



MINERAL PLANNING COMMISSION MEETING & JOINT PUBLIC HEARING WITH MINERAL TOWN COUNCIL AGENDA

March 26, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER - PLANNING COMMISSION

B. ROLL CALL - PLANNING COMMISSION

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

1. (Moved to follow the Public Hearings.)

E. PUBLIC COMMENT (3 MINUTES MAX PER PERSON)

F. CALL TO ORDER - MINERAL TOWN COUNCIL

G. ROLL CALL - MINERAL TOWN COUNCIL

H. PUBLIC HEARING

1. To consider amendments to Chapter 425, Zoning, of the Mineral Town Code
Article IV Light Commercial District

I. PUBLIC HEARING

1. To consider amendments to Chapter 425, Zoning, of the Mineral Town Code
Article V General Commercial District

J. PUBLIC HEARING

1. To consider amendments to Chapter 425, Zoning, of the Mineral Town Code
Article X Signs

K. ADJOURN - MINERAL TOWN COUNCIL

L. APPROVAL OF MINUTES

- [1.](#) Approval of the 2.26.2026 minutes

M. OLD BUSINESS

1. Capital Improvements Plan
2. Mineral Planning Commission Committees

N. NEW BUSINESS

O. REPORTS/COMMENTS

1. Zoning Administrator
2. Commissioners' - Mineral Town Council Liaison Comments

P. ADJOURN - PLANNING COMMISSION

Commission Members: Edward Kube - Chairman, Teresa Newton - Vice-Chairman,
Maggie Larson, Jim Snider, Ryan Stowe

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.

[Ord. No. 2024-05, 8-29-2024]

§ 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.

[Amended 9-12-1988; 6-13-2005 by Ord. No. 2005-01; Ord. No. 2024-05, 8-29-2024]

§ 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.

[Ord. No. 2024-05, 8-29-2024]

§ 425-26. Off-street parking.

See § 425-53.

[Ord. No. 2024-05, 8-29-2024]

§ 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).

[Ord. No. 2024-05, 8-29-2024]

§ 425-28. Signs.

Refer to Article X.

[Ord. No. 2024-05, 8-29-2024]

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[Ord. No. 2024-05, 8-29-2024]

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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).~~
 - 2. Greenhouses and nurseries operated on a commercial scale, including sale rooms and offices.
 - 3. Parking of automobiles, excluding house trailers, freight trucks, and trailers.
 - ~~5. Self-service laundries.~~
 - 4. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, self-service laundromats, and dry-cleaning shops (but not dyeing plants), ~~beauty parlors, hair salons,~~ 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, ~~cafes,~~ 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.~~

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

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[Ord. No. 2024-05, 8-29-2024]

§ 425-28. Signs.

Refer to Article X.

[Ord. No. 2024-05, 8-29-2024]

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.

[Ord. No. 2024-06, 9-26-2024]

§ 425-30. Use regulations.

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.
 2. Public garages.
 3. Storage warehouses and yards.
 4. Automobile sales, service and rental.
 5. Wholesale and jobbing establishments.
 6. Greenhouses and nurseries.
 7. Parking of automobiles, excluding house trailers, freight trucks and trailers.
 8. Self-service laundries.
 9. Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement only when recommended by the Planning Commission and approved by the Council of the Town of Mineral.
 10. Public utilities. Utility substations, pump houses, distribution lines, and poles and other facilities for the provision and maintenance of public utilities, meters, pipes, fire and rescue, including railroads and their facilities, and water and sewerage works.
 11. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, and dry-cleaning shops (but not dyeing plants), beauty parlors, barbershops, tailor and shoe repair shops, florists, jewelry and watch repair shops, gift and optician shops, hardware stores, building material stores and sales yards in connection therewith, newspaper offices, photographic studios, printing plants, electrical appliance stores, music stores, restaurants, hotels, motels, theaters, or other commercial establishments of like nature, provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shops no merchandise shall be carried other than that intended to be sold at retail on the premises.
 12. Restaurants, cafes.

- B. Permitted use by Conditional Use Permit.
1. Trailer courts in conformity with special provisions contained herein.
 2. Mixed use developments — where retail space is at the bottom and apartment(s) at the top.

[Amended 6-13-2005 by Ord. No. 2005-01; Ord. No. 2024-06, 9-26-2024]

Cross reference(s)—See § 425-54.

§ 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 five 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.

[Ord. No. 2024-06, 9-26-2024]

§ 425-32. Off-street parking.

See § 425-53.

[Ord. No. 2024-06, 9-26-2024]

§ 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.

[Ord. No. 2024-06, 9-26-2024]

§ 425-34. Signs.

