

MINUTES OF A TOWN COUNCIL WORK SESSION
TOWN OF LURAY, VIRGINIA
Tuesday, May 26th, 2015

The Luray Town Council met in a work session on Tuesday, May 26th, 2015 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: Barry Presgraves

Council Present: Ronald Vickers
Jerry Dofflemyer
Jerry Schiro
Leroy Lancaster
Joey Sours
John Meaney

Also Present:

Charlie Hoke, Town Manager
Bryan Chrisman, Assistant Town Manager
Mary Broyles, Clerk-Treasurer
Danielle Babb, Deputy Clerk Treasurer
Ligon Webb, Town Planner
Jason Spitler, Town Attorney
Melinda Kramer, The Laurance Building
Rand Kramer, The Laurance Building
Jeff McMillan, Page News and Courier

A quorum being present, Mayor Presgraves led members in the United States Pledge of Allegiance. The roll was called with no members absent.

ACTION ITEMS

2015-2016 Budget

Town Manager, Charlie Hoke, said that the budget has been advertised in the Page News and Courier and the public hearing was held on May 11th. The Council may now take action on the 2015-2016 Budget, with staff's recommendation for its approval.

Motion: Councilman Vickers motioned to accept the 2015-2016 Budget as advertised with the increase in tax and utility rates as proposed, motion seconded by Councilman Meaney with the vote as follows: YEA: Council Members Vickers, Schiro, Lancaster, Sours, Meaney. ABSTAIN: Dofflemyer. **Approved 5-0**

Rate and Fee Schedule

Town Manager, Charlie Hoke, stated that the rate and fee schedule has been provided to council members and changes have been highlighted. He stated that the reason for the fee changes have been for cost recovery only. Councilman Vickers inquired about the change that requires advertising fees to be paid in full at the time of zoning application submission. Mr. Hoke explained that this had caused a problem in the past and the town paid the cost of advertising in advance. Councilman Lancaster asked if the \$125 fee would be sufficient to cover the cost. Mr. Webb said that the typical cost is \$125 and if there were any overage the difference could be billed to the applicant. Councilman Schiro clarified that if the application is not approved the cost would not be reimbursed. Mr. Hoke said that staff is open to any recommendations from Council. Councilman Lancaster said that he would like to see the wording changed to provide for any overrun in cost or to charge actual costs. Councilman Schiro recommended charging a minimum of \$125 and billing for any additional costs.

Motion: Councilman Vickers motioned to accept the fee schedule as proposed with the revision to the Zoning Permit advertising cost fee as proposed, motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Schiro, Lancaster, Sours, Meaney. ABSTAIN: Dofflemyer.
Approved 5-0

UPDATES AND DISCUSSION ITEMS

The Laurance Building- Mr. and Mrs. Kramer

Town Planner, Ligon Webb, presented information on the history of the Laurance Building and The Kramer's commitment to this project. Mr. Webb said that he and Mayor Presgraves have both visited the building and were impressed by the transformation and acknowledged that this is a key structure in the town.

As in the past the parking has continued to be an issue for the building. Mr. Webb noted that the situation has seen some improvement with the additional parking offered by the new County Office building. Mr. Webb said that Ms. Kramer has a very good track record with these types of historical buildings and prefers to offer onsite parking. Mr. Webb said that his first concern, which is addressed in his report, is the number of parking spaces. Ms. Kramer has depicted a total of 13 parking spaces with dimensions of 8x15. Mr. Webb said that he would recommend the 10x15 size which is more characteristic for our area. Mr. Webb also discussed another item, which is the actual entrance onto Court Street. The rendering shows 12 feet but must be larger and accommodate two passing vehicles. Mr. Webb said that according to his calculations Ms. Kramer needs a total of 18 off street parking spaces. He noted several possible solutions to meet this requirement.

Councilman Schiro asked if the Council is being asked to grant a variance. Mr. Webb said that the only issue for the Council is to consider the entrance off of South Court Street to access the property for parking. Mr. Webb said that if a variance were needed it would need to go through the board of zoning appeals. Mr. Webb said that Council would be granting permission to cross the sidewalk on South Court Street. Mr. Webb said that he wanted to obtain Council's thoughts on granting the access. Councilman Schiro said that typically a site plan is filed and reviewed by staff and goes through the typical process. Mr. Schiro said that bringing the issue before the Council would send a message that the Council would approve any variance to the existing ordinance. Mr. Schiro said that the process seems askew. Mr. Webb said that his rationale for the discussion was to determine if the Council was willing to permit access. He said that the issue of parking spaces and size would be unnecessary if Council were not willing to grant the access across the town's sidewalk.

