

# **Town of Luray**

## **Planning Commission Agenda**

*April 15, 2026*  
*7:00 P.M.*

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Addition or Deletion of Agenda Items**
- 5. Review of Minutes** – March 11, 2026, Meeting Minutes
- 6. General Citizen Comments**
- 7. Public Hearings**
  - A) Rezoning 102 S. Hawksbill Street R-3 to B-1
- 8. Updates & Discussion Items**
  - A) Accessory Dwelling Units
  - B) Parking Requirements
- 9. Action Items**
- 10. Commission Comments**
- 11. Chairman’s Comments**
- 12. Adjourn**

*The meeting will be live streamed on the Town’s website. Please submit any public comments concerning the agenda items through any of the following means: Attendance at meeting; Email – [bchrisman@townofluray.com](mailto:bchrisman@townofluray.com); Mail – Luray Town Council, Attention Bryan Chrisman, Post Office Box 629, Luray VA, 22835; Hand Delivery – Place in exterior DROP BOX in the alcove located at the front of the Town’s Town Hall facing Main Street; or Phone – (540) 743-5511. All comments must be submitted by 12 noon on the day of the meeting and will be read aloud at the meeting.*

Town of Luray  
PO Box 629  
45 East Main Street  
Luray, VA 22835  
[www.townofluray.com](http://www.townofluray.com)  
540.743.5511



## PLANNING COMMISSION

***Ronald Good, Chair***

[meado12@aol.com](mailto:meado12@aol.com)

Appointed By  
Councilman Ron Vickers  
Term Ends: 12-31-2026

***Frankie Seaward***

[frankieseaward@gmail.com](mailto:frankieseaward@gmail.com)

Appointed By  
Councilman Chuck Butler  
Term Ends: 12-31-2028

***Barbie Stombock***

[barbiestombock@gmail.com](mailto:barbiestombock@gmail.com)

Appointed By  
Councilman Jason Pettit  
Term Ends: 12-31-2028

***Brian Sours***

[Brian.sours@mybrb.bank](mailto:Brian.sours@mybrb.bank)

Appointed By  
Councilman Joey Sours  
Term Ends: 12-31-2028

***Bill Huffman***

[bill.huffman@luraycaverns.com](mailto:bill.huffman@luraycaverns.com)

Appointed By  
Former Council Member Lillard  
Term Ends: 12-31-2026

***Tracie Dickson***

[tdickson@truist.com](mailto:tdickson@truist.com)

Appointed By  
Mayor Stephanie Lillard  
Term Ends: 12-31-2028

***John Shaffer, Vice Chair***

[john.shaffer@luraycaverns.com](mailto:john.shaffer@luraycaverns.com)

Appointed By  
Councilman Alex White  
Term Ends: 12-31-2026

### ***Town Officials***

Town Manager – Bryan Chrisman  
Assistant Town Manager – vacant  
Planning & Zoning Technician – Brooke Newman  
Town Clerk/ Treasurer – Danielle Babb  
Deputy Town Clerk/ Treasurer - Danielle Alger  
Chief of Police - Bow Cook  
Superintendent of Public Works - Lynn Mathews  
Parks & Recreation Director - Jennifer Jenkins  
WTP Superintendent - Joey Haddock  
WWTP Superintendent – John Sonifrank



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

April 15, 2026

4. Addition or Deletion of  
Agenda Items



**Town of Luray, Virginia**  
**Planning Commission Agenda Statement**

Item No: IV

Meeting Date: April 15, 2026

Agenda Item:

**ADDITION TO, OR DELETION FROM, THE AGENDA**

Suggested Motion:  
(If Required)

I move that the Planning Commission add Agenda Item \_\_ to the agenda regarding \_\_\_\_\_.

**OR**

I move that the Planning Commission delete Agenda Item \_\_ from the agenda regarding \_\_\_\_\_ for the reason of \_\_\_\_\_.

**OR**

I move that the Planning Commission move Agenda Item \_\_\_\_\_ to a position on the agenda just following Agenda Item \_\_\_\_\_.



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

April 15, 2026

5. Review of Minutes  
March 11, 2026

**REGULAR MEETING OF  
LURAY PLANNING COMMISSION  
March 11, 2026**

The Luray Planning Commission met on Wednesday, March 11, 2026, 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  
Bill Huffman  
Barbie Stombock  
Brian Sours  
Tracie Dickson

**Commissioners Absent:**

Frankie Seaward

**Others Present:**

Bryan Chrisman, 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 six (6) members present and one (1) member absent.

**ADDITIONS OR DELETION OF AGENDA**

**Motion:** Commissioner Huffman approved the March 11, 2026, agenda as presented.  
**Motion seconded** by Commissioner Shaffer with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Huffman, Stombock, Sours, Dickson **Approved 6-0**

**APPROVAL OF MINUTES**

Chairman Good led a review of the February 11, 2026, regular meeting minutes.

**Motion:** Commissioner Dickson made the motion to approve the February 11, 2026, regular meeting minutes as presented. **Motion seconded** by Commissioner Sours with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Huffman, Stombock, Sours, Dickson **Approved 6-0**

**GENERAL CITIZENS COMMENTS:**

There were no citizen comments.

## PUBLIC HEARINGS

### 7A) Code Amendments M-1 Accessory Structures & Alternative Energy Elements

The Planning Commission is requested to conduct a public hearing to receive comments from the public regarding proposed code amendments to the Zoning District regulations.

The principal changes focus on:

Chapter 407 of Article IV would be amended to allow accessory buildings by right as an accessory to any use permitted by Special Use Permit and to any lawfully non-conforming use in the M-1 zoning district.

Chapter 517 of Article V would be amended to limit sustainable energy systems in Town to small scale systems.

#### **M-1 Accessory Structures**

Public hearing was opened. With no one signed up to speak, the public hearing was closed.

