



Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

clerk_treasurer@townofmineral.com

Town of Mineral Council Meeting Agenda

October 11, 2022

7:00PM

- TAB A Call to Order and Roll Call
Adopt/Amend Agenda
Public Comments
- TAB B Public hearing multi-family dwellings GW1 continuation
- TAB C Approval of Council Meeting Minutes
- TAB D Approval of Bills to Be Paid
- TAB E Town Manager and Staff Reports
- TAB F Town Attorney Report

Standing Committee Reports

Auditor Committee	Economic Development Committee
Beautification/Anti-Litter Committee	Personnel Committee
Building Committee	Planning Commission Updates
Budget & Finance Committee	Police & Legal Matters Committee
Cemetery Committee	Streets Committee
Communication Committee	Water & Sewer Committee

Presentation from Southern Software

Old Business

Gas pump at Millers Market
Christmas 2022 pole lighting base transfers status/decoration installs
Guidelines for citizens comments
Determine/discussion of Zoning

New Business

No passing zone in front of Cemetery
Presentation from Southern Software

Closed Session

Town Council meets for its regular session on the second Monday of each month at 7:00 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.

Mayor Pam Harlowe - Vice Mayor Thomas Runnett

**Council Members: Roy McGehee, Edward Kube, David Lawson, Ed Jarvis, Catherine Blair Nipper,
Lisa Yates, Town Clerk, Andrea Erard, Town Attorney**



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Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGehee
David Lawson
Catherine Blair Nipper
Andrea Erard, Town Attorney

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**TOWN OF MINERAL
TOWN COUNCIL MEETING**

MINUTES

**Monday, August 8, 2022
7:00 PM**

COUNCIL MEMBERS: Mayor Pam Harlowe, Vice Mayor Tommy Runnett, Edwin Jarvis, Edward Kube, Blair Nipper

STAFF MEMBERS: Lisa Yates; Town Clerk/Treasurer

TELECONFERENCE: Andrea Erard; Town Attorney

PUBLIC: Joseph Haney, Allison Fincham, Tori Williams, Ron Chapman

ABSENT: Roy McGehee, David Lawson

Town of Mineral Council Meeting

Mayor Pam Harlowe called the meeting to order with the Pledge of Allegiance.

Approval of August 2022 Agenda:

Motion was made by Council Member Jarvis to approve the agenda as amended seconded by Council Member Runnett motion passed unanimously. 4-0.

Tommy Runnett – yes	Ed Kube- yes
Ed Jarvis- yes	Blair Nipper-yes

Approval of July 11, 2022 Council Meeting Minutes:

Motion was made by Council Member Kube to approve the July 11, 2022 Council meeting minutes as amended. Seconded by Council Member Jarvis. Motion passed with a 3-0-1 vote.

Tommy Runnett – yes	Ed Kube- yes
Ed Jarvis- yes	Blair Nipper-abstain

Approval of Bills to be Paid:

Motion was made by Council Member Nipper to approve the August 2022 bills to be paid as presented. Seconded by Council Member Jarvis. Motion passed with a unanimous vote. 4-0.

Tommy Runnett – yes	Ed Kube- yes
Ed Jarvis- yes	Blair Nipper-yes

Discussion on GW1 Properties multifamily town homes:

Allison Fincham spoke in regards to GW1 Property zoning application regarding the proposed construction of a multifamily housing unit and holding a joint public hearing at the September 12th Council meeting. She will be filing a staff report shortly.

Council Member Runnett reported Millers Market should be able to go ahead with adding a gas station to property, discussion was had regarding the abandoned well at the property.

Mayor Harlowe reported that the litter grant has been accepted.

Shannon Hawkins reported that the DMV mobile unit will be in Mineral on Thursday. She also reported that she is currently doing interviews for the open DMV position.

Standing Committee Reports:

Auditor Committee Report. No report

Beautification/Anti-Litter Committee: Council Member Kube reported that nobody has been maintaining the town sign located on First Street, and that the Mineral Historical Foundation has volunteered to start maintaining the planter.

Building Committee: Council Member Jarvis reported he is waiting for the official contract from the Mineral Historical Foundation in regards to the rental of the old Town Office. The Town Attorney reported she is waiting for approval of that contract by the Mineral Historical Foundation. Council Member Nipper commented that the ramp at the building is in need of repair.

Budget and Finance Committee: no report

Cemetery Committee: Council Member Runnett reported that the cemetery has been mowed and all trash has been picked up, he suggested the Town come up with a policy of what people can put down at the grave sites. Maintenance needs to trim the shrub that is near the columbarium.

Communication Committee: no report

Economic Development Committee: no report

Personnel Committee: no report

Planning Commission report: Council Member Jarvis reported on ordinances and family dwellings and how the developer of the GW1 Properties multi family building would be willing to help improve the existing playground near that location. Discussion followed.

