

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

**Wednesday, October 15<sup>th</sup>, 2025**

The Luray Town Council met in regular session on Wednesday, October 15<sup>th</sup>, 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  
Jason Pettit  
Joey Sours  
Chuck Butler

**Also Present:**

Bryan Chrisman, Town Manager  
Michael Coffelt, Assistant Town Manager  
Danielle Babb, Clerk Treasurer  
Danielle Alger, Deputy Clerk Treasurer  
Chief Bow Cook, Luray Police Department  
Brooke Fox, Planning and Zoning  
Town Attorney, Jason Botkins, Litten & Sipe  
Powell Markowitz, Luray-Page Airport Authority  
Susan Corbett, 397 Riverbend Road, Stanley

*(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](mailto: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.

**CONSENT AGENDA**

**Motion:** Councilman Vickers motioned to approve the Consent Agenda as presented, motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Pettit, Sours, Butler.  
**Approved 5-0**

*Consent Agenda*

**(A) Minutes of the Regular Council Meeting –09/08/2025**

**(B) Minutes of the Special Meeting- 09/23/2025**

**(C) Accounts Payable totaling- \$314,840.08**

**\*Financials will be available after the audit.**

**GENERAL CITIZEN COMMENTS**

**Susan Corbett, 397 Riverbend Road, Stanley**

Ms. Corbett informed Council she has been working with the Farm Bureau Women's Committee to re-open the Farmers Market. She added she would like this to run every Saturday beginning in May going through the end of September. Ms. Corbett stated that it is very important with an agricultural community to have a market for them. She added that the more things happening on weekends is good for the Town and County.

**Council Response**

Councilman Dofflemyer inquired about the previous market. Ms. Corbett stated that she is working with Daughters of the Stars, Liz Lewis, and PACA members to see what works and why the market failed before. She added that having the Farm Bureau backing them would make this better.

**BOARDS, COMMISSIONS, DEPARTMENTAL REPORTS**

**Luray Downtown Initiative**

Treasurer, Danielle Babb, stated Jackie Wood regretted not being able to attend tonight's meeting but was under the weather. Ms. Babb stated they have a new CDBG loan applicant that they are very excited about and will be a good fit for the program. Ms. Babb stated this will be brought to Council in the near future. Ms. Babb stated that Jackie wanted to thank everyone who attended the Karaoke Night at Saga Meadery. She added that Jackie was preparing for the Downtown Halloween Event and believed this will be largely attended this year.

**Luray-Page Airport Authority**

Powell Markowitz thanked Council for having him this evening. Mr. Markowitz briefed Council on a few things that have been happening at the Airport. He added the terminal buildings have been

completed, along with all grants being closed. Mr. Markowitz stated they were planning on closing their USDA loan, but with the government shutdown this has been postponed. Mr. Markowitz stated the only thing on their agenda for the upcoming year would be updating the Master Plan. He said the plan update will cost several hundred dollars but 98% will be paid through grant funding. Mr. Markowitz stated that all the hangars are leased, and everyone is current on their rent. Mr. Markowitz ended by stating the traffic has been good and that he is waiting on the economic study results and should have those in about a month.

Councilman Sours inquired about the fuel sales and stated that Mr. Markowitz was optimistic about growth at his last update to Council. Mr. Markowitz stated sales have been even with last year. Mr. Markowitz stated that the weather has an impact on the fuel sales. Councilman Dofflemyer thanked Mr. Markowitz for what he has done and is continuing to do with the Airport.

Councilman Dofflemyer motioned to approve the Airport Authority Re-Appointment that was to be later this evening on the agenda.

**Motion:** Councilman Dofflemyer motioned Powell Markowitz be appointed to the Luray-Page County Airport Authority for a new four-year term. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

## **PUBLIC HEARINGS**

### **COMCAST Franchise Agreement**

Town Manager, Bryan Chrisman requested Council conduct a Public Hearing to receive citizen input and to consider a proposed Franchise Agreement with COMCAST.

Mr. Chrisman stated himself and Town Attorney, Jason Botkins, have reviewed and proposed changes to the draft versions. The version tonight is the final proposal.

An Ordinance with Exhibit is included for review in tonight's packet.

Mr. Chrisman stated that any modifications to the local service listing would have resulted in a re-evaluation. Federal requirements have changed since the establishment of this original agreement, and franchisees are no longer required to provide this service. We elected to leave the list as-is to keep the service addresses listed.

Mayor Lillard stated that Comcast had submitted a bid to provide services on the terms in the franchise agreement that was advertised.

Mayor Lillard opened the Public Hearing for citizen comment. Hearing none, Ms. Lillard closed the Public Hearing.

Mayor Lillard stated in the packet there was a bid that we received to provide services, she inquired if there were any other bids or recommendations from staff. Mr. Chrisman stated bidding was closed and Council should consider adoption tonight.

**Motion:** Councilman Sours motioned the COMCAST Franchise Agreement be approved, and the Ordinance with Exhibit be adopted as presented. Motion seconded by Councilman Dofflemyer with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

## **DISCUSSION ITEMS**

### **IRF Grant/Loan Update**

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

The Town has participated in a Zoon meeting with DHCD and HUB Development, LLC regarding the kick-off needs. The Town has issued a Zoning Certification and a Zoning Permit to Brad Herman for the 15 Campbell Street project. Mr. Chrisman stated that Mr. Herman and the Town are still ironing out some details and specifics with this project.

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.

Mr. Chrisman has participated in several online meetings with Mr. Herman. Mr. Herman mentioned that Council had discussed a potential site visit at the Special Meeting. Mr. Chrisman told Council to let him know their preference for a walk thru.

### **Council Vacancy Announcement**

Mayor Lillard requested Council review and discuss the vacant seat on the Town Council created by resignation of Alex White.