Mr. Chrisman informed the commission that the town has received a couple of inquiries from property owners that have single-family homes in the M-1 district. Under the current ordinance they are not allowed to have an accessory structure at all. This means no storage building, no swimming pool, and no other accessory structure. All of these houses predate the ordinance. This would provide a mechanism for a suitable accessory use in this district for those types of situations.

Chairman Good pointed out that it would have to meet the setbacks of section 407.4. Mr. Chrisman also stated it has to be a lawfully nonconforming use. Meaning it predated the M-1 district ordinance.

**Motion:** Commissioner Shaffer made the motion to recommend the proposed M-1 accessory structure code amendment be recommended to council for approval. **Motion seconded** by Commissioner Stombock **YEA:** Chairman Good, Commissioners Shaffer, Huffman, Stombock, Sours, Dickson **Approved 6-0**

#### **Alternative Energy Elements**

Public hearing was opened. With no one signed up to speak, the public hearing was closed.

Commissioner Huffman asked if Virginia Legislation had recently passed something that allows for very small solar units to be plugged into your house or even mounted in a window such as in the city and would this type of small scale solar be included in this amendment. Mr. Chrisman stated, yes, small scale solar is an extension of the house such

as a roof mounted system. Or they can have a yard mounted system. This can even be in the commercial district. If a system cannot be mounted on a roof due to its age and ability to hold such a system, it can be ground mounted as long as it meets the setback. And if it is attached to the side of a house, as long as it meets the setback it is allowed under the small scale.

Chairman Good pointed out that it also states it would need to meet the national standards and the building code.

Commissioner Stombock asked to confirm that the small-scale accessory definition is 50% or less in size of the existing dwelling or primary structure on the property?

Mr. Chrisman stated it is 75% of the existing roof system of a dwelling and that is a by-right use in all zoning districts for residential construction. Mr. Chrisman stated that ground mount systems would require a special use permit because you are considering adjacent uses and that is the 50% of the size of the existing structure. The special use is there to consider the adjacent uses on other properties, and you do not want these to be so tall that it disrupts the view shed or interferes with the property use.

**Motion:** Commissioner Huffman made the motion the proposed zoning amendment be recommended to council for approval. **Motion seconded** by Commissioner Stombock  
**YEA:** Chairman Good, Commissioners Shaffer, Huffman, Stombock, Sours, Dickson  
**Approved 6-0**

#### **7B) SUP26-001 Two (2) Lodging Houses R3 102 S. Hawksbill Street**

The Planning Commission is requested to conduct a Public Hearing to receive citizen input and to consider a request for a Special Use Permit to locate two (2) Lodging Houses at 102 S Hawksbill Street in the High Density Residential (R3) Zoning District.

#### **Staff recommended the following conditions be considered:**

- 1) Compliance with Town Code Section 519 – Lodging House Regulations
- 2) Chapter 519, Item (g) is to be specifically noted for Special Approval, in this case, provided that the Town Attorney confirms that such a use is allowable.
- 3) Change of Use to allow two (2) Lodging House units in one structure from the Page County Building Official, with a revised Certificate of Occupancy required.
- 4) Creation and maintenance of a minimum of two (2) off-street parking spaces, one per bedroom per lodging house unit is required.
- 5) The two (2) lodging house units must be physically separated and have their own private entrance with no internal access connections available between the units.
- 6) Special Use Permit shall not transfer upon sale of the property or membership interest composition of the holding company.

Public hearing was opened. With no one signed up to speak, the public hearing was closed.

Chairman Good asked commissioners to reference 519.1(g)(3) which states each rental must encompass the entire structure. The question being is the downstairs unit considered the entire structure and the same for the upstairs unit, is it the entire structure? Mr. Chrisman states that this is a legal question. Under number one, it states it must be a single-family dwelling. This is a building that previously already had two apartments in it and is not a single-family dwelling. We have not had this request before with an over and under situation. On a side-by-side duplex it is easier because they have a dividing wall and their own driveway. Everything is physically separate. This is a stacked unit. Number two states may be subject to only one rental transaction for the same time period. As Chairman Good stated it must encompass the entire structure. The question would be legally does a divided over and under that is physically separate constitute a single dwelling? Just because they are upper and lower instead of side by side, does that matter? There is no way to draw a lot line like we have with duplexes that are side by side. These units are on the same parcel. If the attorney says this is a viable use, then it is ok. But if he comes back and says this is not a viable use, at that point your recommendation for approval is mute.

Commissioner Stombock stated that she thought this had been discussed before. Specifically, in B1 on main street. She thought it had been discussed that it could not be short-term rentals because they were in the same structure. Mr. Chrisman stated that what the council did this last time was amend section 519. Their concern was that buildings that were in the business district and downtown area could be multiple uses. Other wise you would not be able to have a mixed-use building. The bottom could be a business, and the upstairs could be a residence. In the business district they do not have to follow chapter 519. They are exempt from 519 because they are a by-right use in the business district. It is considered a mixed-use. But if they had a building in the business district that had four dwelling units in it and they wanted to use the top two as short-term rentals or the bottom two as long-term rentals the council did not want to take away the ability for that property owner to have that option. So, in the business district they did allow that. The business district is about one hundred feet away from this structure so even though it is in R3 right now, the neighbors across the street can have it as a by-right use and they cannot. So, once we find a legal determination, does this actually meet the intent of 519 or does it not? The only other option this property owner would have then is to rezone from R3 to B1. If they did not do that then they could do two long-term rentals. Chairman Good stated it is a great place located right on the greenway and close to downtown. Commissioner Stombock stated it would make great workforce housing for people who work downtown. Mr. Chrisman stated that this used to be a single-family dwelling and at some point, in time, it was converted to upper and lower apartments. Commissioner Shaffer stated that they are separated and it would be the same as if they were side by side.

