

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

Monday, August 11th, 2025

The Luray Town Council met in regular session on Monday, August 11th, 2025, 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 Stephanie Lillard

Council Present:

Ron Vickers
Jerry Dofflemyer
Alex White
Jason Pettit
Joseph Sours
Chuck Butler

Also Present:

Bryan Chrisman, Town Manager
Michael Coffelt, Assistant Town Manager
Danielle Babb, Clerk-Treasurer
Danielle Alger, Deputy Clerk Treasurer
Bow Cook, Police Chief, Luray Police Department
Jason Botkins, Litten & Sipe
Brooke Fox, Planning and Zoning
Jackie Wood, Luray Downtown Initiative
Brad Herman, 15 Campbell Street, Luray

(This meeting was made public via the Town's Facebook page. Public comments were accepted prior to the meeting via e-mail to bchrisman@townofluray.com).

A quorum being present, Mayor Lillard declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Mayor Lillard led everyone in the United States Pledge of Allegiance. The roll was then called with all Council members present.

CONSENT AGENDA

Motion: Councilman Vickers motioned to approve the Consent Agenda with corrections as presented, motion seconded by Councilman Butler with the vote as follows: YEA: Council Members Vickers, Dofflemyer, White, Pettit, Sours, Butler. **Approved 6-0**

Consent Agenda

(A) Minutes of the Regular Council Meeting -07/14/2025

(B) Accounts Payable Totaling- **\$150,842.56**

GENERAL CITIZEN COMMENTS

Brad Herman, 15 Campbell Street

Mr. Herman thanked the Town, Town Council, and Town Manager for their hard work on the grant. Mr. Herman stated that he is so appreciative, and this grant is hugely impactful. Mayor Lillard thanked Mr. Herman and stated that she was happy to support the project and appreciates his interest in the community.

BOARDS, COMMISSIONS, DEPARTMENTAL REPORTS

Luray Downtown Initiative

Jackie Wood, LDI President, reminded everyone of the upcoming Sunflower Festival to be held on August 30th. She added there will be a lot of projects in the works. Ms. Wood will be attending the Directors Retreat from February 4th-6th, she added she is excited to see how far they've come since last time they were here.

Mayor Lillard inquired about the status of Porch and Vine. Ms. Wood stated that their target opening date is September. Ms. Wood added the new restaurant Taste of Home Downtown is doing very well.

PUBLIC HEARINGS

SUP 25-001 TBD Hilltop Lane (Green/Clayton Homes)

Town Manager, Bryan Chrisman, requested Council conduct a Public Hearing to receive citizen input and to consider the request for a Special Use Permit to locate a Manufactured Home at TBD Hilltop Lane (Tax Map No. 42A3-A-44) in the High Density Residential (R3) Zoning District. The dwelling will be approximately 1,056 square feet (24 feet by 44 feet) with three bedrooms and is located on one parcel that is approximately 0.231 acres (10,062 sq ft) in area. A Special Use Permit is required to locate a Manufactured Home in the R-3 Zoning District per Town Code Appendix A, Article IV, Section 403.2.(e).

The placement of a Manufactured Home in the R-3 Zoning District requires full compliance with the eight (8) items listed in the noted section (included).

Staff recommend the following conditions be considered:

- 1) Compliance with Town Code Section 403.2 €- all listed items.
- 2) Entrance of a suitable width and construction to be provided onto Hilltop Lane.
- 3) Storm water shall be controlled on-site and not allowed to enter the roadway.
- 4) Must conform to all R-3 setbacks – the front setback is increased to 50 feet (since Hilltop Lane only has a 20-foot ROW the setback must also be 60 feet from the center of the ROW, therefore 40 feet + 10 feet), side setbacks are 10 feet minimum, and the rear setback is 25 feet minimum. The plat confirms these.

- 5) Individual new Town water and sewer connections are required.
- 6) If a shared driveway entrance is utilized with Lot 43, the owner should complete a Deed of Easement with Survey Plat for legal use by future owners.

****Applicant requested a change from a 2-bedroom to a 3-bedroom unit, mid-process. There is no change to the exterior structure dimensions.***

Mayor Lillard opened the Public Hearing for discussion, hearing none, she closed the hearing.

Councilman Dofflemyer inquired about the water pressure on Hilltop Lane. Mr. Chrisman stated they haven't noticed any water pressure issues on the 4-inch line. He added that several meters have been checked and our system is sufficient.

