

**A REGULAR MEETING OF  
THE TOWN COUNCIL  
OF  
THE TOWN OF LURAY, VIRGINIA**

**Monday, December 12, 2022**

The Luray Town Council met in regular session on Monday, December 12, 2022, at 7:00 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were present the following:

**Presiding:** Mayor Jerry Dofflemyer

**Council Present:**

Ron Vickers  
Stephanie Lillard  
Jerry Schiro  
Jason Pettit  
Joseph Sours  
Ligon Webb

**Also Present:**

Steve Burke, Town Manager  
Bryan Chrisman, Assistant Town Manager  
Danielle Babb, Clerk Treasurer  
Danielle Alger, Deputy Clerk Treasurer  
Town Attorney Jason Botkins, Litten & Sipe LLP  
Jackie Elliott, Luray Downtown Initiative  
Chris Ramsey, Contractor/Zoning Applicant  
Meredith Dees, Page County EDA  
Alex White, Councilman Elect  
Margaret Stevenson, Hawksbill Greenway Foundation

*(This meeting was made public via the Town's Facebook page. Public comments were accepted prior to the meeting via e-mail to [sburke@townofluray.com](mailto:sburke@townofluray.com)).*

A quorum being present, Mayor Dofflemyer declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Vice Mayor Schiro led everyone in the United States Pledge of Allegiance. The roll was then called with all Council members present. There were no changes or additions to the agenda.

**CONSENT AGENDA**

**Motion:** Councilman Vickers motioned to approve the Consent Agenda as presented, motion seconded by Councilwoman Lillard with the vote as follows: YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

### ***Consent Agenda***

(A) Minutes of the Regular Council Meeting –11-14-2022

(B) Accounts Payable checks totaling- \$ 325,496.66

(C) 2023 Council-Holiday Schedule

## **GENERAL CITIZEN COMMENTS**

### **Contractor, Chris Ramsey-Fairview Lots**

Contractor Chris Ramsey spoke regarding an issue with the boundary line adjustment and zoning of his property. Mr. Ramsey stated that in previous discussions the lots that he owns on Fairview Road were zoned R2 but was informed recently that these lots were zoned R1. Mr. Ramsey stated that he's seeking some relief from Council to change these lots to R2. Mr. Ramsey also added that he currently has four houses under construction and pulled two permits to build two more homes but was told the plans didn't conform to zone R1. Councilman Webb stated that Council will meet with the Planning Commission and discuss the situation and get back with Mr. Ramsey. Mayor Dofflemyer thanked Mr. Ramsey for voicing his concern.

### **Margaret Stevenson, Hawksbill Greenway Foundation**

Ms. Margaret Stevenson thanked Vice Mayor Schiro for his hard work and years of service to the Town as Town Manager, Chief of Police, and Councilman.

## **PRESENTATIONS**

### **Page County Economic Development Update**

Ms. Meredith Dees updated Council on the Page County Economic Development Authority. Mrs. Dees discussed a few highlights over the year including the revolving loan fund, which is similar to the plan through LDI and that any business in town or county can apply for this loan. Mrs. Dees added that they are also working with the Agriculture Sub-Committee to support local farmers with beef and cattle. Mrs. Dees also stated they are trying to come up with a solution for the empty property on Goodrich Road that used to house the community center. Ms. Dees concluded by saying she will be stepping down from this position and is happy to stay until the next person is selected to fill her position.

### **Luray Downtown Initiative**

Program Director, Jackie Elliott, stated that the Christmas Tree Lighting was well attended and a huge success. She added that the Holiday open-house had many of the local merchants' participation and had increased their sales for that evening. Ms. Elliott added that herself along with Town Manager, Steve Burke, attended a zoom meeting for the Capstone Project by Trinity Waldron, VCU Student. Ms. Elliott stated that the Watch and Warrant Restaurant is progressing. She added that LDI will be working with Luray Parks and Recreation with the "Year in at 10" Event at Ruffner's Plaza on December 31<sup>st</sup>.

