



Town of Mineral
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Mineral, VA 23117

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Edward Kube, Chairperson
Lauren Ball
Joylyn Bullock
Nicole Washington
Tony Williams
Vacant, Town Manager
Ron Chapman, Liaison

Town Planning Commission meets for its regular session on the fourth Thursday of each month at 6:30 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Secretary of Council by the second Thursday of the month prior the meeting.

Planning Commission Meeting Thursday November 30, 2023

PRESENT: Edward Kube, Chairperson
Lauren Ball
Jolyn Bullock
Nicole Washington
Tony Williams
Vacant, Town Manager

Absent: Ron Chapman, Liaison

STAFF: Amanda Nguyen, Town Clerk
Catherine Lea, Town Attorney

GUESTS: None

The regular meeting of the planning commission was called to order at 6:31pm.

The chairman asked for all to stand for the Pledge of Allegiance.

Agenda

Chairman Kube added the December Planning Commission meeting cancellation consideration and the Thomas Jefferson Planning District Commission On-Call consulting program scope of services list under New Business.

Motion from Commissioner Ball to approve the amended agenda and seconded by Commissioner Bullock.

Motion passed 5-0

Lauren Ball- Yes
Jolyn Bullock-Yes
Edward Kube- Yes
Nicole Washington- Yes
Tony Williams- Yes

October 26, 2023 Meeting Minutes

Motion from Commissioner Williams to approve the minutes as presented seconded by Commissioner Ball.

Motin passed 5-0

Lauren Ball- Yes
Jolyn Bullock-Yes
Edward Kube- Yes
Nicole Washington- Yes
Tony Williams- Yes

Millers Market Conditional Use Permit for Gas Pumps

Mayor Jarvis presented the proposed CUP conditions that Applicant AJ Singh signed and agreed to.

Discussion with the applicant followed.

Motion to recommend Council approve the Conditional Use Permit as amended was made by Commissioner Ball and seconded by Commissioner Williams.

Motion passed 3-2

Lauren Ball- Yes
Jolyn Bullock-Yes
Edward Kube- No
Nicole Washington- No
Tony Williams- Yes

Thomas Jefferson Planning District Commission

The Commission documented the TJPDC Draft on-call consulting program scope of services, support, and agreement that the new services would be beneficial as agreed upon.

The MPC's list of recommendations for the TJPDCs consideration of incorporation into the Town's 2024 Comprehensive Plan was reviewed and discussed the list of recommendations is attached to these minutes.

Commissioner Washington made a motion to pass the MOU and Scope of Services the Thomas Jackson Planning District and the Town of Mineral for the preparation of a 2024 Comprehensive Plan Update.

Seconded by Commissioner Ball.

Motin passed 5-0

Lauren Ball- Yes
Jolyn Bullock-Yes
Edward Kube- Yes
Nicole Washington- Yes
Tony Williams- Yes

December Planning Commission Meeting

Commssioner Washington made a motion to cancel the December Planning Commission meeting. Seconded by Commissioner Bullock.

Motion passed 5-0

Lauren Ball- Yes
Jolyn Bullock-Yes
Edward Kube- Yes
Nicole Washington- Yes
Tony Williams- Yes

Adjourn:

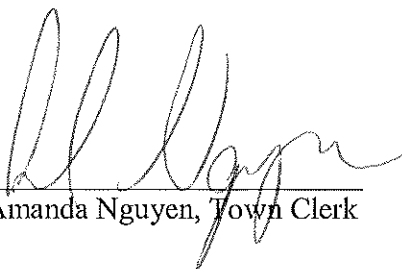
Commissioner Ball made a motion to adjourn, seconded by Commissioner Williams.

