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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

MARCH 12, 2024

6:00 P.M.

PRITCHARD COMMUNITY CENTER, 404 S. MULBERRY STREET

1. Call to Order
2. Approval of Minutes – January 23, 2024
3. Public Hearing No. 2024-PC-01  
Annexation Zoning Assignment  
Location: 1751 & 2501 Gaither Station Road
4. Development Plan with Commercial Design Review for Straight and Narrow  
Location: 125 East Dixie Avenue
5. Presentation of 2023 Annual Report
6. Commission Member Items
7. Adjournment



**MEETING MINUTES OF THE ELIZABETHTOWN PLANNING COMMISSION  
MARCH 12, 2024**

A meeting of the Elizabethtown Planning Commission was held on March 12, 2024 at 6:00 p.m. at the Pritchard Community Center, 404 South Mulberry Street, Elizabethtown.

**Commission members present:**

Steve Rice, Chairperson  
Ken Dozer, Vice Chairperson  
Kasey McCrary  
Maurice Young  
Kyle Souleyrette  
Tony Bishop, City Council Representative (non-voting member)

**Staff members present:**

Joe Reverman, Planning Director  
Aaron Hawkins, Planner II  
Stephen Van Zant, substituting for Commission Attorney Matt Hess

The following matters were considered:

**PLANNING COMMISSION MINUTES  
MARCH 12, 2024**

**APPROVAL OF MINUTES**

**JANUARY 23, 2024 PLANNING COMMISSION REGULAR MEETING MINUTES**

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

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the minutes of its meeting conducted on January 23, 2024.

**The vote was as follows:**

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

**PLANNING COMMISSION MINUTES  
MARCH 12, 2024**

**PUBLIC HEARING No. 2024-PC-01**

Request: Annexation Zoning Assignment  
Project Name: City of Elizabethtown Wastewater Treatment Plant  
Location: 1751 & 2501 Gaither Station Road  
Owner: City of Elizabethtown  
Applicant: City of Elizabethtown

Chairperson Rice introduced the agenda item and opened the public hearing at 6:03 p.m. and presented the hearing procedures. Stephen Van Zant 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 site is located along the right-of way of the Western Kentucky Parkway, beginning at the intersection with Ring Road the continuing west to Gaither Station Road. Also including three lots along the western boundary of Gaither Station Road, containing approximately 155 acres. The property is currently being used as a wastewater treatment plant. 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 I-1, General Industrial.

Commissioner McCrary asked staff what the current zoning designation was in the county. Mr. Reverman stated it is zoned R-1 in the County, and that this type of municipal use is not required to comply with zoning regulations. Commissioner McCrary believes I-1 is a more appropriate classification considering the land is being used as a wastewater treatment plant. Commissioner Souleyrette asked how long the City has owned the property and why it was never brought into the corporate limits of the city. City Administrator, Ed Poppe, stated the city purchased the property sometime in the 1970's and at the time the site was too far from the city limits, however, over the past five to 10 years the city has done a number of annexations in that area that has brought this site closer to the current city boundary. Commissioner McCrary asked if the county had any objections to the annexation. Mr. Poppe stated state law requires the city to notify the county regarding the intent to annex land into the corporate limits and notify them of the meeting date. Mr. Poppe stated at no time did the city receive an objection from the county.

Mr. Reverman notified the Commission that a letter was received from Pat Ragland stating her opposition to the annexation due to the site being in a Wellhead Protection Area. Mr. Reverman stated this property is not in the protected area.

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

No one spoke in favor of the request.

**Those speaking in opposition:**

No one spoke in opposition of the request.

**PLANNING COMMISSION MINUTES  
MARCH 12, 2024**

**Annexation Zoning Assignment for 1751 and 2501 Gaither Station Road**

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

**WHEREAS**, the Elizabethtown Planning Commission (Commission) finds that Goal 1 of the Envision Elizabethtown 2040 Comprehensive Plan (Plan) calls to identify and acquire appropriate property for future industrial development, and to expand infrastructure to facilitate such development; and

**WHEREAS**, The Commission finds Goal 2 of the Plan calls for the responsible expansion and improvement of infrastructure; and

**WHEREAS**, The Commission finds that Goal 4 of the Plan encourages the City to plan for growth by expanding the existing City limits that are fiscally responsible; and

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

**WHEREAS**, The Commission finds the property is currently owned by the City of Elizabethtown and used as a wastewater treatment facility; 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

**WHEREAS**, The Commission finds that while the area proposed for annexation is recommended for Suburban Residential, it is also located in a flood zone and is currently used as a public wastewater treatment plant, and that the majority of property in the vicinity of the annexation area is recommended for General Industrial.