## **PUBLIC HEARINGS**

### **SUP 22-10 – 201 Williams Street**

Town Manager, Steve Burke, requested Council conduct a Public Hearing to receive citizen input and to consider a request from Southern States to construct an open front 50' X 60' metal storage shed adjacent to their main building at 201 Williams Street (Tax Map No. 42A4-A-59). The parcel is zoned Limited Industrial (I1) District which requires a Special Use Permit for any structure to be installed 407.1.7. Town Code 407.2.c&d require landscaping and/or screening of structures. Staff believe that screening is not required for the proposed installation of the storage shed. The Planning Commission conducted a public hearing and unanimously recommended approval of the Special Use Permit at their November 16<sup>th</sup> meeting.

**Motion:** Councilman Vickers moved to approve the Special Use Permit for Southern States to construct an open front 50' X 60' metal storage shed adjacent to their main building at 201 Williams Street (Tax Map No. 42A4-A-59) in the Limited Industrial (I1) District with no required screening as presented. Motion seconded by Councilman Pettit with the vote as follows: YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

### **SUP 22-11 – 10 Jackson Street**

Town Manager, Steve Burke, requested Council conduct a Public Hearing to receive citizen input and to consider an application for a Special Use Permit to operate a lodging house at 10 Jackson Street (Tax Map No. 42A3-A-121) in the High Density Residential (R3) District from Minsu LLC.

A lodging house is commonly defined as a residential building, other than a hotel, motel or bed and breakfast home, where lodging is provided for compensation on a regular basis, pursuant to previous arrangements, but which is not open to the public or transient guests, for no longer than thirty (30) consecutive days. Meals may be provided to the residents in a central location; however, no provisions shall be made for cooking in individual rooms or units. The maximum number of guests shall be two per bedroom with on-site parking for all guests.

Staff recommend the following conditions be considered:

- 1) Occupancy of no more than six (6) guests at any one time;
- 2) Off-street parking is required for all guest vehicles;
- 3) One identification sign can be permitted on the property not exceeding four square feet on either side;
- 4) Meals if provided shall be served to only guests renting bedrooms in the dwelling; and
- 5) Obtain Town Business License; Transient occupancy tax and meals tax must be collected and remitted to the Town.
- 6) Special Use Permit shall not transfer upon sale of property or membership interest composition of the holding company

The Planning Commission conducted a Public Hearing and unanimously recommended approval of the Special Use Permit at their November 16<sup>th</sup> meeting.

**Motion:** Councilman Vickers moved to approve the Special Use Permit to operate a lodging house at 10 Jackson Street (Tax Map No. 42A3-A-121) in the High Density Residential (R3) District from Minsu LLC with the conditions identified as presented. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

### **Transportation Projects & Luray's Comprehensive Plan**

Town Manager, Steve Burke, requested Council conduct a Public Hearing to receive citizen input and to consider an amendment to Comprehensive Plan – Transportation Projects.

The Amendment will introduce Project V-8, replacement of the westbound West Main Street (Route 211 Business) Bridge over Dry Run. The bridge (VDOT 1016) was constructed in 1923 and is in fair condition based upon its most recent inspection. The five span, concrete bridge is 162.5 feet long. The Comprehensive Plan will also be amended to incorporate Luray's Town Transportation Plan into the Other Resources included in the Plan. The Planning Commission conducted a Public Hearing and unanimously recommended approval of the Comprehensive Plan Amendments as presented.

**Motion:** Councilwoman Lillard moved to approve the Comprehensive Plan Amendments related to transportation projects as presented. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

### **ACTION & DISCUSSION ITEMS**

#### **Proclamation of Recognition – Vice Mayor Jerry Schiro**

Town Manager, Steve Burke, requested Council consider a Proclamation of Recognition for Vice Mayor Jerry Schiro who is retiring from Town Council after working for the Town for over eighteen (18) years and serving on Town Council for twelve (12) years.