Mr. Chrisman stated that if the commission chooses to table this special use permit application and wait on legal to respond it would show up on the next agenda as a discussion item. If legal comes back and says that this particular situation is not going to meet the requirements in chapter 519, we can refund the applicant. At that point, the applicant can apply to rezone the property or split it and have a long-term unit on one

level and a short-term rental on the second level and they can apply for a special use permit for that one short-term rental unit at that location. Again, this is a legal determination about what options the applicant may have per this section of the ordinance.

Commissioner Stombock asked if an elderly woman wanted to live in the downstairs of her home and rent upstairs could she do that? Mr. Chrisman stated this one is different because it has two water meters and two separate accounts. In Commissioner Stombock's case that would not be allowed in R3 in a special use permit situation. She stated if allowed this could help an elderly person in need of supplemental income or someone looking for a long-term rental. Mr. Chrisman stated the only district with a provision preventing room renting in the residential area is the R1 district.

With no further discussion, Chairman Good stated this topic will appear on the April 15, 2026, agenda.

## **UPDATES & DISCUSSION ITEMS**

### **8A) Accessory Dwelling Units**

The Planning Commission is requested to review and discuss proposed amendments to the Accessory Dwelling Unit (ADU) section of the ordinance, including the definition. Included are several sheets indicating the current definition, the current Ordinance section, and a list of topics for discussion related to these uses and the possible expansion.

Topics for consideration included, but are not limited to:

- Location in zoning districts
- New construction or renovated existing structures (change of use)
- Operational requirements
- Utilities and setbacks
- Subdivision
- Minimum lot sizes
- Special Use Permits

Mr. Chrisman stated that the only change that came up was the economic impact and potential changes in property values. This came up in the council meeting and one of the things they discussed was if we widen the zones where accessory dwelling units are available, how could that type of housing and the more economical affordable housing construction methods have a potential negative impact on property or home values in those zoning districts. Commissioner Stombock asked how many parcels are in the zoning district accessory dwelling units are being considered? Mr. Chrisman stated we may be able to ask Page County GIS to determine this. Commissioner Stombock stated these units are not cheap to build. Only a small percentage of a particular zoning district would build these units, and the growth would be slow. She discussed making accessory dwelling units available in R1 which offers the most land space available. The

size of the lot should be considered instead of what zoning district it is. Commissioner Stombock asked if the general assembly considered a couple of bills regarding accessory dwelling units? Mr. Chrisman stated yes and they are still active. The attorney has suggested waiting to see if that gets signed because it will change the discussion. Commissioner Stombock mentioned that if passed it would state that it requires local zoning to allow at least one accessory dwelling unit on lots with single family homes. Mr. Chrisman stated that this would be for ordinances that take effect after July 2027. And ours is already in effect. If it passes the biggest thing is how it will impact our existing ordinance.

**ACTION ITEMS**

**COMMISSION COMMENTS**

**CHAIRMAN'S COMMENTS**

Chairman Good informed members that several businesses are moving into vacant buildings.

The next meeting would be held on April 15, 2026.

**ADJOURNED**

The meeting was adjourned at 7:50 p.m.

---

Bryan Chrisman  
Town Manager



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

April 15, 2026

6. General Citizen Comments



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

April 15, 2026

Public Hearing  
7A. Rezoning  
102 S Hawksbill St  
R-3 to B-1



Town of Luray, Virginia  
Planning Commission Agenda Statement

Item No: VII-A

Meeting Date: April 15, 2026

Agenda Item:

**PLANNING COMMISSION PUBLIC HEARING, DISCUSSION & ACTION  
Item VII-A – RZ26-001 – 102 S. Hawksbill Street (Potts)**

Summary:

The Planning Commission is requested to conduct a Public Hearing to receive citizen input and to consider a request for a Parcel Rezoning from a **High Density Residential (R-3)** designated lot to a **Business (B-1)** designated lot for the parcel identified as **Tax Map 42A11-7-1** owned by Christopher Potts (applicant/owner).

The subject parcel is approximately **7,000 square feet** in size (**0.16 acres**) and the existing two-story structure contains approximately **1,410 square feet**.

The property is bounded on two (2) sides by Business (B-1) parcels, and on the remaining two (2) sides by High Density Residential (R-3) parcels.

The intended use is for a Bed & Breakfast facility, or for a Lodging House with one or two units.

The current structure was designed for original use as a single-family dwelling and was converted to a two (2) unit apartment, with one unit above the other and fully separate. Each unit has its own water meter.

Staff recommend the following conditions be considered:

- 1) The existing onsite (off-street) parking area needs to be enhanced to allow for at least two (2) vehicles, one per each one-bedroom unit.
- 2) Conform as much as possible to the relevant requirements of Chapter 403.2 (g) Bed & Breakfast facility [in example], or to Chapter 519 – Lodging Houses, depending upon the use.

Commission Review: A prior request for a Special Use Permit was not acted upon.

Fiscal Impact: N/A

Suggested Motions: I move that the Rezoning 26-001 be recommended to Council for **approval**, with the **conditions as presented**.

**OR**

I move that the Rezoning 26-001 be recommended to Council for **approval**, with the **conditions noted** \_\_\_\_\_.

**OR**

I move that the Rezoning 26-001 be recommended to Council for **denial**, for the **reasons noted** \_\_\_\_\_.



**Town of Luray**  
Rezoning Application  
Application No. RZ26-001

**Existing Property Information:**

Site Address 102 S Hawksbill St Luray, VA

Page County Tax Map Number 42A11-7-1 Town Zoning District R3

**Request Information:**

Requested Zoning District B1

Total Acreage to be Rezoned \_\_\_\_\_ *(Entire Parcel Shall be Requested to be Rezoned)*

Nature of Request (Describe fully to include future property use and planned structure(s) construction)

Building is planned to be a short-term rental offering visitors to the city an option to stay in town.

Guests staying here will support local business which we plan to work with to attract guests to eat at local dinners, brewery's/wineries, bakeries, escape room, theaters, tourism shops, local Market, etc.

