



MINERAL PLANNING COMMISSION MEETING AGENDA

November 20, 2025 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

F. APPROVAL OF MINUTES

1. Approve or amend Minutes 9.25.2025

Approve or amend Minutes 10.30.2025

G. OLD BUSINESS

1. Zoning Code 425 - Articles IV - Light Commercial

Continue public hearing discussion from October 30, 2025 meeting and set backs of Light Commercial District.

2. Town Manager present for review and discussion the first year of a new annual Capital Improvements Plan (CIP).for FY 2027

H. NEW BUSINESS

1. Review candidate applications for Planning Commission appointments

2. 425-59. Enforcement Officer

425-60 Issuance of Permits and Licenses

Review and recommend updates and revisions Specifically, Permitting processes shall include the provision of town developed and issued signage to be placed on any/all properties in advance of any requested Rezoning, Conditional Use Permits, BZA Permits and requests by applicants for Town Streets or Alleys to be opened or closed.

I. REPORTS

1. Zoning Administrator

2. Commissioners' Comments

J. CLOSED SESSION (As Necessary)

K. ADJOURN

Commission Members: Edward Kube - Chairman, Jim Snider - Vice-Chairman,

Teresa Newton, Vacant, Vacant, Vacant



MINERAL PLANNING COMMISSION MEETING MINUTES

September 25, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

Call To Order at 6:30

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

E. PLEDGE OF ALLEGIANCE

None

PUBLIC COMMENT

Bernice Wilson - Kube Chairman of the Parks Committee. Speaking to residents about what is wanted and what isn't wanted on Whitlock Family Park and Love Park/Little League field.

Request to table the discussion at tonight's meeting until residents have time to give input.

Bernice asked the question about the budget for Parks and Beautification - it is \$3000.

Jim- asked what was going on with the bathrooms. Zoning Administrator said that they are working with the little league.

Motion to table the discussion at tonight's meeting until residents have time to give input.

F. APPROVAL OF MINUTES

G. OLD BUSINESS

1. CIP - Discussion

Commissioner Newton -

Trees, shrubs, bench

Flowerbed and deck at Whitlock Family Park

Lighting at the park

Commissioner Snider-

Asks if there is a limit and what defines what is operational and what is capital improvements.

Zoning Administrator -

Reminds the planning commission that the operational budget allows the Town Manager to approve anything upto \$5,000. Capital Improvements are usually are large projects and above \$5,000 for the Town.

Zoning Administrator Appropriate info for projects listed in the agenda packet.

2. Town Parks Discussion

Moved until residents have a chance to comment and make suggestions.

H. NEW BUSINESS

I. REPORTS

1. Zoning Administrator

7:45 PM the zoom meeting reconnects

2. Commissioners' Comments

Priorities are the Old Town Hall Roof

Water

Crosswalks - VDOT through the County ZA has looked into this

October PC will hold public hearings fro zoning ordinance

J. CLOSED SESSION (As Necessary)

None

K. ADJOURN

Commission Members: Edward Kube - Chairman, Jim Snider - Vice-Chairman,

Vacant, Vacant, Teresa Newton,

Council Liaison -Vacant

DRAFT



MINERAL PLANNING COMMISSION MEETING MINUTES

October 30, 2025 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

All in attendance stood for the Pledge of Allegiance

D. ADOPT/AMEND AGENDA

Move the public hearing order to after public comment. General comment first.

Motion made by Newton, Seconded by Snider.

