

JOE REVERMAN, AICP  
DIRECTOR  
200 West Dixie Avenue  
Elizabethtown, KY 42701  
(270) 982-3264  
[www.elizabethtownky.org](http://www.elizabethtownky.org)



Commission Members  
Steve Rice, Chairperson  
Ken Dozer, Vice Chairperson  
Kasey McCrary  
Maurice Young  
Kyle Souleyrette

## CITY OF ELIZABETHTOWN PLANNING AND DEVELOPMENT

ELIZABETHTOWN PLANNING COMMISSION  
REGULAR MEETING AGENDA  
SEPTEMBER 12, 2023  
6:00 P.M.

CITY HALL COUNCIL CHAMBERS, 200 W. DIXIE AVENUE

1. Call to Order
2. Approval of Minutes – August 22, 2023
3. Public Hearing No. 2023-PC-16  
Annexation Zoning Assignment  
Location: Southwest corner of South Ring Road and Western Kentucky Parkway, approx. 39 acres
4. Preliminary Subdivision Plat for Hicks Subdivision, Lots 1A, 2A, and 3A  
Location: 2518, 2520, and 2522 Ring Road
5. Subdivision Design & Improvement Standards Waiver for Dixie Crossfield, Lot 1A, FDT A  
Location: 4326 North Dixie Avenue
6. Director's Report
7. Commission Member Items
8. Adjournment



**MEETING MINUTES OF THE ELIZABETHTOWN PLANNING COMMISSION  
SEPTEMBER 12, 2023**

A meeting of the Elizabethtown Planning Commission was held on September 12, 2023 at 6:00 p.m. in the Council Chambers in City Hall, 200 West Dixie Avenue, Elizabethtown.

**Commission members present:**

Steve Rice, Chairperson  
Ken Dozer, Vice Chairperson  
Kasey McCrary  
Maurice Young  
Kyle Souleyrette

**Staff members present:**

Joe Reverman, Planning Director  
Aaron Hawkins, Planner II  
Matt Hess, Commission Attorney

The following matters were considered:

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**APPROVAL OF MINUTES**

**AUGUST 22, 2023 PLANNING COMMISSION REGULAR MEETING MINUTES**

On a motion made by Commissioner McCrary, seconded by Commissioner Young, the following resolution was adopted.

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the minutes of its meeting conducted on August 22, 2023.

**The vote was as follows:**

**YES:** Commissioners Rice, Dozer, McCrary, Young, and Souleyrette

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**PUBLIC HEARING No. 2023-PC-16**

**Request:** Annexation Zoning Assignment  
**Project Name:** Janes Property Annexation  
**Location:** South Ring Road/WK Parkway  
**Owner:** Philip Janes  
**Applicant:** City of Elizabethtown

Chairperson Rice introduced the agenda item and opened the public hearing at 6:02 p.m. and presented the hearing procedures. Matt Hess administered the oath to all those intending to testify at the hearing.

**Agency Testimony:**

Joe Reverman oriented the Commission with the location of the property and identified nearby zoning classifications and uses. The Comprehensive Plan, Envision Elizabethtown 2040, encourages the City to plan for growth by expanding the existing City limits (Goal 4). The goal states that voluntary annexations should be evaluated to ensure they are fiscally responsible. The property is adjacent to the corporate limits of the City of Elizabethtown. All other properties at the intersection of South Ring Rd and the Western Kentucky Pkwy are within the City boundaries. All necessary utility infrastructure is available for extension to the property when necessitated by development of the property. Mr. Reverman stated that based on the goals and objectives and the Recommended Land Use Patterns for this area in the plan, the recommended zoning district classification is C-3 Regional Commercial.

**Those speaking in favor of the request:**

No one spoke in favor of the request.

**Those speaking in opposition:**

No one spoke in opposition to the request.

**Speaking neither for nor against:**

Shannon Huffer, 211 East Nalls Road, Elizabethtown, KY 42701

**Summary:**

Shannon Huffer asked if there was a proposed development to consider or is the request to C-3 to increase the property value and marketability. Commission Attorney Matt Hess and Mr. Reverman stated there was no proposed development at the time and the purpose of the hearing is to recommend a zoning classification to the City Council based on the land use recommendations within the Comprehensive Plan.

**Deliberation:**

The Commission feels the recommended zoning assignment is appropriate for the area.

**Annexation Zoning Assignment for the corner of South Ring Road and Western Kentucky Parkway**

On a motion by Commissioner Dozer, seconded by Commissioner McCrary, the following resolution was adopted based on staff analysis and testimony heard today.