As a disabled veteran myself, we will also offer discounts to fellow veterans, and hope to take in annual mountain workers that the city must provide temporary housing for each year. We would like to be a part of the community and support the city of Luray and small businesses.

*Please include location map, plat, property deed, impact analysis statement, and proffer statement with your Application*

I (we), the undersigned, do hereby respectfully make application and petition to the Town of Luray to amend the Zoning Ordinance and to change the Zoning Map of the Town of Luray, Virginia. I (we) authorize Town of Luray officials to enter the property for site inspection purposes.

I (we) authorize the Town of Luray to place standard signage on the property necessary for notifying the public of this rezoning request during the application consideration process.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

**Christopher**

Digitally signed by Christopher  
Date: 2026.03.16 16:26:07 +07'00'

3/16/2026

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Owner

Date

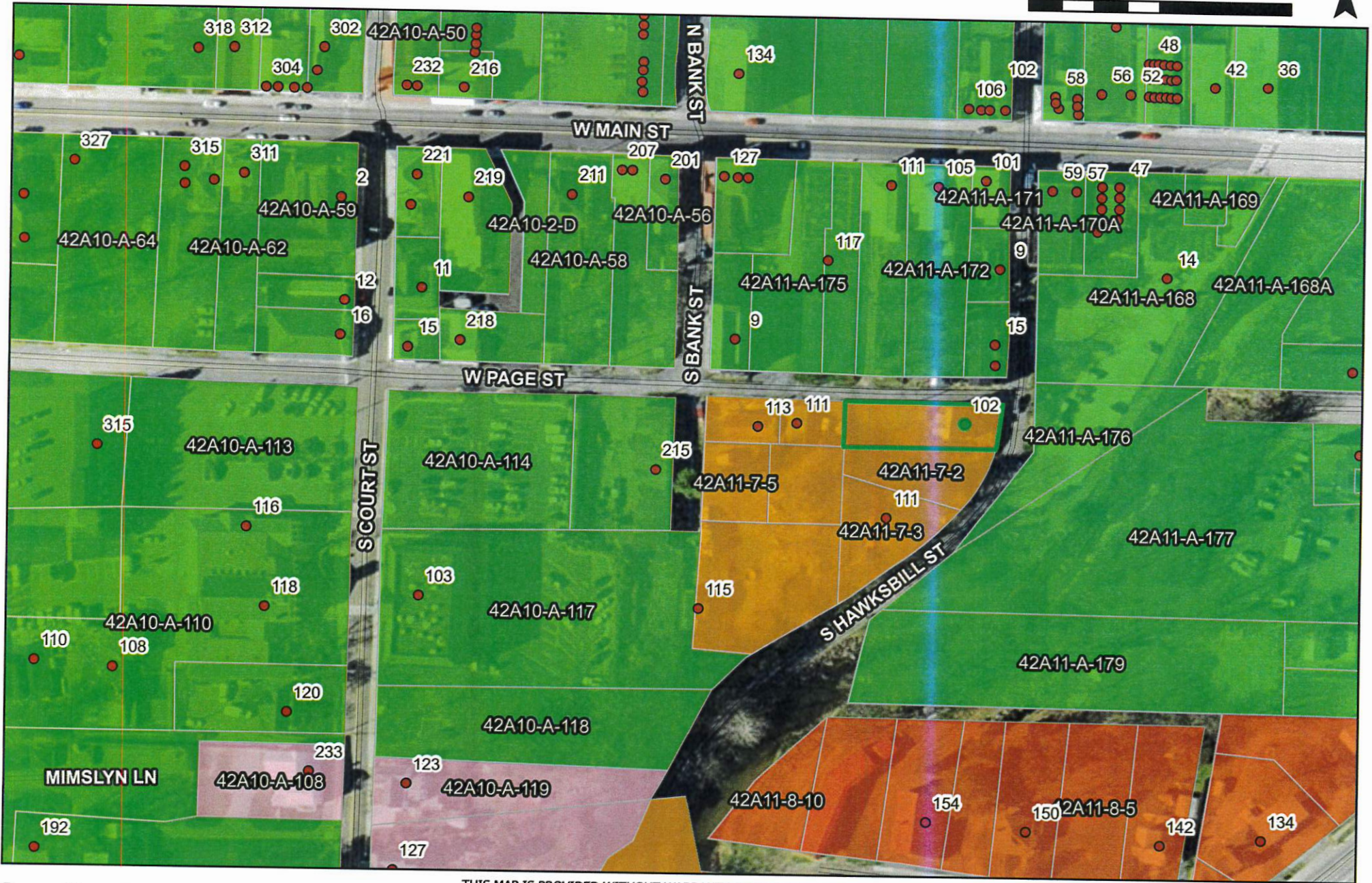
Signature of Owner

Date



# Page County Property Map

1" = 167'



## Page County, Virginia

THIS MAP IS PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Site-specific information is best obtained after an onsite visit by a competent professional.

<ul style="list-style-type: none"> <li> Parcels</li> <li> Addresses</li> <li> Parcels</li> </ul>	<h3>Zoning - Page County</h3> <ul style="list-style-type: none"> <li> A-1 (Agriculture)</li> <li> W-C (Woodland-Conservation)</li> <li> R (Residential)</li> <li> A-1 (Agriculture)</li> <li> W-C (Woodland-Conservation)</li> <li> R (Residential)</li> </ul>	<ul style="list-style-type: none"> <li> C-1 (Commercial)</li> <li> I-1 (Industrial)</li> <li> P-R (Park-Recreation)</li> <li> C-1 (Commercial)</li> <li> I-1 (Industrial)</li> <li> P-R (Park-Recreation)</li> </ul>	<h3>Zoning - Town of Stanley</h3> <ul style="list-style-type: none"> <li> MDR (Medium Density Residential)</li> <li> HDR (High Density Residential)</li> <li> MDR (Med)</li> <li> HDR</li> </ul>
--	--	--	--

Consideration Paid on Deed: \$208,000.00.

