

AGENDA
Luray Town Council Work Session
Tuesday, September 22, 2020
5:30pm

- | | | |
|-------------|--|------------------|
| I. | CALL TO ORDER | Mayor Presgraves |
| II. | PLEDGE OF ALLEGIANCE TO THE U.S. FLAG | Mayor Presgraves |
| III. | CONTINUITY OF GOVERNMENT | Mayor Presgraves |
| IV. | ROLL CALL | Danielle Babb |
| V. | UPDATES & DISCUSSION ITEMS | |
| | A) First Street Subdivision | Steve Burke |
| | B) Resolution on Citizen Equality | Steve Burke |
| | C) Council Agenda Process | Steve Burke |
| | D) Halloween | Steve Burke |
| | E) CARES Act Funds | Steve Burke |
| VI. | ADJOURN | |

Due to the threat of transmission of COVID-19 and in recognition of the Governor's Executive Order, this Work Session will have limited seating. The meeting will be live-streamed on the Town's Facebook Live page.

Version Date: September 15, 2020 10:00 am



Town of Luray, Virginia
Town Council Agenda Statement

Item No: III

Meeting Date: September 22, 2020

Agenda Item: **Continuity in the Government of Luray, Virginia**

Announcement by Mayor Presgraves:

- This meeting of the Town Council is being held pursuant to the April 13, 2020 Ordinance for Continuity in the Government of Luray.
- The Town Clerk shall read the names of the Councilmembers present and identify those who are electronically present.
- In-person attendance by the public is permitted subject to the limitations of the most recent Executive Order and Phasing Guidelines issued by Governor Northam.
- This meeting can be viewed live on the Town's Facebook page, and a recording will be available on the Town's YouTube Channel. Minutes from the meeting will be posted on the Town's website after being approved by the Town Council.

Town of Luray
PO Box 629
45 East Main Street
Luray, VA 22835
www.townofluray.com
540.743.5511



Mayor

Barry Presgraves
bpresgraves@townofluray.com
Term: 2017-2020

Council Members

Leroy Lancaster
llancaster@townofluray.com
Term: 2017-2020

Jerry Schiro
jschiro@townofluray.com
Term: 2014-2022

Joey Sours
jsours@townofluray.com
Term: 2017-2020

Jerry Dofflemyer
jdofflemyer@townofluray.com
Term: 2015-2022

Leah Pence
lpence@townofluray.com
Term: 2017-2020

Ronald Vickers
Rvickers@townofluray.com
Term: 2014-2022

Town Officials:

Town Manager – Steven Burke
Assistant Town Manager- Bryan Chrisman
Town Clerk/ Treasurer- Mary Broyles
Deputy Town Clerk/ Treasurer- Danielle Babb
Chief of Police- Bow Cook
Superintendent of Public Works- Lynn Mathews
Superintendent Parks & Recreation-Dakota Baker

Commissions & Committees:

Luray Planning Commission
Luray-Page County Airport Commission
Luray Tree and Beautification Committee
Luray Board of Zoning Appeals
Luray Downtown Initiative
Luray-Page County Chamber of Commerce



Town of Luray, Virginia
Town Council Agenda Statement

Item No: V-A

Meeting Date: September 22, 2020

Agenda Item: TOWN COUNCIL DISCUSSION
Item V-A – Subdivision 20-1 – Preliminary & Final Plat - Parcel 42A11-18-40-17

Summary: The Town Council is requested to discuss a request to subdivide parcel 42A11-18-40-17 into two lots for possible development of duplexes. The property is zoned R4-High Density Residential (Boomfield).

In the R-4 Zoning District, two-family dwellings are permitted by-right. Article 404.3.b establishes the following area requirements:

For two-family dwellings arranged side-by-side, the minimum lot area shall be 7,000 square feet. Each unit shall be assigned 3,500 square feet on the lot. A lot containing a two-family dwelling arranged side-by-side may be further divided into separate parcels for each dwelling unit, provided that the resulting lot size for each dwelling unit is a minimum of 3,500 square feet, and provided further that there be a firewall meeting all legal and regulatory requirements between the two dwellings.

