

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

Monday, November 10th, 2025

The Luray Town Council met in regular session on Monday, November 10th, 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
John Sonifrank, Wastewater Treatment Plant Superintendent
Town Attorney, Jason Botkins, Litten & Sipe
Jackie Wood, Luray Downtown Initiative
Paula Kibler, Luray Downtown Initiative
Gina Hilliard, Luray-Page Chamber of Commerce
Leslie Currle, Economic Development Authority
Tyler Austin, Racey Engineering

(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.

AGENDA ADDITIONS OR DELETIONS

Motion: Councilman Pettit motioned to add to Item 11 Closed Session. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

CONSENT AGENDA

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

Consent Agenda

(A) Minutes of the Regular Council Meeting –10/15/2025

(B) Minutes of the Special Meeting- 10/28/2025

(C) Accounts Payable totaling- \$165,499.30

(D) Financial Reports for the period ending October 31, 2025.

BOARDS, COMMISSIONS, DEPARTMENTAL REPORTS

Luray Downtown Initiative

Jackie Wood, LDI Director, stated that the Halloween Event was a big success and thanked the Police Department and Recreation Department for their help. Ms. Wood stated they had the most participants ever in the Halloween Costume Contest. Ms. Wood said the Tree Lighting Ceremony will be held on December 5th and the Shenandoah National Park will be providing hot cocoa for everyone.

Economic Development Authority

Leslie Currle, EDA Director, provided a few updates. Ms. Currle stated they are primarily focused on their zero percent gap lending program. She added they have \$100,000 in loan funding for projects that include Rudy's Diner expansion and the Airport. Ms. Currle stated they continue to support small business growth and support the labor force. Ms. Currle stated they have an Agricultural Sub Committee who are working with the regional meat processing facility. \$30,000 has been provided for this project and has now transitioned into a private investment. Ms. Currle stated that she is hoping this is a major step in supporting local farmers and the agricultural infrastructure.

Luray-Page Chamber of Commerce

Gina Hilliard, Luray-Page Chamber President, thanked the Town for their partnership. Ms. Hilliard provided a packet for Council Members to review. Ms. Hilliard stated they were working on the new website but aren't ready to launch it quite yet. Ms. Hilliard stated they have participated in many ribbon

cuttings this year. She added the Women in Business sponsored by Pioneer Bank was continuing to grow. The next event will be held at the Vintage Barrel. Ms. Hillard invited Council members to attend the upcoming networking breakfast. Ms. Hillard stated they will be celebrating the Chambers 100th year in 2026. She also reminded folks of the December 5th Holiday Festival and encouraged everyone to shop local and eat at our local restaurants.

PUBLIC HEARINGS

Zoning Amendments- Articles III, IV, V

Town Manager, Bryan Chrisman requested Council conduct a Public Hearing to receive citizen input and to consider several text amendments to the Zoning Ordinance, specifically confirming suitable uses in each district, removing generic statements, adding Manufactured Homes as a by-right use in the R-3 and R-4 zoning districts, modifying the requirements for manufactured homes, and moving Bed & Breakfast uses and Manufactured Home uses to their own chapters, 518 and 520 respectively.

The text amendments will also make important updates and changes to the Ordinance to bring the text sections into compliance with local preferences and practice. The Town Attorney has provided the proposed changes and a copy of the proposed text amendments is included for Council review.

Mayor Lillard opened the hearing for public comments. Hearing none, she then closed the hearing.

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

Mobile Food Units

Town Manager, Bryan Chrisman requested Council conduct a Public Hearing to receive citizen input and to consider several text additions and amendments to the Zoning Ordinance, specifically related to Mobile Food Units.

Mr. Chrisman stated that he is waiting on recommendation from the Planning Commission from their upcoming Regular December meeting and has not received any comments from the public.

Mayor Lillard opened the hearing for public comments. Hearing none, she then closed the hearing.

Council will discuss this again at the December Regular Meeting under Action Items.

DISCUSSION ITEMS

WWTP P.E.R. Proposal

Town Manager, Bryan Chrisman, requested Council receive a presentation from Tyler Austin, PE/LS, regarding a proposal to complete a Preliminary Engineering Report (PER) for potential upgrades and expansions to the WWTP.

Mr. Austin stated the proposal was provided in the Council packets this evening. Mr. Austin stated Phase 2 of the capacity study will be finished by the end of this year. Mr. Austin added that the preliminary results have already met capacity.

Mr. Austin stated the next step in evaluating capacity or gaining capacity will be through a preliminary report that shows options. He stated the drawings are included. He added plans to move forward to assess the condition, prioritize upgrades and introduce cost perimeters. Mr. Austin added that over the years some significant equipment has gone down. Mr. Chrisman stated that some of the equipment has lasted far longer than expected. He added it is tough finding parts for the older equipment and sometimes you can't find parts at all. Mr. Chrisman stated they are currently gathering information to enable their repair or replacement. These items, plus the sludge processing and UV light equipment replacement deal with efficient and effective plant operations and effluent quality. The goal of the PER would be to ascertain enhancements to the WWTP being able to process an increased quantity of effluent. Mr. Austin stated that it's good to know our options and the end game is we need more capacity. Mr. Chrisman stated he will have more updates after the Thanksgiving holiday and will provide those by the December meeting.