Tax Map Number: 42A11-(7)-1.

This instrument has been prepared by David M. Reed, Attorney at Law (VSB #86890).  
Virginia Code §17.1-223: First American Title Insurance Company is the underwriter of this instrument.  
The scrivener of this deed has not given any tax advice regarding this transfer and the parties have been  
advised to seek the counsel of their tax advisor prior to the execution of this deed.

## DEED

THIS DEED, made and entered into this 23rd day of February, 2026, by and between OLIVIA NOVEL KIBLER, individually, and RAMONA NOVEL, acting by and through her duly appointed attorney-in-fact OLIVIA NOVEL KIBLER, and ALICE V. MCKENNA, as CO-TRUSTEES of the RAMONA NOVEL LIVING TRUST, U/T/A DATED MARCH 17, 2003, GRANTORS/PARTY OF THE FIRST PART; and CHRISTOPHER R. POTTS and DIKLA OVADIA-POTTS, as CO-TRUSTEES of the CHRISTOPHER R. POTTS AND DIKLA OVADIA-POTTS INTERVIVOS TRUST U/T/A DATED THE 23RD DAY OF FEBRUARY 2026, GRANTEES/PARTY OF THE SECOND PART, whose address is 8534 Kentford Drive, Springfield, VA 22152

WITNESSETH:

That for and in consideration of the sum of TEN (\$10.00) DOLLARS, cash in hand paid to the Party of the First Part by the Party of the Second Part, and other good and valuable consideration, the receipt of which is hereby acknowledged, at and upon the signing, sealing and delivery of this instrument, the Party of the First Part does hereby bargain, grant, sell, and convey with General Warranty and English Covenants of title unto CHRISTOPHER R. POTTS and DIKLA OVADIA-POTTS, as CO-TRUSTEES of the CHRISTOPHER R. POTTS AND DIKLA OVADIA-POTTS INTERVIVOS TRUST U/T/A DATED THE 23RD DAY OF FEBRUARY 2026, all those two (2) certain tracts or parcels of real estate with all improvements

thereon and all rights, easements and appurtenances thereunto belonging, lying and being situate in the Town of Luray, Page County, Virginia, bounded and described as follows:

TRACT ONE: All that certain lot or parcel of land, together with all improvements thereon, fronting fifty feet on the West side of South Hawksbill Road and extending back in a westerly direction with the South side of South Alley 144.9 feet to an alley and designated as Lot No. 1 on Plat showing subdivision of the J. O. Bailey land lying between South Bank Street and South Alley, West Luray; and

TRACT TWO: All that certain strip or parcel of land with all improvements thereon and all rights and appurtenances thereunto belonging, lying and being situate on the west side of South Hawksbill Street, or Road, and being bounded and described as containing 133 square feet, more or less.

The aforesaid real estate is the same real estate which was conveyed to Olivia Novel Kibler, individually, and Ramona Novel and Alice V. McKenna, as Co-Trustees Of The Ramona Novel Living Trust, U/T/A dated March 17, 2003, by Christian Ruth, by deed dated the 16<sup>th</sup> day of April, 2018, and recorded in the Clerk's Office of the Circuit Court of Page County, Virginia, as Instrument Number 2018-0886, to which deed reference is hereby made.

Ramona Novel duly appointed Olivia Novel Kibler as her attorney-in-fact with full power and authority to execute this instrument on her behalf by that certain power of attorney dated May 7, 2015. The aforesaid power of attorney document shall be recorded in the Clerk's Office immediately prior to this instrument.

This conveyance is made SUBJECT to all easements, conditions and restrictions of record, if any, insofar as they may lawfully affect the property.

*Page 3 of 6 of Deed dated February 23, 2026*

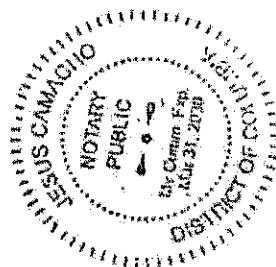
The Party of the First Part covenants and agrees that they have a right to convey the real estate hereinabove described to the Grantees and that they will warrant generally the title thereto.

WITNESS the following signature and seal.

~~SIGNATURE PAGES TO FOLLOW.~~

Page 4 of 6 of Deed dated February 23, 2026

[Signature] (SEAL)  
OLIVIA NOVEL KIBLER, individually



STATE OF DC  
COUNTY/CITY OF Washington TO-WIT:

The foregoing deed was sworn and subscribed before me this 24 day of February 2026, by OLIVIA NOVEL KIBLER.

My commission expires 5-31-2020

My registration number is \_\_\_\_\_

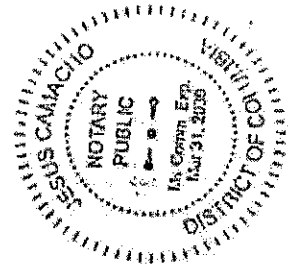
[Signature]  
Notary Public

**THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY TAX ADVICE REGARDING THIS TRANSFER AND THE PARTIES HAVE BEEN ADVISED TO SEEK THE COUNSEL OF THEIR TAX ADVISOR PRIOR TO EXECUTION OF THIS DEED. THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY ADVICE CONCERNING GOVERNMENT BENEFIT PROGRAMS INCLUDING BUT NOT LIMITED TO MEDICAID REGARDING THIS TRANSFER. THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY TAX ADVICE REGARDING THIS TRANSFER AND THE PARTIES HAVE BEEN ADVISED TO SEEK THE COUNSEL OF THEIR TAX ADVISOR PRIOR TO THE EXECUTION OF THIS DEED.**

Page 5 of 6 of Deed dated February 23, 2026

THE RAMONA NOVEL LIVING TRUST, U/T/A DATED MARCH 17, 2003

BY: [Signature] (SEAL)  
RAMONA NOVEL, CO-TRUSTEE,  
by OLIVIA N. KIBLER, her Attorney-in-Fact



STATE OF DC  
COUNTY/CITY OF Washington, TO-WIT:

The foregoing deed was sworn and subscribed before me this 24 day of February 2026, by OLIVIA N. KIBLER as Attorney-in-Fact for RAMONA NOVEL, as CO-TRUSTEE of the RAMONA NOVEL LIVING TRUST UNDER TRUST AGREEMENT DATED MARCH 17, 2003.