Police and Legal Matters Committee: no report

Streets Committee report: Council Member Runnett reported he has not heard from the traffic engineer in regards to the traffic barriers located at the Express Lane as of yet.

Water and Sewer Committee: Council Member Runnett reported that the Louisa County Water Authority bill is within budget. He has also been in contact with Suez regarding the option of putting a new well in and the condition of old wells that are no longer being used by the Town, if it would cost less to rejuvenate the old wells/digging new wells versus buying water from the County.

New Business:

Motion was made by Council Member Runnett to put funds back into the LGIP, \$100,000.00 and the Cemetery \$50,000.00 bank accounts, seconded by Council Member Nipper motion passed unanimously

Tommy Runnett – yes

Ed Kube- yes

Ed Jarvis- yes

Blair Nipper-yes

Motion was made by Council Member Blair Nipper to advertise for a public hearing regarding Dominion Energy broadband, seconded by Council Member Jarvis. Motion passed unanimously. 4-0.

Tommy Runnett – yes Ed Kube- yes
Ed Jarvis- yes Blair Nipper-yes

Ron Chapman spoke on how he would like the Town and the Mineral Historical Foundation to get together to celebrate Christmas with a Spirit of Christmas past theme. He asked that the Town pay for the cost of the tree. The celebration would take place on December 10, 2022.

Motion was made by Council Member Jarvis to have the Town participate in a Christmas celebration with the Mineral Historical Foundation, and for the Town to purchase the tree. Seconded by Council Member Kube. Motion passed unanimously. 4-0.

Tommy Runnett – yes Ed Kube- yes
Ed Jarvis- yes Blair Nipper-yes

Council Member Nipper would like to see more trick or treaters come down the side streets instead of just mainly down Mineral Avenue on Halloween. After discussion a suggestion was made to make a map to show where people can go around town to trick or treat.

Council Member Nipper questioned if the Mineral Fire Department was being charged for water being used at Walton Park. It was confirmed that the Fire Department has not been charged in the past, but Council agreed to start charging them.

Motion was made by Council Member Nipper to add to the bills to be paid, the Avexon invoice in the amount of \$788.87 for hardware/software support. Seconded by Council Member Kube. Motion passed unanimously.4-0.

Tommy Runnett – yes Ed Kube- yes
Ed Jarvis- yes Blair Nipper-yes

Motion was made by Council Member Runnett to adjourn the meeting. Seconded by Council Member Nipper. Motion passed with a unanimous vote.

Tommy Runnett – yes Ed Kube- yes
Ed Jarvis- yes Blair Nipper-yes



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**TOWN OF MINERAL
TOWN COUNCIL MEETING**

MINUTES

Monday, September 12, 2022

7:00 PM

COUNCIL MEMBERS: Mayor Pam Harlowe, Tommy Runnett, Ed Kube, Edwin Jarvis, Roy McGeHee, Blair Nipper, David Lawson

STAFF MEMBERS: , Andrea Erard; Town Attorney, Shannon Hawkins; DMV Supervisor, Lisa Yates; Town Clerk/Treasurer

PUBLIC: Chris Guerre, Olivia McCarthy, Rebecca McGeHee, Ron Chapman, Tori Williams, Nancy Thomas, AJ Sighn, Sarah Guerre, Allison Fincham, Aaron Hawkins

PLANNING COMMISSION: Chairman Jim Snider, Jolynn Bullock, Ed Jarvis council liason

ABSENT:

Town of Mineral Council Meeting

Mayor Pam Harlowe called the meeting to order with the Pledge of Allegiance.

Council Member Runnett stated that citizens that want to make a comment should be allowed to do so but comments should be limited to 3 minutes. Mr. Runnett presented and read a new guideline for Citizen comments policy.

Motion was made by Council Member Runnett to approve the new guidelines with a three-minute speaking time for citizens effective immediately, seconded by Council Member Jarvis motion passed 5-1-0.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Blair Nipper -no

Ed Kube-yes

David Lawson – yes

Broadband

Dominion Energy updated the status of the broadband installation and reported the fiber phase should be finished by next week. Discussion followed.

Audit Report:

Aaron Hawkins with RFC presented his report on the FY 2021 audit and reviewed the segregation of duties, financial statements, water fund deficit, and Spring Grove Cemetery. He stated that the Accounting System is the biggest root of the problem and recommends implementing a new system. He also mentioned that the VRS payments were not being scheduled in a timely manner. No action was taken by Council.

Joint Public Hearing-Gas Pumps at Food Shops

Mayor Harlowe opened the Joint Public Hearing

Jim Snider spoke in regards to Gas pumps at Miller’s Market. Chris Guerre voiced his concerns on not being able to get a copy of the amendment before the Council meeting, even though he has asked for it several times. Olivia McCarthy voiced her concern that having five gas stations in the Town of Mineral is excessive. Ron Chapman spoke and agreed with Olivia McCarthy.