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**WHEREAS**, the Elizabethtown Planning Commission (The Commission) finds that the Envision Elizabethtown 2040 Comprehensive Plan (The Plan) encourages the City to plan for growth by expanding the existing City limits that are fiscally responsible (Goal 4), and

**WHEREAS**, The Commission finds that all necessary utilities required for development of the property are available to be extended to this property, and that the property owner will be responsible for utility extensions to the property; and

**WHEREAS**, The Commission finds that the annexation was requested by the property owner; and

**WHEREAS**, The Commission finds that the property is located in Sub Area 13, Industrial Park, of the recommended land use map of The Plan, and adjacent to Sub Area 12, Southeast Quadrant, across the Western Kentucky Pkwy, and that the properties around the intersection of South Ring Rd and the Western Kentucky Pkwy are recommended for Regional Commercial, and that the majority of the subject property is recommended for Regional Commercial; and

**WHEREAS**, The Commission finds that The Plan defines Regional Commercial uses as serving the larger community or regional needs for goods and services, and are recommended for areas with high traffic capacities and high visibility that are conducive to commerce; and

**WHEREAS**, The Commission finds that The Plan identifies issues and opportunities for this Sub Area are to ensure adequate utilities and other infrastructure to serve the future expansion of industrial areas, and that portions of Sub Area 13 are recommended for General Industrial uses for the anticipated expansions of the industrial park, including a portion of the subject property and lands adjacent to the subject property; and

**WHEREAS**, The Commission finds that The Plan defines General Industrial uses as manufacturing and related activities that generate relatively few off-site impacts in areas with higher levels of infrastructure or the possibility for such levels of infrastructure; and

**WHEREAS**, The Commission finds that the subject property is located in Targeted Planning Area C within Sub Area 13 of The Plan, which is recommended for General Industrial development with some Commercial uses; and

**WHEREAS**, The Commission finds that the location of the subject property at the intersection of two high traffic roadways, South Ring Rd and the Western Kentucky Pkwy, and its location to adjacent, undeveloped lands, and the recommendation within Sub Area 13 for the expansion of industrial uses and commercial, service uses makes this property appropriate for either commercial or industrial uses; and

**WHEREAS**, The Commission finds that development proposals on the subject property should consider access and connectivity standards to support the appropriate development of adjacent lands and mitigate potential congestion along South Ring Rd; and

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**WHEREAS**, The Commission finds that development of the subject property should consider the potential extension of utilities to adjacent properties to support the appropriate development of adjacent lands; and

**WHEREAS**, The Commission finds that development of the property should consider the visual appeal from South Ring Rd and the Western Kentucky Pkwy, including the design of buildings, landscaping and screening, tree canopy, lighting, and community amenities.

**RESOLVED** that the Elizabethtown Planning Commission does hereby **RECOMMEND** to the Elizabethtown City Council a zoning assignment of C-3 Regional Commercial for the proposed annexation of approximately 38.703 acres on the southwest corner of South Ring Rd and the Western Kentucky Pkwy, parcel number 204-00-00-009.05 be **APPROVED**.

**The vote was as follows:**

**YES:** Commissioners Rice, Dozer, McCrary, Young, and Souleyrette

Chairperson Rice closed the hearing at 6:19 p.m.

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**PRELIMINARY SUBDIVISION PLAT for 2518 – 2022 Ring Road**

**Request:** Approval of Preliminary Subdivision Plat  
**Project Name:** Hick’s Property, Lots 1A, 2A, and 3A  
**Location:** 2518 – 2022 Ring Road  
**Owner:** City of Elizabethtown  
**Applicant:** City of Elizabethtown

**Agency Testimony:**

The Chairperson introduced the agenda item. Aaron Hawkins presented the staff report and PowerPoint presentation. He oriented the Commission with the location of the property and identified nearby zoning classifications and uses. This plat involves the portion of property owned by the City that was involved in the land trade with the Jones family. Currently the lot on the corner of Ring Road and Tunnel Hill Road houses the Central Hardin Volunteer Fire Department headquarters. The lot on the other side of the drive lane is the home of the Lion’s Club. The remaining portion of the property is vacant. This plat proposes rearranging the lot configuration to prepare the portion traded to the Jones family for development. Three lots will remain with the drive lane being converted into a new city street. Access for all lots in this subdivision will come from either the new city street or the existing Ring Road shared access point with the adjoining WaWa gas station (proposed). Mr. Hawkins reviewed transportation and street design, utilities, and drainage. No waivers were requested. Staff recommends approval of the preliminary subdivision plat.

Commissioner Souleyrette had a question about the road that is currently on the property. Mr. Hawkins stated that Arnett Place will be reconstructed to meet city standards and become a new city street. Chairperson Rice had a question about Reva Ridge Road which deadens at the northeast corner of Lot 3B. Mr. Hawkins stated there is an ingress/egress easement to allow the road to extend onto the site, however, the City is not requesting the road to be extended at this time. Commissioner McCrary had a question about the fire department’s access to Arnett Place. Mr. Hawkins answered their access to Arnett Place will remain the same.

**Those speaking in favor of the request:**

No one spoke in favor of the request.

**Those speaking in opposition:**

No one spoke in opposition to the request.

**Preliminary Subdivision Plat for Hick’s Property, Lots 1A, 2A, and 3A**

On a motion by Commissioner McCrary, seconded by Souleyrette, the following resolution was adopted based on staff analysis and testimony heard today.

