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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
January 14, 2025
6:00 p.m.
Pritchard Community Center, 404 S. Mulberry Street

1. Call to Order
2. Approval of Minutes – December 10, 2024
3. Continuation of Development Plan, Parking Waiver, and Landscape Waiver for Olive and Oak The Still Group
Location: 310 College Street
4. Development Plan and Sidewalk Waiver for The Commitment House
Location: 101 Parkway Drive
5. Sidewalk Waiver for Southern Way Storage
Location: 2800 South Dixie Avenue
6. Preliminary Plat Extension for War Eagle Place, Section 2
Location: 851 Ring Road
7. Director's Report
8. Commission Member Items
9. Adjournment



MEETING MINUTES OF THE ELIZABETHTOWN PLANNING COMMISSION
JANUARY 14, 2025

A meeting of the Elizabethtown Planning Commission was held on January 14, 2025 at 6:00 p.m. at the Pritchard Community Center, 404 South Mulberry Street, Elizabethtown.

Commission members present:

Ken Dozer, Vice Chairperson

Kasey McCrary

Maurice Young

Kyle Souleyrette

Julia Springsteen, City Council Representative (non-voting member)

Commission Members absent:

Steve Rice, Chairperson

Staff members present:

Joe Reverman, Planning Director

Aaron Hawkins, Planner II

Madeline Drake, Planner I

Commission Attorney Matt Hess

The following matters were considered:

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APPROVAL OF MINUTES

DECEMBER 10, 2024 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 December 10, 2024.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

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CONTINUATION OF DEVELOPMENT PLAN AND WAIVERS for 310 College Street

Request:	Development Plan, Parking Waiver & Landscape Waiver
Project Name:	Olive and Oak The Still Group
Location:	310 College Street
Owner:	Brown Funeral Home
Applicant:	Olive and Oak The Still Group

Agency Testimony:

The Vice Chairperson introduced the agenda item. A development plan for this site was brought before the Commission on December 10, 2024. During the meeting it was discovered the square footage of the structure noted on the development plan was incorrect. Because of this, the Commission tabled the development plan and requested waivers to the January 14, 2025, meeting to allow for clarification on the discrepancy with the square footage. Mr. Reverman reminded the Commission and those in attendance that while this is a public meeting, comments may only be made to discuss the development plan proposal. The zoning map amendment recommendation has already been acted on.

Mr. Reverman presented the staff report and accompanying PowerPoint presentation. An updated development plan has been filed showing the correct square footage at 3,050 for the structure. The applicant still plans to remove the accessory structure in the rear of the property. The new plan proposes 7 parking spaces from the previous 5 spaces, which necessitates the removal of an additional tree. Access will remain as the single access point off College Street. Utilities are available onsite and stormwater will be directed to the rear of the property towards the creek.

Two waivers are being requested. Section 154.062(H) – Parking, C-2 Zone, to reduce the required number of parking spaces from 13 to 7, a waiver of 6 parking spaces. Section 154.160(A) – Landscaping of Parking Area, to reduce the perimeter buffer requirement from 10 feet to 9 feet, a 1-foot reduction, along the east property line.

Staff recommends approval of the development plan and the requested waivers on condition that the applicant work with the Stormwater Department to limit runoff to the adjacent property.

Commission Attorney Hess asked if the use of the building were to change, would that affect parking standards. Mr. Reverman responded that the current parking standards were based on the building being used as a professional office. Should that use change, different parking standards may apply. Commissioner Souleyrette asked if the owner were to remove the trees adjacent to 312 College Street would the trees have to be replaced. Mr. Reverman stated the owner would need to replace whatever screening is required to come into compliance with the zoning ordinance. Vice Chairperson Dozer asked for clarification on the tree that will need to be removed to provide room for the additional two parking spaces and if any additional pavement would be added to the drive lane. Mr. Reverman stated there are no proposed changes to the drive lane.

Those speaking in favor of the request:

Tara Still, 1699 Mud Splash Rd, Glendale, KY 42740

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Summary of those speaking in favor:

Miss Still did not make a presentation but was present to answer questions.

Those in attendance asking questions of the proposal:

Brad Luebbert, 315 College Street, Elizabethtown, KY 42701
Renee Urban, 407 College Street, Elizabethtown, KY 42701
Edgell Ratliff, 313 College Street, Elizabethtown, KY 42701
Joe Prewitt, 314 College Street, Elizabethtown, KY 42701
Sarah Luebbert, 315 College Street, Elizabethtown, KY 42701
Carol Dupin, 8 Audubon Court, Elizabethtown, KY 42701
Forrest Berkshire, 317 Park Avenue, Elizabethtown, KY 42701
Chris Diehl, 317 College Street, Elizabethtown, KY 42701
Tom Williams, 230 College Street, Elizabethtown, KY 42701

Summary of Questions:

Brad Luebbert asked what economic benefit the City would receive in amending the zoning of this property from residential to commercial. Vice Chairperson Dozer and Commission Attorney Hess reminded Mr. Luebbert the zoning map amendment recommendation has already been acted on and the Commission can only answer questions regarding the development plan proposal.