Mayor Harlowe closed the Joint Public Hearing

Jim Snider with the Planning Commission made a motion for the Planning Commission to deny a Gas Station at Miller’s Market, Mr. Jarvis, Planning Commission liaison, seconded the motion. The Planning Commission recommendation for denial passed 3-0 with all in favor

Jim Snider – yes

Ed Jarvis- yes

Jolynn Bullock-yes

Mayor Harlowe called for discussion as to the pros and cons of having a Gas Station at Miller's Market
Council Member Runnett made a motion to table the public hearing for Gas Pumps at food shops for 30 days and to revisit at the next council meeting, motion seconded by Council Member McGehee. Motion passes 3-2-1.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- abstain

Blair Nipper -No

Ed Kube-no

David Lawson – yes

Public Hearing-multi-family dwellings GW1

Mayor Pam Harlowe Opened the Joint Public Hearing

Chris Guerre spoke first and voiced his concern that the Ordinance was not available before the meeting for him as an adjoining property owner and town resident to review. Sara Guerre town resident and adjoining property owner asked who is going to take care of the old playground. Doug Clemmons is concerned for the Town, and asked that the Town please follow the rules to protect the Town. Rebecca McGehee stated that the Louisa County Little League takes good care of the existing playground. Olivia McCarthy feels there needs to be sufficient information provided to the public about the nature of public hearings. Ron Chapman stated that the Council needs to focus on the code and what code they are changing is for everybody, it is not just for the individual. Allison Fincham, contract employee for the Town of Mineral, reviewed the Residential District of the Town's Code regarding multi-family homes and playgrounds with the Council.

Mayor Pam Harlowe closed the Public Hearing.

Motion was made by Ed Jarvis with the Planning Commission to table the multi-family dwellings public hearing for 30 days. Seconded by Jolynn Bullock. Motion passed with a unanimous vote of 3-0.

Ed Jarvis-yes

Jim Snider-yes

Jolynn Bullock-yes

Allison Finch reported on the Conditional Use Permit 43B2-2-6-1 lots 1,2,3,4 and 5 and 43B2-1-9 located on the NE Corner of E Lee Street and St Cecilia Avenue. The applicant is GW1 Properties LLC and Miller Custom Homes, Inc. The existing use is Single Family Structure, and the existing Zoning is Residential General and the proposed use is for Multi-Family. She also went over several options on terms and conditions. Discussion followed. Tori Williams, owner/applicant addressed Council and commented on real estate development and how he cares about the community, he said it is important to consider his application. Multi -Family is a permitted use in this Zoning District and it is not asking for anything special, however this does require a Conditional Use Permit. He provided his thoughts on the proposed terms and conditions.

Planning Commission Jim Snider opened the Public Hearing

Chris Guerre voiced his concerns on the condition of the property and the safety of the children. He also commented on the many violations of the law the Town of Mineral has made. Nancy Thomas, adjoining property owner, addressed Council and voiced her concerns about how this townhouse development construction will affect the drainage to her property and at the ball field as it already fills up the ditch behind her house when it rains. Where is the water going to go? Ron Chapman commented that he already had concerns about the heavy traffic this area of Town and that it will only get worse with this new multi-family housing being built.

Motion was made by Ed Jarvis to leave the Public Hearing open until the next Town Council Meeting and withhold forwarding this information while we explore it. Seconded by Jolynn Bullock. Motion passed with a unanimous vote of 3-0.

Ed Jarvis-yes

Jim Snider-yes

Jolynn Bullock-yes

Jim Snider closed the Planning Commission Public Hearing

Adopt/Amend Agenda

Motion was made by Council Member Nipper to approve the agenda as amended. Seconded by Council Member Jarvis. Motion passed with all in favor. 6-0.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Blair Nipper - yes

Ed Kube-yes

David Lawson – yes

Approval of Council Meeting Minutes:

August 8, 2022 Council Meeting Minutes were not approved at this time. The Attorney recommended due to the late time of the meeting that the comments be provided in writing to Ms. Yates and approve the Minutes at the next Council Meeting.

Motion was made by Council Member Jarvis to approve the bills to be paid except the QS1 invoice. Seconded by Council Member Kube motion passed with all in favor. 6-0.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Blair Nipper - yes

Ed Kube-yes

David Lawson – yes

Town Manager and Staff Reports:

Mayor Harlowe reported that Town staff has been primarily working on late/past due water bills, answering FOIA Requests and updating Code books.

Shannon Hawkins, DMV Manager reported that July Revenue was down about \$2000.00 this month due to family illness with the biggest Title Company. Jessica Osborne was hired as a full-time employee, DMV Connect Team returned to Mineral DMV Select and processed 86 transactions.

Town Attorney Report:

The Town Attorney reported that a town citizen asked to review a rezoning application and that the rezoning applications are public records and should be available to the public.