Motion passed 5-0

Lauren Ball- Yes
Jolyn Bullock-Yes
Edward Kube- Yes
Nicole Washington- Yes
Tony Williams- Yes

Meeting was adjourned at 8:45pm

X 
Edward Kube, Chairman

X 
Amanda Nguyen, Town Clerk

Town of Mineral 2024 Comprehensive Plan Update
Items Recommended for Consideration of Incorporation
MPC Action – Meeting of 11/30/2023

Items are Not Prioritized:

- 1) Foster preservation and recognition of old homes and businesses on Mineral Avenue, East to West Town limits, along Louisa Avenue from the North Town limit to the Mineral Fire Department Building intersection and on the segment of First Street from the intersection of Louisa Avenue/First Street to the intersection of Mineral Avenue/First Street as the Town's Historic Downtown Centre (HDC).
- 2) Promote and enhance the Historic Downtown Centre area with replacement of existing street lights with older style historic style streetlights that could also provide for patriotic flags and designer banners. Also, pursue and evaluate the placement of electrical lines underground along the three HDC streets.
- 3) Create an Overlay District or other Town Code Provisions to Protect and Preserve the Town's Historic Downtown Centre such that - No multi-family housing, townhomes or condominiums shall be permitted within the Town along Mineral Avenue or on the portions of Louisa Avenue and First Street designated as included in the Historic Downtown Centre.
- 4) No advertising and or signs may be placed on the sides of existing buildings, or future buildings constructed in the Historic Downtown Centre, except for advertisements/signs that are related specifically to the business(s) conducted within the building(s). Separately, all murals or art drawings placed on the outside of buildings inside of the HDC must be submitted as a proposed plan to the Town Planning Commission and/or the Town Council for review and must receive Council's approval. Guidelines and restrictions shall be promptly developed and must be in existence before future murals will be approved by Council. [Advice of TJPDC on best means to manage an accomplish this item is requested].
- 5) Improve the Town of Mineral's main thoroughfares of US 522 and US 208 within the HDC to facilitate commerce, pedestrian traffic and parking. Increase the number of crosswalks and traffic calming techniques along the HDC with priority to the placement of approved crosswalks at the intersection of Mineral Avenue and First Street at the traffic light, in the general area of the Mineral Post Office along/across Mineral Avenue and at the traffic intersection of First Street and Louisa Avenue near the Fire Hall. Additional road improvements and safety measures such as bike lanes, increased street parking, reduced speed limits in the HDC area, sidewalk improvements all across town, extensions of the sidewalk eastward from Fifth Street to the East Town limits and increased pedestrian information/warning signage within the town are encouraged and to be promoted.
- 6) Foster and Promote infill of Commercial Businesses, in accord with the adopted Town Zoning Ordinances, particularly along and within the Historic Downtown Centre that support and will provide services to the residents of the community, to shoppers, other businesses, to visitors and tourists in the area and to the local school system and activities. The facade/outside materials of such buildings, residences and structure should be constructed and maintained in keeping with the time period of other historic buildings in the HDC. Guidelines and samples shall be developed and made available to prospective and current businesses.
- 7) Promote and encourage the continuation and enhancements to the Mineral Farmers Market at the new Town owned (09/2023 gift to the Town) Whitlock Family Park at its current location and support the addition of covered areas, paths and a stage.

8) Foster the inclusion and/or addition of any other properties into the plans for the enhanced public use of the recreational, entertainment and public venue of the Town owned community park property in the area of Luck Field including the public playground lot, the LOVE Sign and the surrounding property around the ball diamond.

9) Advocate for a restriction to be placed on tractor trailer traffic through the Town of Mineral Historic Downtown Centre along Mineral Avenue, and the segments of Louisa Avenue and First Street and prohibit the parking of any tractor trailers along these streets overnight in this specific HDC area.

10) Foster the economic development of existing businesses and promote additional new businesses in the Light Commercial, General Commercial and any prospects interested in the previous PUD location, in accordance with and as permitted in the Town's Zoning Ordinance.

11) Promote continued affiliation and increased participation with the Virginia Mainstreet Program Organization. Consider the incorporation of many concepts advocated by said Organization and with the Louisa County Chamber of Commerce, including encouragement of storefront businesses to be located on the street level; long-term housing in upstairs levels; height of buildings not to exceed three total floors; and owner occupied and/or long-term rental/leases permitted (one year length or more). Short-term leases in the Town and particularly in the HDC area should be evaluated and policies, procedures and conditions developed. [TJPDC's advice is requested on legality and options available regarding short-term rentals, as litigation is occurring, and laws are rapidly changing].