Water and sewer service will be confirmed with the submittal of the developmental Zoning Permit.

The Preliminary and Final plat appears to comply with the requirements established in Appendix B – Subdivisions of the Town Code.

The Planning Commission reviewed this application at their September 16th meeting and unanimously recommended approval of the Preliminary and Final Plats for the subdivision.

Council Review: N/A

Fiscal Impact: N/A

Suggested Motion: N/A



Town of Luray
Zoning – Property Subdivision
Application No.: 20-1

Please provide a four (4) survey plats prepared by a licensed surveyor by the Commonwealth of Virginia with this application.

- Application:** Preliminary Minor (<4 lots) Preliminary Major
 Final Minor (<4 lots) Final Major
 Sketch Plat

Surveyor Information:

Surveyor Name Randall K Newman
Company Name Newman Surveying
Surveyor VA Lic No.: 1627 Exp. Date: 5-31-22

Parcel Information:

Original Page County Tax Map Number(s) & Lot Sizes (sf/ac) 42A11-18-40-17
.321 Acres. 17,000 SF.

Proposed Tax Map Number(s) & Lot Sizes (sf/ac) 42A11-18-40-17 9500 SF
42A11-18-40-17A 7500 SF
R4

Comments/Notes PURPOSE OF SUBDIVISION TO ACCOMMODATE
DUPLEX'S

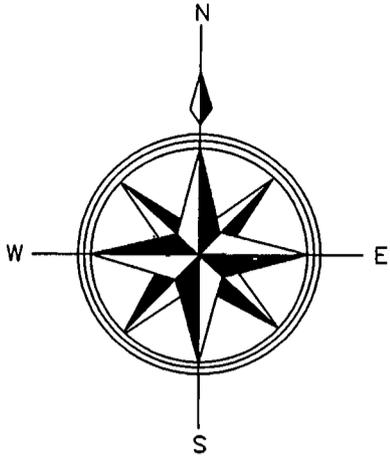
I hereby certify that the information provided on this application is correct and meets all Town, County, and Commonwealth requirements, and further attest that all required permitting will be received prior to commencing construction. (See Article II, Section 302 of Luray Code of Ordinances, townofluray.com)

James Allen Signature of Applicant Date 8-7-20

Please provide a 3" high by 5" wide area on the survey plat for the Town's approval stamp

The applicant shall record the final subdivision plat in the Page County Clerk of Circuit Court's office within six (6) months of approval, and a copy of the recorded plat and receipt shall be provided to the Town Zoning Administrator. Any plat not recorded within the six month time shall be deemed null and void.

