



## **MINERAL PLANNING COMMISSION MEETING AGENDA**

**September 24, 2026 at 6:30 PM**

**312 Mineral Avenue Mineral Virginia 23117**

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

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPT/AMEND AGENDA**

**E. PUBLIC COMMENT**

**F. PUBLIC HEARING**

1. CUP Application

**G. APPROVAL OF MINUTES**

1. Approval of Minutes 8.27.2026

**H. OLD BUSINESS**

1. CIP Update
  1. Water/Sewer
  2. Crosswalks
  3. Roof repairs at the Whitlock Family Park Building
  4. Parking lot upgrade next to the Town Office
  5. Sidewalks

**I. NEW BUSINESS**

**J. REPORTS**

1. Zoning Administrator
2. Commissioners' Comments

**K. ADJOURN**



Town of Mineral · P.O. Box 316 · 312 Mineral Ave · Mineral,  
Virginia 23117  
(540) 894-5100 · www.townofmineral.com · mineral@louisa.net

APPLICATION FOR CONDITIONAL USE PERMIT

DATE JUNE 18, 2026

PROPERTY OWNER Grose Real Estate Investments LLC

PHYSICAL ADDRESS BETWEEN 56 & 80 ST. CECILIA AVE  
OF PROPERTY

OWNER MAILING ADDRESS  
Mineral VA 23117

OWNER PHONE NO. \_\_\_\_\_

PROPERTY DESCRIPTION TMP 43B2(1)-10A  
13472 SQ FT LOT

REASON FOR REQUEST  
WE ARE REQUESTING TO BUILD 5 SINGLE  
FAMILY TOWNHOMES.

OWNER SIGNATURE Zachary G. G. G.

ATTACH ADDITIONAL INFORMATION IF NEEDED. APPLICATION SHOULD BE  
ACCOMPANIED BY DRAWINGS GIVING MEASUREMENTS AND OTHER PERTINENT  
INFORMATION TO ALLOW FULL CONSIDERATION OF THE REQUESTED VARIANCE OR  
APPEAL.

DECISION \_\_\_\_\_

ZONING ADMINISTRATOR SIGNATURE: \_\_\_\_\_

Please remit \$200.00 fee with the application



# Town of Mineral

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

## APPLICATION FOR ZONING PERMIT

DATE: JUNE 18, 2026

APPLICANT:

GROSE REAL ESTATE INVESTMENTS, LLC

CONTACT PERSON: ZACHARY (ROO) GROSE  
PHONE: \_\_\_\_\_

ADDRESS:

LOCATED BETWEEN #56 & #80 ST. CECILIA AVE.  
TWP 43B2(1)-10A

PROPOSED USE:

5 SINGLE FAMILY TOWNHOMES

BLOCK: 6

LOTS: 10A

OWNER:

GROSE REAL ESTATE INVESTMENTS, LLC

ADDRESS:

MINERAL, VA 23117

ZONING:

RESIDENTIAL GENERAL

ACTUAL SET BACKS: FRONT: 66.9' SIDE: R-10'1"  
L-10'2" REAR: 25'2"

AREA OF PARCEL:

13472 SQUARE FEET

TOWN WATER: (YES/NO)

Section F, Item 1.

(TOWN SEWER) OR INDIVIDUAL SEPTIC

COMMENTS:

WE ARE REQUESTING A CONDITIONAL USE PERMIT  
TO BUILD 5 SINGLE FAMILY  
TOWNHOUSES. THIS PROPERTY IS ACROSS THE STREET  
FROM THE TOWN BASEBALL FIELD  
AND THE ADJACENT PLAYGROUND. THE ADJOINING LOT  
IS CURRENTLY BEING DEVELOPED IN  
THE SAME WAY. WE HAVE ATTEMPTED TO DESIGN OUR  
PROJECT TO LOOK SIMILAR TO THOSE  
BUILDINGS.

SIGNATURE OF APPLICANT:

Zachary Gme

REVIEWED BY:

\$150.00 for new construction  
\$100.00 for existing structure



## MINERAL PLANNING COMMISSION MEETING MINUTES

August 27, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

Teri Burns, MPC Secretary, called the meeting to order at 6:31pm

### B. ROLL CALL

#### PRESENT

Commissioner James Snider

Commissioner Maggie Larson - Zoom (medical caretaker at home)

Commissioner Ryan Stowe

#### OTHERS PRESENT

Zoning Administrator/Town Manager Nicole Washington

MPC Secretary/Town Clerk Teri Burns

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance

### D. ADOPT/AMEND AGENDA

Motion to move New Business after Old Business

Motion made by Commissioner Snider, Seconded by Commissioner Stowe.