Renee Urban asked how staff can only recommend seven parking spaces when according to the Olive and Oak website, they employ approximately 10 people and should the zone change be approved by Council, what is prohibiting the property from changing use in the future. Tara Still, applicant, stated not all employees will be at the office at the same time and this will be used as a place to meet clients. Ms. Still also stated should the use change, the proposal would come back before the Commission.

Edgell Ratliff asked if the zone change should have been acted on when there were discrepancies with the development plan. Commission Attorney Hess stated the development plan is required to be submitted as an exhibit to the zone change but is subject to change, which would require approval from the Commission. Vice Chairperson Dozer stated the recommendation to amend the zoning map is not contingent on the development plan proposal but what is taken into consideration is if the zoning map amendment request is appropriate for the area. Mr. Ratliff asked what the next steps are once action is taken on the development plan. Commission Attorney Hess stated the information from the zone change hearing is transmitted to Council, however, the Council does not review development plans.

Joe Prewitt asked how drainage will be handled once the barn, and a tree are removed. Mr. Reverman stated a condition of approval for the development plan proposal is that the property owner work with the Stormwater Department to channel stormwater runoff to the rear of the property and minimize runoff to 312 College Street, which would alleviate runoff to 314 College Street. It was also noted by Mr. Reverman that construction of additional parking in the rear wouldn't add any more drainage than what is there today. Council Member Springsteen reminded those in attendance that if anyone is having stormwater issues to please contact the city's stormwater department. Mr. Prewitt asked why he did not receive notice of the December 10, 2024, public meeting for the zone change request. Commission Attorney Hess stated KRS 100 states notices must be sent to adjoining property owners and staff met that requirement. Mr. Reverman also stated a sign is placed on the property and a legal ad is placed in the local paper. Mr. Prewitt also had a question about the procedures following a zoning map

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amendment public hearing and why it is improper to speak to the Council before action is taken. Commission Attorney Hess reviewed the statutory procedures of a public hearing and stated not only is it improper for those in opposition to speak to the Council, but it is also improper for the applicant to speak to Council before action is taken on a recommendation from the Commission. Mr. Luebbert stated he feels that is a violation of his first amendment rights. Commission Attorney Hess stated it would not be in anyone's best interest, for or against, to speak to Council before action is taken as the Council cannot consider any additional testimony after the hearing is closed.

Sarah Luebbert asked if the Council Members watch the meeting video or read the transcripts of the meetings prior to the Council meetings. Commission Attorney Hess stated the testimony at public hearings is summarized by staff and submitted to the Council prior to the first reading of an ordinance where Council acts on a recommendation by the Commission.

Tara Still stated she understands those in attendance have a right to voice their concerns regarding the zone change and development plan, but she also has a right to request the zone change as the potential property owner. Commission Attorney Hess reminded those in attendance to only discuss the development plan.

Carol Dupin asked why she did not receive notice of the public hearing that was held in December 2024, but did receive notice for this meeting. Mr. Reverman stated all adjoining property owners that received notice of the December meeting received notice of this meeting and additionally, anyone that spoke or signed in at the December meeting was sent notice of this meeting. Ms. Dupin also had questions about the parking waiver request and when would be the best time to speak to the City Council regarding this matter. Mr. Reverman stated the zoning regulations have provisions in place for applicants to request to modify the parking requirements. Commission Attorney Hess stated he would not advise anyone to speak to the Council while there is an active case pending Council consideration.

Forrest Berkshire asked if the parking waiver would be necessary if the zone were changing to C-1. Mr. Reverman stated C-1 has a separate parking requirement for a real estate office, however, that minimum would be 8 spaces which would still require a parking waiver request. Mr. Berkshire asked for clarification on the landscape waiver. Commissioner Souleyrette responded stating when a commercial zone adjoins a residential zone, there are different buffering requirements, and in this circumstance because of where the driveway is located, the applicant is asking to reduce the landscape buffer by 1 foot. Mr. Berkshire stated he would like to see information on public hearing procedures on the website.

Chris Deihl asked how information is transmitted to the Council, if the Historic Preservation Commission involved, and requested an additional public hearing on the zoning change request. No answers were given.