Refer to Article X.

[Ord. No. 2024-06, 9-26-2024]

§ 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.

[Ord. No. 2024-06, 9-26-2024]

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2. Public garages.
3. Storage warehouses and yards.
4. Automobile sales, service and rental.
5. Wholesale and jobbing establishments.
6. Greenhouses and nurseries.
7. Parking of automobiles, excluding house trailers, freight trucks and trailers.
- ~~8. Self-service laundries.~~
- ~~9. Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement only when recommended by the Planning Commission and approved by the Council of the Town of Mineral (move to section B Permitted use by Conditional Use Permit item 3)~~
10. Public utilities. Utility substations, pump houses, distribution lines, and poles and other facilities for the provision and maintenance of public utilities, meters, pipes, fire and rescue, including railroads and their facilities, and water and sewerage works.
11. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, self-serve laundromats and dry-cleaning shops (but not dyeing plants), ~~beauty parlors, hair salons,~~ barbershops, tailor and shoe repair shops, florists, jewelry and watch repair shops, gift and optician shops, hardware stores, building material stores and sales yards in connection therewith, newspaper offices, photographic studios, printing plants, electrical appliance stores, music stores, restaurants, hotels, motels, theaters, or other commercial establishments of like nature, provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shops no merchandise shall be carried other than that intended to be sold at retail on the premises.
12. Restaurants, cafes.

- B. Permitted use by Conditional Use Permit.
 - 1. Trailer courts in conformity with special provisions contained herein.
 - 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 only when recommended by the Planning Commission and approved by the Council of the Town of Mineral
 - 4. Specialty Stores like tobacco, firearms and adult appropriate-age retail stores etc.

[Amended 6-13-2005 by Ord. No. 2005-01; Ord. No. 2024-06, 9-26-2024]

Cross reference(s)—See § 425-54.

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[Ord. No. 2024-06, 9-26-2024]

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See § 425-53.

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ARTICLE X Signs

§ 425-58. District regulations.

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

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

ARTICLE XI Administration and Enforcement

§ 425-60. Issuance of permits and licenses.

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

ARTICLE X Signs

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

- A. Residential Limited and Residential General. All signs and outdoor advertising shall conform to the Code of Virginia, and where not in conflict with more restrictive provisions of the Code of Virginia, the following signs are permitted within the size limitation shown:
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 - (3) Directional signs: six square feet in total area.
 - (4) Sale or rental of premises upon which erected: six square feet.
- B. Light Commercial and General Commercial Districts. All signs and outdoor advertising shall conform to the Code of Virginia, except that only one sign for each street upon which a lot abuts shall be permitted to advertise the business on such lot, and when any sign is lighted, such lights shall be so shaded that they will not interfere with the vision of motorists or residential property owners in the vicinity, and provided further that all flashing (on and off) signs shall be prohibited.
- C. **Public Notification Signs.** Applicants that request a Rezoning, Conditional Use Permit, BZA Permit or that request a Town Street(s) or Alleyway(s) shown on the Official 1890 Map of the Town of Mineral to be opened or closed, must pay an additional fee to the Town for the required placement of a town created Public Action Notice Sign.** The permitted action zoning consideration signage applies to all five Zoning Classifications. The public notice sign shall be placed on the applicable property by the owner/applicant within 24 hours after it is issued at a location clearly visible to the traveling public and it shall be maintained on said property until after the requested action has been reviewed, considered and acted upon.
****Mineral Town Council to discuss and determine fee.**

ARTICLE XI Administration and Enforcement

§ 425-60. Issuance of permits and licenses and public notice signs.

The Zoning Administrator or designee is vested with the duty or authority to issue permits, licenses and public notice signage shall conform to the provisions of this chapter and shall issue no such permit, license or public notice sign for uses, buildings, or purposes where the same would be in conflict with the provisions of this chapter. Any such permit, license or public notice sign, if issued in conflict with the provisions of this chapter, shall be null and void.



MINERAL PLANNING COMMISSION MEETING MINUTES

February 26, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. Call to Order
6:30 PM

B. Roll Call

Chairman-Ed Kube
Vice-Chairman Teresa Newton
Commissioner Larson
Commissioner Snider
Council Member Liaison-David Hempstead
Mayor-Acting Zoning Administrator-Pam Harlowe

Absent - Ryan Stowe

C. Pledge of Allegiance

D. Adopt/Amend Agenda

Motion to adopt agenda as presented by Vice-Chairman Newton. Commissioner Snider made the second motion.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson and Snider

Nay: 0

E. Public Comment (Maximum 3 Minutes Per Person)

No public attendees

F. Approval of Consent Agenda Items (Optional)

None

G. Approval of Minutes

1. 10-30-2025 Minutes

Changes to be made:

Change "makes" to "made" where applicable on "motions."