A couple of months ago the Council was interested in pursuing a Charter change. She asked if there was still interest and if so, the time is now. Discussion was had on the Town of Minerals Voter Election locations. She reported that it has changed to Louisa Middle School, the Attorney will follow up with the Registrar to confirm the limitations of changing voting locations at the late date and where the November elections will take place.

Standing Committee Reports

Auditor Committee Report: Council Member Kube reported that the four misdeeds from the FY 2021 Audit need to be cleared up.

Beautification/Anti-Litter Committee. Council Member Kube reported that the Christmas lights on electric poles are in limbo because of the work Dominion Energy is doing on the electric poles.

Building Committee: Council Member Jarvis asked if the Mineral Historical Foundation changed the electric and water bill into their name.

Vice Mayor Runnett questioned the Mineral Historical Foundation as to when they were planning to pay their rent, electric and water bills.

Motion was made by Council Member Jarvis to bill Ron Chapman for the cost of utilities until the Mineral Historical Foundation has been formally created and approved by the State Corporate Commission. Seconded by Council Member Nipper. Motion passed 4-2-0

Tommy Runnett –no

Roy McGehee - yes

Ed Jarvis- yes

Blair Nipper -no

Ed Kube-yes

David Lawson – yes

Budget and Finance Committee: Council Member Lawson has been waiting on some budget numbers

Cemetery Committee: Council Member Runnett says the Cemetery looks good

Communication Committee: Council Member Kube made a motion to have Communication Committee handle website updates. Seconded by Council Member Lawson, motion passed with all in favor. 6-0.

Tommy Runnett –yes	Roy McGehee - yes
Ed Jarvis- yes	Blair Nipper -yes
Ed Kube-yes	David Lawson – yes

Economic Development Committee: Mayor Harlowe reported that the Mad Batter Bakery is doing very well.

Personnel Committee: No report

Discussion was had on pay raises for a few employees as well as a paycheck for the Mayor, as she is standing in for the Town Manager

Planning Commission report: no report

Police and Legal Matters Committee. No report

Streets Committee: Council Member Runnett has reported that VDOT has fixed everything except three stop signs

Water and Sewer Committee: Council Member Runnett reported that starting September 13, 2022 all water customers that have not made an attempt to pay past due amounts will have their meter removed.

Old Business:

Broadband:

Election Location:

Water bill for Walton Park:

It was decided that the Town is to bill the MVFD for its water usage at Walton Park on actual water consumption.

New Business

Truck Traffic:

Council Member Kube read a resolution titled Town of Mineral Historic District Truck Through Traffic Restriction and made a motion to adopt truck traffic resolution. Seconded by Council Member Nipper Motion failed. 3-2-1 with Mayor Harlowe casting the tie breaker vote of denial.

Tommy Runnett –no	David Lawson – no
Ed Jarvis- abstain	Blair Nipper -yes
Ed Kube-yes	Mayor Pam Harlowe-no

Councilman McGehee was absent having left the meeting at 8:30 pm.

New software:

Mayor Pam Harlowe reported that she and Councilman Nipper have been doing some research on several software companies to replace QSI.

Motion was made by Council Member Jarvis seconded by Council Member Nipper to go into closed session 2.2-37-11(A)(1) for the discussion of the performance and salary of the Town Manager. Motion passed with a unanimous vote. 5-0.

Tommy Runnett –yes

Ed Jarvis- yes

Blair Nipper -yes

Ed Kube-yes

David Lawson – yes

Motion was made by Council Member Nipper to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered. Seconded by Council Member Lawson. Motion was passed with a unanimous vote. 5-0.

Tommy Runnett –yes

Ed Jarvis- yes

Blair Nipper -yes

Ed Kube-yes

David Lawson – yes

Motion was made by Council Member Runnett to adjourn the meeting. Seconded by Council Member Nipper. Motion was passed with a unanimous vote. 5-0.

Tommy Runnett –yes

Ed Jarvis- yes

Blair Nipper -yes

Ed Kube-yes

David Lawson – yes



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**TOWN OF MINERAL
TOWN COUNCIL MEETING**

MINUTES

**Wednesday, September 21, 2022
7:00 PM**

COUNCIL MEMBERS: Mayor Pam Harlowe, Vice-Mayor Tommy Runnett, Roy McGeHee, David Lawson, Edward Kube, Edwin Jarvis, Blair Nipper

STAFF MEMBERS:

PUBLIC: Hank Staudinger, Becky McGehee, Allison Fincham

ABSENT: Andrea Erard; Town Attorney

Town of Mineral Council Meeting

Mayor Pam Harlowe called the meeting to order with the Pledge of Allegiance.

Councilman Jarvis made a motion to go into closed session, seconded by Councilman Nipper, motion failed 3-3-0.

Roy McGehee – no

David Lawson – no

Ed Jarvis-yes

Blair Nipper-yes

Edward Kube- yes

Tommy Runnett-no

Mayor Pam Harlowe- abstained

Motion Failed

Motion was made by Councilman Runnett to hire Allison Fincham as Interim Town Manager, seconded by Councilman McGehee motion passed with a 4-3-0.

