

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

Monday, August 10th, 2026

The Luray Town Council met in regular session on Monday, August 10th, 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 (via phone)
Chuck Butler

Also Present:

Bryan Chrisman, Town Manager
Danielle Babb, Clerk Treasurer
Danielle Alger, Deputy Clerk Treasurer
Chief Lonnie Foster, Luray Police Department
Leah George, Luray Police Department
Brooke Fox, Planning and Zoning
Jason Botkins, Town Attorney, Litten & Sipe
Jackie Wood, Luray Downtown Initiative
Bow Cook, Town Citizen

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. Councilman Sours attended via phone.

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 –07/13/2026

(B) Accounts Payable totaling- \$171,318.74

(C) Financial Reports will be available after audit review.

BOARDS, COMMISSIONS, DEPARTMENTAL REPORTS

Luray Downtown Initiative

LDI Director, Jackie Wood, thanked Council and Staff for their kindness and generosity to help fund and support LDI. Ms. Wood announced the groundbreaking for 15 Campbell Street will be held this Friday, August 14th at 10am. Ms. Wood stated the final installment of the VA 250 monument will be Saturday, September 5th at 4:30 at the Page County Courthouse. She added this will also be the same day as the Sunflower Festival. Ms. Wood was excited to announce that their “Delicious Memories” cookbook has been completed and hopes to have it for sale in the next few weeks. Ms. Wood announced the next Farmers Market will be held on Saturday, August 22nd, and invited everyone to stop by.

Councilman Vickers inquired about the plans for the bicentennial flags. Ms. Wood stated they will be going up for the last time on Veterans Day. She added once they come down, they will be for sale.

Ms. Wood stated the Town of New Market is an “Exploring Main Street Community”. Their Assistant Town Manager visited with her and Town Manager, Bryan Chrisman, providing a tour and information. She added that she is trying to help them get their accreditation. Ms. Wood stated she will have the final study from the Virginia Main Street at the next Council meeting on September 14th.

Ms. Wood stated the new sports card shop opened on Saturday, August 8th, and is operated by Craig and Catherine Dallas.

PUBLIC HEARINGS

Zoning Ordinance Code Amendments

Town Manager, Bryan Chrisman, requested Council conduct a Public Hearing to receive comments regarding proposed code amendments to the Zoning Ordinance.

A copy of the proposed amendments, the Ordinance, the House Bill, and the ad are included for review and discussion.

The principal changes focus on the following:

Definition of a Data Center so as not to be confused with other elements or usage types in the Town Code. *NOT ADDED AS A USE IN ANY ZONING DISTRICT

Clarify and better define – Public Utilities and Storage Warehouses

Change the off-street, out of right of way parking space requirement for multifamily housing from 1.5 spaces per unit to one (1) space per bedroom in each unit.

Altering Chapter 506 – Parking, for clarity

Amending Chapter 517 to conform to recent state law changes. The yellow highlighted elements are available for change based on the Commission’s recommendation and Council approval. These potential change sections are essentially setback distances and post-construction vegetative cover.

Mr. Chrisman stated that he did not receive any comments this time around.

Mayor Lillard opened the Public Hearing for comments. Hearing nothing, she then closed the hearing and asked Council Members if they had any comments.

Councilman Butler inquired about the warehouse for storage facilities and if that would be for people paying to store things in a storage shed. Mr. Chrisman stated yes, storage warehouse is how they like it to be better defined. He added that other localities have misinterpreted that.

Mr. Pettit added that he’s not a fan of the changes from Richmond. He added that he understands the reasoning but would like for localities to be able to make their own decisions.

Motion: Councilman Vickers motioned the proposed Zoning Amendments Ordinance be approved, as presented. Councilman Dofflemyer seconded the motion with the vote as follows: Council Members: YEA: Vickers, Dofflemyer, Dean, Sours, Butler. NAY: Pettit **Approved 5-1**

ACTION ITEMS

Right of Way Vacation Request – 94 Rosser Drive

Town Manager, Bryan Chrisman, requested to review and discuss a request from Alice Gray for the Town to vacate a portion of the platted right-of-way for North Bank Street. Her letter of request is included for Council review.