Where votes are tallied add pass or fail.

Page 1 change Jim Snider to Vice-Chairman.

Page 6 change to Conditional Use Permit, 425-30 General Commercial, Specialty shops like. Tobacco, firearms, and adult age-appropriate retail stores. Delete #2. Add cafes to Item #10 and omit from Item #11. Item #8 self-serve laundromats omit and add to Item #10. Change hair to hair salons

Page 7, Snider "recommended" a motion Change to Adjourn motion Newton.

Add time to adjourned.

Page 3, 1st page use parenthesis

Vice-Chairman Newton made a motion to make changes to 10-30-2025 minutes as stated. Commissioner Larson second motion.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton, Commissioners Larson and Snider

Nay: 0

2. 1-22-2026 Minutes

Page 1 bottom last sentence change zone to zoning.

Page 7 Change makes to made

Add time of adjournment.

Page 9 add 2026

Page 10 at bottom Voting for Teresa Newton and Kube should be 2026

Page 11. Review and revise the by laws... Adopt the Virginia Code as sighted.

Add to Covert's statement that she welcomed new commissioners. Leave out Covert's name in the statement.

Vice-Chairman Newton made a motion to make changes to 1-22-2026 minutes as stated. Commissioner Larson made a second motion.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton, Commissioners Larson, and Snider

Nay: 0

H. Public Hearings

No public attendees.

I. Old Business

1. Discuss and action on public hearings

The Planning Commission previously acted and held a public hearing at the 10-30-2025 meeting for the General Commercial, Planned Unit Development (PUD) Articles.

A. 10-30-2025 Zoning - Light Commercial

Light Commercial was not acted upon at the 10-30-2025 meeting. It was brought forward to 2-26-2026 meeting for discussion and action.

New construction of family dwellings is to be omitted from Light Commercial and General Commercial. Family dwellings that exist in both Light and General Commercial will remain.

Properties located on Mineral Ave that back to St Mary's Street will remain Light Commercial with no new construction of family dwellings. Louisa Ave/State

Highway 522/208 residents will remain in Light Commercial.

At the 10-30-2025 MPC meeting, the MPC did not recommend changes to the General Commercial Zoning. We are clearly stating what the requirements are for all commercial properties in the town ordinances.

Motion by Vice-Chairman Newton for Light Commercial District Article 4.

- 1. 425-23 Statement of Intent - Water and Sewage shall be required and governed by the Town of Mineral, Article 5, Chapter 355 - Sewage and Sewage Disposals. It will be available at the owner/developer expense.
- 2. 425-24 delete "A 2".
- 3. Under B Permitted Uses. Delete self service laundromat and put it under 6. Delete 2. Take out verbiage but not dyeing plants. Item 9 to be moved to Conditional Use Permit. Change to Adult Age-Appropriate entertainment.
- 4. Under Conditional Use Permit. "C 2". Delete modular homes and manufactured homes not traditionally built homes. Commissioner Snider made second.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton, Commissioners Larson and Snider.

Nay: 0

A. 10-30-2025 Zoning - General Commercial

We previously acted on and held a public hearing. No further action at this time.

B. 10-30-2025 Planned Unit Development (PUD)

We previously acted on and held a public hearing. No further action at this time.

2. 1-22-2026 Zoning - Signs Ordinance Revision

Chairman Kube stated the Town of Mineral is legally required to hold public hearings when there are changes to zoning classifications, conditional use permits, appeals requests, and opening and/or closing streets.

This will give transparency especially for the property owners that live by or near the property. This signage will be posted on the property by the given purpose of the change, date and time of public hearing and location of meeting. It will be a preprinted poster-board size. The clerk will fill out, record and notify the Mayor when the hearing will take place and post the date in the paper. The town clerk will follow guidelines that are set forth for this procedure. The Town Council will set the fee for the signage that is to be paid at time of application. We recommend \$75.00 for this process.

EXAMPLE

EXAMPLE

ZONING NOTICE
Town of Mineral
<i>ADDRESS</i> <u>183 FIRST STREET</u>
<i>CHANGE</i> <u>R-1 TO LIGHT</u>
<u>COMMERCIAL</u>
<i>PUBLIC HEARING</i> will be held on
<u>MARCH 21, 2026; 6:30 PM; Town Hall</u>

Change designated verbiage. Zoning Administrator or designated person.