My commission expires 8-30-2020

My registration number is \_\_\_\_\_

[Signature]  
Notary Public

**THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY TAX ADVICE REGARDING THIS TRANSFER AND THE PARTIES HAVE BEEN ADVISED TO SEEK THE COUNSEL OF THEIR TAX ADVISOR PRIOR TO EXECUTION OF THIS DEED. THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY ADVICE CONCERNING GOVERNMENT BENEFIT PROGRAMS INCLUDING BUT NOT LIMITED TO MEDICAID REGARDING THIS TRANSFER. THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY TAX ADVICE REGARDING THIS TRANSFER AND THE PARTIES HAVE BEEN ADVISED TO SEEK THE COUNSEL OF THEIR TAX ADVISOR PRIOR TO THE EXECUTION OF THIS DEED.**

Page 6 of 6 of Deed dated February 23, 2026

THE RAMONA NOVEL LIVING TRUST, U/T/A DATED MARCH 17, 2003

BY: *Alice V. McKenna* (SEAL)  
ALICE V. MCKENNA, CO-TRUSTEE

STATE OF *Maryland*  
COUNTY/CITY OF *Chesapeake*, TO-WIT:

The foregoing deed was sworn and subscribed before me this *24* day of February 2026, by ALICE V. MCKENNA, as CO-TRUSTEE of the RAMONA NOVEL LIVING TRUST UNDER TRUST AGREEMENT DATED MARCH 17, 2003.

My commission expires *11/24/27*

My registration number is *NA*

*Kathleen Coligan*  
Notary Public

KATHLEEN COLIGAN  
NOTARY PUBLIC  
QUEEN ANNE'S COUNTY  
MARYLAND  
MY COMMISSION EXPIRES NOVEMBER 24, 2027

*THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY TAX ADVICE REGARDING THIS TRANSFER AND THE PARTIES HAVE BEEN ADVISED TO SEEK THE COUNSEL OF THEIR TAX ADVISOR PRIOR TO EXECUTION OF THIS DEED. THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY ADVICE CONCERNING GOVERNMENT BENEFIT PROGRAMS INCLUDING BUT NOT LIMITED TO MEDICAID REGARDING THIS TRANSFER. THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY TAX ADVICE REGARDING THIS TRANSFER AND THE PARTIES HAVE BEEN ADVISED TO SEEK THE COUNSEL OF THEIR TAX ADVISOR PRIOR TO THE EXECUTION OF THIS DEED.*

INSTRUMENT 202600468  
RECORDED IN THE CLERK'S OFFICE OF  
PAGE COUNTY CIRCUIT COURT ON  
FEBRUARY 27, 2026 AT 09:43 AM  
\$208.00 GRANTOR TAX WAS PAID AS  
REQUIRED BY SEC 58.1-602 OF THE VA. CODE  
STATE: \$104.00 LOCAL: \$104.00  
C. MARKOWITZ, CLERK  
RECORDED BY: PDT

## Bryan Chrisman

---

**From:** Jason Botkins <jason.botkins@littensipe.com>  
**Sent:** Friday, March 13, 2026 11:32 AM  
**To:** Bryan Chrisman  
**Subject:** RE: PC Lodging House Question

[NOTICE: DO NOT CLICK on links or open attachments unless you are sure the content is safe. No email should ever ask you for your username or password.]

Hey Bryan:

The limitations in Sec. 519.1(g) only apply to lodging houses in residential zoning districts. Those limitations on the type of structure that can be used, the limitation of only one rental in any given time period, and the requirement that the rental encompass the entire structure do not apply to lodging houses in the B-1 district.

Thanks,  
Jason

Jason A. Botkins  
Litten & Sipe, LLP  
410 Neff Avenue  
Harrisonburg, Virginia 22801

(540) 434-5353  
(540) 434-6069 (Fax)

**From:** Bryan Chrisman <bchrisman@townofluray.com>  
**Sent:** Friday, March 13, 2026 9:50 AM  
**To:** Jason Botkins <jason.botkins@littensipe.com>  
**Subject:** RE: PC Lodging House Question

Thanks

In this situation, it may be best for the applicant to try to rezone the parcel to B-1. The p[arcel has B-1 on 2 sides already.

If the parcel is rezoned to B-1, can he utilize the 2 lodging houses by-right (one on each floor)?

Can he utilize a long-term rental on one unit and a short-term rental in the other unit as a Mixed-Use in B-1? IT could be considered by-right since one is a business and the other is residential.

I guess his other option is to leave it in R-3 and use both as long-term rentals or convert it back to its original purpose of a single family dwelling but he doesn't like either of these options.

Do the operational requirements of 519 still apply in B-1, or is there a difference between Lodging House use in B-1 versus in R-3 or M-1 or anywhere previously permitted? I thought in B-1, you could rent out part of a structure as a Short-Term Rental/Lodging House, and sue the rest for whatever is available in B-1? Is that still true?

Let me know and thanks,



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

April 15, 2026

Updates & Discussion Items

8A. Accessory Dwelling  
Units



**Town of Luray, Virginia**  
**Planning Commission Agenda Statement**

Item No: VIII-A

Meeting Date: April 15, 2026

Agenda Item:

**PLANNING COMMISSION REVIEW & DISCUSSION**  
**Item VIII-A – Accessory Dwelling Units**

Summary:

The Planning Commission is requested to review and discuss proposed amendments to the Accessory Dwelling Unit (ADU) section of the ordinance, including the definition.

