

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

Tuesday, June 23rd, 2026

The Luray Town Council met in Special Session on Tuesday, June 23rd, at 5:30 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
Alex White
Jason Pettit
Joseph Sours
Chuck Butler

Also Present:

Bryan Chrisman, Town Manager
Danielle Babb, Treasurer
Danielle Alger, Deputy Clerk Treasurer
Chief Bow Cook, Luray Police Department
Lonnie Foster, Luray Police Department
Leah George, Luray Police Department
Roger Knott, Luray Police Department
Brooke Fox, Planning and Zoning
Jen Jenkins, Parks and Recreation Superintendent

(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. The roll was then called with all Council members present.

DISCUSSION ITEMS

Chapter 98- Parks Code Amendments

Jen Jenkins, Parks and Recreation Superintendent, stated there were changes in tonight's packet regarding Chapter 98. Mayor Lillard inquired about section 98.21 with the operation of motorized skateboards. She stated now there are electric bikes and scooters. Chief Bow Cook believes there will be an issue in the future. Councilman Pettit added that a standard bike can also be fast, depending on the rider. Councilman Vickers

inquired if there had been any complaints. Ms. Jenkins stated that she has only been made aware of one complaint.

Updated Rec Park Master Plan

Jen Jenkins, Parks and Recreation Superintendent, requested Council review and discuss proposed updates to the R.H. Dean Recreational Park Master Plan.

Ms. Jenkins stated she has been working with Racey Engineering to complete the updates. Ms. Jenkins said they have made some revisions, some have been included in the plan.

Councilman Sours inquired about the event venue. Ms. Jenkins stated that it could be used for indoor/outdoor farmers markets, etc. Ms. Jenkins stated that proposed shelters will be in that area as well. She added that it is a great area for expansion and development. Councilman Vickers inquired if Ms. Jenkins had a priority list. Ms. Jenkins stated the basketball court was high ranking on the list as well as the aquatic center. Ms. Jenkins stated there aren't drastic changes as far as desired amenities. However, she explained that parking would need to be considered through the development. Councilman Pettit stated that he would like for the field where the cattle are at to be left open since it's a great view.

The approved version will be uploaded to the Town website and will supplement our Comprehensive Plan as an attachment until the next Comp Plan update.

Motion: Councilman Sours motioned the updated Rec Park Master Plan be adopted, as presented. Motion seconded by Councilman Dofflemeyer with the vote as follows: YEA: Council Members Vickers, Dofflemeyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

Atkins Drive Subdivision

Town Manager, Bryan Chrisman, requested Council review and discuss a proposed Subdivision along Atkins Drive. The current real property layout consists of three (3) parcels. All are zoned R-1 Low Density Residential.

The owner, Bob Brown, and his agent, Judy Bell, are proposing a total of six lots for residential single family home development.

A copy of the current parcel map, and the proposed subdivision exhibits are included in tonight's packet.

Mr. Chrisman stated that all lots will be served by Town water, but have private on-site sewage disposal systems approved by the Virginia Department of Health. This is due to sanitary sewer not being available within a reasonable distance to the existing or new parcels.

Mr. Chrisman stated the owner is proposing an 8.5+ acre boundary line adjustment with the Town to further enhance the source water protection buffers for Hite Spring. In response, the Town will provide a Valuation Letter based on the current assessed value of the donated property.

All lots front Atkins Drive, a public right-of-way, and all have a lot frontage exceeding one hundred feet. A twenty (20) foot wide water line easement for access and utilities will be platted along the front of each lot where it touches Atkins Drive.

Several items that can be required/requested from the owner/applicant in writing prior to final subdivision approval and before zoning permits are:

- Town-approved driveway entrances onto Atkins Drive
- Required VDH approval for the onsite sewage disposal systems for each lot
- Requirement for Town water to be utilized for each lot
- No part of a private on-site sewage disposal system or reserve area shall be within fifty (50) feet of the western property line of Lot 6, and within two hundred (200) feet of the southern property lines of Lots 2,3,4,5 and 6.