Tom Williams stated he is concerned if the parking waiver is granted, the street could potentially see more on-street parking.

Deliberation:

Vice Chairperson Dozer stated he believes this proposal is appropriate for the area. Commissioner Young agrees with the Vice Chairperson and believes the parking waiver request is a good compromise from the 13 spaces to the requested 7 to avoid more impervious surface which could affect stormwater

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runoff. Commissioner McCrary stated the condition placed on the development plan, if approved, will allow the stormwater department to look into the drainage during the development plan approval process and correct any issues that may exist now and be proactive on any potential future issues.

Parking Waiver for 310 College Street

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

Waiver of Section 154.062(H) – Parking, C-2 Zone

WHEREAS, the use of this site as a real estate office provides special circumstances in that the real estate industry has shifted in the last decade to become primarily online. A result of this shift is that this office will not generate the client traffic that another office type may. The applicant has stated that they do not anticipate to have more than two customers/clients at one time. Additionally, tother zones such as the Neighborhood Office (C-1) and High Density Residential (R-6) zoning districts require only one space per 400 square feet for real estate offices, which would mean a total of eight for this site, making their request only for one space; and

WHEREAS, the proposed location of this office within a structure initially built as a single-family residence provides a desire for the applicant to prioritize maintaining the look and feel of the surrounding residential neighborhood by not increasing the paved area for parking more than what is necessary; and

WHEREAS, a smaller parking area will provide a transition between the surrounding single-family residences and the funeral home, which has 80 parking spaces.

RESOLVED, that the Elizabethtown Planning Commission does hereby APPROVE the Parking Waiver for property located at 310 College Street, to reduce the required number of parking spaces from 13 to 7, a 46.1% waiver.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

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Landscape Waiver for 310 College Street

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

Waiver of Section 154.160(A) – Landscaping of Parking Area

WHEREAS, the original use of this structure as a single-family residence led to the driveway being laid closer to the property line than a commercial business' parking area would be. The driveways for the single-family structures in this neighborhood are all also within 10' of the property line; and

WHEREAS, the required hedgerow will still be provided between the newly paved area and the east property boundary.

RESOLVED, that the Elizabethtown Planning Commission does hereby APPROVE the Landscape Waiver for property located at 310 College Street, to reduce the perimeter buffer requirement from 10 feet to 9 feet, a 1-foot reduction, along the east property line, with the following condition:

1. The property owner shall work with the Elizabethtown Stormwater Department to properly channel stormwater runoff to the rear of the property and minimize runoff to 312 College Street.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

Development Plan for 310 College Street

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

RESOLVED, that the Elizabethtown Planning Commission does hereby APPROVE the Development Plan for property located at 310 College Street, with the following condition:

1. The property owner shall work with the Elizabethtown Stormwater Department to properly channel stormwater runoff to the rear of the property and minimize runoff to 312 College Street.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

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DEVELOPMENT PLAN AND SIDEWALK CONSTRUCTION STANDARDS WAIVER for 101 Parkway Drive

Request:	Development Plan and Sidewalk Waiver
Project Name:	The Commitment House
Location:	101 Parkway Drive
Owner:	Den Den Properties
Applicant:	Den Den Properties

Agency Testimony:

The Vice Chairperson introduced the agenda item. Madeline Drake presented the staff report and accompanying PowerPoint presentation. Mr. Reverman oriented the Commission with the location of the property and identified nearby zoning classifications and uses. A development plan has been submitted for the site showing a 7,637 square foot, 40-bed, halfway house. Access will come from a shared point with The Commitment House's office and other halfway house located at 115 Parkway Drive.

In addition to the development plan request, the applicant is requesting a sidewalk waiver. The Zoning Ordinance and Subdivision Regulations require public utilities and sidewalks on all streets. This property is a corner lot that fronts Parkway Drive and New Glendale Road. A waiver of Section 154.250(F)(1)(a) – Sidewalk Installation requirements, to waive the requirement of sidewalk installation along both roads, a total of approximately 578 linear feet, is being requested.

Staff recommends approval of the development plan and requested waiver.

Commissioner Souleyrette asked if the owner will be required to pay into the fund. Ms. Drake responded yes. Councilmember Springsteen asked for clarification when the first phase of this development came before the Commission to request a sidewalk waiver, thinking it had been denied. Ms. Drake stated the Commission granted the waiver request; however, the Council denied the applicant's request to waive the fee. Commissioner McCrary asked if the fee per linear foot of sidewalk has been looked into by the Engineering Department and if that rate has increased. Mr. