

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

Monday, December 8th, 2025

The Luray Town Council met in regular session on Monday, December 8th, 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
Ryan Dean
Joey Sours
Chuck Butler

Council Absent:

Jason Pettit

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
Brad Mauzy, Audit Manager Robinson, Farmer & Cox (present via phone)
Tyler Austin, Racey Engineering
Rod Graves, VA250 Update
Rebecca Armstrong, VA250 Update
Elizabeth Graves, VA250 Update
Gladys McNemar, Hawkbill Greenway Foundation
Bill Dudley, Hawksbill Greenway Foundation
Jon Graves, Hawksbill Greenway Foundation
Members of the 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 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 Dofflemyer motioned to move Item 10B and 10C to spots earlier on the agenda. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, 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, Sours, Butler. ABSTAINED: Council Member Dean **Approved 4-0**

Consent Agenda

(A) Minutes of the Regular Council Meeting –11/10/2025

(B) Accounts Payable totaling- \$274,765.78

(C) Financial Reports for the period ending 11/30/2025

(D) 2026 Holiday & Meeting Schedule

PROCLAMATION

Mayor Lillard read aloud and presented a proclamation honoring the service and legacy of Ken Beyer- a key figure in the development and continuation of our Greenway Trail.

A short video was also provided in honor of Ken and the Greenway Trail.

Greenway Foundation Member, Bill Dudley, thanked everyone for their support. He added that Rod and Jon Graves have a wonderful donation to give to the foundation. Jon Graves stated that he and Rod Graves would be donating twenty-five thousand dollars to the expansion of the greenway. Mr. Graves stated that he is very proud of the work his brother and Bill Dudley have put into the greenway along with the Town of Luray. Rod Graves stated that it was a great honor to donate. He added the committee has worked really hard on the greenway and wants everyone to know this donation is in honor of Ken Beyer.

Donations for the Greenway Expansion are at nearly fifty thousand including a five thousand grant from SVEC.

Motion: Councilman Dofflemyer motioned the Proclamation honoring Ken Beyer be approved, as presented. Motion seconded by Councilman Butler with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Sours, Butler. **Approved 5-0**

BOARDS, COMMISSIONS, DEPARTMENTAL REPORTS

FY25 Audit Report

Due to inclement weather, the presentation was done remotely.

Mr. Brady Mauzy, Audit Manager, presented the 2024-2025 Fiscal Year Audit Report for the Town. Mr. Mauzy provided the final report for members. Robinson Farmer Cox Associates issued the Town an *Unmodified opinion*, which is the highest and best opinion the profession offers. Mr. Mauzy stated there were no weaknesses in internal controls or deficiencies in compliance. Highlights of the audit presentation included the unrestricted fund balance, net investment in capital assets and Water and Sewer Fund Balance. Mr. Mauzy stated that everyone is always so good to work with. He added that it's always good to go through an audit and he stated that Treasurer, Danielle Babb played a huge part in that.

Councilman Vickers stated that he was impressed with the audit report. Mayor Lillard thanked Mr. Mauzy and Town Staff for very good work. Bound copies of the audit report will be distributed as soon as they are received.

VA250 Update

Rebecca Armstrong, Page County Economic Development introduced Mr. Rod Graves to give an update on the VA250. Mr. Graves appreciates everyone for taking the time to listen to his update and support. Mr. Graves stated that he was here to seek support America's 250th commemoration and Page County VA250 Committee projects by approving a site location for a historical marker. The committee plans to place four historical markers in high traffic areas for visibility for locals and visitors. He added these markers will be unique to each community within the county and will feature a short story unique to the town or area where it is placed. Mr. Graves stated the greenway would be a great marker for the Town of Luray. Mr. Graves stated any funding that the Town could provide will be welcomed and supported.

PUBLIC HEARINGS

Zoning Text Amendments

Town Manager, Bryan Chrisman requested Council conduct a Public Hearing to receive citizen input and to consider the proposed zoning text amendments to Section 202, and Chapters 406, 409, 503 and 521.

A copy of the proposed Text Amendments is included for Councils review. Town staff, and the Town Attorney, worked together to create these proposed amendments.

Mr. Chrisman stated that two changes have occurred. They are portable storage containers and portable refuse.