12) Promote and encourage development of a Traffic Bypass for all tractor trailers use, except to conduct business within the Town, and for pass-through traffic that elects to use it, with VDOT

and the County of Louisa to facilitate safer tractor trailer, automobile and pedestrian traffic flow through the Town of Mineral Historic Downtown Centre. A Traffic Bypass would facilitate the North/South and East/West primary roads traffic and Emergency vehicles, to have an alternative route around the Town available to them in times of emergency, particularly at the Mineral railroad crossing and at the major intersection of Mineral Avenue and First Street. In addition, the construction of a Traffic Bypass around the Town would provide for continued traffic

flow to occur during special events, parades and during the morning and afternoon traffic backups that occur each weekday when the Louisa County Public School System Complex takes in in the morning, closes in the afternoon and during the frequent school sporting events, theater or special activities that take place there.

13) Promote increased communications and planning to be commenced between the Town of Mineral and the Louisa County Public Schools to promulgate additional training and learning experiences for students and to provide possible future job opportunities with the Town. The Town/School System partnership should result in facilitation, recognition and advocacy for additional businesses that would serve and support the needs and activities of the School System, the teachers, the parents, students and the visitors to school activities in the area.

14) Promote the creation of a Capital Improvements Plan (CIP) to be developed by the Planning Commission each fiscal year and submitted to and approved by the Town Council. Public hearings shall elicit the public's participation and input into the Town's long-term capital investments and expenditures.

15) Ensure that capital improvements and maintenance is planned and budgeted for the Town's essential public water and sewer systems. Said systems shall be expected to operate in a

self-sufficient manner in its operations and maintenance. Developers within the Town should be expected to participate in and/or to fund future expansions to the w/s systems.

16) Promote the Beautification of the Town of Mineral and support the Mineral Historic Foundation, which helped the Town of Mineral to receive its historic designation status from the Virginia Department of Historic Resources in 2004 and is establishing a Mineral Historic Foundation Museum in the old Town of Mineral Municipal Building. The Town should proactively

pursue grants for the Town's beautification, preservation, and infrastructure, while seeking the support and inclusion of local businesses and the increased use of the Town's website.

Proactively encourage new Commercial and Residential development in the Town and the maintenance or expansion of existing structures in keeping with the plans for the Historic Downtown Centre and in consultation with the established Mineral Historic District properties as established and recognized by the Federal Government and State of Virginia where applicable. All properties in the Town of Mineral shall be properly managed and maintained by their respective owners to maintain property values and the public safety of surrounding property owners.

17) Address blight and neglect within the Town of Mineral. Develop a clear process for addressing blight within the Town. Examine and update relevant Town Codes to address blight and neglect. Seek funding and grants to assist in efforts to correct problems through rehabilitation, removal or historical appropriate replacement. Invite the participation of the Town Beautification Committee and other groups (such as the school's trade school program) to help address problem blight or neglected properties or situations.

18) Make the Town of Mineral "Welcoming" to seniors, families and to kids as possible. Seek to make the Town more senior and kid friendly so as to make it a destination for people of all ages and families to set up a home. Identify and consider any and all play and recreation resources within the Town, information which would be helpful in planning for current and future improvements. Evaluate Town owned properties, buildings and facilities in and around Luck Field to identify and catalog all of the current uses and to consider opportunities for increased usage by Town residents and the public in the future.

19) Promote the continuation of the professional and responsive services provided by the Town of Mineral's DMV office, and to provide Town resources to support and enhance the provision of

vital DMV services to the public, to titling companies and other businesses dependent on personal office assistance.

20) Consider and develop guidelines, instructions, procedures, and routes for the conduct of public parades that are safe, civic and community minded in the Town of Mineral.

21) Work with TJPDC, Louisa County and any/all other resources necessary to determine why and how to fix the long documented and thus far unsuccessfully corrected GPS street address numbering errors that exist in the Town of Mineral. These directional and specific locational errors lead to mis-deliveries and sometimes the loss of packages and mail, difficulty in service providers locating homes or businesses for fuel delivery, service repairs, etc. and the potential for mistaken delays for emergency service medical or police response to sites in Town during personal or public crisis or distress.

