



MINERAL PLANNING COMMISSION MEETING AGENDA

February 26, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. ADOPT/AMEND AGENDA**
- E. PUBLIC COMMENT (3 MINUTES MAXIMUM PER PERSON)**
- F. APPROVAL OF CONSENT AGENDA ITEMS (OPTIONAL)**

NONE

- G. APPROVAL OF MINUTES**

- 1. 10.30.2025 MINUTES**
- 2. 01.22.2026 MINUTES**

- H. PUBLIC HEARINGS**

NONE

- I. OLD BUSINESS**

- 1. DISCUSS AND ACTION ON PUBLIC HEARINGS**
 - a. 10.30.2025 ZONING - LIGHT COMMERCIAL**

**Discussion and action on public hearing held on October 30, 2025.
Therefore, closed and tabled for revisions.**

- b. 10.30.2025 ZONING – GENERAL COMMERCIAL**

**Discussion and action on public hearing held on October 30, 2025.
Therefore, closed and tabled for revisions.**

c. 10.30.2025 ZONING – PLANNED UNIT DEVELOPMENT (PUD)

Discussion and action on public hearing held on October 30, 2025.
Therefore, closed and tabled for revisions.

2. ZONING SIGNS ORDINANCE REVISION 1.22.2026

a. Recommendation for Town Council to clarify the cost of fees in the Public Notice Signage.

3. STATE CODE 2.2-3708.3. MEETINGS HELD THROUGH ELECTRONIC COMMUNICATION MEANS; SITUATIONS OTHER THAN DECLARED STATES OF EMERGENCY

a. Approval of adding state code 2.2-3708.3 to the Mineral Planning Commission Bylaws and Rules of Procedure.

J. NEW BUSINESS

1. NEW MPC COMMITTEE DISCUSSION

2. CAPITAL IMPROVEMENT PLAN AND COMPREHENSIVE PLAN

a. Presentation by Commissioner Maggie Larson with discussion.

K. REPORTS

1. ZONING ADMINISTRATOR

2. COMMISSIONER COMMENTS

3. CHAIRMAN COMMENTS

L. CLOSED MEETING (IF NECESSARY)

M. RECONVENE AND CERTIFY VOTE ON CLOSED MEETING (IF NECESSARY)

N. ADJOURN



**MINERAL PLANNING COMMISSION
MEETING MINUTES
OCTOBER 30, 2025**

A. CALL TO ORDER

Chairman Kube called the meeting to order at 6:30 PM

B. ROLL CALL

Commissioners In Attendance:

Chairman Ed Kube

Commissioner Jim Snider

Commissioner Teresa Newton

Staff In Attendance:

Zoning Administrator Nicole Washington

Secretary Kelly Singletary

Mr. Rob Sproul Town Attorney (by electronic device)

C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge.

D. ADOPT/AMEND AGENDA

Commissioner Newton made motion to move the PUBLIC HEARING after the PUBLIC COMMENT. A 2nd by Commissioner Snider.

Vote 3-0

Yea: Chairman Kube, Commissioners Snider, Newton
Nay: 0

E. PUBLIC COMMENTS

No one from the public attended the hearing.

F. PUBLIC HEARING

1. Zoning 425, Article V – General Commercial

Commissioner Snider made a motion to open the **Public Hearing** for Item 1. Zoning 425, Article V – General Commercial. A 2nd by Commissioner Newton.

No one from the public was present to speak before the Planning Commission

Vote 3-0

Yea: Chairman Kube, Commissioners Snider, Newton.

Nay: 0

Commissioner Newton made a motion to close the **Public Hearing**. A 2nd by Commissioner Snider.

Vote 3-0

Yea: Chairman Kube, Commissioners Snider, Newton.

Nay: 0

Zoning Administrator made comments to the General Commercial (page 6).

The change is only to the classification of the Permitted Use Permit to add Specialty Products Retail stores such as - age related adult stores, firearms stores and tobacco stores.

Setbacks-No Change.

Page 9, #9 under 425-30 Use Regulations, A. Permitted Uses #9 will be moved to B. #4.

Commissioner Snider recommends that the Zoning Code 425, Article V – General Commercial changes be made to the Permitted Use Permit, 425-30 Use Regulations verbiage change and no change to setbacks. A 2nd made by Commissioner Newton.

Vote 3-0

Yea: Chairman Kube, Commissioners Snider, Newton

Nay: 0

2. Zoning 425, Article IV – Light Commercial

A comment was made by the Zoning Administrator stating the Light Commercial and Planned Unit Development (PUD) they were previously submitted and advertised a couple of months ago. Bringing it to the forefront that we make sure this is done in accurate time. In Light Commercial states that it was approved by Council and she wants to be sure it doesn't go into the ordinance under permitted uses. It states—except modulars which are permitted by CUP on page 4 at top. Zoning Administrator will strike the statement out. Nothing was changed from the original adoption.

