars which are permitted by CUP)~~

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

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

5. Self-service laundries.

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

7. Restaurants, Cafes.

B. Permitted Uses by Conditional Use Permit

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

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

§ 425-25. Setback regulations.

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

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

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

§ 425-26. Off-street parking.

See § 425-53.

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§ 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.