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

Councilman Sours inquired about the rationale for thirty days on permits. Mr. Chrisman stated that building permits are typically valid for six months, unless someone has extenuating circumstances, they can extend further. Councilman Sours stated with refuse, the thirty days could be their dump schedule. Mr. Chrisman stated that he would be in contact with the building official.

Comprehensive Plan Update 2025

Town Manager, Bryan Chrisman requested Council conduct a Public Hearing to receive citizen input and to consider the proposed Comprehensive Plan Update & Amendment.

A copy of the proposed Comprehensive Plan draft is included tonight for Council Review.

Mr. Chrisman wanted to thank Brooke Fox, Planning & Zoning Technician who has worked extremely hard on this for almost a year, as well as the Planning Commission and Department Heads. Mr. Chrisman stated the Planning Commission held their hearing with an approval of 5-0.

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

Mr. Vickers stated that he would love to see a paper copy of the Comprehensive Plan for the libraries and in the schools.

Councilman Butler stated he'd like to see the Lake section expanded to more than one paragraph. Councilman Sours thanked Brooke for a good job. Councilman Vickers stated that he enjoyed the historic pictures, said it really caught his attention.

Motion: Councilman Dofflemyer motioned the Town Council amend the Comprehensive Plan, as proposed and approve the enclosed Resolution. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Sours, Butler. **Approved 5-0**

DISCUSSION ITEMS

WWTP PER Proposal

Town Manager, Bryan Chrisman, requested Council receive an updated submittal from Tyler Austin, PE/LS with Racey Engineering & Surveying.

A copy of the updated proposal to complete a Preliminary Engineering Report at the WWTP is enclosed.

Mr. Chrisman stated that Mr. Austin is here if anyone has questions tonight. Mr. Chrisman stated that he requested Mr. Austin re-work the proposal to include phasing of the essential items which (with Council approval of this concept), Mr. Chrisman intends to authorize stepwise moving forward as the progress of the project advances. Mr. Chrisman stated since this will be part of a Budget Amendment, A Public Hearing is planned for the January 12, 2026, regular meeting. The other portion of that Budget Amendment will be the funds needed to secure critical equipment repairs/replacements at the WWTP. Facilitation of a PER for the WWTP expansion and operations will chart future steps needed to be undertaken by the Town.

Councilman Vickers inquired about the graphics and how this will work. Mr. Austin stated that more storage tanks will be needed to store effluent. Mr. Austin stated the hard part is how we operate the plant and phase it to be able to do this. He added that John Sonifrank, Superintendent of Wastewater, has some great ideas on how to do this. Councilman Butler stated that he likes the phase concept.

Mr. Chrisman stated the Town plans to utilize the NSVRC On-Call Program for consulting and engineering. The estimated cost will be \$2,500.

ACTION ITEMS

Mobile Food Units

Town Manager, Bryan Chrisman, requested Council consider adopting the proposed definition and regulations related to Mobil Food Units.

A copy of the latest proposed Ordinance and Exhibit are included tonight for Council review.

Mr. Chrisman stated that Council had held a Public Hearing on this topic at their November 10, 2025, Regular Meeting, but no action was taken since the Council was awaiting a recommendation from Planning Commission.

Mr. Chrisman stated that Exhibit A had a typo and was changed to operational.

Motion: Councilman Dofflemyer motioned that the Mobile Food Unit Ordinance, be approved, as presented. Motion seconded by Councilman Butler with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Sours, Butler. **Approved 5-0**

TOWN ATTORNEY'S REPORT

Mr. Botkins had nothing further this evening.

COUNCIL COMMENTS

Councilman Dean thanked Council for having confidence in bringing him on as a member.

MAYOR'S ANNOUNCEMENTS

Mayor Lillard sent prayers for Councilman Pettit who was out with back issues and wished him a speedy recovery. Mayor Lillard reminded Council of the upcoming Council retreat and that they needed to plan a date for this event. Mr. Chrisman stated that January is usually the timeframe and for Council Members to let the Mayor know what date works best for them.

Mayor Lillard stated the tree lighting was rescheduled for Thursday night at 5:30 before the parade. She added the Christmas dinner will be held on Friday, December 19th.

Mayor Lillard also wanted to send out a quick reminder that Light up Luray kicks off on the 11th of December and runs through December 25th and residents can vote online.

ADJOURN

With no further business, the meeting was adjourned at 8:25 p.m.

Stephanie Lillard
Mayor

Danielle Alger
Deputy Clerk-Treasurer