Councilman Sours stated that he is agreeable with this proposal, but will abstain himself from voting since he lives in this area.

Parking Waiver Request – 205, 207 and 211 West Main Street

Town Manager, Bryan Chrisman, requested Council review and discuss a proposed Parking Waiver serving 205, 207 and 211 West Main Street. These are the Porch & Vine Restaurant and Dolce.

The owners have developed Phase 1 of the restaurant at 211 W Main Street using their existing parking and additional locations. Council can find this on the aerial map in the council packet.

The Phase 2 development requests adds The Garden to the rear of the restaurant with forty-two (42) additional seats, as well as Dolce, an adjacent eatery with eight (8) indoor seats.

The applicants have indicated that they are utilizing eighteen (18) parking spaces across the street. Also, they have stated that their employees (eight max staff per shift at one space each) are parking in the IBR office parking lot on South Broad Street/Campbell Street. Finally, the rear of the parcel for 205 & 207 has a large gravel lot which handles ADA parking spaces, delivery vehicle spaces, a trash dumpster, and general parking.

Since the parcels are within 1,200 of a public parking lot, they can assign up to 75% of their required spaces to that public lot. That would be 28.5=29 spaces. Of the remaining required 9 spaces, they have room for them all on the rear of the Dolce parcel at 205/207 parcel. No waiver is required. Additionally, our Ordinance is not based on parking utilization, but rather on the size and content of the facilities proposed.

A copy of their request letter, aerial exhibits, and relevant code sections are attached in tonight's packet.

Councilman Pettit stated that he would be more than willing to work with anyone on Main Street that is trying to do something. Councilman Butler inquired about our parking ordinance. Mr. Chrisman stated that it is one parking space for every four seats. Councilman Butler also inquired about parking per unit at apartment complexes. Mr. Chrisman stated two per unit, not based on bedrooms.

County TOT Funding

Mayor Lillard stated she had spoken with staff at the County Office and had their annual planning meeting. Ms. Lillard stated they discussed the roundabout. The plans had moved forward with the engineering design but was pushed back due to a need for an additional study. Mayor Lillard mentioned the Greenway to them in hopes of using these funds towards the Greenway Expansion. She added they are wanting the funds expended in this fiscal year.

Councilman Pettit inquired if they were going to continue to pursue the roundabout. Mayor Lillard stated the project would be put on hold indefinitely.

Mr. Chrisman and Mrs. Babb reached out to Jason Botkins, Town Attorney and the Town can accept these funds this fiscal year or next fiscal year without any need for amendment to the budget.

ACTION ITEMS

FY27 Budget

Town Manager, Bryan Chrisman, requested Council discuss and take action on the FY27 Budget.

The budget documents included for review and discussion are:

- Draft 15 Versions of the Synopsis, Revenues & Expenditures
 - Graph of the Revenues by type
 - Graph of the General Fund Expenditures by type
 - Graph of the Total Expenditures
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- Town Staff recommend adjustments to our water, sewer, and garbage rates of 5%, 6%, and 4.4% respectively.
 - The proposed budget includes funding for necessary Department operations, a tiered COLA for employees ranging from 25-45 based on current salary and reflects a 7% increase in health insurance rates imposed by Anthem. The Town saw a decrease in its defined contribution rates provided by the Virginia Retirement Systems.
 - Funding continues to be provided by VDOT for street improvements, maintenance, and emergency response for roads in the Urban Maintenance Program.
 - The proposed budget includes revenue increases of 10.4% of Transient Occupancy Tax, 26% in Sales and Use Tax, and 18.1% of Meals Tax which are reflective of a healthy and vibrant small town economy.
 - The proposed budget includes funding for Depot Roof Repairs, a Rate and Fee Study, Parks and Recreation Equipment and Office Site Plans, Atkins Drive Improvements, matching funds for the Hawksbill Greenway Extension Plans, and continued pedestrian improvements on Luray Avenue.
 - The Water and Sewer funds include the cost of a Wastewater Preliminary Engineering Report, a new water line for the 15 Campbell Street project, improved communications at the Forest Hills Pump Station, and new roof at the West Main Tank Valve Building. Some water and sewer capital improvements are unfunded due to limited revenue sources. The backlog of needed capital projects that remain unfunded continues to grow. The CIP Items shown in red text are currently unfunded and will eventually need to

be completed by some funding mechanism. Shrinking funding gaps between revenues and operational expenditures prevent some key capital projects from being engaged and completed.