Roy McGehee – yes

David Lawson – yes

Ed Jarvis-no

Blair Nipper-no

Edward Kube- no

Tommy Runnett-yes

Mayor Pam Harlowe- yes

Motion was made by Councilman McGehee to adjourn the meeting, seconded by Councilman Lawson. Motion was passed with a unanimous vote.

Roy McGehee – yes

David Lawson – yes

Ed Jarvis-yes

Blair Nipper-yes

Edward Kube- yes

Tommy Runnett-yes

NOTE: ON THURSDAY SEPTEMBER 22, 2022 ALLISON FINCHAM RESPECTFULLY DECLINED THE INTERIM TOWN MANAGER POSITION.

OCTOBER 2022 Bills to be Paid

Vendor	Account	Account Number	Description	Amount
Aflac	Employee Insurance - Health	015-555		\$ 95.45
Anthem	Employee Insurance - Health	015-356		\$ 3,040.00
Besley Implements	Repair/Maintenance general	015-395	Repair to SuperZ repair to clutch	\$ 706.16
BMS Direct	Postage	015-390	Postage for RE and PP taxes	\$ 365.00
Central Virginia Contractors	Repair/Maintenance W & S	015-396	Sewerline repair @west side of St. Frances between 7th and 8th waterline break at 102 west 7th st	\$ 3,101.00
Comcast	Internet	015-510		\$ 168.35
Courney Cleaning Service, Inc	Cleaning of Office	015-520		\$ 300.00
Dominion Virginia Power	Electricity	015-410/411	Electric	\$ 1,569.53
Duke Oil	Gas & Oil	015-345		\$ 277.70
Erard, Andrea G, Esq	Legal Fees	015-360		\$ 1,250.00
General Code	office supplies	015-375	ecode annual maintenance	\$ 1,195.00
Gibsons	Repair/Maintenance general	015-395	shop truck inspection	\$ 20.00
Lakeway Publishers, Inc	Advertising	015-305	Planning Commission & Town Council	\$ 336.32
Louisa County Landfill	Louisa County Landfill	015-425	Landfill	\$ 1,479.60
Louisa County Water Authority	County Water	015-325	558200 gallons	\$ 3,778.36
Louisa County Water Authority	County Waste Water	015-320	451895 gallons	\$ 4,493.32
Main Street Supply	Repair/Maintenance general	015-395	gloves, dmv chair repair, lawn mower beacon mount	\$ 175.40
Main Street Supply	Repair/Maintenance W & S	015-396	couplings 811 St. Frances repair	\$ 41.57
Pam Harlowe	Milage Reimbursement	015-465		\$ 50.00
QS1 (PubliQ)	Office Supplies	015-375	Software 9/1/22-6/30/23	\$ 6,665.19
Rappahannock Electric Coop	Electric Water/Sewer	015-411		\$ 554.24
Ricoh	Office Supplies	015-375	Copier/toner	\$ 172.94
Ricoh	Office Supplies	015-375	copier rental 19	\$ 423.62
RFC	Accounting	015-300	Audit for FY ending June 30, 2021	\$ 15,000.00
Studio490	Web Page Maintenance	015-490		\$ 250.00
Updike	Trash	015-569		\$ 2,692.06
White Oak Electric	Repair/Maintenance W & S	015-396	inspected booster pump @ well 4 running well	\$ 1,400.00
Federal Tax Deposit	Payroll Taxes	380 & 012		\$ 5,145.88
Verizon	Telephone	015-415	telephone	\$ 352.60
Virginia Dept Taxation	Payroll Taxes	015-012		\$ 965.74
VITA	Telephone	015-415	telephone	\$ 13.60
VUPS - Virginia Utility Prot. Service	misc	015-370	va811	\$ 14.70
Wayne's Heating & Cooling	Repair/Maintenance general	015-395	tune up of hvac system	\$ 214.00
Sams Club - Mastercard Credit				
Google	Internet	015-510	google workspace	\$ 210.60
Commonwealth of Virginia	Water test kits	015-430	Water testing kits	\$ 81.00
Acorn Stamps	office supplies	015-375	notary stamp for Mona Nelson	\$ 51.36
Crystal Springs	Office Supplies	015-375	water cooler	\$ 9.99
USPS	Office Supplies	015-375	stamps	\$ 134.10
ilovepdf	Office Supplies	015-375	on line tool that merges pdf files	\$ 7.00
Virginia State Police	Office Supplies	015-375	Background check for Jess Osbourn	\$ 20.00
DMV	Office Supplies	015-375	Mona Sample plate	\$ 20.00
Secretary of the Commonwealth	Office Supplies	015-375	okta for Jessican Osbourn	\$ 45.00
Amazon	Office Supplies	015-375	supplies,pens,banker	\$ 313.84
Truist Bank - Visa Credit Card				
Microsoft Office	Office Supplies	015-375		\$ 25.00
Prepared by LKY				\$ 57,225.22