Mayor Dofflemyer read the Proclamation of Recognition and congratulated Vice Mayor Schiro on his many years of service to the Town. Councilman Schiro thanked Council, Staff and the Community and said that it has been an honor to serve and he couldn't have worked with better people.

**Motion:** Councilwoman Lillard motioned to approve the Proclamation of Recognition for Jerry Schiro as presented, extend our thanks for his long serving commitment to the Town of Luray, and wish him a long and wonderful retirement. Motion seconded by Councilman Pettit with the vote as follows: YEA: Council Members Vickers, Lillard, Pettit, Sours, Webb. Abstain: Schiro **Approved 5-1**

#### **Award of Contract – Pyrotecnico Fireworks, Inc**

Town Manager, Steve Burke, requested Council consider the award of the Town July Fourth Fireworks Display contract to Pyrotecnico Fireworks Inc. for the 2023 and 2024 displays in an amount not to exceed \$41,000. Funding for the displays is incorporated into the Town's Annual Budget.

**Motion:** Councilman Sours motioned to award the Town July Fourth Fireworks Display contract to Pyrotecnico Fireworks Inc. for the 2023 and 2024 displays in an amount not to exceed \$41,000 as presented. And, I further authorize the Town Manager and Town Treasurer to execute all agreements necessary for these displays. Motion seconded by Councilwoman Lillard with the vote as follows: YEA; Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

#### **Award of Contract – Core & Main LP**

Town Manager, Steve Burke, requested Council consider the award of the remote water meter reading equipment to Core & Main LP in an amount not to exceed \$1,056,578 (\$981,78 Base Bid and \$75,000 contingency) for the provision and installation of new meters, remote reading equipment and software. The Town has secured a loan from Blue Ridge Bank in the amount of \$750,000 and the Town Council has authorized up to \$500,000 of ARPA funding for this project.

Councilman Vickers inquired on how soon the work will begin once we sign the contract. Assistant Town Manager, Bryan Chrisman, stated that the installation of the new meters could take up to a year. He added that the plan is to begin sometime in 2023 and finish up in the beginning of 2024.

**Motion:** Councilman Schiro motioned to award the remote water meter readings equipment to Core & Mains LP in an amount not to exceed \$1,056,578 (\$981,578 – Base Bid and \$75,000 contingency) for the provision and installation of new meters, remote reading equipment and software as presented. I further authorize the Town Manager and Town Treasurer to execute all agreements necessary for the prosecution of this project. Motion seconded by Councilwoman Lillard with the vote as follows: YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

#### **Award of Contract – Dean Park Recreation Courts Project**

Town Manager, Steve Burke, requested Council consider the award of the Dean Park Recreation Courts Project to Bushong Contracting Company in an amount not to exceed \$365,000 for the construction of one basketball court, one tennis court, one pickleball court, and the waterline improvements. The Town has received a commitment to fund donations in the amount of \$200,000 towards this project. The Town would need to fund the balance of \$165,000 from the Town's ARPA allocation, as funding for the project was not included in the Town's FY 2022-2023 Budget.

Council Members discussed concern about signing the contract until the Town has the funds in their possession. Town Manager, Steve Burke, stated that the 2 donors still want to be involved and commit to the \$200,000. Council Members Pettit and Schiro inquired about extending the bid an extra 90 days and rewording the motion to state contingent on the Town of Luray receiving the \$200,000 donation.