Currently, the Gray family has built a substantial paved driveway and parking area in the right-of-way. Also, there is a storage shed and a fence across the right-of-way. The property located at 96 Rosser Drive also uses this right-of-way to access their property. North Bank Street ends abruptly against the fence with no turn-around.

At the request of Council, Town staff reached out to Ms. Gray and evaluated the site for the construction of a potential turnaround. Ms. Gray indicated that she would be pleased with whatever the Council elected to do, but she hopes that they will choose to vacate the right-of-way. Mr. Chrisman explained that she would only be entitled to half and that the remaining half would be attributed to the adjacent owner (Fox). She could possibly obtain that half by agreeing to a private Quitclaim Deed with Mr. Fox.

Visits and discussions by the Public Works Superintendent and Chief of Police indicated that the area is not conducive to the construction of a turnaround, spatially or topographically. In any event, it is likely that the neighborhood would utilize the edges for additional parking and negate any advantage that might be provided.

If Council is inclined to grant the vacation, staff can advertise for the Public Hearing and notify adjacent property owners. While a survey is not required, Ms. Gray has indicated that she might obtain one anyway. Such a survey may reveal that her improvements (paving and shed) may extend past the midpoint of the ROW onto that piece allocated to Mr. Fox upon vacation.

Staff are requesting direction from Council with respect to the two (2) choices: 1) do not vacate the ROW, or 2) vacate the entire ROW which allocates 50% to each adjacent owner. The Town Attorney would draft an Ordinance of Vacation.

Councilman Dean inquired as to how the situation arose. Mr. Chrisman stated that Ms. Gray wants it to be good for her family in the future. Councilman Dofflemeyer inquired if Ms. Gray could have the entire area if the neighbor didn't want it. Mr. Chrisman stated she could get a Quick Claim Deed. He added that whatever the property owners work out in the future is up to them. Councilman Butler stated that it was obvious that the Town would never put a road there. He added that it's not practical and doesn't mind giving it to her. Councilman Pettit said he drove by and looked at the area and stated there was no way for the trash truck to turn around. He added the trash truck has to back out. Councilman Pettit stated that he has no issues with vacating it.

Town Credit Card Policy

Town Treasurer, Danielle Babb, requested Council review the Credit Card Purchasing Policy.

Ms. Babb stated whereas the Town of Luray does not currently have a formal written policy in place. Current practice included adherence to all internal controls, procurement policies, and audit standards. The establishment of a written policy will further define the overall regulation and oversight of the Town's purchasing cards and their safekeeping. Further, the institution of this policy provides for efficiency and accuracy in record keeping, reconciliation, and payment processes.

Ms. Babb stated sine this is a new policy it she thought it would be best to let Council weigh in on it. Ms. Babb said she has heard comments from both Councilman Sours and Mayor Lillard. Ms. Babb provided to Council a document that showed all cardholders and proposed limits for each and made these revisions.

Mayor Lillard thanked Ms. Babb and Mr. Chrisman for their collaboration on this. Mayor Lillard inquired about having less cards than previously. Ms. Babb stated Council had previously recommended reducing the number of cards. She added that some credit cards were eliminated. Mayor Lillard stated she noticed some adjustments to the card limits to general use and expectations. Ms. Babb stated there was a slight increase to her card as well as Mr. Chrisman's card due to travel and training as well as Council events. Councilman Vickers inquired if there were any cards that were used very little or not at

all. Ms. Babb stated some cards were not used every month, and it varies from card to card. Councilman Butler commended staff for their great effort in putting this policy together. He added it was much needed. Councilman Pettit agreed and added that other government agencies have this type of policy. Mr. Chrisman stated this was the end goal and was much needed. He also thanked Ms. Babb for her efforts. Councilman Butler inquired if Mr. Botkins had reviewed it. Mr. Botkins stated yes, he had reviewed the policy.

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

ACTION ITEMS

Ordinance Amendments – Chapter 98 – Parks

Town Attorney, Jason Botkins, requested Council review, discuss, and take action on an Ordinance that amends the current Town Code Chapter 98.

A copy of the Exhibits and Ordinance are included for review.