**TOWN OF MINERAL
TOWN COUNCIL MEETING
SEPTEMBER MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: DMV Select 361

DATE: 09/2022

PREPARED BY: Shannon Hawkins

1. August revenue 24,720.96 / September revenue 29152.50 up 4,431.54 from last month.
2. Revenue is up. Although Debbie Ireland has returned she still misses a day or so.
3. Our new hire Jessica Osbourne has her notary and she is doing great and learning fast.
4. Dmv headquarters will be hosting a Dmv Select banquet Oct 18th. On this day Kendra and I are scheduled to go to this event. Plans will be in place for Kendra and I to attend.
5. Two pay scale increases took place for DMV Employees, this increase is filled in the employee personnel file under each employee.
6. Mona Nelson's last day 10/07/2022 she leaves after being with us 7 months.
7. The mobile unit will be set up on Oct 12 2022 in our Council chambers.
8. I will start interviewing for the vacant position that Mona has left.

MONTHLY REPORT / PROJECT UPDATE: I noticed that the grounds and landscaping around the office is in need of manicuring. Trees are growing in the landscaping. Gutters have trees in them. Lights are blown and are not working all around the building. I would really like these issues to be addressed. It will soon be getting dark as we are exiting the building and the lights really need to be attended to for safety reasons. Also the hedges in the front are very tall and block views onto the front porch. I'd like to see small miniature boxwoods replace them so that the view into and around the building is not compromised.

ATTACHMENTS:

HEADS UP ITEMS: New credit card terminals will be in before the new year. Per Richmond.

September Monthly Revenue

<i>Date</i>	<i>Gross Revenue</i>	<i>Town Percentage</i>
9/1/2022	\$17,020.04	\$839.04
9/2/2022	\$25,440.27	\$1,254.13
9/6/2022	\$9,511.72	\$468.90
9/7/2022	\$66,932.61	\$3,299.59
9/8/2022	\$5,393.47	\$265.88
9/9/2022	\$39,612.21	\$1,952.77
9/12/2022	\$9,268.81	\$456.93
9/13/2022	\$6,575.03	\$324.13
9/14/2022	\$39,544.61	\$1,949.44
9/15/2022	\$11,190.15	\$551.64
9/16/2022	\$25,888.71	\$1,276.24
9/19/2022	\$66,098.38	\$3,258.46
9/20/2022	\$26,127.20	\$1,288.00
9/22/2022	\$30,946.67	\$1,525.58
9/23/2022	\$55,287.88	\$2,725.54
9/26/2022	\$50,739.45	\$2,501.31
9/27/2022	\$19,793.79	\$975.78
9/28/2022	\$62,826.89	\$3,097.19
9/29/2022	\$23,164.49	\$1,141.94
9/29/2022	\$25,328.81	\$1,248.64
Total	\$616,691.19	\$29,152.50

STAFF REPORT
CUP 43B2-2-6-1 (lots 1,2,3,4,5) & 43B2-1-9

Request: Conditional Use Permit for Multi-Family Dwellings

Location: Northeast corner of east Lee Street (Route 1101) and St. Cecilia Avenue (Route 1102), Mineral Virginia

Tax Map: #43B2-2-6-1 (lots 1,2,3,4,5) & 43B2-1-9

Owner/Applicant: GW1 Properties LLC & Mil Investments

Site Size: 21,492.5 square feet +/-

Existing Land Use: Single-family structure exists on the property

Existing Zoning: Residential, General (RG)

Proposed Use: Multi-Family

Surrounding Land Uses: North- Single-Family Residential; South – Single-Family Residential; West-Public Park; East-Single-Family Residential

Staff: Allyson Finchum, Zoning Consultant

Background & Summary of Proposal

An application to construct multi-family housing was submitted to the Town of Mineral on June 13, 2022. A site layout was submitted showing four townhouse units.

Setbacks

The required setbacks are as follows: 30 feet-front yard, 10 feet-side yard and 25 feet-rear yard.

The proposed setbacks for the units are 37.48 feet-front yard, 42.85 feet-left side yard, 47.48 feet-right side yard and 27.75 feet-rear yard.

Parking

Eleven parking spaces have been identified on the site layout plan submitted with the application. Materials for the proposed driveway and parking is gravel.

Layout and Elevations

The four proposed dwelling units are two stories in height and contain 3 bedrooms and 2 ½ baths.

Zoning

Multi-family is a permitted conditional use under the Town of Mineral Zoning Ordinance.

Compatibility with Approved Master Plans

The proposed development is in keeping with goals, character, and pattern of development described in the Comprehensive Plan.

Evaluation and Staff Comments

Section § 425-57 of the Town of Mineral ordinance requires multifamily dwellings and apartments to be authorized by a Conditional Use Permit.