Motion: Councilman White motioned that the Special Use Permit 25-001 be approved with the conditions as presented. Councilman Dofflemyer seconded the motion with the vote as follows: YEA: Council Members Vickers, Dofflemyer, White, Pettit, Sours, Butler. **Approved 6-0**

Rezoning from M-1 to B-1 RZ 25-001 – 62 Carillon Drive

Town Manager, Bryan Chrisman, requested Council conduct a Public Hearing to receive citizen input and to consider a request for a Parcel Rezoning from a Limited Industrial (M-1) designated lot to a Business (B-1) designated lot for the parcel identified as Tax Map 42A9-A-10 owned by Great Southern Land Developers, LLC (applicant/owner). The current address for the parcel is listed as 62 Carillon Drive.

Staff suggest that the following items be considered for discussion:

- 1) Street limitations, including the current use as a dead-end street, current and potential traffic volumes, and commercial access entrance, as required.
- 2) Storm water management and off-street/out-of-right-of-way parking.
- 3) The lack of properly designed and constructed cul-de-sac makes turning around at the dead-end difficult without encroaching onto private property. Additional property deeded from the applicant may be necessary to expand the right-of-way.
- 4) If not specific business use is provided, the Council can consider potential impacts from all types of by-right uses in the B-1 zoning district (see attached).
- 5) Available infrastructure elements such as water and sewer.
- 6) Compatibility of non-specified by-right uses with the current adjacent uses, which include Lodging Houses, single family dwellings, a church, and a park.
- 7) Other items relevant to the discussion as proposed by the Council, or public.

Mayor Lillard opened the Public Hearing for discussion. Mr. Chrisman received an email from Randy Tiller and read aloud to Council that stated he was in favor of the rezoning. Mayor Lillard then closed the Public Hearing.

Mayor Lillard inquired if Planning Commission had received any comments. Mr. Chrisman stated there was no comment at the Planning Commission meeting during the public hearing. Councilman Pettit suggested looking at the zoning map and changing some portions that are B1. Councilman Vickers inquired why there are private

homes in business zones. Mr. Chrisman stated these homes were built before the zoning requirements. Councilman White suggested being heard with a Special Use Permit. Mr. Chrisman stated they did a voluntary split zoning years ago and at that time 65 lots had split zoning and of those lots, 16 participated. Councilman Butler recommended tabling this until Council gets the results back from the Planning Commission.

DISCUSSION ITEMS

IRF Grant/Loan Award

Town Manager, Bryan Chrisman, requested Council discuss the topic of the IRF Grant/Loan award of \$1 million from the Virginia Department of Housing & Community Development.

A copy of the award letter is included in the packet, as well as a copy of the Governor's Press Release. The project summary sheet is included for reference.

The Town has not yet received the grant agreement and acceptance paperwork, and it is recommended that no formal action be considered until those documents are received, and the various parties have adequate time for review and comment.

Councilman Butler stated that he was thrilled with this approval.

ACTION ITEMS

BZA Appointment Recommendation

Town Councilman, Ron Vickers, requested Council review, discuss, and take action on an appointment to the Town's Board of Zoning Appeals (BZA).

Jeff Crawford of 3 Rowe Drive has indicated a willingness to serve on the BZA.

Mr. Crawford moved to Luray in 2020 and is a retired Prince William County Fire & Rescue Chief Officer.

After action by Council, the Town Attorney will file the necessary pleadings requesting that the Circuit Court confirm the appointment.

If selected, Mr. Crawford would fill the seat vacated by the untimely passing of Lowell Baughan and serve the remainder of that term.

Motion: Councilman Vickers recommended that Jeff Crawford be appointed to the BZA for a term commencing upon his appointment and qualification and expiring on June 30, 2026. Motion seconded by Councilman White with the vote as follows: YEA: Councilman Vickers, Dofflemyer, White, Pettit, Sours, Butler. **Approved 6-0**

TOWN ATTORNEY'S REPORT

No further comments.

COUNCIL COMMENTS

Councilman White advised fellow members that he will be pursuing his law degree at Yale and will end his term on October 7th. Mr. White thanked everyone for the opportunity to serve on Council. Councilman Dofflemeyer wished Mr. White good luck.

Councilman Dofflemeyer also congratulated Chief Bow Cook for the National Night Out being a success.

MAYOR'S ANNOUNCEMENTS

Mayor Lillard stated she didn't have any announcements. Mr. Chrisman reminded everyone of the upcoming Work Session on August 26th. Councilman Dofflemeyer inquired if the October meeting will interfere with the VML conference. Mr. Chrisman stated the meeting would be moved back a day. He added that it would be held on October 15th, and Planning Commission would hold their meeting on October 16th. The Triathlon will be held on August 16th and 17th.

ADJOURN

With no further business, the meeting was adjourned at 7:41 p.m.

Stephanie Lillard
Mayor

Danielle Alger
Deputy Clerk-Treasurer