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the Preliminary Subdivision Plat for Hicks Property, Lots 1A, 2A, and 3A, with no conditions.

**The vote was as follows:**

**YES:** Commissioners Rice, Dozer, McCrary, Young, and Souleyrette

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**SUBDIVISION DESIGN AND IMPROVEMENT STANDARDS WAIVER for Dixie Crossfield, Lot 1A, FDT A**

Request: Approval of subdivision waiver  
Project Name: Dixie Crossfield, Lot 1A, FDT A  
Location: 4300 North Dixie Avenue  
Owner: Hogan Holdings 98, LLC  
Applicant: Hogan Holdings 98, LLC

**Agency Testimony:**

The Chairperson introduced the agenda item. Aaron Hawkins presented the staff report and PowerPoint presentation. A plat has been filed to subdivide this property into one lot and one future development tract. The owner/developer has a contract with Navy Federal Credit Union to provide a lot to transfer by the end of September and needs to record this plat to do so. Because of the required extension of Crossfield Drive into this property, the owner will not have enough time to go through the road design/approval process and meet the deadline with Navy Federal Credit Union. To protect the City's interest and ensure the road will get extended, platting the remainder of the property as a future development tract ensures that any proposed development must come back to the Planning Commission for approval of a preliminary plat showing the road extension. The applicant is requesting a 4.87 acre waiver to reduce the future development tract requirement from 10 acres to the proposed 5.17 acres. Staff recommends approval of the Subdivision Regulations waiver of Section 1.13(U)(3) Future Development Tract.

Commissioner Young asked if the new lot would remain C-3 Regional Commercial. Mr. Hawkins responded that it would.

**Those speaking in favor of the request:**

No one spoke in favor of the request.

**Those speaking in opposition:**

No one spoke in opposition to the request.

**SUBDIVISION DESIGN AND IMPROVEMENT STANDARDS WAIVER for Dixie Crossfield, Lot 1A, FDT A**

On a motion by Commissioner Young, seconded by Dozer, the following resolution was adopted based on staff analysis and testimony heard today.

**WHEREAS**, the Elizabethtown Planning Commission (The Commission) finds that the intent of a future development tract is to provide protection to the City to ensure public improvements are made to a property at the time of the development while at the same time allowing a property owner to subdivide property for transfer without having to install said improvements; and

**WHEREAS**, the Commission finds that there was no specific reason for requiring each tract to be 10 acres other than traditionally smaller lots are readily developable; and



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**WHEREAS**, the Commission finds that allowing a future development tract to be approved at 5.17 acres allows the property owner the flexibility to transfer a portion of their property while preserving the remaining portion until it is ready to be developed and at that time the necessary public improvements will be installed/built.

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the Subdivision Design and Improvement Standards waiver of Section 1.13(U)(3) Future Development Tract, for Dixie Crossfield, Lot 1A, FDT A.

**The vote was as follows:**

**YES:** Commissioners Rice, Dozer, McCrary, Young, and Souleyrette

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**Director's Report:**

The Chairperson introduced the agenda item. Joe Reverman discussed upcoming agenda items and meeting schedule. He told the Commission the new pickleball courts at American Legion are now open. Mr. Reverman gave updates on proposed and current developments, subdivision plats, and construction. Mr. Reverman reminded the Commission that beginning Oct. 2 all City meetings will be moving to the Pritchard Community Center with the Council Chambers being renovated to provide additional space for city employees.

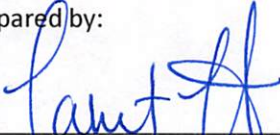
**Commission Member Items:**

The Chairperson introduced the agenda item. Commissioner Dozer made staff aware the Neighborhood Market by St. James Catholic Church has painted the front of their building teal green. Staff will take a look at the new color scheme. Commissioner McCrary said LTADD is hosting a transportation meeting on October 10 and encouraged the Commission and staff to attend. She also stated she will be absent for the October 10 meeting. Chairperson Rice provided the Commission and staff with email correspondence with KYTC District 4 listing the State's cost estimation for installation of a roundabout and asked if the city would consider installing roundabouts on certain city streets where traffic has increased. Ed Poppe, City Administrator, stated the city was the recipient of a grant that will provide funding to help identify potential areas at higher risk for vehicular accidents. Mr. Poppe stated the city has already begun identifying these areas and roundabouts may be considered since city streets do not have traffic signals.

**Adjournment:**

There being no further items to discuss, Commissioner Souleyrette made a motion to adjourn with a second by Commissioner Dozer. The Chairperson declared the meeting adjourned at 6:56 p.m.

Prepared by:



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Janet Fights, Administrative Secretary  
Planning & Development

Attachment & Exhibits  
DVD of the meeting available for review

ADOPTED AND APPROVED

26 day of Sept, 2023



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Steve Rice, Chairperson  
Elizabethtown Planning Commission