22) Accomplish an overdue Mineral Town Charter review/comparison to the Mineral Town Code and prepare a Charter Update Request to submit to the Virginia General

Assembly for its required consideration and approval.

23) Promote and encourage Broadband/High Speed Internet access and availability to be made available to ALL residents and businesses within the Town limits.

24) Investigate funding for the acquisition (gift or purchase) and preservation of the Historic Train Depot in Town to be used by the Town as a Welcome Center, Information Booth and the starting point for Town walking/riding tours.

25) Preserve the Old Jail and investigate funding to remove attached construction and the remodeling and restoration of the Old Town Jail to become a historic site and location to visit on the Town's walking/riding tours.

26) Investigate and confirm the Title and seek funding for a comprehensive study with recommendations regarding the Old Town Cemetery located off Second Street. Clear and restore the sanctity of the resting place of many former Town residents. Seek to determine and mark the cemetery boundaries, locate and mark all graves, including the likely existence of unmarked graves, provide an identification marker or signage of the cemetery on-site and develop a public walking/riding entrance from a public road into the cemetery.

27) Eliminate references to the Town expanding Walton Park in the current Comprehensive Plan. Note that Walton Park is located within the Town limits and is owned and operated by the Mineral Volunteer Fire Department.

28) Update all statistics, charts, pictures, or diagrams in the current CP.

29) Update or revise other details in the existing CP such as past and present Town budgets, Town population projections, Town growth areas and the history of the Town which should now be over

120 years, versus approximately 100 years old, as stated currently in the plan.

The above list of items was reviewed and discussed at several recent Mineral Planning Commission meetings. The MPC unanimously voted to approve, at its monthly meeting on November 30, 2023, this list of recommended items to be submitted to the TJPDC for its consideration to be incorporated into the development of revisions and additions to the proposed 2024 Town of Mineral Comprehensive Plan Update.

Please let me know if you have any questions or suggestions.

Respectively submitted,

Ed Kube, Chairman
Mineral Planning Commission

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

Dear Mr Singh

At the last planning committee meeting the following conditions were stipulated as a condition of moving your application forward. Please indicate if you concur with these conditions so that I may provide this information to the planning committee for their meeting on 30 November 2023:

- 1) Hours of Operation – Hours of Operations for gas pumps 24 x 7 provided the level of lighting is reduced over the entire parcel.
- 2) Number of pumps - Consensus was for the inclusion/restriction of two pumps with four dispensers in the CUP.
- 3) Lighting - Requires dark sky lighting techniques to be required on all facilities and the parking area of the total business and to neighboring properties as much as possible. Canopy design, signage on canopy and lighting below, around and the timing of the canopy emphasizing dark sky lighting techniques.
- 4) U-Haul rentals- Limit the number of U-Haul vehicles on the premises at any one time to six (6) or less. Also, no tractor trailer overnight parking shall be permitted on the business property.
- 5) Previous well on property – Requires engineering report be made available to the Town/County prior to issuing a building permit. Applicant shall consult the VDH and County Building Official concerning the proper and safe well closing on site.
- 6) The entire parking lot for Miller's Market should be resurfaced, parking spaces sized as required by Town Code shall be painted on the parking lot.
- 7) VDOT should be consulted on traffic entrances safety, possible requirement of one-way traffic through the parking area for added safety around the gas pumps area and the blind hill approaches along Mineral Avenue.

Any questions you may have please either contact Mr. Kube or myself.

Warm Regards

Edwin J. Jarvis
Acting Town Manager,
Mayor, Town of Mineral

I agree with all conditions.


AJ Singh
Millers Market



**MEMORANDUM OF AGREEMENT BETWEEN THE TOWN OF MINERAL
AND THE THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
FOR THE PREPARATION OF A 2024 COMPREHENSIVE PLAN**

THIS MEMORANDUM OF AGREEMENT ("MOA") is entered into between the Town of Mineral, a political subdivision of the Commonwealth of Virginia, (hereinafter "Town") and the Thomas Jefferson Planning District Commission, also a political subdivision of the Commonwealth of Virginia, (hereinafter "TJPDC"), for the purpose hereafter mentioned.

