

**MINUTES OF A TOWN COUNCIL
WORK SESSION MEETING
TOWN OF LURAY, VIRGINIA
Tuesday, July 24, 2018
5:30pm**

The Luray Town Council met in a Special Meeting on Tuesday, July 24, 2018 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: Leroy Lancaster

Council Present: Jerry Dofflemyer
Jerry Schiro
Joseph Sours
Leah Pence (*present after roll call*)

Council Absent: Mayor Presgraves
Ron Vickers

Others Present: Steven Burke, Town Manager
Chief C.S. "Bow" Cook
Mary Broyles, Clerk - Treasurer
Danielle Babb, Deputy Clerk Treasurer

Councilman Lancaster led members in the United States Pledge of Allegiance. The roll was called with Mayor Presgraves, Councilman Vickers, and Councilwoman Pence absent.

ACTION & DISCUSSION ITEMS

Member Appointment – Tree and Beautification Committee

Town Manager, Steve Burke, requested that Council consider Councilman Sours appointee Ms. Alesia Painter to the Tree and Beautification Committee. The term will run from appointment through December 31, 2020. Motion: Councilman Schiro motioned to appoint Ms. Alesia Painter to the Tree and Beautification Committee as recommended; Councilman Dofflemyer seconded the motion with the following members voting YEA: Council Members Dofflemyer, Schiro, Lancaster, Sours. Approved 4-0

FY 2018 Year End Budget Entries Adjustments

Treasurer, Mary Broyles, provided the End of Year budget entries and stated that it is necessary to make the line item adjustments for the fiscal year end.

Motion: Councilman Dofflemyer motioned to approve the FY 2018 Budget End of Year entries as presented; Councilman Sours seconded the motion with the following members voting YEA: Council Members Dofflemyer, Schiro, Lancaster, Sours. Approved 4-0

Draft- Planning Permit Applications

Mr. Burke, Town Manager, discussed the draft zoning applications developed for the various Planning Permits considered by the Town. Staff has worked to simplify the forms for citizens to complete requests. Mr. Burke said that no action is necessary this evening. Council members discussed the various zoning applications, zoning clearance application as it relates to temporary pools and business license, collection of fees, etc. Mr. Burke explained that for small scale permits the fee is collected after approval; however, for large scale permits the fee is collected at the time of application. Members discussed the need to permit for temporary pools due to requirements by Page County. Councilman Schiro suggested a notice in the utility bills regarding this.

Draft- Charter Amendment

Town Manager, Steve Burke, discussed the Town's draft Charter Amendment. The Town Attorney has been working on language necessary to update and conform with current requirements. Two items for Council's review are the Mayor's ability to "pocket veto" and "line item veto" items passed by Town Council and language allowing Council to remove a fellow member. These abilities are typically not found in updated Charters. Staff would like Council to consider if they would like these items removed during the Charter amendment. Mr. Botkins will be present at the August Regular Council meeting to answer any questions Council members may have. Once the final draft is ready and adopted by Town Council, the revised Charter will be forwarded to Delegate Gilbert for presentation to the General Assembly.

Councilman Schiro asked if all areas of the Charter and Town Code have been updated to reflect the change to November elections. Mr. Burke said that he will check into this to ensure all references to the May elections have been changed to November.

Draft Code Amendment – Social Media

Town Manager, Steve Burke, requested to discuss the Town Code Section 2-177 to codify the Town's Social Media Policy. The Town Attorney has reviewed and updated a draft for Council's consideration. Council and staff discussed the criteria for what is appropriate to post on social media, community events, and employee guidelines.

Draft Code Amendment – Petit Larceny

Mr. Burke followed up from the Town Attorney's presentation of legislative updates adopted by the General Assembly at the July 9th meeting. A draft of the Code Amendment to the Town Code Section 58-17 related to Petit Larceny has been developed to reflect the increased value from \$200 to \$500. Mr. Burke said that no public hearing is required for this Code Amendment and this item will be placed as an action item on the August agenda. The fee is determined by State Code and imposed by the Commonwealth's Attorney, therefore the Town's Code must be in conformity with State Code.