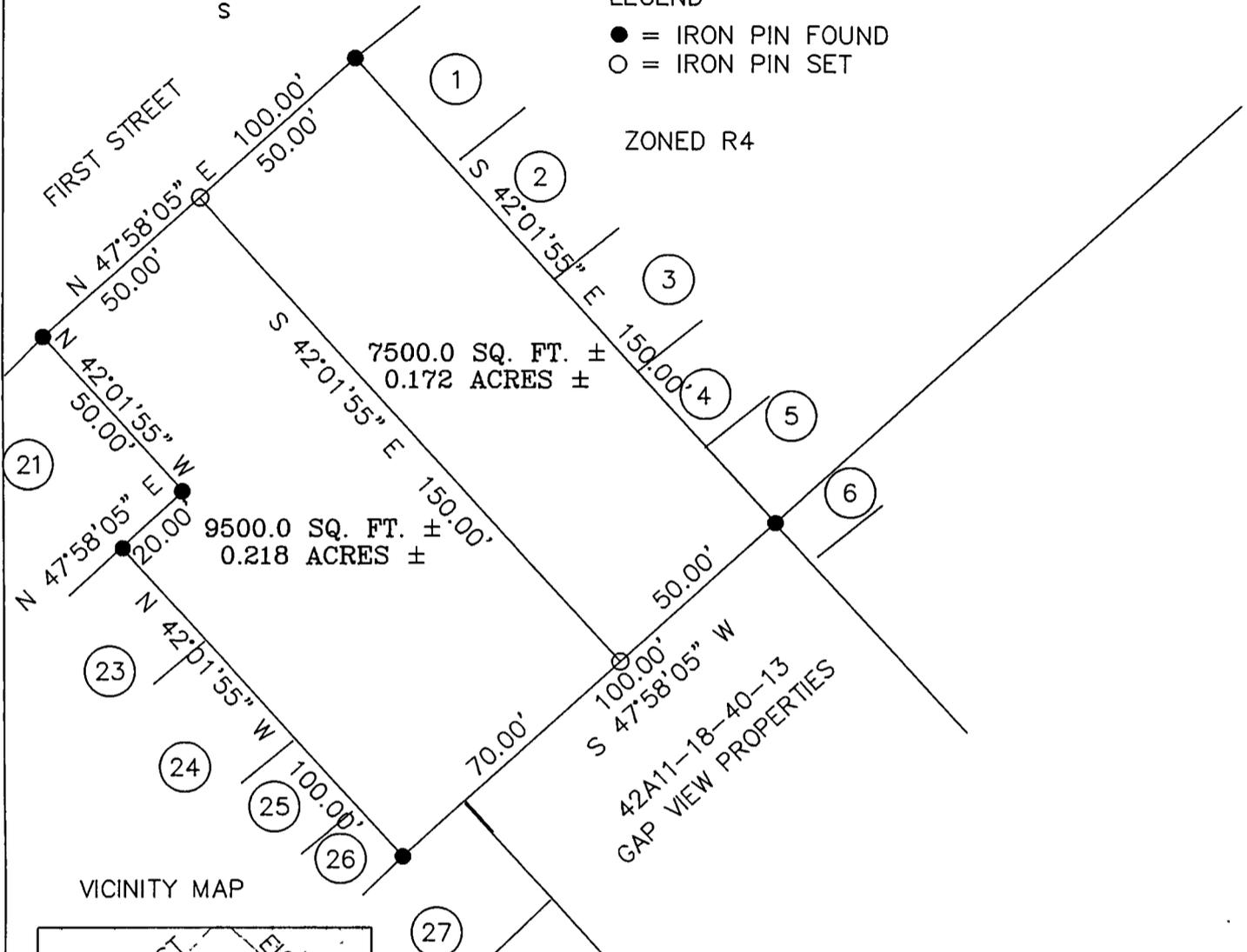
Approval of a preliminary plat shall not constitute acceptance of a subdivision for recording and does not constitute a guarantee of approval of the final plat



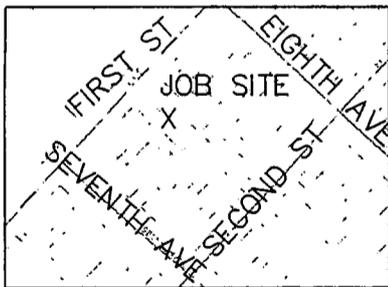
- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 40'
- 3 = TAX MAP = 42A11-18-40-17
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

LEGEND

- = IRON PIN FOUND
- = IRON PIN SET



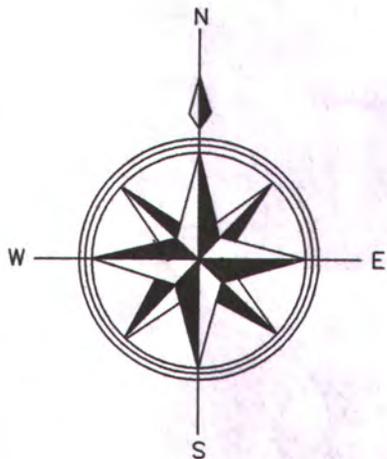
VICINITY MAP



DIVISION SURVEY OF TAX MAP 42A11-18-40-17
 LOCATED IN THE TOWN OF LURAY
 PAGE COUNTY, VIRGINIA.