Conditional Use Permits, or CUPs for short, are permits that require discretionary approval from the Town. These types of permits consent to a use not allowed by-right in a particular zone. Just like the name implies, the permit application is approved under a set of conditions. Those conditions are set forth by the jurisdiction that the land falls within. The project must be compatible with its surrounding areas prior to granting a Conditional Use permit and conditions ensure compatibility.

Major issues involved with the evaluation of CUP requests include consistency with the Comprehensive Plan; compatibility with surrounding land uses; conditions to ensure compatibility; land suitability and physical constraints; project design; availability of adequate access, public services, and facilities to serve the development; and potential environmental impacts and mitigation measures.

Conditional Use Permits may be granted by the jurisdiction that has authority over the property, subject to its determination that the application meets the purposes of the zoning ordinance and is consistent with the comprehensive plan. If the property owner does not meet the conditions agreed upon, the CUP can be revoked and/or permits can be withheld until compliance is achieved.

Update

The Planning Commission and Town Council held a joint public hearing on September 12, 2022. The hearing was continued to October 11, 2022. The proposed conditions were updated based on feedback provided at the meeting.

Staff offers the following conditions for review by the Planning Commission and Town Council:

- 1) Development of the site shall be in conformance with the application including 1) the Site Layout Plan titled "Block 6, Lots 1 thru 5 Town of Mineral & Tax Map 43B2-1-9" by Axis Land Surveying, Inc. dated 2-11-22; 2) the submitted elevations; and 3) in general conformance with the floor plans.
- 2) Lot consolidation. A lot consolidation plat shall be submitted by the applicant, approved for consolidation by the Town and recorded by the applicant prior to approval of a zoning and building permit.
- 3) Parking and loading. Off-street parking shall comply with the Town of Mineral Code Section 425-53. The parking area shall be constructed of asphalt or other material approved by the Town Council.
- 4) Landscaping and buffers. A buffer shall be provided between the more intensive land uses and low-density single-family residences. A twenty (20) foot wide vegetative buffer strip or screen is required where this development abuts existing single-family dwellings. The buffer strip shall be planted with evergreen or deciduous trees spaced not more than 20 feet apart and supplemented with grass, shrubs and/or fencing as necessary to effectively screen the view of adjacent properties from the use within the subject property.
- 5) No more than four dwelling units shall be permitted on the parcel.
- 6) Dimensional requirements. The development shall comply with the lot and yard requirements of the district in which the development is located.
- 7) Height. Each unit shall be no more than two stories and shall not exceed forty (40) feet above natural ground level existing at time of approval of this application.
- 8) Materials. Exterior materials shall match the elevation drawing and materials submitted with the application.
- 9) A recreational and playground area consisting of an area of at least 1,000 square feet for each child under the age of 16 years that the Planning Commission and the Town Council determine will likely occupy such buildings must be established on or off premise as approved by the Town Council prior to approval of the zoning and building permits.

- 10) Access. Access to the site from the public right-of-way will accommodate two-way vehicular traffic and be constructed in accordance with VDOT standards.
- 11) This permit is issued solely for development by GW1 Properties, LLC and Miller Custom Homes, Inc. Transfer of ownership of parcels prior to the issuance of a Certificate of Occupancy for each lot shall not be permitted without approval of Town Council.
- 12) Utilities. All dwellings and buildings in this district shall receive approval for public water and sewer service by the Town of Mineral or private water and sewer by the Virginia Department of Health prior to approval of the zoning and building permit.
- ~~13) Review. This Conditional Use Permit shall be reviewed every year from the date of issuance until final certificate of occupancy has been received for the four units.~~
- 14) Drainage. Drainage will comply with all applicable local and state regulations.
- 15) Inspections. The Town Manager, Zoning Administrator or designee may from time to time inspect the site to determine compliance the terms and conditions of the permit.
- 16) Revocation. The conditional use permit may be revoked upon failure to comply with the conditions imposed at the time of the original approval or subsequent modification of the permit.

Next Steps:

The Planning Commission and Town Council will hold a joint public hearing of this matter on September 12, 2022, review/amend the conditions proposed by staff, and approve/deny/defer the matter.

**STAFF REPORT
CUP 43B2-1-1A**

Request: Conditional Use Permit for Multi-Family Dwellings

Location: East side of St. Cecilia Avenue (Route 1102), approximately 220 feet from the south side of Louisa Avenue (Route 1107) in the Town of Mineral, VA.

Tax Map: #43B2-1-1A

Owner/Applicant: GW1 Properties LLC & Mil Investments

Site Size: .791 acres +/-

Existing Land Use: Vacant

Existing Zoning: Residential, General (RG)

Proposed Use: Multi-Family

Surrounding Land Uses: North- Single-Family Residential -; South – Single-Family Residential; West-Vacant Building; East-Single-Family Residential

Staff: Allyson Finchum, Zoning Consultant

Background & Summary of Proposal

An application to construct multi-family housing was submitted to the Town of Mineral on June 21, 2022. A site layout was submitted showing nine townhouse units.