**Motion:** Councilman Sours motioned to award the Dean Park Recreation Courts Project to Bushong Contracting Company in an amount not to exceed \$365,000 and contingent on the Town receiving \$200,000 from the donors for construction of one basketball court, one tennis court, one pickleball court, and the waterline improvements as presented. I further move to approve the use of \$165,000 from the Town's ARPA allocation to fund this contract. And, I further authorize the Town Manager and Town Treasurer to execute all agreements necessary for the prosecution of this project. Motion seconded by Councilwoman Lillard with the vote as follows: YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

### **Award of Contract – Southern Corrosion**

Town Manager, Steve Burke, requested Council consider the award of the Water Tank Management contract to Southern Corrosion Engineered Tank Care. The term of the contract is 12 months and automatically renews for successive 12-month renewal terms unless the Town provides notice of nonrenewal 60 days in advance. The annual payment for the initial term is \$32,270. The payment due for each subsequent term increases by the percentage change in CPI for the prior year. The services provided include the inspection of the Town's Water Tanks, exterior pressure washing of the 2,000,000 gallon ground storage water tank in 2023, exterior painting of the 150,000 gallon Caverns elevated water tank in 2025, exterior painting of the 100,000 gallon Main Street elevated water tank in 2026, exterior pressure washing of the 2,000,000 gallon ground storage water tank in 2027, interior pressure washing of the 100,000 WTP ground storage water tank in 2027, interior painting of the 150,000 gallon Caverns elevated water tank and the 100,000 gallon Main Street elevated water tank in 2028. Funding for this work will be incorporated in the annual Town Budget.

**Motion:** Councilman Vickers motioned to award the Water Tank Management contract to Southern Corrosion Engineered Tank Care as presented. I further authorize the Town Manager and Town Treasurer to execute all agreements necessary for the prosecution of this project. Motion seconded by Councilman Schiro with the vote as follows: YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

### **Reappointment – Planning Commission Members**

Town Manager, Steve Burke, requested Council approve the re-appointment of Tracie Dickson to the Planning Commission with a term to expire on December 31, 2024, and the re-appointment of Ronald Good, John Shaffer, and Bill Huffman to the Planning Commission with the term to expire on December 31, 2026 as presented.

Tracie Dickson – Appointed by Jerry Dofflemyer

Town Council is requested to consider approving the re-appointment of the members of the Planning Commission with terms to expire on December 31, 2026:

Ronald Good – Appointed by Ron Vickers

John Shaffer – Appointed by Stephanie Lillard

Bill Huffman – Appointed by Alex White

**Motion:** Councilwoman Lillard motioned to approve the re-appointment of Tracie Dickson to the Planning Commission with a term to expire on December 31, 2024, and the reappointment of Ronald Good, John Shaffer, and Bill Huffman to the Planning Commission with a term to expire on December 31, 2026 as presented. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Lillard, Schiro, Pettit, Sours, Webb. **Approved 6-0**

### **ARPA**

Town Manager, Steve Burke, requested Council discuss the Town's ARPA Funding allocation.

The Town has received a request for funding from the Luray Park Association for maintenance of the Singing Tower and installation of a clock ringing program.

Councilman Webb suggested that the Town should hold back \$500,000 for a year and see what expenses may arise in the future. Mr. Webb added that the chimes would be a good expense. Councilman Schiro said he had spoken with Lowell Baughan and his priority would be the maintenance of the existing chimes. Mr. Schiro added that the Singing Tower is a staple in Luray and should be maintained. Council Members also discussed a storage building for the Parks and Recreation Department. This would also allow more storage for the Police Department.

### **TOWN ATTORNEY**

Mr. Botkins had nothing further this evening.

### **COUNCIL'S COMMENTS**

Councilman Schiro wanted to thank everyone again for the support over the years.

### **MAYOR'S COMMENTS**

Mayor Dofflemyer reminded everyone that he would see them at the upcoming Christmas Parade on Thursday, December 15<sup>th</sup> and the Town Christmas Dinner on Friday, December 16<sup>th</sup>.

### **ADJOURN**

With no further business, the meeting was adjourned at 8:35pm

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Jerry Dofflemyer  
Mayor

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Danielle N. Alger  
Deputy Clerk-Treasurer