Commissioner Snider made a motion to open the **Public Hearing** for Item 2. Zoning 425, Article IV – Light Commercial. A 2nd by Commissioner Newton.

No one from the public was present to speak before the Planning Commission.

Vote 3-0

Yea: Chairman Kube, Commissioners Snider, Newton.

Nay: 0

Commissioner Newton made a motion to close **Public Hearing** for Item 2 Zoning 425, Article IV – Light Commercial. A 2nd was made by Snider.

Vote 3-0

Yea: Chairman Kube, Commissioners Snider, Newton.

Nay: 0

We wanted instruction by the attorney of how to write the ordinance to include Louisa Avenue/State Highway 522 in Light Commercial on page 1, A 2 under 425-24.

Commissioner Newton makes a motion to defer Light Commercial Ordinance 425-24, A. Permitted Uses, Item 2 to look into the overlay and guidance on how to have the proper language placed. A 2nd by Commissioner Snider. A 2nd by Commissioner Snider.

Vote 3-0

Yea: Chairman Kube, Commissioners Snider, Newton.

Nay: 0

3. Zoning Code 425, Article VI - Planned Unit Development

Commissioner Snider made a motion to open the **Public Hearing** for Item 2. Zoning 425, Article VI Planning Unit Development. A 2nd by Commissioner Newton.

No one from the public was present to speak before the Planning Commission.

Vote 3-0

Yea: Chairman Kube, Commissioners Snider, Newton.
Nay: 0

Commissioner Newton made a motion to close **Public Hearing** for Item 3 Zoning 425, Article VI Planned Unit Development. A 2nd was made by Snider.

Vote 3-0
Yea: Chairman Kube, Commissioners Snider, Newton.
Nay: 0

Commissioner Newton makes a motion to accept the Planned Unit Development as it is written. A 2nd by Commissioner Snider.

Vote 3-0
Yea: Chairman Kube, Commissioners Snider, Newton.
Nay: 0

Commissioner Snider makes a motion to open the public hearing for Zoning Code 425, Article XI-Administration and Enforcement. A 2nd by Commissioner Newton.

No one from the public was present to speak before the Planning Commission

Vote 3-0
Yea: Chairman Kube, Commissioners Snider, Newton.
Nay: 0

4. Zoning Code 425, Article XI – Administration and Enforcement

Zoning administrator stated the enforcement was criminal penalties only which was difficult to enforce. Virginia Code mirrors what the town has. We want something that we can enforce without affecting their criminal record and not take them to court. We created a document that will help us to enforce.

Commissioner Snider makes a motion to open the public hearing for Zoning Code 425, Article XI-Administration and Enforcement. A 2nd by Commissioner Newton.

No one from the public was present to speak before the Planning Commission.

Vote 3-0
Yea: Chairman Kube, Commissioners Snider, Newton.
Nay: 0

Commissioner Snider makes a motion to close the public hearing for Zoning Code 425, Article XI-Administration and Enforcement. A 2nd by Commissioner Newton.

Commissioner Snider recommends the adoption of Zoning Code, Article XI-Administration and Enforcement to the Ordinances of the town of Mineral. A 2nd made by Commissioner Newton.

Vote 3-0
Yea: Chairman Kube, Commissioners Snider, Newton.
Nay: 0

G. OLD BUSINESS

H. NEW BUSINESS

Commissioner Snider makes a motion to meet November 20, 2025, at 6:30 PM, because the holiday is on the 4th Thursday. A 2nd by Commissioner Newton.

Vote 3-0
Yea: Chairman Kube, Commissioners Snider, Newton.
Nay: 0

I. REPORTS

- 1. Zoning Administrator
- 2. Commissioners' Comments

J. CLOSED SESSION (AS NECESSARY)

K. ADJOURN

Commissioner Newton makes a motion to adjourn the meeting. A 2nd by Commissioner Snider.

Vote 3-0
Yea: Chairman Kube, Commissioners Snider, Newton.
Nay: 0



Mineral Planning Commission Annual Organizational Meeting Minutes

January 22, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

Chairman Kube called the meeting to order 6:39 PM

B. ROLL CALL

Commissioners In Attendance:

Edward Kube, Chairman, (Zoom Participation-medical caretaker)

Jim Snider, Vice-Chairman

Maggie Larson, Commissioner

Teresa Newton, Commissioner

Ryan Stowe, Commissioner

Staff In Attendance:

Pamela Harlowe, Mayor and Acting Zone Administrator

Teri Burns, Town Clerk (acting secretary)

In Attendance:
Michelle Covert, Council Member

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

Discussion and voted to amend the agenda.