OWNER: JAMES A. TURNER (LOTS 17-20)
 REFERENCE: INSTRUMENT 150002140
 REFERENCE: INSTRUMENT 160000724
 JOB NO. P42A11-18-40-17-20 JULY 24, 2020

NEWMAN SURVEYING
 Licensed Land Surveyor
 Mt. Jackson, Virginia 22842
 (540) 477-3730

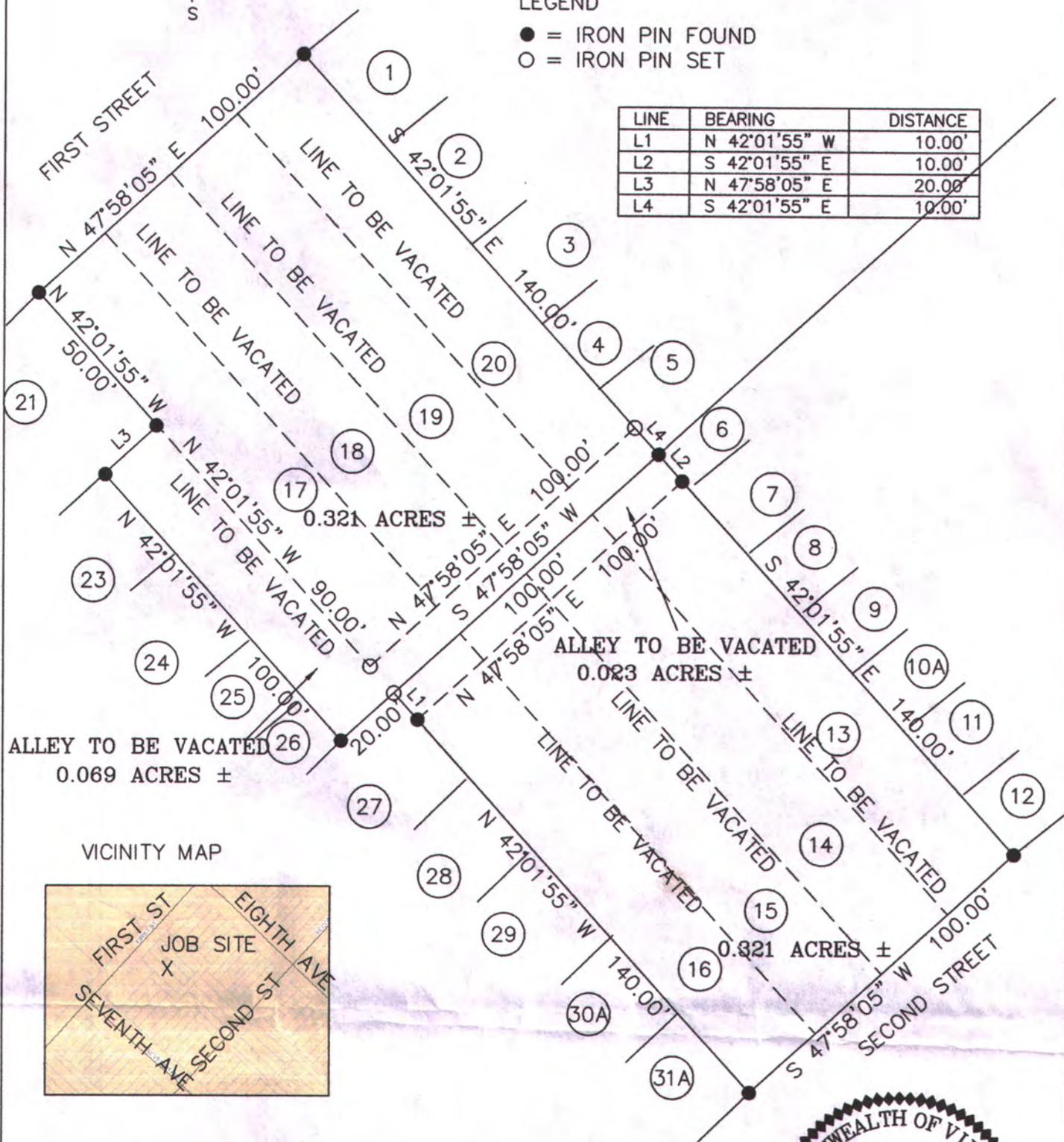


- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 40'
- 3 = TAX MAP = 42A1118-40-13 THRU 20
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

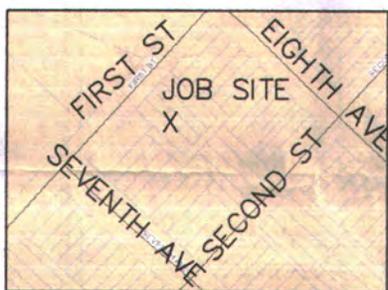
LEGEND

- = IRON PIN FOUND
- = IRON PIN SET

LINE	BEARING	DISTANCE
L1	N 42°01'55" W	10.00'
L2	S 42°01'55" E	10.00'
L3	N 47°58'05" E	20.00'
L4	S 42°01'55" E	10.00'



VICINITY MAP



BOUNDARY LINE ADJUSTMENT SURVEY

LOCATED IN THE TOWN OF LURAY
PAGE COUNTY, VIRGINIA.

OWNER: JAMES A. TURNER (LOTS 17-20)
REFERENCE: INSTRUMENT 150002140
OWNER: GAP VIEW PROPERTIES LLC (LOTS 13-16)
REFERENCE: INSTRUMENT 110000228



NEWMAN SURVEYING

Licensed Land Surveyor
Mt. Jackson, Virginia 22842
(540) 477-3730



Town of Luray, Virginia
Town Council Agenda Statement

Item No: V-B

Meeting Date: September 22, 2020

Agenda Item: TOWN COUNCIL DISCUSSION
Item V-B – Resolution on Equal Protection and Equality for Town Citizens

Summary: The Town Council is requested to discuss a Resolution on Equal Protection and Equality for Town Citizens. The Town of Stephens City adopted a similar Resolution at their September 1st meeting.

Council Review: N/A

Fiscal Impact: N/A

Suggested Motion: N/A



RESOLUTION EQUAL PROTECTION & EQUALITY FOR TOWN CITIZENS



BE IT RESOLVED that the Common Council of the Town of Luray hereby proclaims its intentions to promote and ensure its residents shall be free and safe from discrimination of all types.

Small Virginia communities have always played an important role in setting the standard for safety, security and harmony in the lives of all of its citizens. Residents deserve to live in a community that is culturally sensitive, responsive, and provides a safe environment for its residents, children, families, and elders to live, grow and prosper.

The Town proclaims that discrimination of all types, no matter its base, including discrimination based upon race, creed, color, religion, national origin, sexual orientation or age have no place in this Town. The Town of Luray hereby pledges to do its part in advocating and enforcing equal protection of the laws and rights of all of its citizens and to promote the welfare of this community. This Town will work to move forward with a community that is blind to labels and titles and is intolerant of discrimination. The Town seeks to unify all of its people under the banner of equality.

The Town proclaims that it will endeavor to continue to build and create an inclusive community. Wherever there is a system of oppression within its boundaries, the Town will work to positively heal this system. Wherever there are Town individuals, citizens, families, groups, and organizations that are marginalized, the Town will work positively to promote healing, reconciliation, and justice.

The Town proclaims that the laws of this community, the Commonwealth of Virginia, and the United States of America apply equally to all of its citizens, as guaranteed by both the U.S. Constitution and that of the Commonwealth of Virginia. The Town will use its resources and the power of its people to guarantee its citizens such protections. Moving forward, the people of the Town are united as one.