Setbacks

The required setbacks are as follows: 30 feet-front yard, 10 feet-side yard and 25 feet-rear yard.

The proposed setbacks for the units are 47.7 feet-front yard, 11.1 feet-left side yard, 12.1 feet-right side yard and 26.2 feet-rear yard.

Parking

Twenty-six parking spaces have been identified on the site layout plan submitted with the application. Materials for the proposed driveway and parking are not stated.

Layout and Elevations

The nine proposed dwelling units are two stories in height and contain 3 bedrooms and 2 ½ baths.

Zoning

Multi-family is a permitted conditional use under the Town of Mineral Zoning Ordinance.

Compatibility with Approved Master Plans

The proposed development is in keeping with goals, character, and pattern of development described in the Comprehensive Plan.

Evaluation and Staff Comments

Section § 425-57 of the Town of Mineral ordinance requires multifamily dwellings and apartments to be authorized by a Conditional Use Permit.

Conditional Use Permits, or CUPs for short, are permits that require discretionary approval from the Town. These types of permits consent to a use not allowed by-right in a particular zone. Just like the name implies, the permit application is approved under a set of conditions. Those conditions are set forth by the jurisdiction that the land falls within. The project must be compatible with its surrounding areas prior to granting a Conditional Use Permit and conditions ensure compatibility.

Major issues involved with the evaluation of CUP requests include consistency with the Comprehensive Plan; compatibility with surrounding land uses; conditions to ensure compatibility; land suitability and physical constraints; project design; availability of adequate access, public services, and facilities to serve the development; and potential environmental impacts and mitigation measures.

Conditional Use Permits may be granted by the jurisdiction that has authority over the property, subject to its determination that the application meets the purposes of the zoning ordinance and is consistent with the comprehensive plan. If the property owner does not meet the conditions agreed upon, the CUP can be revoked and/or permits can be withheld until compliance is achieved.

Update

The Planning Commission and Town Council held a joint public hearing on September 12, 2022. The hearing was continued to October 11, 2022. The proposed conditions were updated based on feedback provided at the meeting.

Staff offers the following conditions for review by the Planning Commission and Town Council:

- 1) Development of the site shall be in substantial conformance with the application including 1) the Site Layout Plan titled "Tax Map 43B2-1-1A" by Axis Land Surveying, Inc. dated 6-20-22; 2) the submitted elevations; and 3) in general conformance with the floor plans.
- 2) Parking and loading. Off-street parking shall comply with the Town of Mineral Code Section 425-53. The parking area shall be constructed of asphalt or other material as approved by the Town Council.
- 3) Landscaping and buffers. A buffer shall be provided between the more intensive land uses and low-density single-family residences. A twenty (20) foot wide vegetative buffer strip or screen is required where this development abuts existing single-family dwellings. The buffer strip shall be planted with evergreen or deciduous trees spaced not more than 20 feet apart and supplemented with grass, shrubs and/or fencing as necessary to effectively screen the view of adjacent properties from the use within the subject property.
- 4) No more than nine dwelling units shall be permitted on the parcel.
- 5) Dimensional requirements. The development shall comply with the lot and yard requirements of the district in which the development is located.
- 6) Height. Each unit shall be no more than two stories and shall not exceed forty (40) feet above natural ground level existing at time of approval of this application.
- 7) Materials. Exterior materials shall match the elevation drawing and materials submitted with the application.
- 8) A recreational and playground area consisting of an area of at least 1,000 square feet for each child under the age of 16 years that the Planning Commission and the Town Council determine will likely occupy such buildings must be established on or off premise as approved by the Town Council prior to approval of the zoning and building permits.
- 9) Access. Access to the site from the public right-of-way will accommodate two-way vehicular traffic and be constructed in accordance with VDOT standards.

- 10) This permit is issued solely for development by GW1 Properties, LLC and Miller Custom Homes, Inc. Transfer of ownership of parcels prior to the issuance of a Certificate of Occupancy for each lot shall not be permitted without approval of Town Council.
- 11) Utilities. All dwellings and buildings in this district shall receive approval for public water and sewer service by the Town of Mineral or private water and sewer by the Virginia Department of Health prior to approval of the zoning and building permit.
- ~~12) Review. This Conditional Use Permit shall be reviewed every year from the date of issuance until final certificate of occupancy has been received for the nine units.~~
- 13) Drainage. Drainage will comply with all applicable local and state regulations.
- 14) Inspections. The Town Manager, Zoning Administrator or designee may from time to time inspect the site to determine compliance the terms and conditions of the permit.
- 15) Revocation. The conditional use permit may be revoked by Town Council upon failure to comply with the conditions of this permit.

Next Steps:

Continuation of the joint public hearing on this matter by the Planning Commission and Town Council on October 11, 2022, review/amend the conditions proposed by staff, and approve/deny/defer the matter.