



Town of Louisa Planning Commission – Regular Meeting
212 Fredericksburg Avenue
Louisa, Virginia 23093
Monday, October 26, 2026

- I. Call to Order - 5:00 PM**
- II. Administrative Items:**
 - a. Consent Agenda Items
 - i. Approval of Minutes: July 27, 2026
- III. Public Comment:**
 - a. This section of the Planning Commission meeting provides citizens with the opportunity to discuss matters which are not listed on the printed agenda. Any person wishing to bring a matter to the Commissions attention under this section of the agenda should: (1) State their name and address; (2) State the matter that they wish to discuss and what action they would like the Committee to take. When appropriate or if requested, we will respond to direct questions in writing. Please limit comments to 3 minutes or less.
- IV. Public Hearing:**
 - a. SUP-2026-01- A Special Use Permit application, submitted by Deborah Brown, for the property located on 127 West Street, identified as Louisa Tax Map parcel 40A1-1-19 located in a Residential General District. The application is to use this property as a retirement and wellness center.
- V. New Business:**
 - a. Introduction of newly appointed Planning Commission Member
- VI. Comments/Discussion by Members of Planning Commission**
- VII. Adjournment**



Planning Commission Meeting Minutes
Town of Louisa Planning Commission's Regularly Scheduled Meeting
Monday, July 27, 2026, at 5:00pm

Commission Members in Attendance:

Chairman: Maxine Butcher; Veronica Saxton; Cochran Garnett; and Roger Henry

Staff:

Ashley Michael, Mayor; Stephanie Dorman, Deputy Town Manager; Anthony Larry, Director of Public Works; and Shiann Turpin, Deputy Clerk.

All copies, including reports, handouts and documents can be found following the minutes.

5:05 P.M. Convene Meeting

Ms. Butcher led the Pledge of Allegiance and Invocation

Approval of Agenda & Minutes

A motion to amend the consent agenda to include Ms. Matkins resignation from the Commission was made by Ms. Saxton. Ms. Garnett seconded the motion. The motion carried by a vote (4-0).

A motion to approve the consent agenda as amended and to approve the meeting minutes as written was made by Mr. Henry and seconded by Ms. Saxton. The motion carried by a vote (4-0).

Public Comment

Public Comment closed at 5:11

Old Business

Mayor Michael discussed the transition of the Town Manager and Zoning Administrator positions with the Commission.

Site Plan Review

The Commission discussed the proposed Louisa site plan, including water capacity and VDOT-related matters.

Ms. Garnett made a motion to approve the site plan review. Ms. Saxton seconded the motion. The motion carried by a vote of 4-0.

Bylaws Review

The Commission reviewed the proposed Bylaws prepared by Ms. Saxton. Ms. Saxton provided an overview of the revisions and explained the reasoning for the changes.

A motion to accept the Bylaws as amended was made by Ms. Garnett, seconded by Mr. Henry. The motion carried by a vote of 4-0.

Comprehensive Plan Review

Ms. Turpin recommended tabling the Comprehensive Plan review until the staff transition is completed.

Ms. Saxton made a motion to table the Comprehensive Plan review until further notice. Mr. Henry seconded the motion. The motion carried by a vote of 4-0.

New Business

The Commission reviewed Ms. Matkins' resignation.

Ms. Butcher made a motion to accept Ms. Matkins' resignation and recommended that the vacant position be opened for applications. Ms. Saxton seconded the motion. The motion carried by a vote of 4-0.

Additional Comments

The Commission thanked Mayor Michael for his assistance during the transition period.

Mayor Michael informed the Commission of a joint meeting planned for late August regarding a Special Use Permit (SUP) application.

Ms. Garnett clarified Mr. Larry's role as Interim Zoning Administrator.

A motion to adjourn was made by Ms. Butcher and seconded by Ms. Garnett. All in favor.

The meeting adjourned at 6:19 P.M.

Maxine Butcher, Chair

Shiann Turpin, Deputy Clerk

THE TOWN OF LOUISA

Incorporated 1873

P.O. Box 531
212 Fredericksburg Ave.
Louisa, Virginia 22083



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Application No. _____

APPLICATION FOR SPECIAL USE PERMITApplicant Name Deborah BrownAddress 127 West Street, Louisa VA 22093Phone (540) 395-2887Property Location Tax Map # 4042-1-19Zoning Reside

Are there any deed restrictions? ☐ Yes ☒ No If yes, attach copy of deed restrictions.
Date restrictions expire _____

NECESSITY OF REQUEST

The applicant requests a permit to allow the following use on the above-described property:

Retirement/Wellness Center

Describe here what is intended to be done on or with the property. If a building is involved, a sketch or plan with photographic or other suitable description should accompany this application.

The property will be used for aMax of Six Resident Retirement home. Scanned with CamScanner

IMPROVEMENTS PROPOSED

Describe briefly the improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used and/or renovated or additions are to be made to existing buildings.

Renovations are being made according to needs

PROTECTION TO ADJOINING PROPERTY

Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

ENHANCEMENT OF TOWN

Why does the applicant believe that this requested change will be advantageous to the Town? (Please substantiate with facts.)

**The applicant believes this change will benefit the town of Louisa
By providing a needed local resource for safe, quality residential care
For elderly individuals. Through extensive experience, providing home care
and elderly care in Louisa and surrounding area, observing a significant**

Need for additional local care options. The proposed six resident home.

Will provide individualized care in a safe, comfortable, home like setting
PLAN

Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on site, roadways, walks, off-street parking, and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and should be filed with the application.

ADJACENT PROPERTY OWNER'S LIST

OWNER

ADDRESS

OWNER	ADDRESS
Booker Apartments LLC	125 West Street ^{PO Box 816} Lawton 23093
Noakes, Karl J	129 West Street
Dolaney, Hurlbut Karen	135 West Street
Donovan, Howard Jean	102 Leigh Street
Fish, Charles	124 West Street
Siebert, Daniel and Wendy	112 Henson Ave 23093
JPLand and Lumber	2507 Ellsville Dr, 230
WTH, LLC PO Box 426122	~~104 and 102 Leigh Street~~

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