Adopted: September 14, 2020

Mayor



RESOLUTION EQUAL PROTECTION & EQUALITY FOR TOWN CITIZENS



CERTIFICATE

I certify that I am the Clerk of the Town of Luray, Virginia, and that the foregoing is a true copy of the Resolution adopted by the Council of the Town of Luray, Virginia, on September 14, 2020, upon the following vote:

NAME	AYE	NAY	ABSTAIN	ABSENT
Mayor Presgraves ¹				
Ronald "Ron" Vickers	X			
Jerry Dofflemeyer	X			
Jerry Schiro	X			
Leroy Lancaster	X			
Joey Sours	X			
Leah Pence	X			

Date: September 14, 2020

[SEAL]

ATTEST: _____
Clerk, Town Council of
Town of Luray, Virginia

¹ Votes only in the event of a tie.



Town of Luray, Virginia
Town Council Agenda Statement

Item No: V-C

Meeting Date: September 22, 2020

Agenda Item: TOWN COUNCIL DISCUSSION
Item VI-C – Council Agenda Process

Summary: The Town Council is requested to discuss the process to establish the agenda for meetings.

As drafted the Code Amendment to Section 2.54 Order of Business would provide that items for the agenda be delivered to the Town Manager to develop a draft of the agenda. The Mayor, or Vice-Mayor in their absence, would approve the agenda before publication. Town Council could amend the agenda following the Roll Call at each meeting by a majority vote of the members present at the meeting.

Council Review: N/A

Fiscal Impact: N/A

Suggested Motion: N/A

Sec. 2-54. – Meeting Agenda.

- (a) The general form of the council's meeting agenda is as follows:
 - (1) Call of roll.
 - (2) Additions/Deletions from agenda.
 - (3) Consent agenda.
 - (4) General citizen comments.
 - (5) Reports and presentations.
 - (6) Action and discussion items.
 - (7) Old business.
 - (8) Town attorney's report.
 - (9) Mayor's announcements.
- (b) The following shall be placed on the council's meeting agenda in the appropriate category provided they are delivered to the office of the town manager:
 - (1) Items from members of boards or commissions appointed by the council.
 - (2) Items requested for decision by the town manager, town treasurer, or town attorney.
 - (3) Items requested by the mayor, which may include written requests from residents.
 - (4) Items requested by two or more council members, which may include written requests from residents.
- (c) The mayor, or in his or her absence, the vice mayor, shall review and approve the meeting agenda before publication.
- (d) The meeting agenda may be amended after publication by a majority vote of the council members present at the meeting.



Town of Luray, Virginia
Town Council Agenda Statement

Item No: V-D

Meeting Date: September 22, 2020

Agenda Item: TOWN COUNCIL DISCUSSION
Item VI-D – Halloween

Summary: The Town Council is requested to discuss the observance of Halloween 2020 with a “Trunk-of-Treat” at Ralph Dean Park. Staff propose to seek Luray businesses, organizations, and families who would be interested in distributing candy from trunks or table at spaces in the Dean Park parking lot for Halloween. Spacing of the candy vendors would be conducted to establish safe spacing. In addition, staff would establish a travel path to minimize children passing by each other. Candy vendors would be required to wear masks to comply with Phase 3 guidelines.

The Town would also publish notice that families can observe Halloween individually by visiting residential homes with lit porch lights or other indications of participation before 9:00 pm for traditional “trick-or-treating”.

Staff request Council to provide any concerns or suggestions to promote a safe observance of Halloween in Luray.

HALLOWEEN 2020

The Town of Luray suggestions for a Safe Halloween!