Included are several sheets indicating the current definition, the current Ordinance section, and a list of topics for discussion related to these uses and the possible expansion.

Topics for consideration include, but are not limited to:

- Location in zoning districts (currently only in R-3 by SUP)
- New construction or renovated existing structures (change of use)
- Operational requirements
- Utilities and minimum setbacks
- Subdivision of the parcels in the future
- Minimum lot sizes required
- Special Use Permits – required for every use
- Potential Impacts of Economical Housing on Property Values

Commission Review: January 14, 2026, meeting  
February 11, 2026, meeting  
March 11, 2026, meeting

Fiscal Impact: N/A

Suggested Motion: N/A

---

## 516. Accessory dwelling structures.

- (a) Accessory dwelling structures are allowable only by special use permit.
- (b) Only one accessory dwelling structure allowable per lot.
- (c) The accessory dwelling structure must be a detached structure located on the same lot of the primary dwelling and meet all setback requirements for accessory structures.
- (d) Reserved.
- (e) The accessory dwelling structure is required to meet all relevant building codes and contain provisions for sleeping, cooking, and sanitation. ADS's shall meet Virginia's Uniform Statewide Building Code's definition of a dwelling.
- (f) The accessory dwelling structure must have a dedicated single off-street parking space measuring a minimum of ten feet by 20 feet size.
- (g) The property owner must reside in either the primary residence or accessory dwelling structure.
- (h) No more than two individuals shall reside in an accessory dwelling structure at any given time.
- (i) Unless the ADS is proposed for an existing garage or existing accessory structure constructed before the date of adoption, the interior floor areas of an accessory dwelling structure shall not exceed 50 percent of the interior floor area of the lot's primary dwelling, or exceed 900 square feet of interior floor area, whichever number is less. Interior floor area calculations shall exclude attached carports, decks, etc. The accessory dwelling structure height shall not exceed that of the main structure. The applicant shall provide both sets of dimensions with their application.
- (j) An accessory dwelling structure shall not be utilized as a short-term rental unit.
- (k) Each accessory dwelling structure must have an independent address posted on the structure.
- (l) The accessory dwelling structure is required to conform to additional regulations as recommended by the town's planning commission, and required by the town council.

(Ord. of 5-11-2009(1), § 1; Ord. of 2-14-2011; Ord. of 10-10-2023)

Editor's note(s)—An Ord. adopted October 10, 2023, amended the title of § 516 by changing "units" to "structures."

Accessory dwelling unit: A detached secondary residence containing provisions for sleeping, cooking and sanitation which is located on the same lot as a primary residence. Accessory dwelling units are subject to the provisions enumerated in appendix A (zoning), article V (supplemental regulations), section 516 (accessory dwelling units) of the Town Code.

## **ACCESSORY DWELLING UNITS**

- CONVERT EXISTING STRUCTURE VS NEW CONSTRUCTION
- ADD TO ADDITIONAL ZONING DISTRICTS (R2, R4)
- SUP REQUIRED
- PROPERTY OWNER LIVES IN PRIMARY STRUCTURE OR ADU
- 10,000 SQ FT LOT MINIMUM (MULTIPLE LOTS)
- CAN NOT SUBDIVIDE
- IF LOT SUBDIVISION IS AN OPTION & PROPERTY OWNER WANTS TO SELL THE ADU IN FUTURE, MUST VACATE SUP AND PROVIDE SEPARATE UTILITIES
- STREET ACCESS OR OFF-STREET PARKING
- UTILITIES ONE ACCOUNT PROPERTY OWNER RESPONSIBLE
- ADU 600 SQ FT MINIMUM
- MUST OBTAIN COUNTY PERMITS
- NEW CONSTRUCTION SETBACKS
- SIDE YARD KEEP SIDE SETBACKS
- REAR YARD DOUBLE SETBACKS
- 35' HEIGHT MAXIMUM
- NO LODGING HOUSE IN ADU



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

April 15, 2026

8B. Parking Requirements



**Town of Luray, Virginia**  
**Planning Commission Agenda Statement**

Item No: VIII-B

Meeting Date: April 15, 2026

Agenda Item:

**PLANNING COMMISSION REVIEW & DISCUSSION**  
**Item VIII-B – Parking Requirements**

Summary:

The Planning Commission is requested to review and discuss the suitability of the existing parking requirements listed in our Ordinance as Chapter 506.

A copy of that Ordinance section is included.

Topics for consideration include, but are not limited to:

Are the values in the current section adequate for current needs?

Should the requirements for multi-unit residential uses be increased?

Would one off-street/out of right-of-way parking space per bedroom be a better measure?

Are owner-controlled overflow parking lots a viable alternative?

Should the Town consider prohibiting on-street parking of any type when street widths are less than 40 feet from curb-face to curb face?

Commission Review: N/A

Fiscal Impact: N/A

Suggested Motion: N/A

506. - Minimum off-street parking.

*506.1.* When an existing, or newly constructed, residential, commercial, industrial or institutional building is occupied for any use, minimum off-street parking spaces with adequate provisions shall be provided in conjunction with appropriate ingress and egress. Unless a parking waiver is requested in accordance to section 506.22 of this code, the standard dimensions of a parking space shall measure 10 feet by 20 feet (10 ft. × 20 ft.) and cover 200 square feet of area. Parking spaces and access driveways shall be covered with an appropriate surface, and shall be graded in order to facilitate appropriate site drainage.

*506.2.* A driveway or parking space shall be at least three feet from a property line and no parking space for a multiple-family dwelling shall be less than ten feet from a residential structure on the lot.

*506.3.* Off-street parking may not be located on or within any road, street, alley, or other public right-of-way.