ACTION ITEMS

CDBG Loan Request- 12 W Main Street

Treasurer, Danielle Babb, requested Council review the application for the CDBG Loan Pool Funds for improvements to the property located at 12 West Main Street.

The application request is from Ryan Lee Hodson and John R. Dedman Jr. dba Luray Modern. The applicants are the owners of 12 W. Main Street and intend to fully renovate the building with these funds. The applicants are also former loan fund participants (2018) for their project at 20 W. Main Street. The applicants fully renovated this property as well as repaying the loan well in advance of the maturity date.

Ms. Babb stated the property at 20 W. Main Street known as Broad Porch Coffee is a thriving downtown business. The applicants also own the coffee roastery located at 1 North Alley. Plans for the 12 W. Main Street property include a mixed-use space with retail use on the ground level and housing on the second floor. Design renderings have been provided for the space.

Ms. Babb stated the building at 12 W. Main Street has been vacant since 1982 and is in significant disrepair. Renovations will need to include improving the structural integrity of the property foremost. These improvements will prevent further deterioration of the structure and preserve the building's historic integrity.

The applicants are requesting \$50,000-\$100,000 in funding, however; only \$61,000 is currently available in the CDBG revolving fund balance. Town staff, along with the LDI Loan Advisory Committee, recommend approval of \$50,000 in loan funding. The applicants have stated in their application that CDBG funds will cover less than 1/3 of the total renovation investment.

The application and supporting documents have been reviewed and approved by the Luray Downtown Initiative Board of Directors. The documents have also been examined by the Loan Pool Committee's financial advisors. Town Staff and the Town Attorney are both satisfied with the loan documents and collateral. The Town Attorney has drafted the enclosed Deed of Trust and Promissory Note.

Councilman Dofflemyer stated these folks have a great track record with their previous CDBG loan. Councilman Pettit stated that he was in full favor of this loan.

Motion: Councilman Dofflemyer motioned the loan request be approved, as presented. Motion seconded by Councilman Butler with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

CLOSED SESSION

Discussion, Consideration & Interviews of Prospective Candidates and Discussion of the Performance of a Specific Employee- Town Manager

Town Council is requested to go into Closed Meeting for discussion, consideration, and interviews of prospective candidates for appointment, and to discuss the performance of a specific employee, as authorized by Section 2.2-3711 (A) (1) of the Code of Virginia. The subject matter is the vacant position on Town Council, and the performance of the Town Manager.

Motion: Councilman Pettit motioned to recess the regular meeting and to convene in and go into Closed Meeting for the purpose of discussion, consideration, and interviews of prospective candidates for appointment, and to discuss the performance of a specific employee, as authorized by Section 2.2-3711(A)(1) of the Code of Virginia. The subject matter is the vacant position on Town Council, and the performance of the Town Manager. Councilman Sours seconded the motion with the following members voting YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

-Closed Meeting-

Motion: Councilman Pettit motioned to adjourn the Closed meeting and reconvene in open session. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

Certification: Mayor Lillard asked members of Council to certify that to the best of their knowledge only matters covered under Section 2.2-3711(A)(1) of the Code of Virginia were heard, discussed, or considered during the closed session. Motion: Councilman Pettit motioned to certify the closed session; Councilman Sours seconded the motion with the following members voting YEA: Mayor Lillard, Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

FURTHER ACTION BY COUNCIL

Mayor Lillard requested Council appoint an eligible Luray citizen to serve the remaining term of a Council vacancy.

The remaining term will expire December 31, 2026.

The vacancy was created upon the resignation of Alex White on October 8, 2025.

Motion: Councilman Pettit motioned that Ryan Dean be appointed to the Luray Town Council to fill a vacancy, and to serve the remainder of the term until December 31, 2026. Motion seconded by Councilman Butler with the vote as follows: YEA; Council Members Vickers, Dofflemyer, Pettit, Sours, Butler. **Approved 5-0**

TOWN ATTORNEY'S REPORT

Mr. Botkins had nothing further this evening.

COUNCIL COMMENTS

Councilman Dofflemyer inquired about the tennis courts by the American Legion Building. Mr. Chrisman stated the tennis courts will be Council's decision but noted their significant state of disrepair.

MAYOR'S ANNOUNCEMENTS

Mayor Lillard stated that she had received a call from Kevin Moses who had a dozen boy scouts at Lake Arrowhead and was very complimentary of the Town Staff. Councilman Pettit stated that the lake looks the best that it ever has. Mayor Lillard stated that it's very peaceful and the atmosphere is great.

Mayor Lillard also stated that she had a meeting with the Luray Police Foundation. The police department plans to move forward with purchasing two canines, one for each shift.

ADJOURN

With no further business, the meeting was adjourned at 9:32 pm.

Stephanie Lillard
Mayor

Danielle Alger
Deputy Clerk-Treasurer