Voting Yea: Chairman Kube

PUBLIC COMMENT

No Public Comment

E. OLD BUSINESS

F. NEW BUSINESS

G. REPORTS

1. Zoning Administrator

2. Commissioners' Comments

H. Public Hearing

1. Public Hearings - Zoning Code 425- Articles IV - Light Commercial
 - Updates to the code language related to use and set backs

Teresa Newton discussed adding Louisa Avenue/522 to permitted uses

Motion by Teresa Newton, Second - Jim Snider, All Yea to defer discussion to next meeting

No public comment

2. Public Hearing Zoning Ordinance 425 Article V- General Commercial

- 1- Permitted and Conditional Use Language

- 2- Setbacks

Motion to open public hearing - Jim Snider, Second - Teresa Newton, Yes - Ed Kube

Define specialty shops that sell age restricted items, add adult stores

Consistency throughout the ordinances for setbacks

Add language pg. 9 - 425-29 consistent with Town Ordinance for water/sewer

Permitted Use move to under CUP

Recommend to forward to Town Council with changes

Motion to close public hearing - Teresa Newton, Second - Jim Snider, Yes - Ed Kube

No public comment

3. Public Hearing Zoning Code 425 Article VI- Planned Unit Development

Motion to open Public Hearing Jim Snider, Second - Teresa Newton, all Yea

Motion to re-adopt PUD Ordinance as is by Teresa Newton, Second - Jim Snider, all Yea

Motion to close Public Hearing by Teresa Newton, Second - Jim Snider, all Yea

No Public Comment

4. Public Hearing Zoning Code 425 Article XI - Administration and Enforcement

Motion to open Public Hearing Jim Snider, Second - Teresa Newton, all Yea

Violations/Penalties

Add civil penalties that adhere to Virginia Code. Penalties should be less harsh, more progressive. No criminal record. Ticket process to document.

Discussed the option of liens being implemented if fines/penalties not paid.

Motion to approve and forward to Town Council with recommendation to adopt by Jim Snider, Second - Teresa Newton, all Yea

Motion to close Public hearing by Teresa Newton, Second - Jim Snider, all Yea

No Public Comment

I. CLOSED SESSION (As Necessary)

J. ADJOURN

Motion to Adjourn at 8:23pm

Commission Members: Edward Kube - Chairman, Jim Snider - Vice-Chairman,

Teresa Newton, Vacant, Vacant



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

Captial Improvements							
Division	2026	2027	2028	2029	2030	2031	2032
Water and Sewer							
Pipe replacement - Tolersville							
Pipe replacemnt - Tolersville							
New Well #6 #7 (6 is old)							
Water/ Sewer storage area with Well #7							
Extend Line Well #7 down Spring Rd							
Building							
Electric lighting around building Town Hall		\$10,000					
ADA Compliant - push button on door							
Old Jail - Pad Sites for Town							
Roof							
Roof replacement 102 E 1st							
Roof replacement Town Hall							
Parks							
Whitlock Family Park							
Flower bed/deck							
Budiling - Revitalization							
Lighting at park		\$8,750.00					
Mineral Town Park							
Pavillion,							
Picnic tables							
Brick building							
(demo or keep)							
Parking							
Cemetery							
Bench							
Tree / shrubs							
Landscaping							
Old Town Cemetery							



Nicole Washington <nwashington@townofmineral.net>

Letter of Interest - Town of Mineral Planning Commission

1 message

Maggie Waidler <maggie.waidler@icloud.com>
To: nwashington@townofmineral.net

Mon, Nov 3, 2025 at 2:33 PM

Dear Town Manager,

I'm writing to express my interest in being appointed to the Town of Mineral Planning Commission. I recently learned of the opportunity through community contacts and would be honored to contribute to the thoughtful growth and development of Mineral.

I bring a background that combines leadership, technical expertise, and strong organizational skills. Before serving six years in the U.S. Navy working in nuclear technology, I held a managerial position at a grocery store where I oversaw operations, staff training, and customer service. Both experiences strengthened my ability to collaborate, stay detail-oriented, and make thoughtful, practical decisions.

I'm interested in serving because I care deeply about maintaining Mineral's character while supporting responsible growth. I'd welcome the chance to learn more about the town's planning priorities and contribute a practical, solutions-focused perspective to the commission's discussions.

My resume is attached for your reference. Please let me know if you need any additional information or would like to schedule a time to talk. Thank you for your time and consideration.