WHEREAS, the Town has expressed interest in updating its existing 2018 Comprehensive Plan in accordance with Code of Virginia § 15.2-2223; and

WHEREAS, the Town does not have the staffing resources to complete the plan in the time allowed; and

WHEREAS, the TJPDC, as the regional planning body for Planning District 10, has the staff expertise and available staffing to support the town in the development of a new plan; and

WHEREAS, the Town of Mineral Council has authorized town staff to enter into an agreement with the TJPDC to facilitate and prepare an updated 2024 Comprehensive Plan in coordination with the Planning Commission and Town Council; and

WHEREAS, the TJPDC is authorized by the Regional Cooperation Act (Virginia Code § 15.2-4205, et seq.), to make and enter into all contracts or agreements, as it may determine, which are necessary or incidental to the performance of its duties; and

NOW THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

I. SCOPE OF MOA

The Town and the TJPDC hereby set forth their understanding as to their respective responsibilities for the development of the 2024 Comprehensive Plan. A detailed Scope of Work is included as an attachment to this MOA.

As part of this scope, the Town of Mineral agrees to pay the TJPDC for personnel services and direct expenses committed in Fiscal Year 2024 in an amount not to exceed \$16,548.68 for the facilitation and completion of a 2024 Comprehensive Plan.

Should the TJPDC's costs of preparing the plan be expected to exceed \$16,548.68 or should the town request additional items not included in the Scope of Work (attached), the TJPDC will work with the Town to revise this agreement.

The MOA shall take effect upon signature by the last party signing the same and shall continue in full force and effect through June 30, 2024.

II. PURPOSE

The purpose of this Memorandum of Agreement (MOA) is to provide a mechanism whereby the TJPDC may assist the Town of Mineral's Planning Commission and Town Council in the development and adoption of an updated 2024 Comprehensive Plan in exchange for an established not to exceed fee for direct and indirect overhead costs.

III. RESPONSIBILITIES OF THE PARTIES

To the best of their knowledge, the Parties represent that the execution and performance of this MOA does not contravene any law, governmental rule or regulation, or any provision of any other MOA or Agreements to which the Town and the PDC are a party. The Parties agree to the responsibilities set forth below.

Responsibilities of the TJPDC

1. Ensure full understanding of the Commonwealth of Virginia's Comprehensive Plan requirements.
2. Facilitate and draft a 2024 Town of Mineral Comprehensive Plan, inclusive of the full Scope of Work (as attached).
3. Facilitate three (3) work sessions with the Planning Commission.
4. Schedule and conduct two public hearings on the draft plan, one with each the Planning Commission and the Town Council.
5. Manage and document all personnel and direct costs, with supporting documentation, and submit monthly reimbursement requests to Town staff for review and payment.

Responsibilities of the Town

1. Appropriate and contribute an amount not to exceed \$16,548.68 for the TJPDC to facilitate and draft a 2024 Town of Mineral Comprehensive Plan.
2. Provide representatives, assistance, and guidance to TJPDC staff.
3. Review and comment on draft reports, when completed.
4. Provide the TJPDC with any information upon request.
5. Confirm agreement with the developed project scope and cost estimates.

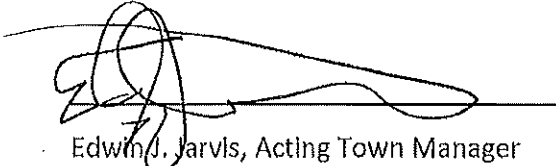
IV. PAYMENTS

The TJPDC shall invoice the Town monthly for services provided and for direct and indirect expenses incurred during the previous month. Upon receipt and review of an invoice packet, the Town agrees to pay invoices within thirty 30 days.

PARTIES:

Town of Mineral, Virginia
By Its Authorized Agent:

Thomas Jefferson Planning District Commission
By Its Authorized Agent:


Edwin J. Jarvis, Acting Town Manager
Mayor, Town of Mineral

Christine Jacobs, Executive Director

12/11/2023
Date

Date