Councilman Schiro questioned the requirement for the access point. Mr. Webb said that the town does not have a specific measurement but that VDOT code recommends the town follow the guidelines set forth by the state. Mayor Presgraves asked about the survey of record for the property entrance. Ms. Kramer explained that the boundary lines are in agreement between her and Mr. Janney and plans to have the survey properly recorded. Councilman Lancaster said that the requirement for the entrance is in fact in the town code and requires a width of 12 feet per lane, thus a 24 foot minimum would be needed.

Mr. Rand Kramer provided a power point presentation on the project. Ms. Melinda Kramer began by thanking Council members for allowing the presentation and noted the progress on this project since last September when work began. Ms. Kramer addressed some of the concerns that she has discussed with Town Planner, Ligon Webb. Ms. Kramer discussed the entrance as it relates to South Court Street and said that currently the proposed parking will accommodate the residential use of the building. She explained that currently they are not pursuing the industrial portion of the space. Ms. Kramer said that the parking specifications have been based on standards from other localities, VDOT, and the Virginia Asphalt Association. Ms. Kramer discussed the parking rendering provided to Council and the number of spaces and entrance area. Councilman Lancaster said that 18 parking spaces would be needed for the building. Ms. Kramer said that Councilman Lancaster is correct for the building in total but that they are not presenting the commercial portion of the building at this time. Ms. Kramer said that the first phase of the building is residential and would require 11 spaces, with 13 being provided.

Ms. Kramer discussed a few other items including site renderings, removal of a utility pole, and paving materials. Ms. Kramer said that she has also been in contact with Pettit Paving since they are utilized by the town for its street paving contractor. Mr. Rand Kramer discussed other items including proper sewer drainage, underground utilities, and other provisions to improve the property and benefit surrounding properties. Ms. Kramer discussed utilizing an ADA compliant entrance apron and added that the entire building is ADA compliant. Mr. and Mrs. Kramer also discussed the storm-water runoff and said that this had been discussed with the Superintendent of Public Works, Mr. Mathews, and plans to go beyond the required infrastructure. A visual rendering was provided regarding the drainage and erosion plan for the site. The Kramer's discussed proposed landscaping and plans to increase the height of the rock wall adjacent to Main Street.

Councilman Schiro asked if the drainage plans would still be reviewed. Mr. Webb explained that all of these type items would be put together in the site plan packet. Mr. Webb asked if Council might be willing to approve an entrance and request a design detailing the construction of the entrance. Mr. Webb said that the initial determination would be if the Council would allow the crossing of the sidewalk onto the property. Ms. Kramer said that her intent of the presentation was to provide the diagram of the entrance. Ms. Kramer said that her intent this evening is to discuss the entrance and parking. Councilman Schiro maintained that he is concerned that if variances are needed then the public hearing process must be adhered to. Mr. Schiro preferred that the Council not interject at this point and jeopardize the standard process. Mr. Webb recalled that in the past, anytime there was consideration of a cut across the town's sidewalk, there was usually fore mention of this to the Council. Mayor Presgraves said he would like to see the entire site plan and go through the usual process. Councilman Schiro said that he has no issue with the point of access to the property but wants to see the proper engineering plans and standards.

Ms. Kramer asked if she could partition the discussion into the three parking spaces in front of the building on South Court Street. Councilman Lancaster said that these spaces are public parking. Assistant Town Manager, Bryan Chrisman, explained that the lengthy yellow curb in front of the building is far too long and can be changed. He said that there is room at this location to permit 3 on-street parking spaces. Mr. Chrisman said that if Council would like to approve this change, he can work with town staff to remove this portion of yellow curbing. Ms. Kramer said these restricted parking spaces cause issues for herself as well as others.

Councilman Lancaster maintained that these spaces would not be included as a part of the required on street parking for the building. Ms. Kramer agreed that these spaces would merely be a convenience and not a part of her parking requirements. Ms. Kramer discussed hopes to move an existing utility pole and to add landscaping to the property line. Ms. Kramer noted that her presentation was added to the agenda fairly late and that the main items of business this evening are for the apron and parking issues. Councilman Lancaster said that he has no issue with the entrance provided that it meets the width requirements and would like to see engineering plans.

Mayor Presgraves summarized the discussion by saying that Council seems to be in consensus about the three parking spaces along South Court Street. Council members agreed that they would like engineering plans on the entrance but in general do not have an issue with crossing town property. Assistant Town Manager, Bryan Chrisman, was instructed to take care of the line markings for the spaces on South Court Street. Ms. Kramer stated that she would move forward with the engineering plans.

ANNOUNCEMENTS

Mayor Presgraves reminded Council of the Employee Picnic to be held on July 2nd. Also, he reminded attendees of the Depot Museum Dedication tomorrow at 2:00pm. Councilman Dofflemeyer thanked town staff for the improvements to the intersection of South Court Street and Mill Creek Road.

ADJOURN

There being no further business, Mayor Presgraves adjourned the work session of the Town Council at approximately 6:35 pm.

Danielle P. Babb
Deputy Clerk-Treasurer

Barry Presgraves
Mayor