**RESOLVED** that the Elizabethtown Planning Commission does hereby **RECOMMEND** to the Elizabethtown City Council a zoning district assignment of I-1, General Industrial, for the proposed annexation area be **APPROVED**.

**The vote was as follows:**

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

Chairperson Rice closed the hearing at 6:21 p.m.

**PLANNING COMMISSION MINUTES  
MARCH 12, 2024**

**DEVELOPMENT PLAN AND COMMERCIAL DESIGN GUIDELINES REVIEW for 125 East Dixie Avenue**

Request: Development Plan and Commercial Design Review  
Project Name: Straight & Narrow  
Location: 125 East Dixie Avenue  
Owner: City of Elizabethtown  
Applicant: Mark & Teresa Harris, Olivia Guandique, and Catherine Greenwell

**Agency Testimony:**

The Chairperson introduced the agenda item. Aaron Hawkins presented the staff report and accompanying PowerPoint presentation. Mr. Hawkins oriented the Commission with the location of the property, identifying adjoining zoning classifications and developments. The applicant is proposing a cocktail bar on this site. The proposed building will be 1,158 square feet of total floor area and include 2,697 square feet of patio space. Access will come from the existing access points along East Dixie Avenue and the rear of the building, as well as new access point off the patio on the southeast side of the development. Stormwater will be directed to the existing storm drains along East Dixie Avenue. Utilities are available on-site. Landscaping is not required as there are no parking minimum requirements or buffering requirements, however, the patio will contain landscaping to soften the view from the street level. No waivers have been requested. Staff recommends approval of the development with no conditions.

Mr. Hawkins reviewed the commercial design guidelines describing materials, color scheme, and elevations. Proposed changes will include adding a brick wall to the south façade, installing a wood fence on the back/side of the patio to screen the patio from the adjacent parking area, and a wood pergola will be constructed on the east façade on the patio. No waivers have been requested. Staff recommends approval of the commercial design with no conditions.

Commissioner Dozer asked if any lighting was proposed on the patio. Mr. Hawkins stated it would most likely be soft lighting and it will still need to reflect away from the surrounding residential areas. Chairperson Rice asked if there were any plans in the future to cover the pergola for additional shade. Mr. Hawkins said they wouldn't use a fabric to provide shade but perhaps a climbing plant or vine that would be more of a natural shade. Commissioner McCrary asked if business patrons would utilize the entrance off East Dixie Avenue or the entrance from the back through the patio. Mr. Hawkins stated customers could use either entrance, but would consider the East Dixie entrance the main entrance for the business. Commissioner Young asked how much of the front façade would be painted in the maroon color that has been proposed. Mr. Hawkins said the entire entryway will be the proposed maroon color.

**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.

**PLANNING COMMISSION MINUTES  
MARCH 12, 2024**

**Commercial Design Guidelines Review for the Straight and Narrow located at 125 East Dixie Avenue**

On a motion by Commissioner Young, 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 Commercial Design Guidelines for the Straight and Narrow, 125 East Dixie Avenue, with no conditions.

**The vote was as follows:**

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

**Development Plan for the Straight and Narrow located at 125 East Dixie Avenue**

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

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the Development Plan for the Straight and Narrow, 125 East Dixie Avenue, with no conditions.

**The vote was as follows:**

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

**PLANNING COMMISSION MINUTES  
MARCH 12, 2024**

**2023 Annual Report:**

The Chairperson introduced the agenda item. Mr. Reverman presented the 2023 Planning & Development Annual Report. Mr. Reverman states that in 2023 the Department hired an additional Permit Clerk and Electrical Inspector due to record levels of growth in the City and to maintain quality service. Additional hiring needs will be looked at in the next budget year. Mr. Reverman reviewed the 2023 construction activity, stating the Department issued 580 construction permits. Construction costs reached an all-time high at just over \$397 million dollars. He also discussed the current grant activity in the city giving updates on the Community Development Block Grant (CDBG), Brownfield Program, and Safe Streets for All (SS4A).

Mr. Reverman announced that after five years with the Planning & Development Department, Jim Shaw, Senior Planner, has decided to leave the City. Mr. Shaw thanked staff and the Commission and said he appreciated the work accomplished in his time with the department. The Commission wished Mr. Shaw well.

**Commission Member Items:**

The Chairperson introduced the agenda item. There were no items to discuss.

**Adjournment:**

There being no further items to discuss, Commissioner Souleyrette made a motion to adjourn with a second by Commissioner McCrary. The Chairperson declared the meeting adjourned at 7:11 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 March, 2024

  
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Steve Rice, Chairperson  
Elizabethtown Planning Commission