

**REGULAR MEETING OF
LURAY PLANNING COMMISSION
December 10, 2025**

The Luray Planning Commission met on Wednesday, December 10, 2025, at 7:00 p.m. in regular session. The meeting was held in the Luray Town Council Chambers at 45 East Main Street, Luray, Virginia at which time there were present the following:

Commissioner's Present:

Ronald Good, Chairman
John Shaffer, Vice Chairman
Barbie Stombock
Frankie Seaward
Brian Sours (7:22)

Commissioners Absent:

Bill Huffman
Tracie Dickson

Others Present:

Bryan Chrisman, Town Manager
Michael Coffelt, Assistant Town Manager
Brooke Fox, Planning & Zoning Technician

The meeting was called to order by Chairman Good at 7:00 p.m. and everyone joined in the Pledge of Allegiance.

ROLL CALL

The roll was called with four (4) members present and three (3) members absent. Commissioner Sours arrived slightly late.

ADDITIONS OR DELETION OF AGENDA

Motion: Chairman Good approved the December 10, 2025, agenda as presented with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Stombock, Seaward, Sours
Approved 5-0

APPROVAL OF MINUTES

Chairman Good led a review of the November 12, 2025, regular meeting minutes.

Motion: Commissioner Shaffer made the motion to approve the November 12, 2025, regular meeting minutes as presented. **Motion seconded** by Commissioner Seaward with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Stombock, Seaward **Approved 4-0**

GENERAL CITIZENS COMMENTS:

There were no citizen comments.

PUBLIC HEARINGS

There were no public hearings.

UPDATES & DISCUSSION ITEMS

8A) Annual Report Content & Timeframe

The Planning Commission is requested to receive an update on the content and time frame of the Annual Report.

The recommended content for the Annual Report includes:

- Brief Introduction

- Reporting of various Permit Types and Numbers for the FY

- Addition of a 5-year bar graph for each permit type to show trends

- List of Certificate of Occupancy permits signed (location, type)

- List of Development Projects (per phase)

- Summary of significant Code Changes or projects during the year

- List of Current Commission members and staff

- Summary

The timeframe for the Annual Report is recommended to change from the calendar year to the Fiscal Year to match its record-keeping. So instead of the report being generated in January and February each year, it would be generated in July and August each year.

Bryan Chrisman stated there are several things in the ordinance that are based on calendar year such as the appointment of the Chair and Vice-Chair. That will be done at the next meeting. It would mean more to track data by the fiscal year, and it would align with the budget.

Chairman Good mentioned that all planning commissioner terms end at the end of 2026 or 2028 so there will be no appointments this coming year.

Commissioner Stombock asked about how much detail the annual report would include in regard to zoning and various permit types.

Mrs. Fox stated it would be broken down by residential and commercial zoning permits, zoning clearances, signs, boundary line adjustments, board of zoning appeals, and subdivisions. Zoning would be broken down to new builds, accessory structures, and additions.

Mr. Chrisman added that zoning clearances are broken down by business license, rezoning, and change of use.

Commissioner Stombock asked how many types of special use permit there are?

Mr. Chrisman stated there is just one type of special use permit. We do not get a lot of special use permits, subdivisions, rezonings, or boundary line adjustments. But it would be important to break those down individually so that we can see what the address was and what it was for, what the rezonings were changed to. And each category would have its own breakdown.

Chairman Good and Bryan Chrisman agreed that this report will be provided in August.

ACTION ITEMS

7A) Zoning Text Amendments – Sec. 202, Ch. 406, 409, 503, 521

Planning Commission conducted is requested to review, discuss and take action on proposed Zoning Text Amendments.

Several changes have been added by the Town Attorney based on comments by the Council, Commission, and staff at their last review.

Summary of proposed changes:

Reduction of the minimum square footage for residential structures
Definitions of portable refuse and portable storage containers
Adding auto rentals as a by-right use in the B-1
Adding apartment houses in existing buildings as a by-right use in the B-1
Adding setbacks to new residential uses in B-1
Creating a density bonus in the PND for the inclusion of workforce housing
Clarifying the definition of recreational vehicle
Clarifying that off-street parking to meet a permit need is on private property
Creating a new chapter (521) governing portable storage containers

Chairman Good ask about the inclusion of apartment houses within a structure constructed prior to a certain date.

Mr. Chrisman stated this date would be the date that the amendments are adopted. This is one of the housing improvement goals that have been discussed. This is an effort to try and make long-term rentals more available. And if we can allow owners of existing large buildings in our business district that existed before that date to convert those into apartment houses without a change of use zoning permit, it takes one big step out of that process. The other change is off-street parking which will be in section 515 of the site plan. This is now required to be on private property. This has been a grey area. Just

because you have room in the public right-of-way in front of your house, it does not mean you get to park there. Now parking is going to be off the street and out of the right-of-way and has to be on your own private property.

The other issue is portable storage containers. They are being use for a lot of different things. This gives us a way to control them. People use them for accessory structures and houses.

Another important change is providing setbacks for new residential uses in the business district by special use permit. There have never been any guidelines for setbacks.

Motion: Commissioner Stombock made the motion to accept the proposed amendments as presented. **Motion seconded** by Commissioner Seaward with the vote as follows:

YEA: Chairman Good, Commissioners Shaffer, Stombock, Seaward, Sours

Approved 5-0


COMMISSION COMMENTS

CHAIRMAN'S COMMENTS

Chairman Good informed members the next meeting will be held on January 14, 2026.

ADJOURNED

The meeting was adjourned at 7:31 p.m.


Bryan Chrisman
Town Manager