

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

**Monday, May 11<sup>th</sup>, 2026**

The Luray Town Council met in regular session on Monday, May 11<sup>th</sup>, 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 Lillard

**Council Present:**

Ron Vickers  
Jerry Dofflemyer  
Ryan Dean  
Jason Pettit  
Joey Sours  
Chuck Butler

**Also Present:**

Bryan Chrisman, 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  
Jackie Wood, Luray Downtown Initiative  
Brad Herman, 15 Campbell Street

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 Butler with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

*Consent Agenda*

- (A) Minutes of the Regular Council Meeting –04/13/2026**
- (B) Minutes of the Special Meeting – 04/28/2026**
- (C) Accounts Payable totaling- \$319,819.40**
- (D) Financial Reports for the period ending 04/30/2026**

## **BOARDS, COMMISSIONS, DEPARTMENTAL REPORTS**

### **Luray Downtown Initiative**

LDI Director, Jackie Wood, stated the Farmers Market banners are up. She added the farmers market banners are up. Ms. Wood said they are still accepting vendors for the Farmers Market. Ms. Wood stated the new Mexican restaurant, Los Patrillo's, is now open and doing very well. Ms. Wood said all other projects in town are on schedule and are shooting to make their goal dates. She stated consultant with the upcoming grant will be here to work with her and Town Manager, Bryan Chrisman, on May 18<sup>th</sup> and 19<sup>th</sup>. Ms. Wood said she is so excited to kick off the Virginia 250 and to see what Main Street will look like. Ms. Wood stated she will be meeting with stakeholders about two new businesses coming into a mixed used building. Ms. Wood stated that she has received a facade grant application and will have more information in upcoming months.

Councilman Pettit inquired about the Chambers accreditation. Ms. Wood stated proudly that they are fully accredited for 2026 and met all standards in 2025. She stated that this is an honor and is so proud. Councilman Vickers inquired about the location for the Farmers Market. Ms. Wood stated that it will be held in the Chamber Parking Lot and will have a variety of vendors.

## **PUBLIC HEARINGS**

### **RZ26-001- 102 S. Hawksbill Street (Potts)**

Town Manager, Bryan Chrisman, requested Council 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). Mr. Chrisman stated this property is on the corner of Hawksbill and Page Street.

Mr. Chrisman stated 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. Mr. Chrisman stated 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 selected.

Mayor Lillard opened the hearing. Hearing nothing, she then closed the public hearing.

Councilman Vickers inquired about the location and if it was currently a Bed & Breakfast. Mr. Chrisman stated that this property was occupied by residents, then converted into an upper and lower apartment. He added the new property owner would like to utilize the property in a meaningful way and that's why he wants to be zoned B-1. Councilman Butler inquired about the number of short-term rentals in the area. Mr. Chrisman stated there are only a few in proximity. Mr. Pettit stated that he thinks it makes sense due to the activity with Ruffner Plaza and the Greenway. Mr. Sours inquired how long it had been vacant. Councilman Pettit stated it had been over a year.

**Motion:** Councilman Pettit motioned the Rezoning 26-001 be approved, with the conditions, as presented. Councilman Dofflemyer seconded the motion with the vote as follows: Council Members: YEA: Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

#### **Alley Vacation Request (South Alley-portion of)**

Town Manager, Bryan Chrisman, requested Council conduct a public hearing to receive comments from the public regarding a requested vacation of the portion of the alley.

Mr. Chrisman stated the alley is designated on GIS as "South Alley" and traverses' parcels at the eastern end of Virginia Avenue and currently abuts 15 Campbell Street and various other parcels of East Main Street businesses.

A copy of a survey exhibit showing the location and requested portion to be vacated is included in tonight's packet.

The requesting applicant, HUB Development, LLC, will complete the needed steps for Boundary Line Adjustment upon approval by Council.

Mayor Lillard opened the hearing. Hearing nothing, she then closed the public hearing.

Councilman Sours verified no action was needed on this item. Mayor Lillard stated it would only be discussion at this point in the agenda.

#### **Quit Claim Deed near TM 42A11-A-154A**

Town Manager, Bryan Chrisman, requested Council conduct a public hearing to receive comments from the public regarding a requested Quit Claim Deed. Mr. Chrisman stated they have dealt with similar requests before on Court Street.

Mr. Chrisman stated the Deed addresses any potential rights the Town may have related to a previously vacated public alley that was adjacent to the Town's parcel 154A.

A copy of the Deed is included for review, along with a survey exhibit showing the location.

A copy of the recorded Deed and Exhibit is required to be provided to the Town.

Mayor Lillard opened the hearing. Hearing nothing, she then closed the public hearing.