1. Electronic means of communication during meetings for emergency situations. That arise with a member Commonwealth of Virginia 2.2-3708.3
2. Add separately the Freedom of Information Act and Conflict of Interest. Commonwealth Ordinance 2.2-3700 and 2.2-3100.

Motion made by Commissioner Newton. Second by Vice-Chairman Snider
Yea: Chairman Kube, Vice-Chair Snider, Commissioners Larson, Newton Stowe
Nay: 0

E. WELCOME NEW MEMBERS

Chairman Kube welcomed our new Commissioners Maggie Lawson and Ryan Stowe.

F. REORGANIZATION ITEMS

Teri Burns, Town Clerk opened the annual organization of the Planning Commission following the By-Laws of the Planning Commission.

1. Teri Burns opened the floor for nominations for Chairman.

Commissioner Newton nominated Ed Kube as Chairman. No other nominations presented.

Vote passed 5-0
Yea: Commissioners Larson, Newton, Stowe, Vice-Chairman Snider
Nay: 0

2. Teri Burns opened the floor for nominations for Vice-Chairman.

Chairman Kube nominated Teresa Newton.

Vice-Chairman Snider nominated Jim Snider.

No other nominations presented.

Voting was based on the first nomination which was Teresa Newton according to the By-Laws and Rules of Procedure of Planning Commission and called by Teri Burns.

Voting was called for Teresa Newton for Vice-Chairman.

Vote 3-0-2

Yea: Chairman Kube, Commissioners Larson, Stowe

Nay: 0

Abstain: Commissioners Newton, Snider

3. Chairman Kube opened the floor for nomination of Secretary.

Commissioner Newton nominated Teri Burns. No other nominations presented.

Motion was made by Chairman Kube.

Vote 5-0

Yea: Chairman Kube, Commissioners Larson, Newton, Snider, Stowe

Nay: 0

NEW MINERAL PLANNING COMMISSION FOR 2026

- Ed Kube, Chairman
- Teresa Newton, Vice-Chairman
- Maggie Larson, Commissioner
- Jim Snider, Commissioner
- Ryan Stowe, Commissioner
- Teri Burns, Secretary

4. Establish Mineral Planning Commission meeting dates for 2026.

Commissioner Snider made a motion to continue the 4th Thursday of each month at 6:30 PM.

Chairman Kube suggested adding November 19, 2026, and December 17, 2026, to show that holidays for both months were on the 4th Thursday and the meetings will be held on the 3rd Thursday.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

5. Review/Revise/Re-Adopt Mineral Planning Commission By-Laws and Rules of Procedure

- a. Discussions were presented for Virginia Code 2.2-3708.3 “Meetings held through electronic communication means; situations other than a declared emergency” to be added to the Mineral Planning Commission By-Laws and Rules of Procedure.

Commissioner Snider made motion. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Commissioner Stowe

Nay: 0

- b. Chairman Kube suggested a need to update Section II-Conduct of Meetings, paragraph A to read “Any rule of Parliamentary Procedure may be suspended by a concurring vote of three (3) of five (5) members appointed to the Mineral Planning Commission.

Vice-Chairman Newton made motion. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

- c: Commissioner Larson recommended a change to Section VIII-Elections and Appointments, paragraph C, last sentence “Commission” to Commissioner.

- d: Commissioner Larson recommended a change to Section IX-Section 3-Closed Sessions, paragraph B “by phone or Zoom type” to “by using an electronic or audio connection.”

Vice-Chairman Newton made motion. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

- e: Discussion and Adoption of Civility Pledge for Planning Commission on an annual basis.

This will include all members and attendees of the meetings. This pledge will be incorporated into the By-Laws and Rules of Procedure of the Mineral Planning Commission. He says that VML developed and provided all cities and town in the Commonwealth as a recommended tool. It was said that the Mineral Town Council adopted the Civility Pledge and later rescinded or done away with this pledge.

Vice-Chairman Newton made motion. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe.

Nay: 0

- f. Discuss and Adoption of Freedom of Information ACT (FOIA)

Vice-Chairman Newton made a motion to add FOIA to the Planning Commission By-Laws and Rules of Procedure according the the ordinance of the Commonwealth Ordinance 2.2-3700.

A second was made by Commissioner Stowe.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe.

Nay: 0

- g. Discussion and Adoption of Conflict of Interest (COI)

Vice-Chairman Newton made a motion to add the Conflict of Interest, Commonwealth Ordinance 2.2-3708.3 to the Planning Commission By-Laws and Rules of Procedure.