- Participate only if you feel well.**
- If you travel in groups of friends, wear a mask or maintain physical distance.**
- Have retroreflective material or a light on your costume.**
- Carry a flashlight.**
- Only visit houses with porch lights on.**
- Stay on the sidewalk when possible.**
- Look both ways when crossing streets.**
- Finish Trick-or-Treating by 9:00 pm.**

Please maintain 6'

Please wear a mask

Council Review: N/A

Fiscal Impact: N/A

Suggested Motion: N/A



Town of Luray, Virginia

Council Agenda Statement

Item No: V-E

Meeting Date: September 22, 2020

Agenda Item: COUNCIL DISCUSSION
Item V-E – Cares Act Funding

Summary: The Town Council is requested to discuss CARES Act funding options.

Marketing

The CARES Act funds can be used to remarket the tourism industry if the costs for remarketing 1) are incurred to publicize the resumption of activities and the steps taken to ensure a safe experience due to the health emergency; or 2) are not related to the developing of a long-term plan to reposition our tourism industry.

As an option, the Town could reimburse local businesses negatively impacted by COVID-19 for advertising expenses up to a ceiling set by Council. The advertisements would not be subject to any content restrictions because the reimbursement would be permitted as economic support for small businesses.

Business Grant Program

The Town could allocate \$25,000 in CARES Act funding to support our local businesses adversely impacted by the COVID-19 outbreak that could include grants of \$2,500 for small businesses, \$500 for non-profit businesses, and \$250 for home-based businesses.

A copy of the program and application forms is attached.

Fire & Rescue COVID-19 Expenses

The Town could allocate an amount up to \$5,000 each to reimburse the Town's Fire and Rescue squads COVID-19 expenses.

Hazard Pay

The Town could allocate \$41,500 for the award of hazard pay to employees whose positions place them in a heightened exposure to COVID-19 due to their duties. The Town Manager, Assistant Town Manager, Town Treasurer, and Chief of Police would not be eligible.

\$2,500 – Police Officers
\$ 750 – Plant Operator
\$ 500 – PW, P&R, and Admin



Town of Luray, Virginia

Council Agenda Statement

Item No: V-E

Meeting Date: September 22, 2020

Police Salaries

Recent guidance regarding CARES Act qualified expenses has limited Police Officer salary expenses to those spent addressing/interacting with COVID-19 cases. We are working to develop a plan to comply with this standard

Previous & Pending CARES Act Expenses

- \$44,502.16 – Supplies & Equipment
- \$5,954.24 – FCCRA Salaries
- \$2,838.96 – Quarantine Salaries & Testing
- \$2,498.68 – Sanitation Salaries
- \$11,900.00 – Automatic gate & Intercom at WTP
- \$40,000 – Variable Message Signs
- \$135,000 – Police Vehicles
- \$25,000 – Town of Luray CARES Scholarship w/ LFCC
- \$9,000 – Council Chambers Video Camera Equipment
- \$5,950 – WTP Gate & Speaker
- \$25,000 – Town of Luray CARES Scholarship
- \$47,000 – Digital Message Signs
- \$35,000 – WTP/Safety Vehicle

Council Review: N/A

Fiscal Impact: N/A

Suggested Motion: N/A



TOWN OF LURAY



COVID-19 SMALL BUSINESS GRANT

The Town of Luray Town Council has allocated \$25,000 in CARES Act funding to support our local businesses adversely impacted by the COVID-19 outbreak. The Town Council shall award grants of \$2,500 for small businesses, \$500 for non-profit businesses, and \$250 for home-based businesses.

Eligibility Criteria

- Physically located in the Town
- Active Town Business License
- Current on all applicable Town taxes and fees
- Been in operation in the Town prior to January 1, 2019
- Maximum 25 permanent, full-time employees
- Demonstrate and provide proof of COVID-19 related business losses of 25% or greater
- No be a national company or franchise of a national company

Grant Fund Use

Funds must be used for COVID-19 operational capital expenses that sustain the operation of the business such as personal protective equipment, cleaning/sanitizing expenses, facility improvements, rent, or business mortgage. Funds must be used to reestablish business operations and to continue operations for the foreseeable future.

