

**WORK SESSION OF
THE TOWN COUNCIL
OF
THE TOWN OF LURAY, VIRGINIA**

Tuesday, August 26th, 2025

The Luray Town Council met in a work session on Tuesday, August 26th, at 5:30 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
Jason Pettit
Joseph Sours
Chuck Butler (via phone)

Absent:

Alex White

Also Present:

Bryan Chrisman, Town Manager
Michael Coffelt, Assistant Town Manager
Chief of Police, Carl “Bow” Cook, Luray Police Department
Joey Haddock, Superintendent, Water Treatment Plant
Brooke Newman, Planning and Zoning Coordinator
Deb Nealis, Customer Service Clerk and new retiree
Brad Herman, 15 Campbell Street
Jackie Wood, Luray Downtown Initiative
Tyler Austin, Racey Engineering

(This meeting was made public via the Town’s Facebook page.)

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.

ROLL CALL

The roll was called with all members present except Councilman White. Councilman Butler attended remotely.

UPDATES & DISCUSSION ITEMS

Proclamation of Appreciation – Deb Nealis

Mayor, Stephanie Lillard, requested Council support a Proclamation of Appreciation for Deb Nealis, a dedicated Town employee with many years of service. Deb has elected to retire effective September 1st, and Friday, August 29, 2025, will be her last day at work.

Town Council can accept this Proclamation by acclamation, and Mayor Lillard can then sign accordingly.

Mayor Lillard presented the Proclamation to her as a small token of our esteem and appreciation for her many years of dedicated service to Luray and its citizens.

Councilman Pettit stated that Deb has answered many of his questions over the years and it has been a pleasure. Ms. Nealis stated that it has been a privilege to be here 27 years.

Motion: Councilman Dofflemyer motioned to approve the Proclamation for Deb Nealis as presented. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

Town Water & Sewer Capacity Evaluation

Mayor Lillard requested Council receive a summary report from Tyler Austin, PE/LS, of Racey Engineering, regarding overall estimated water and sewer capacity for development.

The evaluation was completed using the existing zoning for current parcels.

The results of this evaluation can help guide the Town's development, rezoning, and system expansion efforts in the future.

Expanding capacity at the Water Treatment Plant consists of upgrading our withdrawal and processing permit with Virginia and adding filters to complete both current skids. Additional capacity can be provided by adding the third PALL skid to the plant. The plant's total capacity is rated at 3 million maximum gallons per day with all three skids installed.

The Town is already working on a potential scope of work for expansion of wastewater processing at the current site.

The Town, with engineering/design/analytical support from Racey Engineering have identified certain areas of town that will need enhanced utilities in order to accommodate potential growth inside of the corporate boundary.

Tyler Austin, Racey Engineering, stated there were 18 different plots/locations on map that have potential as currently zoned without rezonings. Mr. Austin provided charts for Council to review. Councilman Sours inquired when the study was done at Wal-Mart, were additional houses considered? Mr. Austin stated they went with max density which included other homes that haven't been built yet. Councilman Pettit inquired about looking at undeveloped lots. Mr. Austin stated that he is concentrating on the large ones that make an impact. Mr. Chrisman added that they are finding ways to build capacity. He also added that they were looking into the Wastewater Plant now in an effort to maximize the number of gallons. Mr. Chrisman stated that we have to be able to handle the volume even if we use different technology. Mr. Chrisman added that cumulatively the lots will add up and Mr. Austin will make sure we include that.

Site Plan Exhibit- 15 Campbell Street

Town Manager, Bryan Chrisman, requested Council receive a review of the updated Site Plan for the 15 Campbell Street project.

This new layout expands upon previous comments from the Town and Council, as well as providing additional revisions proposed by the project owner and engineers.

The shifting of the public-accessible travel way and strategic placement of the new dumpsters and new LP gas tank will maximize the available parking.

Given the current property ownership, the elements of public right-of-way, and the proposed project plan, staff have no objection to the pursuit of the proposed easements to help facilitate additional public access and tenant parking at this site.

Councilman Pettit inquired if the parking places that currently exist by Gathering Grounds will remain unchanged. Mr. Chrisman stated these will be unaffected.

LDI Work Plans

Jackie Wood, Luray Downtown Initiative, stated that they've been working on their 2026 work plan. Ms. Wood wants to ask permission to use the visitors center to bring the Farmers Market back in May through October. She stated they would probably run one Saturday a month from 9am-2pm with a twenty-dollar vendor fee. Ms. Wood added that this is both a want and a need in our community. Councilman Vickers inquired if LDI would be managing this. Ms. Wood stated yes, LDI would oversee the market. Ms. Wood stated that another item up for consideration is the Christmas Tree Lighting. Ms. Wood stated that it currently interferes with the holiday festival. Ms. Wood added that her and Tony Villa have been tossing around the idea of moving the tree lighting to the first Saturday in December and can build a promotion around it. She added this is what she would like to do at the 2026 event. Council Members preferred to keep the event the same day as the Chamber Festival but would consider a time change. Council suggested moving the Tree Lighting to 8pm.

Comcast Cable Franchise Agreement Draft

Town Manager, Bryan Chrisman, requested Council review and discuss a draft Franchise Agreement between the Town and Comcast.

The Town Manager and Town Attorney have been reviewing this submittal and have made suggested changes that have been, or will be, incorporated by Comcast.

Included for Council review is the first draft with comments from the Town to Comcast.

Also included is the latest version re-submitted by Comcast and reviewed by Mr. Botkins with a few additional items in red.

Mr. Chrisman has asked questions about the channel line-up (included), and the availability of local news channels for our citizens. Two big issues for Mr. Chrisman were being covered under their insurance for their work in our right-of-way, as well as them having to relocate their items that interfere with our ROW projects at their cost.

MAYOR COMMENTS

No further comments.

ADJOURN

With no further business, the meeting was adjourned at 6:25 p.m.

Stephanie Lillard
Mayor

Danielle N. Alger
Deputy Town Clerk