*506.4.* The parking spaces required for other land uses shall be located on the same lot as the principal use or on a properly zoned lot which is within 1,200 feet of the principal use, such distance being measured along street lines abutting the property and such land shall be owned or leased by the operator of the principal use. Publically developed parking lots, located within 1,200 feet of the use may be utilized, but shall only satisfy 75 percent of the total number of parking spaces required for the principal use.

*506.5.* Collective provision of off-street parking facilities for two or more structures or uses is permissible, provided that the total number of parking spaces is at least equal to the sum of the minimum number of required spaces computed separately for each use. Collective parking is subject to all previously stated parking requirements. However, before such spaces are collectively provided or used, a written agreement thereto assuring their retention for such purposes shall be properly drawn and executed by the parties concerned, approved as to form by the town attorney, and shall be filed with the zoning administrator.

*506.6.* In all residential districts there shall be provided either in a private garage or on the lot, space for the parking of two automobiles for each dwelling unit in a new building, or each dwelling unit added in the case of the enlargement of an existing building. Off-street parking for residences in multiple-family dwellings or townhouses shall be provided at two spaces per dwelling unit.

*506.7.* Hotels and motels shall provide on the lot parking space for one automobile for each guest room or residence unit, plus one additional space for each ten guest rooms or residence units, plus required parking for any restaurant and/or assembly space, plus one space for each employee on the maximum shift.

*506.8.* For church and school auditoriums, and for theaters, general auditoriums, stadiums and other similar places of assembly, there shall be provided at least one off-street parking space for every four fixed seats, based on the maximum seating capacity in the main place of assembly for the building. For assembly halls without fixed seats, there shall be provided one parking space for each 100 square feet of usable floor area.

506.9. For public or private nursery, day care, kindergarten, elementary, intermediate or high schools, there shall be provided one parking space for each teacher, employee, or administrator, whether full or part time, whose activities are conducted between the hours of 8:00 a.m. and 4:00 p.m. in addition to the requirements of the auditoriums. In addition, high school shall provide one parking space for every 20 students for the maximum rated capacity of the school, as determined by the school board.

506.10. Parking space already provided to meet off-street parking requirements for stores, office buildings, and industrial establishments lying within 1,200 feet of the place of public assembly as measured along lines of public access, and which are not normally in use on Sundays or between the hours of 6:00 p.m. and midnight on other days, may be used to meet not more than 75 percent of the off-street parking requirements of a church or other similar place of public assembly.

506.11. For hospitals, there shall be provided at least one parking space for each two beds based on the maximum capacity in terms of beds, including those of infants and children, plus one space for each employee or staff member on maximum shift excluding doctors.

506.12. For medical and dental clinics, there shall be provided at least one parking space for each 200 square feet of floor area, or ten spaces, whichever is greater. In addition, three parking spaces shall be provided for each doctor or dentist in excess of three doctors and/or dentists having offices in such clinic.

506.13. For homes for adults, there shall be provided at least one parking space for each six beds, plus one space for each employee on maximum shift.

506.14. For retail stores selling directly to the public, there shall be provided one parking space for each 200 square feet of retail floor space in the building unless otherwise specified herein.

506.15. For funeral homes and mortuaries, there shall be one parking space for each four seats in chapels or parlors with fixed seats, or one parking space for each 100 square feet of floor area for assembly rooms without fixed seats for services, plus five parking spaces for employees in both instances noted above.

506.16. For restaurants (other than drive-in restaurants), there shall be provided at least one parking space for each four seats, or one space for each 50 square feet of gross floor area, whichever is greater. In addition, one parking space shall be provided for each employee on maximum shift.

506.17. For office buildings, offices of professionals and personal service establishments, there shall be provided one parking space for each 200 square feet of floor space occupied by the office or personal service.

506.18. For industrial establishments or wholesale establishments, there shall be provided one parking space for each 1½ employees computed on the basis of maximum number of individuals employed within an eight hours shift, plus space to accommodate all trucks and other vehicles used in connection therewith.

506.19. Any commercial building not listed above and hereafter erected, converted, or structurally altered, shall provide one parking space for each 200 square feet of business floor space in the building.

506.20. Every parcel of land hereafter used as a public parking area shall be surfaced with gravel, stone, asphalt, or concrete. It shall have appropriate guards where needed as determined by the administrator. Any lights used to illuminate said parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.

506.21. Where a parking area adjoins a lot in a residential zone, suitable landscaping shall be planted between the parking lot and the adjoining property or street line. A plan for such planting shall be submitted to the administrator with a request for a zoning permit.

506.22. Because many existing downtown structures were constructed prior to the widespread use of vehicles, a reduction in required parking spaces, and variations in parking space dimensional requirements, may be requested. For all uses proposed to be operated from an existing, or newly constructed structure, located in Luray's downtown business district (extending from Memorial Drive to Bristol Avenue) which contain frontage and/or are located within 250 feet from Main Street, may request a waiver from the standard parking requirements detailed in this code section. The applicant shall be required to adhere to the following procedures in order to be granted a parking waiver:

- (a) The applicant shall provide the zoning administrator with a written request seeking a waiver from the parking standards required by this code section. This request must be provided to the zoning administrator and shall detail the proposed use(s) of the subject structure and specifically enumerate the total number parking spaces required under this code section; in conjunction with the written request, additional documents—such as a basic site plan sketch or visuals—may be requested. The applicant must detail the number of proposed off-street parking spaces, and demonstrate that a reasonable effort has been made to maximize off-street parking on-site and/or on nearby areas where off-street parking may be available by lease or agreement. In addition, a general summary of the existing on-street parking conditions should be addressed in this waiver request. These documents will be reviewed by the zoning administrator and forwarded to the town council for consideration at its next regularly scheduled meeting. The town council shall review the waiver request and render an approval, approval with proposed modifications or disapproval.
- (b) If a requested parking waiver is approved, and the subsequent use of the subject structure is changed or significantly modified, the zoning administrator may request that the previously submitted parking waiver be reviewed as detailed in 506.22(a) of this code.