Mr. Botkins stated this issue has been reviewed and discussed at multiple meetings. Mr. Botkins stated that he spoke with Jen Jenkins in Parks and Recreation about a change in Section 98.21B. The original Ordinance didn't include motorized vehicles. Mr. Botkins stated there was no Public Hearing needed nor an ad required to change the wording.

Motion: Councilman Dean motioned the Chapter 98 Amendments Ordinance be adopted, as presented. Councilman Vickers seconded the motion with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

Appointment to the Planning Commission

Councilman Pettit stated that he would like to nominate Michael Weaver to fill the Planning Commission vacancy. He added that he has known Mr. Weaver for many years. Councilman Pettit stated Mr. Weaver has worked 37 years in Northern Virginia and has seen changes and growth in other areas. Councilman Pettit believes Mr. Weaver would be an asset to the town.

Motion: Councilman Pettit nominated Michael Weaver to serve on the Luray Planning Commission to fill the unexpired term through December 31, 2028. Councilman Dean seconded the motion with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

Signature Authority for Partial Drainage Easement

Town Manager, Bryan Chrisman, requested Council review, discuss, and take action on a request to authorize the Town Manager to sign the Partial Vacation of a Drainage Easement document on behalf of the Town.

A copy of the document is included in tonight's packet along with a copy of the Exhibits indicating Existing & Proposed Routing.

Mr. Chrisman stated that Council never took a formal vote on the drainage easement and he would be happy to answer any questions anyone may have.

Motion: Councilman Butler motioned that Signatory Authority be granted, as presented. Councilman Vickers seconded the motion with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

Part-Time Employment Resolution

Town Manager, Bryan Chrisman, requested Council review, discuss and take action on a Resolution to clarify to VRS that the Luray Assistant Town Manager position, in its current iteration, will be a part-time position.

The document was provided by VRS.

Mr. Chrisman stated the position can be reverted back to full-time status at any point as authorized by the Town. The basis for the position is reviewed annually during budget planning. Mr. Chrisman stated that he was available for questions.

Motion: Councilman Butler motioned that the Resolution be approved, as presented. Councilman Dofflemyer 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 Disposition of Public Properties

Town Council conducted a Closed Meeting for the discussion of disposition of public property where such discussion in open meeting would adversely affect the negotiating strategy of the public body, as authorized by Section 2.2-3711 (A) (3) of the Code of Virginia. The subject matter of the meeting are the potential renewal of leases for 18 Campbell Street and 18 Vogt Place.

Motion: Councilman Pettit motioned to convene and go into Closed Meeting for discussion of the disposition of public property where such discussion in open meeting would adversely affect the negotiating strategy of the public body, as authorized by Section 2.2-3711 (A) (3) of the Code of Virginia. The subject matter of the meeting are the potential renewal of leases for 18 Campbell Street and 18 Vogt Place. Motion seconded by Councilman Dofflemyer 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 Butler 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 Butler with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Dean, Pettit, Sours, Butler. **Approved 6-0**

FURTHER ACTION BY COUNCIL

Proclamation of Recognition

Mayor Lillard read the Proclamation of Recognition to Carl S. "Bow" Cook for his retirement as Chief of Police.

Motion: Councilman Dofflemyer motioned to approve the Proclamation of Recognition, as presented. Councilman Butler 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 Butler reminded everyone of the VA 250 monument dedication at the Page County Court House on September 5th at 4:30. Councilman Dean complimented the grounds at Lake Arrowhead and the park staff. Councilman Pettit agreed and said that everything looks great. Mr. Chrisman stated he would share this with Jen Jenkins and her staff. Councilman Dofflemyer stated he would like a tour of the Wastewater Plant. Mr. Chrisman stated that Tyler Austin with Racey will be at an upcoming Council Work Session or Special Meeting to give the final report.

MAYOR'S ANNOUNCEMENTS

Mayor Lillard stated she would be attending the joint Towns & County meeting at the Stanley Fire Hall on August 19th. Councilman Dofflemyer and Mr. Chrisman will be attending as well. Mayor Lillard announced there will not be a work session on August 25th due to fair activities.

ADJOURN

With no further business, the meeting was adjourned at 8:30 p.m.

Stephanie Lillard
Mayor

Danielle Alger
Deputy Clerk-Treasurer