A second was made by Commissioner Stowe.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe.

Nay: 0

G. PUBLIC COMMENT

Michelle Covert welcomed new members of the Planning Commission. Michelle made comments, for consideration, on the procedures of the Planning Commission.

H. APPROVAL OF MINUTES

1. Amend or Approve Minutes of 9-25-2025

- a. In the first paragraph remove “are” after usually in the last sentence under Zoning Administrator.
- b. In the first paragraph in the last sentence add “to” after Zoning Administrator.

Commissioner Snider made motion. Second by Vice-Chairman Newton

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

2. Amend or Approve Minutes of 10-30-2025

- a. Vice-Chairman Newton said that public hearing of Zoning Code 425-Article IV-Light Commercial omitted her comments on Louisa Avenue/State Highway 522.
- b. Chairman Kube stated the minutes need to be re-evaluated. Therefore, minutes were not approved. A motion to table to the next meeting was made.

Motion made by Commissioner Snider. Second by Vice-Chairman Newton.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

3. Amend or Approve Minutes of 11-20-2025

- a. The amendment to the adjournment should read “At 6:30 PM, Chairman Kube canceled the meeting due to lack of quorum.”
- b. The agenda should be revised noting the cancellation of the meeting.

Commissioner Snider made motion. Second by Commissioner Newton

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider and Stowe.

Nay: 0

I. OLD BUSINESS

- 1. Discussion of the List of Project to include the first year of the Capital Improvement Plan.

Vice-Chairman Newton made a motion to table the project as it was not included in packet to discuss.

Second was made by Commissioner Snider.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe.

Nay: 0

- 2. Discussion on Light Commercial, Section 425-Article IV from the October 30, 2025, public hearing and the documentation was not included in the packet.

Motion to table to next meeting by Vice-Chairman Newton. Second by Commissioner Snider.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

J. NEW BUSINESS

- 1. Discussion and Recommendation of Section 425-58-Article X-Signs

Code Section 425-58-Article X Signs to be considered for revision for the permitting process to include public notices signs on all properties for zone changes, conditional use permits, Board of Zoning Appeal permits and for any request to the Town to open or close any undeveloped streets and/or alleys appearing on the Town Map dated 1890 by W. L. Bishop. The cost of the signage shall be paid by the applicant at the time of permit application. Suggestion was made to charge the applicant \$75.00 for the signage.

Motion made by Commissioner Snider. Second by Commissioner Larson.

Vote 5-0

Yea: Chairman Kube, Vice Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

2. Discussion and Recommendation of Section 425-60-Issuance of Permits and Licenses

All Commissioners discussed and agreed to add public notice signs to Section 425-60 Issuance of Permits and Licenses. The title of the ordinance will be change to: "Issuance of Permits, Licenses and Public Notice Signs."

The first sentence will add "Zoning Administrator will have the authority to process and fill the signage with the proper language to the zoning code change that is to be posted at the property.

Motion made by Commissioner Snider, Second by Commissioner Larson

Vote 5-0

Yea: Chairman Kube, Vice Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

K. REPORTS

- 1. Mayor/Acting Zone Administrator Pamela Harlowe.

Stated that she is in the process of securing a person for this position.

- 2. Commissioner's Comment

Vice-Chairman Newton asked the new commissioners what their strengths were to help the town with their needs and to generate more revenue.

Commissioner Larson requested when we could discuss the Capitol Improvement Plan. Chairman Kube asked Commissioner Larson to maintain a spreadsheet of the Plan. She agreed. Commissioner Larson also asked about committees within the Planning Commission which we do not have in place. Chairman Kube stated we could further discuss the matter.

Commissioner Stowe said he would be able to help in the Capitol Improvement Plan.

L. CLOSED SESSION (AS NECESSARY)

M. ADJOURN

Vice-Chairman Newton made motion. Second by Commissioner Snider at 7:36 PM to adjourn the meeting.

Vote 5-0

Yea: Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider, Stowe

Nay: 0

DRAFT



Town of Mineral

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

LIGHT COMMERCIAL DISTRICT ORDINANCE Ordinance No. 2025-

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

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

Chapter 425. Zoning

Article IV. Light Commercial District (LC)

§ 425-23. Statement of intent.

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

§ 425-24. Use regulations.

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

A. Permitted Uses

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

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

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

B. Permitted Uses by Conditional Use Permit

- 1. Mixed Use businesses – whereas the business is storefront level, and the living space is above. Living space above (provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shop merchandise shall be carried out than that intended to be sold at retail on the premises.
- 2. Modular homes and manufactured homes that are not traditionally built/ block homes.