## **ACTION ITEMS**

### **Street Segments & Utilities Acceptance**

Town Manager, Bryan Chrisman, requested Council review, discuss, and take action on accepting certain street segments into the Town maintenance inventory, as well as the utilities contained within those designated rights-of-way.

The street segments to be considered are:

- Eastern portion of Baker Drive (as shown)
- Eastern portion of Caterpillar Drive (as shown)
- Rae Court (with cul-de-sac)

The street segments are located within the Luray Landing Subdivision.

Staff recommend that no on-street parking be considered for these street segments since the street widths were not constructed to allow such parking on either side while maintaining two-way travel routes of sufficient width. No parking should be allowed within the cul-de-sac to enable emergency vehicles, trash trucks, and school buses, to make their needed turning radii.

The Town has received a formal request to accept from the Project Engineer, but we are awaiting confirmation of the various repair elements needed to be completed for full approval. These include, but are not limited to, repair or replacement of damaged curbs, gutter pans, sidewalks, water meter setters, missing valve lids, sewer cleanout assemblies, street asphalt connections, or storm water inlet clearing.

The developer is Baker Development, who is making the request. The builder is D.R. Horton. Currently, we are awaiting their written certifications as to the completion of the repairs needed, as noted during several Town field inspections.

All water mains, and laterals, all sewer mains and laterals, water meters, valves, sewer manholes, sewer cleanouts, and storm water inlets and pipes within the platted rights-of way are also included in this acceptance.

The Town can submit the street segments for inclusion in the VDOT Street Maintenance program at any point in 2026, with VDOT review being completed in February/March of 2027, and acceptance being

made as of July 1, 2027. Since these are new streets and elements, the Town does not anticipate any significant maintenance needs in the near future.

Several conditions for acceptance should be considered:

- 1) If any repair, replacement, or modification of items are required by VDOT, or any relevant documentation required by VDOT prior to their acceptance, the Developer and/or their Engineer shall make such repair or submittal at no expense to the Town.
- 2) Any major elements being accepted by the Town that need repair within one (1) year of Substantial Completion shall be handled by the Developer, at no expense to the Town. Such repairs shall be limited to a default in labor, materials, or methods used by the Developer or their contractors. Substantial Completion is the date of the PE letter.

**Motion:** Councilman Sours motioned the Street Segments & Utilities be accepted, as presented, conditioned upon receipt and confirmation of acceptable Completion Letters from Baker Development and D.R. Horton. Councilman Pettit seconded the motion with the vote as follows: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

### **FY27 Budget Ad**

Town Manager, Bryan Chrisman, requested Council consider approving the FY27 Budget Ad.

A copy of the draft advertisement is included for Council review.

Mr. Chrisman stated that he would hand over any questions Council may have for Treasurer, Danielle Babb.

The Town plans to use its normal advertisement through Page Valley News.

The draft ad includes the additional \$400,000 general fund transfers as discussed in order to fund some of the much-needed CIP items, especially in the Water & Sewer Funds.

Treasurer, Danielle Babb, stated two items with a major increase were 1) proceeds from financing that carry over from existing loans and 2) under expenses, the associated capital improvements. Mr. Chrisman stated all other items were marked in red ink on page 2 with additional funding in water and sewer. Mr. Chrisman stated that the draft budget that Council will see on June 8<sup>th</sup> could be less than the totals tonight. Mr. Chrisman added that action needs to be taken this evening on the draft ad. Councilman Sours inquired if anyone had issues with interpreting the out-of-town rates. Mr. Chrisman stated there are other localities that use a different language, but we've always used this design. Ms. Babb also stated the formatting can be revised if that is more easily distinguished between intown and out-of-town rates. Town Attorney, Jason Botkins stated the language can be re-done. Staff will make the suggested revisions.

**Motion:** Councilman Dofflemyer motioned the FY27 Budget Ad be approved, as presented. Councilman Dean seconded the motion with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler **Approved 6-0**

~Recess~

### **CLOSED SESSION**

#### **Discussion about the Performance and Employment of Specific Public Employees, and Consultation with Legal Counsel – Town Attorney**

Town Council conducted a Closed Meeting for the discussion of the performance and hiring of specific public employees, as authorized by Section 2.2-3711 (A) (1) of the Code of Virginia. The subject matter of the meeting is specific local government employees. Also, for consultation with Legal Counsel regarding specific legal matters requiring the provision of legal advice by the Town Attorney, as authorized by Section 2.2-3711 (A) (8) of the Code of Virginia. The subject matter is legal advice regarding IRF documents related to 15 Campbell Street.