The Council has 45 days from the date of the vacancy, October 8, 2025, to appoint a replacement member.

A proposed schedule of necessary steps is included as:

October 15, 2025	Council Announcement of the Vacancy
October 28, 2025	Candidate Interviews in a Closed Meeting Council Announcement of Candidates

November 10, 2025 Council Announcement of the Selection

The Mayor announced that there was a vacant seat on Council.

## **ACTION ITEMS**

### **Chapter 86- Utilities Amendments**

Town Manager, Bryan Chrisman, requested Council consider adopting changes to Chapter 86- Utilities, of the Town Code.

These changes have been proposed by Town staff and formulated by the Town Attorney. Mr. Chrisman stated there were some potential changes. He added there were some things that needed to be changed or reworded. Council will see more over the next few months. In the packet what is underlined in red, needs to be added and the ones with a mark through them, will be removed. Mr. Chrisman stated that Mr. Botkins has done a good job highlighting what needs to be done. Mr. Chrisman added that there were substantial changes by state law.

No advertisement or public hearing is required.

Mr. Chrisman stated the changes will better align our Ordinance with current practices and operational needs. They will also eliminate some ambiguous language and inconsistencies.

Motion: Councilman Dofflemyer motioned that the Chapter 86 Amendment Ordinance be approved, as presented. Councilman Butler seconded the motion with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

### **Social Media Policy**

Town Manager, Bryan Chrisman, requested Council consider adopting changes to the Code of the Town by removing the section on social media and adopting the included policy, to be administered by the Town Manager.

These changes have been proposed by the Town staff and recommended and formulated by the Town Attorney.

Motion: Councilman Butler motioned that the Chapter 2-156 Ordinance Repeal be approved, as presented. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

### **Resolution of Referral- Mobile Food Units**

Town Manager, Bryan Chrisman, requested Council consider adopting a Resolution of Referral regarding Mobile Food Units.

The referral will enable the Planning Commission to begin assessing the issue and collecting information to formulate a recommendation back to Council.

Based on the current advertising schedule, the Planning Commission will hold their Public Hearing on October 16, 2025, and the Town Council will hold their Public Hearing on November 10, 2025.

A copy of the Resolution is included in tonight's packet, as well as the proposed amendments and a copy of the Commission's cover report which includes comments and bullet points on several of the topics raised by Council at their last meeting. The Council had requested additional information on taxes and fees which have been provided by the Town Attorney and this information included in the Planning Commission cover report.

From a staff perspective, Council may consider limiting the number of additional folding, removable tables to one (1) or two (2) tables of a certain size to be more specific and indicating that the seating for up to eight (8) customers is both portable and easily removable (not permanent). Providing on-site food consumption will necessitate enhanced trash standards. With these types of units setting up and serving in the Business District (B-1) as a by-right use, the aesthetics of the operations have been a concern.

Councilman Sours stated that he hopes to hear from potential vendors. Mr. Chrisman stated that he had been in touch with a few by phone. Councilman Pettit inquired if a brick and mortar would fall under one business license. Mr. Chrisman stated yes. Councilman Pettit also inquired about the seating. Mr. Pettit stated that depending on lot sizes, that seating should be permitted. He added that not every situation is the same and would vary on site and flexibility. Mr. Chrisman stated that it would depend on the owner of the property. Mr. Chrisman also mentioned that this would be discussed at the upcoming Planning Commission meeting.

Motion: Councilman Pettit motioned that the Resolution of Referral be approved, as presented. Councilman Butler seconded the motion with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

### **Resolution of Referral- Zoning Text Amendments**

Town Manager, Bryan Chrisman, requested Council consider adopting a Resolution of Referral regarding Zoning Text Amendments.

Mr. Chrisman stated the referral will enable the Planning Commission to begin assessing the issue and collecting information to formulate a recommendation back to Council.

Based on the current advertising schedule, the Planning Commission will hold their Public Hearing on November 12, 2025, and the Town Council will hold their Public Hearing on December 8, 2025.

Mr. Chrisman stated there is a resolution included in tonight's packet initiating the referral as well as Exhibit A which is recommended for change by the Police Department along with off-street parking mentioned by Council.

**Motion:** Councilman Sours motioned that the Resolution of Referral be approved, as presented. Motion seconded by Councilman Pettit with the vote as follows: YEA: Council Members Vickers, Dofflemeyer, Pettit, Sours, Butler. **Approved 5-0**

### **TOWN ATTORNEY'S REPORT**

Mr. Botkins had nothing further this evening.

### **COUNCIL COMMENTS**

Councilman Butler reminded everyone of the upcoming 250<sup>th</sup> Anniversary of the Declaration of Independence. Two of the four markers will be in Luray and Council needs to decide where they would like them to be placed. Mr. Butler stated there were a lot of people from this area that were instrumental in the American Revolution.

### **MAYOR'S ANNOUNCEMENTS**

Mayor Lillard stated she would be judging the Halloween Costume Contest during the Downtown Halloween Event. Councilman Vickers and Dofflemeyer will be the other two judges. Mayor Lillard also stated that she received notice from the Chamber of Commerce about an email scam. Mayor Lillard reminded everyone of the upcoming ribbon cutting at Porch N Vine on Friday, October 17<sup>th</sup> at 11am. Mayor Lillard also reminded everyone of the second fundraiser for the Hawksbill Greenway Extension on Saturday, October 18<sup>th</sup>. Mayor Lillard encourages everyone to stop by and support the event.

### **ADJOURN**

With no further business, the meeting was adjourned at 7:45 pm.

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Stephanie Lillard  
Mayor

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Danielle Alger  
Deputy Clerk-Treasurer