§ 425-25. Setback regulations.

- A. Minimum of 15 feet on undeveloped streets. The setback shall blend with existing setbacks on developed streets.
- B. The minimum side yard setback to a residential dwelling and/or district shall not be less than 20 feet. If the existing house is on Mineral Ave, the side yard should blend with existing setbacks. This is to keep the feel of small town if the house were to ever change uses to become a business.
- C. Rear setback: Minimum of 8 feet from property line.

§ 425-26. Off-street parking.

See § 425-53.

§ 425-27. Height regulations.

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

§ 425-28. Signs.

Refer to Article X.

This Ordinance shall take effect upon adoption.

ORDERED THIS 29TH DAY OF AUGUST 2024.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

Mayor

Date

CERTIFICATION

This ordinance was adopted by Town Council on xxxxx.

Nicole Washington Town Manager



Town of Mineral

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

GENERAL COMMERCIAL DISTRICT ORDINANCE Ordinance No. 2025-xx

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

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

Chapter 425. Zoning

Article V. General Commercial District (GC)

§ 425-29. Statement of intent.

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

§ 425-30. Use regulations.

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

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

A. Permitted Uses:

1. Gasoline filling stations; and,
2. Public garages,
3. Storage warehouses and yards,
4. Automobile sales, service and rental, and
5. Wholesale and job establishments.
6. Greenhouses and nurseries
7. Parking of automobiles, excluding house trailers, freight trucks and trailers
8. Self-service laundromats
9. 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.
10. 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.

11. Restaurants, Cafes

B. Permitted Use by Conditional Use Permit

- 1. Trailer courts in conformity with special provisions contained herein.[1] [1] Editor's Note: See § 425-54.
- 2. Mixed Use Developments – where retail space is at the bottom and apartment(s) at the top.
- 3. Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement
- 4. Specialty Shop: Tobacco retail store and/or Firearms retail store, Adult entertainment and retail stores, etc.

§ 425-31. Frontage and yard regulations.

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

§ 425-32. Off-street parking.

See § 425-53.

§ 425-33. Height regulations.

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

§ 425-34. Signs.

Refer to Article X.

§ 425-35. Prohibited uses.

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

This Ordinance shall take effect upon adoption.

ORDERED THIS 26TH DAY OF SEPTEMBER 2024.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