Voting Yea: Commissioner Snider, Commissioner Larson, Commissioner Stowe

**Motion passed: 3-0-0**

### E. REORGANIZATION

1. Motion to accept resignation of Chairman Kube

Motion to accept the resignation of Chairman Ed Kube

Motion made by Commissioner Snider, Seconded by Commissioner Stowe.

Voting Yea: Commissioner Snider, Commissioner Larson, Commissioner Stowe

**Motion passed: 3-0-0**

2. Motion to accept resignation of Vice Chairman Newton

Motion to accept the resignation of Vice Chairman Teresa Newton

Motion made by Commissioner Stowe, Seconded by Commissioner Snider.

Voting Yea: Commissioner Snider, Commissioner Larson, Commissioner Stowe

**Motion passed: 3-0-0**

3. Nominations and Election of Chairman of The Mineral Planning Commission

The MPC Secretary opened the floor for nominations to elect a Chairman of the Mineral Planning Commission. Commissioner Stowe nominated Commissioner Snider. A motion was made to elect Commissioner Snider as the Chairman.

Motion made by Commissioner Stowe, Seconded by Commissioner Larson.

Voting Yea: Commissioner Snider, Commissioner Larson, Commissioner Stowe

**Motion passed: 3-0-0**

4. Nominations and Election of the Vice Chairman of the Mineral Planning Commission

The MPC Secretary opened the floor for nominations to elect a Vice Chairman of the Mineral Planning Commission. Chairman Snider nominated Commissioner Stowe. A motion was made to elect Commissioner Stowe as the Vice Chairman of the Mineral Planning Commission.

Motion made by Chairman Snider, Seconded by Commissioner Larson.

Voting Yea: Chairman Snider, Commissioner Larson, Commissioner Stowe

**Motion passed: 3-0-0**

**F. PUBLIC COMMENT**

None

**G. OLD BUSINESS**

1. Schedule a day and time to discuss the proposed PUD project

Given the project's scale, multiple workshops were recommended.

Involving the Thomas Jefferson Planning Commission was suggested for their expertise.

Impacts of county resources were identified, including the water authority, school system, landfill and public safety.

Including public comments during work sessions was discussed to foster community involvement.

The first work session is scheduled for September 18, 2026 at 6:30pm.

The Town Manager will create a shared drive for collaboration on PUD and CIP documents.

## 2. Progress update on CIP priorities

The next step for the top five CIP priorities is to define each project's scope. This will enable obtaining quotes and formalizing the CIP. Commissioner Larson suggested all commissioners think about the scopes before the next meeting.

## G. NEW BUSINESS

### 1. Discuss CUP Application

The Commission discussed the CUP application. The developer is open to changing the color scheme but wishes to keep the black windows. Suggestions included a green and white palette to better fit the town's historic look. The Zoning Administrator confirmed the plan meets all code requirements, including lot size, setbacks and parking. A public hearing will be scheduled for September 24, 2026 at 6:30pm. The Zoning Administrator will convey the commission's paint color feedback to the developer, who will attend the public hearing. A motion was made to schedule a public hearing on the proposed CUP application on September 24, 2026 at 6:30pm.

Motion made by Vice Chairman Stowe, Seconded by Commissioner Larson.

Voting Yea: Chairman Snider, Commissioner Larson, Vice Chairman Stowe

**Motion passed: 3-0-0**

## H. APPROVAL OF MINUTES

### 1. Approval of Minutes

Motion to approve the minutes dated May 28, 2026 and June 25, 2026. It was also noted that no meeting was held in July.

Motion made by Vice Chairman Stowe, Seconded by Chairman Snider.

Voting Yea: Chairman Snider, Commissioner Larson, Vice Chairman Stowe

**Motion passed: 3-0-0**

## I. REPORTS

### 1. Zoning Administrator

Zoning Administrator/Town Manager shared a portion of an article from the Virginia Local Government Management Association. "At its core, the tension boils down to this: those who believe in the dream and promise of building something new, and those who fear change to the community already built. Both are acts of love for a place. Our job is to hold space for both."