**Motion:** Councilman Pettit motioned to convene and go into Closed Meeting for discussion of the performance and hiring of specific public employees, as authorized by Section 2.2-3711 (A) (1) of the Code of Virginia. The subject matter of the meeting is specific local government employees. Also, for consultation with Legal Counsel regarding specific legal matters requiring the provision of legal advice by the Town Attorney, as authorized by Section 2.2-3711 (A) (8) of the Code of Virginia. The subject matter is legal advice regarding IRF documents related to 15 Campbell Street. Motion seconded by Councilman Butler with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

~Closed Meeting~

**Motion:** Councilman Pettit motioned the closed meeting be adjourned and the Luray Town Council reconvene in open session. Motion seconded by Councilman Sours with the vote as follows: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

**Certification:** Councilman Pettit asked members of Council with respect to the just-completed closed session and to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard discussed or considered in the meeting by the Town Council. Motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

## **FURTHER ACTION BY COUNCIL**

### **IRF Documents – 15 Campbell Street**

Town Manager, Bryan Chrisman, requested Council consider approving the included documents related to the IRF project at 15 Campbell Street.

Copies of the various documents are included for Council review.

The Town Attorney has reviewed the drafts for suitability.

**Motion:** Councilman Butler motioned the Council approve the Loan Agreement, Performance Agreement, Promissory Note, and Deed of Trust in substantially the form presented and authorize the Town Manager and Mayor to execute the documents on behalf of the Town of Luray with any changes as may be approved by the Town Manager or Mayor in consultation with the Town Attorney, including, but not limited to, any changes to the dates specified in the documents that are necessary to reflect the future closing date. Councilman Dofflemyer seconded the motion with the vote as follows: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

### **Alley Vacation adjacent to 15 Campbell Street**

Town Manager, Bryan Chrisman, requested Council consider approving the requested Alley Vacation adjacent to 15 Campbell Street (South Alley-portion of).

Copies of the various documents are included for Council review.

The Town Attorney has reviewed the drafts for suitability.

A copy of the recorded Ordinance and Exhibit are required to be provided to the Town.

**Motion:** Councilman Sours motioned to approve the Alley Vacation & Ordinance, as presented. Councilman Butler seconded the motion with the vote as follows: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

### **Quitclaim Deed adjacent to Parcel 154A**

Town Manager, Bryan Chrisman, requested Council consider approving the requested Quitclaim Deed adjacent to Parcel 154A.

Copies of the various documents are included for Council review.

The Town Attorney has reviewed the drafts for suitability.

A copy of the recorded Deed is required to be proved to the Town.

**Motion:** Councilman Butler motioned to approve the Quitclaim Deed, as presented. Councilman Sours seconded the motion with the vote as follows: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

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

Mr. Botkins stated he had nothing further this evening.

### **COUNCIL COMMENTS**

Councilman Dofflemyer inquired about the Mick or Mack building. He would like to see something done about the maintenance of this property. Councilman Vickers inquired about the property at one (1) First Street and their high grass. Chief Bow Cook stated they send reminders to the property owners to mow this property.

Councilman Butler reminded everyone of the kickoff for the VA 250 that will be on Memorial Day weekend. He added that Luray will be the first locality in the state to have the Revolutionary Mobile Museum and will be stationed at Luray Caverns. Mr. Chrisman added that the Veterans' Banners will begin being hung this week and possibly the VA 250 flags will be hung at the same time. Councilman Dofflemyer inquired about the Cave Hill Road closure for the Memorial Day Events. Mr. Chrisman stated it will be closed from Friday, May 22 through May 25<sup>th</sup> and will re-open on May 26<sup>th</sup>.

### **MAYOR'S ANNOUNCEMENTS**

Mayor Lillard reminded everyone of the Ribbon Cutting Ceremony at the Chamber of Commerce at noon on Friday. Mayor Lillard also reminded everyone of the upcoming joint Town and County meeting to be held on May 20<sup>th</sup> at 7pm. She stated one Council Member needed to attend. Councilman Pettit stated he would be in attendance. Mayor Lillard stated Chamber Banquet tickets were \$100 and everyone needs to RSVP. The banquet will be held on May 28<sup>th</sup> at 5pm at The Mimslyn Inn. Mayor Lillard received an invitation for Council to attend the Garden Club Event on June 14<sup>th</sup>. She also stated Council was invited to attend Lauren Ridge for 20<sup>th</sup> Anniversary Celebration on June 11<sup>th</sup> from 6pm-8pm. Lastly, she reviewed the "Best of Virginia" rankings from VA Living Magazine which included the local businesses and attractions.

### **ADJOURN**

With no further business, the meeting was adjourned at 9:23 p.m.

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Stephanie Lillard  
Mayor

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Danielle Alger  
Deputy Clerk-Treasurer