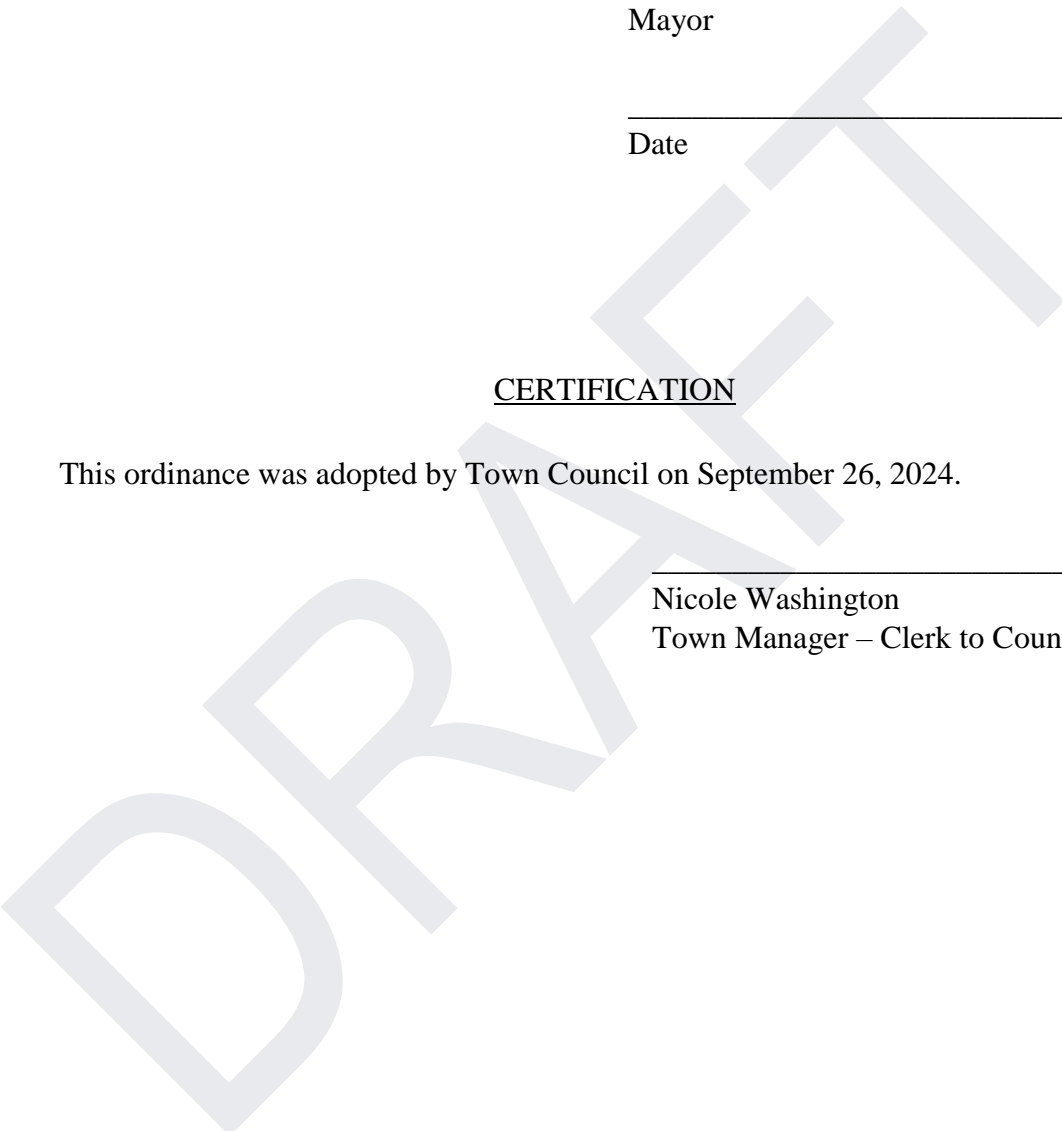
Mayor

Date

CERTIFICATION

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

Nicole Washington
Town Manager – Clerk to Council





Town of Mineral

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

PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE Ordinance No. 2025-xx

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

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

Chapter 425. Zoning

ARTICLE VI. Planned Unit Development District (PUD)

§ 425-36. Statement of intent.

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

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

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

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

§ 425-37. Character of development.

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

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

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

§ 425-38. Permitted uses generally.

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

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

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

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

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

§ 425-40. Mixture of uses.

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

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

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

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

§ 425-42. Open space.

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

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

§ 425-43. Densities.

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

§ 425-44. Setback regulations.

A. Within the planned unit development district, minimum setback ranges shall follow the setback regulations of the use district adopted. Specific setbacks may be approved administratively in the site plan process if they are in conformance with the established ranges or a rezoning will be required. The following guidelines shall be used in establishing the building spacing and setbacks:

1. Areas between buildings used as service yards, storage of trash, or for other utility purposes should be designed so as to be compatible with adjoining buildings.
2. Building spacing and design shall incorporate privacy for outdoor activity areas (patios, decks, etc.) associated with individual dwelling units whenever feasible; and
3. Yards located at the perimeter of the planned unit development district shall conform to the setback requirements of the adjoining district or to the setback requirements of the planned district, whichever is greater.

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

§ 425-45. Height of buildings.

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

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

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

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

§ 425-46. Parking.

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

§ 425-47. Utilities.

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

§ 425-48. Waivers and modifications.

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

§ 425-49. Application for rezoning.

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

1. Narrative.

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

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

2. Existing conditions map.

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

(b) Water features.

(c) Roadways.

(d) Structures.

(e) Tree lines.

(f) Major utilities.

(g) Significant environmental features.

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

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

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

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

(c) General road alignments;

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

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

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

(g) Utility easement; and

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

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

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

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

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

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

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

This Ordinance shall take effect upon adoption.

ORDERED THIS xTH DAY OF.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

Mayor

Date

CERTIFICATION

This ordinance was adopted by Town Council on xxxx

Nicole Washington
Town Manager

Public Notice Hearing

ZONING CHANGE

From R-1 To R-2

Mineral Town Hall

February 29, 2026, 6:30 PM

Public Notice Hearing

CONDITIONAL USE PERMIT

~~Whatever it is~~

Mineral Town Hall

February 29, 2026, 6:30 PM

CAPITAL IMPROVEMENTS PLAN

TOWN OF MINERAL

DRAFT FY 2027-2031



CAPITAL IMPROVEMENTS PLAN

TABLE OF CONTENTS

Cover Page	1
Table of Contents	2
Introduction	3
Category Summary	6
Funding Source Summary	7
Transportation	8
Cemetery	9
Water Infrastructure	10
Parks & Recreation	11
Administrative Facilities	12
Acknowledgements	13

INTRODUCTION

Purpose of a Capital Improvements Plan

The Capital Improvements Plan (CIP) is a multi-year planning document used by the Town of Mineral to identify, prioritize, and schedule major capital projects expected to occur over a defined period of time. Capital projects typically involve significant public investments in infrastructure, facilities, equipment, or other long-term assets that support the community.