## 2. Commissioners' Comments

Chairman Snider reminded everyone of the Town Picnic hosted by the Mineral Farmer's Market on Sept. 20, 2026.

## J. ADJOURN

Motion to adjourn at 6:59pm.

Motion made by Commissioner Stowe, Seconded by Commissioner Larson.

Voting Yea: Commissioner Snider, Commissioner Larson, Commissioner Stowe

**Motion passed: 3-0-0**

Commission Members: Jim Snider - Chairman, Ryan Stowe - Vice-Chairman,  
Commissioner Maggie Larson

# WATER INFRASTRUCTURE

## New Town Well System

### Description

This project involves the development of a new municipal water supply well to supplement and/or replace existing groundwater production capacity within the Town’s water system. The project is being evaluated through an ongoing engineering study to determine the most suitable location, design capacity, and integration requirements with existing infrastructure. The selected well site and associated improvements will be determined based on hydrogeological analysis, system demand modeling, and regulatory requirements.

The project is expected to include site evaluation, well installation, pump and control systems, necessary electrical and telemetry components, and any required tie-ins to the existing distribution system. Final scope and location will be confirmed upon completion of the engineering study and permitting review.

### Justification

The Town currently relies on Well #4 as its sole active municipal water source, supplemented by purchased water from Louisa County. Average system supply is approximately 70,681 gallons per day, of which approximately 38% is imported from the County. The continued reliance on purchased water indicates that existing local water production capacity is insufficient to fully meet system demand and highlights the need for additional water supply resources to support the Town’s current and future needs.

Relying on a single primary well source creates vulnerability during maintenance activities, drought conditions, or unexpected mechanical failure. The addition of a new well will improve system resiliency, ensure adequate supply during peak demand, and provide necessary redundancy to support long-term population growth and infrastructure reliability. This project is also intended to support compliance with state drinking water standards and maintain adequate fire flow capacity throughout the system.

| Expenditures    | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
|-----------------|------|------|------|------|------|-------|
| Planning/Design |      |      |      |      |      |       |
| Construction    |      |      |      |      |      |       |
| Total           |      |      |      |      |      |       |
| Funding Sources | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
| General Fund    |      |      |      |      |      |       |
| State/Federal   |      |      |      |      |      |       |
| Total           |      |      |      |      |      |       |

# TRANSPORTATION

## Pedestrian Crosswalks

### Description

This project includes the installation of pedestrian crosswalks, providing designated walkways and pedestrian crossing signage, located at the following intersections:

- Mineral Ave and 5<sup>th</sup> Street
- Mineral Ave and 4<sup>th</sup> Street
- Mineral Ave and 3<sup>rd</sup> Street
- Mineral Ave and 2<sup>nd</sup> Street
- E 1<sup>st</sup> Street and Louisa Ave directly across from the MFD building

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

- Mineral Ave and 1<sup>st</sup> 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 1<sup>st</sup> St. The Mineral Farmers Market, Luck Field, and the Mineral Baptist Church are located north of E 1<sup>st</sup> St. Additionally, Mineral is home to elderly residents and 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 |      |      |      |      |      |       |
| Construction    |      |      |      |      |      |       |
| <b>Total</b>    |      |      |      |      |      |       |
| Funding Sources | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
| General Fund    |      |      |      |      |      |       |
| State/Federal   |      |      |      |      |      |       |
| <b>Total</b>    |      |      |      |      |      |       |

# PARKS & RECREATION

## Whitlock Family Park Building Rehabilitation

### Description

This project involves rehabilitation of the Town-owned building at Whitlock Family Park to restore the structure to a safe and functional condition for future public use. The building is an older structure that lacks modern building systems and is not currently suited for occupancy.

Improvements include replacement of the existing roof and main-level flooring, installation of a complete electrical system, and addition of a new HVAC system to support year-round use. Additional interior and building system improvements may be identified through further evaluation. The final scope of work will be refined based on condition assessment and design recommendations.