Grant funds awarded with be reimbursed upon proof of qualifying payment for operational capital expenses incurred between March 17 through December 15, 2020.

Grant funds must be repaid if the business ceases to operate prior to December 30, 2020.

Award Requirements

Grant funding must be used on only eligible expenses and cannot replace lost revenue. Eligible expenses must be directly tied to COVID-19 per the Department of Treasury's Guidance Document.

Businesses will be required to provide the Town with a current W-9.



TOWN OF LURAY



COVID-19 SMALL BUSINESS GRANT APPLICATION

The information provided on this application is considered confidential and privileged. It is exempt from the Virginia Public Records Act pursuant to the exemptions for individual tax returns of persons or entities subject to income, estate, personal property, or business license taxes.

Mail completed application to:
Town of Luray
COVID-19 Small Business Grant
PO Box 629
Luray VA 22835

Applicant/Company Information

For-Profit Business Not-for-Profit Business Home Based Business

Business Name: _____

Business Address: _____

Federal Tax ID (EIN): _____

Owner: _____

Owner Address: _____

Phone: _____ Email: _____

Services Provided: _____

Year Established: _____ Number of Employees: _____

COVID-19 Assistance

Did you apply for and/or receive:

Yes No Small Business Administration – Economic Impact Disaster Loan

Amount Received _____ For What? _____

Yes No Small Business Administration Grant

Amount Received _____ For What? _____

Yes No Payroll Protection Loan

Amount Received _____ For What? _____



TOWN OF LURAY

COVID-19 SMALL BUSINESS GRANT APPLICATION



Business Status

Did your business close due to COVID-19?

- Yes No Governor's Executive Order
- Yes No Lack of Employees
- Yes No Concern for yourself/employees/patrons
- Yes No Other (Describe): _____

When did you re-open your business?

- Phase I Date: _____
- Phase II Date: _____
- Phase III Date: _____
- In Future Reason & Date: _____

Use of Grant Funds

How do you plan to use the grant funds?

Please Provide:
Landlord or Bank Statement with amount due for Rent/Mortgage Requests
Cost & Quantity data for Personal Protection Equipment
Cost & Quantity data for Special Cleaning Supplies/Services
Contractor Quote or Cost & Quantity data for Facility Improvements

Attached Documents

- Copy of Last Quarterly/Monthly Report – Federal Payroll Tax Form
- Current Profit & Loss Statement
- Copy of 2019 Business Federal Tax Return



TOWN OF LURAY



COVID-19 SMALL BUSINESS GRANT APPLICATION

I HEREBY CERTIFY AND ACKNOWLEDGE THAT I HAVE READ THIS ENTIRE APPLICATION AS COMPLETED AND THAT EACH RESPONSE IS TRUE, COMPLETE, AND ACCURATE.

- I acknowledge that this completed and signed application is only an application for the COVID-19 Small Business Grant
- This application, even if favorably received, does not constitute a commitment on the part of the Town to award grant funds.
- I agree to notify the Town immediately in writing if any of the information contained in this application materially changes in any respect.
- I agree to hold harmless and indemnify the Town, its Council, and any associated government employees against any claims, charges, suits, damages, or other similar liability and to further waive any claims against any of the aforementioned entities whether now existing or arising in the future regarding any damages, losses, liabilities, costs or expenses (including reasonable attorney fees) incurred and arising from this application.
- I understand that by submitting this application, the Town is under no obligation to approve and/or extend an assistance grant.
- I certify that this application is not made by or for the financial benefit of any member of the Town Council or Town employee or their immediate family members. I further certify that the award of a Small Business COVID-19 Grant (CARES Act) to the applicant would not violate the Virginia State and Local Government Conflict of Interest Act.
- I understand that a false certification or false statement on this application will subject the signatory and applicant to repayment of the grant funds and other penalties under the law.

Business Name: _____

Applicant Name: _____

Title: _____

Applicant Signature: _____

Date: _____