The purpose of the CIP is to provide a clear and organized framework for planning future improvements, coordinating capital needs with available resources, and promoting informed decision-making. By looking ahead and identifying anticipated projects, the CIP helps the Town of Mineral plan responsibly, maintain public assets, and support the goals and policies of the Comprehensive Plan while remaining flexible to changing needs and conditions.

Definition of a Capital Improvement

For the purposes of this plan, a capital improvement is a major, non-recurring investment in physical assets that provide long-term public benefit to the Town of Mineral. Capital improvements typically include projects such as infrastructure upgrades, public facilities, major equipment purchases, or other improvements with a useful life extending beyond a single fiscal year. Projects included in the CIP generally exceed a defined cost threshold (\$5000) and require advance planning, coordination, and funding consideration.

Routine maintenance, minor repairs, and day-to-day operating expenses are not considered capital improvements and are addressed through the Town's annual operating budget or departmental work programs rather than through the Capital Improvements Plan.

Relationship to the Comprehensive Plan

The Capital Improvements Plan is intended to support and advance the goals and policies of the Town's Comprehensive Plan by identifying capital projects that help implement its long-term vision. While the Comprehensive Plan establishes broad objectives and priorities for the community, the CIP focuses specifically on those actions that involve significant capital investment and can be reasonably planned over a multi-year period.

Not all actions identified in the Comprehensive Plan appear in the Capital Improvements Plan. Lower-cost items, operational initiatives, and policy-based actions are addressed through other means, including the Town's annual operating budget, council meetings, or a separate Comprehensive Plan implementation matrix used to track progress on non-capital items.

Relationship to the Annual Budget

The Capital Improvements Plan is a planning tool and does not, by itself, authorize or commit the Town to fund specific projects. Instead, it is used to inform the Town's annual budget process by identifying anticipated capital needs, estimated costs, and proposed timing for future projects. Projects included in the CIP reflect the Town's intent to pursue these improvements as scheduled, based on current priorities and available information.

Final decisions regarding funding and project implementation are made through the annual budget and appropriations process. As financial conditions, priorities, or community needs change, projects may be adjusted, deferred, accelerated, or removed through regular review and updates to the Capital Improvements Plan.

Planning Horizon and Annual Review

The Capital Improvements Plan is a multi-year planning document that typically covers a five-year period. This planning horizon allows the Town to anticipate future capital needs, coordinate project timing, and consider the long-term financial implications of major investments while remaining responsive to changing conditions.

The CIP is reviewed and updated on a regular basis, generally in conjunction with the Town's annual budget process. This ongoing review allows the Town to reassess priorities, update cost estimates, adjust project schedules, and incorporate new projects as needs arise, ensuring that the plan remains current, flexible, and aligned with community goals.

Project Identification and Prioritization

Capital projects included in the Capital Improvements Plan are identified through a combination of sources, including the Comprehensive Plan, departmental input, infrastructure assessments, and direction from Town Council and advisory committees. Projects are evaluated based on factors such as community need, legal or regulatory requirements, public safety considerations, asset condition, and consistency with adopted plans and policies.

Because available resources are limited, not all identified capital needs can be addressed at the same time. The prioritization process is intended to provide a rational and transparent framework for comparing projects, recognizing that priorities may change over time due to funding availability, emerging needs, or shifts in community objectives.

Financing of Capital Improvements

The Capital Improvements Plan provides an overview of potential funding sources that may be used to support planned projects, including local revenues, grants, debt financing, and other available funding mechanisms. Inclusion of a project in the CIP does not indicate that funding has been secured, but rather that the project has been identified as a potential priority for future consideration.

Actual funding strategies are determined through the annual budget process and may evolve as financial conditions, grant opportunities, and project scopes change. The CIP is intended to support informed financial decision-making by presenting anticipated capital needs alongside potential funding options, while maintaining flexibility to respond to changing circumstances.

Use of the Capital Improvements Plan

The Capital Improvements Plan is intended to serve as a decision-making and communication tool for Town officials, staff, and the public. It provides a clear framework for discussing capital priorities, evaluating trade-offs, and understanding how major investments align with the Town's long-term goals.

In addition, the CIP promotes transparency and accountability by documenting planned capital projects, anticipated timing, and estimated costs, while recognizing that adjustments may be necessary over time. Used alongside the Comprehensive Plan and annual budget, the CIP helps ensure that capital investments are planned thoughtfully and implemented in a coordinated manner.