### Justification

The Whitlock Family Park building is a centrally located Town-owned structure situated within the community’s primary civic gathering space and adjacent to the farmers market area. While the building has strong potential for public use due to its location, it currently lacks essential building systems, including electrical and HVAC, and requires structural and interior improvements before it can be safely and effectively occupied. Rehabilitation of the building will allow the Town to activate an existing public asset in a highly visible and accessible location, supporting future community use and enhancing the overall function of Whitlock Family Park as a civic hub. This project also aligns with Comprehensive Plan goals related to strengthening public spaces, improving civic infrastructure, and supporting long-term downtown vitality.

| Expenditures    | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
|-----------------|------|------|------|------|------|-------|
| Planning/Design |      |      |      |      |      |       |
| Construction    |      |      |      |      |      |       |
| Total           |      |      |      |      |      |       |
| Funding Sources | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
| General Fund    |      |      |      |      |      |       |
| State/Federal   |      |      |      |      |      |       |
| Total           |      |      |      |      |      |       |

# TRANSPORTATION

## Parking Improvements

### Description

This project includes targeted improvements to public parking areas within the Town to improve organization and overall capacity. The primary focus is the parking area adjacent to the Town building, including grading, leveling, and full paving of an existing unpaved section, along with reconfiguration of parking layout and installation of public parking signage.

Planned project areas include:

- Town Hall parking area (grading, paving, and reconfiguration of existing lot)
- Railroad Avenue (evaluation of potential on-street parking on one side, in coordination with the appropriate roadway authority)

Additional enhancements may include:

- Electric vehicle charging stations
- Designated motorcycle parking
- Bicycle rack installation

### Justification

Improvements to the parking areas adjacent to the Town building present an opportunity to better support future growth and increased activity within the Town center. As investment continues in nearby assets such as Whitlock Family Park, Luck Field, and the surrounding commercial corridor, a well-designed and fully improved parking area will enhance accessibility, accommodate higher visitor volumes, and improve overall usability for residents and visitors. Additional elements such as defined parking layout, multimodal accommodations, and potential EV infrastructure further position the Town to meet evolving transportation needs while supporting long-term economic vitality and downtown activity.

| Expenditures    | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
|-----------------|------|------|------|------|------|-------|
| Planning/Design |      |      |      |      |      |       |
| Construction    |      |      |      |      |      |       |
| Total           |      |      |      |      |      |       |
| Funding Sources | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
| General Fund    |      |      |      |      |      |       |
| State/Federal   |      |      |      |      |      |       |
| Total           |      |      |      |      |      |       |

# TRANSPORTATION

## Sidewalk Connectivity Improvements

### Description

This project includes the phased expansion and completion of sidewalk infrastructure throughout the Town of Mineral to improve pedestrian safety, connectivity, and access to key destinations. Existing sidewalk coverage is currently limited and discontinuous. Proposed improvements focus on closing gaps and extending sidewalk coverage to create continuous, safe pedestrian routes. Improvements may include full or partial sidewalk installation as appropriate.

Planned project areas include:

- Mineral Avenue north of 1<sup>st</sup> Street to the Town boundary - in coordination with Louisa County
- 5<sup>th</sup> Street corridor to improve pedestrian connectivity between Mineral Avenue to Walton Park
- Mineral Avenue from approximately 6<sup>th</sup> Street to 8<sup>th</sup> Street
- 8<sup>th</sup> Street to Spring Grove Memorial Park Cemetery

### Justification

The Town’s existing sidewalk network contains significant gaps that limit safe and continuous pedestrian access between residential areas, the historic commercial corridor, and key civic and recreational destinations. While portions of Mineral Avenue, Louisa Avenue, and nearby streets include sidewalks, pedestrians are often traveling along roadway edges without dedicated separation in several high-use areas, including connections to the Town park and multiple sections of Mineral Avenue. Completing these gaps will improve pedestrian safety, enhance access to local businesses and community events, and support walkability within the Town. Extending sidewalks to the Town boundary also supports long-term planning efforts to connect with future County pedestrian infrastructure serving regional schools, improving overall mobility and connectivity for residents and students.

| Expenditures    | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
|-----------------|------|------|------|------|------|-------|
| Planning/Design |      |      |      |      |      |       |
| Construction    |      |      |      |      |      |       |
| Total           |      |      |      |      |      |       |
| Funding Sources | 2027 | 2028 | 2029 | 2030 | 2031 | Total |
| General Fund    |      |      |      |      |      |       |
| State/Federal   |      |      |      |      |      |       |
| Total           |      |      |      |      |      |       |