The total proposed budget for FY 2026-2027 is \$14,758,898 comprised of \$8,941,919 for General Fund, \$22,710 in asset forfeiture funds, \$1,000,000 for Project Funds, \$2,106,302 for Water Fund, and \$2,687,968 for Sewer Fund. The proposed FY 2026-2027 Budget reflects less than 4.2% increase over FY 2025-2026.

Staff recognizes the impact of utility rate increases on residents, these increases are necessary due to ongoing increases in operational costs that ensure citizens receive continued reliable service.

Ms. Babb thanked our Department Heads for their assistance in presenting this balanced budget through the submittal of requested budgets with a strong prioritization of capital improvement requests.

Councilman Sours inquired about the rate and fee schedule and the interpretation on how a customer may read it. Mr. Chrisman stated they would clarify the gallons and revise accordingly. Treasurer, Danielle Babb, thanked the Mayor and Council for their support throughout the budget process and the Departments for their conservative prioritization of capital projects and operational costs. Mayor Lillard stated she appreciated Ms. Babbs dedication and commitment.

Motion: Councilman Butler motioned that they FY27 Budget & Ordinance be adopted, as presented. Motion seconded by Councilman Dean with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

FY27 Rate & Fee Schedule

Town Manager, Bryan Chrisman requested Council discuss and take action on the FY27 Rate & Fee Schedule.

A copy of the draft schedule is included for your review. Also included is the Draft Budget Ad which included advertised changes to the FY27 Rate & Fee Schedule.

Proposed changes from the FY26 Schedule are noted in red.

Noted changes included the recommended increases in Water, Sewer, and Refuse Rates. Water and Sewer increase are required in order to continue necessary capital improvements to the town's infrastructure. Refuse rate increases are a direct result of increased pricing from Waste Management. Other changes include slight increases in Zoning Permit and administrative fees.

A reduction in the Town's Real Estate Rate of .06 cents/100 is reflected in the Rate & Fee Schedule and was adopted by Council at its meeting of April 13, 2026.

Motion: Councilman Vickers motioned that the FY27 Rate & Fee Schedule and Ordinance be adopted, as presented. Motion seconded by Councilman Butler with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

Partial Vacation of Drainage Easement

Motion: Councilman Sours motioned the partial vacation of drainage easement be adopted, as presented. Councilman Dofflemyer seconded the motion with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

COUNCIL COMMENTS

Councilman Dean inquired about derelict properties behind Evergreen Cemetery. Mr. Chrisman stated that property is on our list but never get response from the property owner.

MAYOR ANNOUNCEMENTS

Mayor Lillard reminded everyone of the Fourth of July Festivities on the Greenway. Dedication of the monument will be held at 4pm followed by the Downtown Get Down. Mr. Chrisman stated the fireworks will be much bigger this year due to the VA 250 celebration. Mr. Chrisman stated this would be the last meeting as a full time employee for Chief Bow Cook, he is retiring June 30th. Council Member Vickers and Dofflemyer will be attending the Stanley Parade at 6pm along with Lieutenant Foster. Mayor Lillard also reminded folks of the Children's Parade on the 4th at 10am. She added the employee picnic will be held at Lake Arrowhead in the Lion's Shelter at 12:30 on July 2nd.

ADJOURN

With no further business, the meeting was adjourned at 6:31 p.m.

Stephanie Lillard
Mayor

Danielle Alger
Deputy Clerk-Treasurer