Add Public Notice Signs to the header

Commissioner Snider made the motion on the section discussing signage for zoning changes to be moved from 425-58 to 425-60 Permits and Licenses. Will add Public Notice Signage to 425-60 Header. Change verbiage to say Zoning Administrator or designated person. Vice-Chairman Newton made the second.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice Chairman Newton, Commissioners Larson, Snider.

Nay: 0

3. State Code 2.2-3708.3 Meetings held through electronic communication means; Situations other than declared State of emergency.

Vice-Chairman Newton made a motion to add 2.2-3708.3 pertaining to meetings held through electronic means, non-emergency situations to our By-Laws and Rules of Regulations. Chairman Kube made the second.

Vote Failed 2-2

Yea: 2 Chairman Kube, Vice-Chairman Newton

Nay: 2 Commissioners Larson, Snider

Commissioner Snider made a new motion to add the 2.2-3708.3, to abide by the ordinance and have a reference in the appendix of our By-Laws and Rules of Procedures. To be reviewed at the yearly organizational meeting held in January. Maintain and update and to have correct state code reference every year, if needed. Commissioner Larson made a second.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton, Commissioners Larson, Snider.

Nay: 0

J. New Business

1. New MPC Committee Discussion

Place in our By-Laws and Rules of Procedures the formation of committees that will be standing committees. The committees will be a yearly appointment made by the Chairman with one member to each committee as the MPC has only five (5) members. The Chairman of each committee will advise/recommend MPC, when necessary, at the monthly meetings.

The committees are as follows:

- 1. Capital Improvements Plan/Comprehensive Plan
- 2. Charter/Town Code/By-Laws/Rules of Procedures
- 3. Special Events (to be evaluated January 2027)

Commissioner Larson was appointed by Chairman Kube to the Capital Improvements/Comprehensive Plan for one year.

Vice-Chairman Newton was appointed by Chairman Kube to Charter/Town Code/By-Laws/Rules of Procedures for one year.

Motion made by Commissioner Larson to approve the principles as outlined to add standing committees and their yearly appointments by the Chairperson to the MPC By Laws and Rules of Procedures under Elections and Appointments to add section "E." Vice-Chairman Newton made a second motion.

Vote Passed 4-0

Yea: 4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson, Snider

Nay: 0

Commissioner Larson withdrew her motion to move forward. She wants to have more information on the ordinance of 2.2-3708.3 about the requirements of a meeting of standing committees. Motion to rescind last motion for standing committees by Commissioner Larson. Vice-Chairman Newton made the second.

Chairman Kube put this back on the agenda for the next meeting. Asking for legal interpretation for standard requirements of the Commonwealth of Virginia.

**2. Capital Improvement Plan and Comprehensive Plan.
Presentation by Commissioner Larson.**

Commissioner Larson presented the CIP and Implementation Matrix will help the town of Mineral. The purpose of the plan as stated is to show the purpose, how it is considered, how it relates to the comprehensive plan and the annual budget, how to identify projects, where funding comes from and how to use the capital plan. Commissioner Larson showed how she has integrated each item to show all processes from start to finish to include cost breakdown and time of each portion.

All projects as stated are to be broken down to give an overview of each and not give one project all the concentration but spreads out evenly over the comprehension plan. There is a funding table organized by funding source to keep the town from receiving excessive funding from one source. Each project shown will have a clear description and scope with each phase. Acknowledgment is on the last page to recognize each participant of each phase.

Implementation Matrix tracks both capital and non-capital projects from the comprehensive plan and will be placed in one location. It also shows the status of each project.

Chairman Kube expressed this was prepared remarkably well with everything needed to move forward with the Comprehensive Plan and the Capital Improvement Plan. It will be reviewed by the MPC each year for cost effectiveness and budgetary reasons. Chairman Kube would like to add projects that have been completed or presently working on to start the process of implementing the project management tool. Commissioner Larson said we could start.

Commissioner Snider made a motion to approve the draft of the project management prepared by Commissioner Larson and to use both documents for the framework for this coming year for the Comprehensive Plan and Capital Improvement Plan. Vice-Chairman Newton made a second.

Vote Passed 4-0

Yea:4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson, Snider.

Nay:0

K. Reports

- 1. Zoning Administrator
- 2. Commissioner Comments
- 3. Chairman Comments

None

L. Closed Meeting (If necessary)

None

M. Reconvene and Certify Vote from Closed Meeting (If necessary)

None

N. Adjourn

Commissioner Snider made a motion to adjourn the meeting at 9:34pm. The Vice-Chairman made a second.

Vote Passed 4-0

Yes:4 Chairman Kube, Vice-Chairman Newton,
Commissioners Larson, Snider

Nay:0