CATEGORY SUMMARY

Category	Project	2027	2028	2029	2030	2031
Transportation	Project 1			\$\$\$\$		
Subtotal Transportation				\$\$\$\$		
Cemetery	Project 2				\$\$\$\$	
Subtotal Cemetery					\$\$\$\$	
Water Infrastructure	Project 3		\$\$\$\$			
Subtotal Water Infrastructure			\$\$\$\$			
Parks & Recreation	Project 4	\$\$\$\$				
Subtotal Parks & Recreation		\$\$\$\$				
Administrative Facilities	Project 5					\$\$\$\$
Subtotal Administrative Facilities						\$\$\$\$
Total All Categories		\$\$\$\$	\$\$\$\$	\$\$\$\$	\$\$\$\$	\$\$\$\$

FUNDING SUMMARY

Funding Source	Category	Project	2027	2028	2029	2030	2031
General Fund	Administrative Facilities	Project 5					\$\$\$\$
Subtotal General Fund							\$\$\$\$
State/Federal	Transportation	Project 1			\$\$\$\$		
State/Federal	Parks & Recreation	Project 4	\$\$\$\$				
Subtotal State/Federal			\$\$\$\$		\$\$\$\$		
Cemetery Fund	Cemetery	Project 2				\$\$\$\$	
Subtotal Cemetery Fund						\$\$\$\$	
To Be Determined	Water Infrastructure	Project 3		\$\$\$\$			
Subtotal To Be Determined				\$\$\$\$			
Total All Funding Sources			\$\$\$\$	\$\$\$\$	\$\$\$\$	\$\$\$\$	\$\$\$\$

SAMPLE PROJECT

TRANSPORTATION

Pedestrian Crosswalks on Mineral Ave and E 1st St

Streets Committee

Description

Install pedestrian crosswalks, including paved walkways and pedestrian crossing signage, located at the following intersections:

- Mineral Ave and 5th Street
- Mineral Ave and 4th Street
- Mineral Ave and 3rd Street
- E 1st Street and Louisa Ave directly across from the MFD building

Install pedestrian crosswalks, including paved walkways and accessible pedestrian signals (APS), located at all approaches of the following intersection:

- Mineral Ave and 1st Street (4-way traffic light intersection)

Justification

There are shops, restaurants, churches, and parks located on both sides of Mineral Ave. A majority of the homeowners in Mineral live on the south side of E 1st St. The Mineral Farmers Market, Luck Field, and the Mineral Baptist Church are located north of E 1st St. Additionally, Mineral is home to many young families with small children. Pedestrian safety features in the Town of Mineral are currently limited, posing a threat to parents with strollers, citizens without vehicles, and other pedestrians. This presents an opportunity for us to improve pedestrian safety at key crossings, provides ADA-compliant signals, and aligns with the town’s goal to enhance walkability and accessibility.

Expenditures	2027	2028	2029	2030	2031	Total
Planning/Design	\$5,000					\$5,000
Construction		\$25,000				\$25,000
Total						\$30,000
Funding Sources	2027	2028	2029	2030	2031	Total
General Fund	\$5,000	\$7,500				\$12,500
State/Federal		\$17,500				\$17,500
Total						\$30,000

CEMETERY

DRAFT

WATER INFRASTRUCTURE

DRAFT

PARKS & RECREATION

DRAFT

ADMINISTRATIVE FACILITIES

DRAFT

ACKNOWLEDGEMENTS

This template was created by Maggie Larson in February 2026

DRAFT

This original document was created in Canva. Any major formatting changes should be made using the original file.

Status		
NON CIP PROJECTS <\$5000	Pending Approval by Council	Project has been presented to Town Council and is awaiting a decision on whether it should be approved to move forward.
	Pending Action by Council	Project has been approved by Town Council in concept or direction, but requires a formal motion authorizing staff, a committee, or another party to begin work.
CIP PROJECTS >\$5000	Approved For Action	Town Council has formally authorized the project to proceed. Work may begin as capacity, funding, and scheduling allow.
	Pending Inclusion in CIP	Project has been identified and proposed for consideration in the CIP but has not yet been included.
	Included in CIP	Project has been incorporated into the adopted CIP but has not yet received funding approval.
	Funding Approved	Funding for the project has been authorized through the Annual Budget or other funding sources.
	Planned	Project scope, approach, and timeline have been identified, but implementation has not yet begun.
All Projects	In Progress	Project is actively underway, with work currently being performed.
	Completed	Project has been fully implemented and closed.
	On Hold	Project has been temporarily paused due to funding restraints, capacity limitations, changing priorities, or external factors.
	Denied by Council	Town Council has reviewed the project and decided not to authorize it to move forward.