Draft Code Amendment – Zoning Fines & Variances for Disabled

Mr. Burke said that he is seeking Council's action on this draft Code Amendment regarding Zoning Fines and Variances. He explained that this will require a public hearing by both the Planning and Town Council. Mr. Burke recommends that the Council act to allow the Planning Commission to review and recommend the changes.

Motion: Councilman Schiro motioned to refer the draft Code Amendments to the Planning Commission; Councilman Dofflemyer seconded the motion with the following members voting YEA: Council Members Dofflemyer, Schiro, Lancaster, Sours, Pence. Approved 5-0

Draft Code Amendment – Special Events & Assemblies

Mr. Burke discussed the draft Assemblies/Special Event Permit and new Town Code Section 74-22 to establish new regulations and process for the use of the Town Right-of-Way, parks, or public lands for events, assemblies, parades, or other special events. Mr. Burke explained that the permit process would give the Town the ability to address most of the anticipated issues associated with events and public assemblies. The Town Attorney has recommended these changes so that communities are more prepared for events of this nature. Councilman Lancaster asked Chief Cook if he is in agreement with the application. Chief Cook stated that he is pleased with the application and the advance notice it will provide his staff. Councilman Dofflemyer stated that he had previously suggested the change from five "days" to "business days". Mr. Burke said that Mr. Botkins had recommended leaving it at "days" notice in order for an expeditious review of the application. Councilman Dofflemyer expressed concern that this could fall over a four day weekend, thus allowing only one day for staff to review. Councilwoman Pence discussed the anticipated uses of the permit form and how to answer questions from citizens. Mr. Burke also noted that recurring events or season long events could utilize a single permit application. He noted that the intent of the form is to better prepare staff for parking issues, traffic concerns, etc. Ms. Pence also discussed that the form is unclear if there are fees associated with the application. Mr. Burke said that for most applications there will not be a fee, and that he can revise to more clearly state when a fee would be charged. Councilman Schiro said that the intent of this is not for private events. Council members discussed the 25 attendee threshold and how this applies to private outdoor parties. Councilman Lancaster said that it is really in the citizens' best interest to complete the form in the event of the need for police, etc. Members also discussed the Town's Noise Ordinance as it relates to these type of events. Council members also discussed the language in the permit of "events" and "private parties" and the distinction between each. Mr. Burke

will follow up with Mr. Botkins on the language and Council will continue discussions at the next meeting. Council agreed that the framework of the application is very good and the Town Attorney should be commended.

Manufactured Single Family Dwelling in R3 Zoning District

Mr. Burke requested Council consider a request from Chasity Faison for a Special Use Permit to install a manufactured single-family dwelling at 135 Bixlers Ferry Road (Tax Map 42A10-A-20A). Mr. Burke explained that Town Code allows manufactured homes by Special Use Permit in an R3 Zoning District provided they meet requirements specified in the code. Mr. Burke said that the Public Hearing for the request is scheduled for the August 13th Council Meeting. Mr. Burke displayed the map view of the parcel and the potential need for a boundary line adjustment due to the placement of the home. Members discussed the differences in manufactured, mobile, and modular homes. Mr. Burke said that he will confirm the code definition in regards to “manufactured” home.

ANNOUNCEMENTS/ ADJOURN

Councilman Lancaster addressed occupancy of travel trailers in town and requested Chief Cook look into this, as it is a code violation. Councilwoman Pence discussed areas of blight in Town and vacant and derelict properties. Councilman Lancaster said that the Town has no recourse for vacant structures other than purchasing them itself. Ms. Pence also discussed concerns with pigeon infestations. Councilwoman Pence also suggested reinstating Council committees and stated her concerns about pedestrian traffic during the Bridge Construction. She noted that pedestrian traffic is hindered due to the bridge closure, vacant buildings on West Main Street, and a lack of restaurants and shopping on the west side of the bridge closure. Mr. Burke noted that the Chamber of Commerce has new maps to assist visitors and reflect the detour. Members continued to discuss tourism and downtown development and continuing pursuit of the VCI Grant.

With no further business, Councilman Lancaster adjourned the Special Meeting of the Luray Town Council at approximately 6:45 p.m.

Councilman Leroy Lancaster

Deputy Clerk, Danielle Babb