

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

**Tuesday, October 15, 2019**

The Luray Town Council met in regular session on Tuesday, October 15, 2019, 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 Barry Presgraves

**Council Present:**

Ron Vickers  
Jerry Dofflemyer  
Jerry Schiro  
Leroy Lancaster

**Council Absent:**

Joseph Sours  
Leah Pence

**Also Present:**

Steve Burke, Town Manager  
Bryan Chrisman, Assistant Town Manager  
Jason Botkins, Litten & Sipe  
Mary Broyles, Clerk-Treasurer  
Danielle Babb, Deputy Clerk-Treasurer  
Chief Carl "Bow" Cook, Luray Police Department  
Bill Huffman, Luray Downtown Initiative  
Meredith Dees, Luray Downtown Initiative  
Jason Pettit, Luray Downtown Initiative  
Bill Dudley, Bill Dudley & Associates Real Estate

A quorum being present, Mayor Presgraves declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Councilman Dofflemyer led everyone in the United States Pledge of Allegiance. The roll was called with two Council members absent.

**CONSENT AGENDA**

**Motion:** Councilman Schiro motioned to approve the Consent Agenda as presented, motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster. **Approved 4-0**

## *Consent Agenda*

- (A) Minutes of the Regular Council Meeting – 9-9-2019
- (B) Minutes of the Council Work Session- 9-24-19
- (C) Accounts Payable checks totaling- \$196,748.21

\*\*Financial Reports will be provided at the close of the Fiscal Year.

## **CITIZEN COMMENT**

*There were no members of the public signed up to speak during the Citizen Comment period.*

## **PUBLIC HEARING**

Mr. Burke request the Council hold a public hearing regarding amendment to Town Code Section 406 of Article IV – District Regulation of Appendix A- Zoning. The revision would allow existing single family dwellings in the Business District constructed prior to October 1977 to be used as residential single-family dwellings as a by-right use. Councilman Schiro asked a question regarding expansion of a dwelling. Mr. Burke noted that so long as the home was constructed prior to 1977, expansion of the dwelling would also be a by-right use.

Mayor Presgraves opened the public hearing for citizen comment. There were no citizens present to speak, therefore the hearing was closed.

**Motion:** Councilman Dofflemeyer motioned to adopt the Code Amendment to Town Code Section 406 of Article IV-District Regulation of Appendix A- Zoning to allow existing single-family dwellings in the Business B1 District constructed prior to October 1977 be used as residential single-family dwellings as a by-right use as presented. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemeyer, Schiro, Lancaster. **Approved 4-0**

## **DEPARTMENTS, TOWN BOARDS AND COMMISSIONS**

### **Luray Downtown Initiative**

Ms. Meredith Dees provided a power point presentation regarding North Broad Street Improvements. Ms. Dees explained that Phase I and II of the improvements were completed in 2013, but Phase III remains unfinished. Ms. Dees showed a possible rendering for Phase III and said that it could include more than originally anticipated. The design renderings illustrate parking spaces, picnic tables, benches, and an electric vehicle charging station. Ms. Dees said that the project total would include acquisitions, development, and in kind services. A grant opportunity is available, and the application would be submitted between January and March 2020. Ms. Dees said that before she pursues the grant process further she would like Council’s consensus to proceed. Council members discussed issues with the creek bank and sloping. Council members said they couldn’t think of a reason not to pursue this opportunity. Mr. Chrisman, Assistant Town Manager, said this grant provides a more flexible option than before.

Lastly, Ms. Dees presented LDI's Christmas Ornament which is the Mimslyn Inn. This will be the first in a series of annual ornaments. The ornament will sell for around \$20 each and will serve as a fundraiser for LDI.

Ms. Dees reminded Council Members of the upcoming bridge event on November 7<sup>th</sup> at Ruffner Plaza.

**Motion:** Councilman Schiro motioned to proceed with the North Broad Street Improvement matching grant application for Phase III. Motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster. **Approved 4-0**

## **ACTION & DISCUSSION ITEMS**

### **Personnel Policies Manual & Job Descriptions**

Mr. Burke requested that Council consider adoption of the updates to the Town's Personnel Policies Manual and job descriptions. Mayor Presgraves asked if this would affect minimum pay for some employees. Mr. Burke stated that there are currently no employees who fall below the minimum. Mayor Presgraves asked if this would replace the Springsted Study. Mr. Burke said this would in effect update that study and in some cases provide higher ends for some positions. Councilman Schiro complemented the revisions and said they were very thorough and precise.

**Motion:** Councilman Schiro motioned adopt the revised Personnel Policies Manual and the Town Job Descriptions as presented. Motion seconded by Councilman Dofflemyer with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster. **Approved 4-0**

## **TOWN ATTORNEY**

Town Attorney, Jason Botkins, had nothing further for the evening's agenda.

## **ANNOUNCEMENTS**

Mayor Presgraves said that he had a request for contributions to a local youth sports team. Information can be found in Council's packets if Council members wish to personally contribute.

*-Recess-*

## **EXECUTIVE SESSION**

**Real Property: Potential Disposition of Real Property 36 West Main Street, Section 2.2-3711 (A) (3)**

Mayor Presgraves requested a motion to adjourn into Executive Session for the purpose of discussing matters relevant to Section 2.2-3711.A.3 regarding the potential disposition of real property.

**Motion:** Councilman Schiro motioned to recess the regular meeting and to convene in executive session; Councilman Vickers seconded the motion with the following members voting YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster. Approved 4-0

***-Closed Meeting-***

**Certification:** Mayor Presgraves asked members of Council to certify that to the best of their knowledge only matters covered under Section 2.2-3711.A.3 were heard, discussed, or considered during the closed session. **Motion:** Councilman Schiro motioned to certify the closed session; Councilman Dofflemyer seconded the motion with the following members voting YEA: Mayor Presgraves, Council Members Vickers, Dofflemyer, Schiro, Lancaster.

**ANNOUNCEMENTS/ ADJOURN**

With no further business, the meeting was adjourned at 7:54 pm.

---

Barry Presgraves  
Mayor

---

Danielle Babb  
Deputy Clerk-Treasurer