Sincerely,
Maggie Waidler
540-500-9368
maggie.waidler@icloud.com

Resume - Town of Mineral Planning Commission.pdf
94K

MAGGIE WAIDLER

Mineral, Virginia

540-500-9368

maggie.waidler@icloud.com

LinkedIn - [Maggie Waidler](#)

WORK EXPERIENCE

Clay & Ivory Interiors - Owner/Founder Mineral, VA | August 2025 - Present

- Operate a home staging, interior decorating, and real estate photography business serving local homeowners and real estate agents.
- Manage all aspects of operations including client communications, contracts, project planning, and budgeting.

United States Navy - Nuclear Machinist's Mate Norfolk, VA | October 2018 - May 2025

- Operated and maintained complex nuclear propulsion systems, ensuring strict adherence to technical and safety standards in high pressure environments.
- As a supervisor, optimized operational processes, resulting in an 83% increase in divisional productivity.

Mid-Florida Heating & Air - Customer Service Representative & Billing Associate Lady Lake, FL | July 2017 - October 2018

- Coordinated scheduling and billing for 500+ customer accounts while improving communication between service teams and clients.
- Streamlined billing processes over a 2-month period at the company headquarters, increasing departmental efficiency in the long-term.

Winn-Dixie - Dairy Lead, Grocery Lead & Manager Silver Springs, FL | July 2015 - July 2017

- Supervised daily departmental operations, overseeing ordering, merchandising, and staff coordination to ensure a smooth customer experience and store performance.
- Maintained store inventory based on historical data and sales predictions, leading to minimal out-of-stock and out-of-date items.

EDUCATION

Thomas Edison State University
October 2022 - Present
Working toward a Bachelor of Science in Business Administration (Marketing)

RELEVANT LIFE EXPERIENCE

As a mother to two children, I have developed strong organizational and planning skills by managing day-to-day routines and schedules, all while balancing multiple personal and professional responsibilities.

SKILLS

- Organization
- Strategic Planning
- Inventory Management
- Interpersonal Skills
- Attention to Detail
- Communication
- Multi-Tasking
- Strong Analytical Skills
- Ethical Leadership



Nicole Washington <nwashington@townofmineral.net>

Ryan Stowe Planning Commission

1 message

Ryan Stowe <stowerh8@gmail.com>

Fri, Nov 7, 2025 at 8:04 PM

To: "TownClerk@townofmineral.net" <TownClerk@townofmineral.net>, "nwashington@townofmineral.net" <nwashington@townofmineral.net>

Hello,

I am hoping to join the planning commission and have attached my letter detailing my qualifications.

Please call me at (434) 334-9053 if you have any questions.

Ryan Stowe



Ryan Stowe Planning Commission .docx

13K

To Whom It May Concern:

My name is Ryan Stowe and I am interested in becoming part of the planning commission for the town of Mineral, VA. My address is 416 St. Frances Ave. I have lived at this address since 2020. My main goal is to maintain what is great about Mineral and improve upon it so that my children and grandchildren will want to live here.

I work in construction and am now the head of commercial sales for Dodson Glass and Mirror in Charlottesville. Prior to this job I have worked as a cost estimator for Kawneer in Harrisonburg and as a project manager and cost estimator for American Door and Glass in Richmond. As a result of my work, I have extensive experience in reading contracts, working with contractors, and navigating the costs associated with construction projects. I believe this experience will be helpful to the commission as it will enable me to participate with authority in the discussion on matters of construction.

In addition to my work experience, I am also a very detail-oriented person and am quite meticulous when completing any task. In my leadership role I have honed my interpersonal skills as I have to manage both my crews and the contractors with which we work to meet scheduling and other expectations.

I hope you will consider me for this position,
Ryan Stowe

P.S. The best way to contact me is through my cellphone, 434 334 9053. Please leave a message if I do not answer.

§ 425-58 ZONING § 425-58

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.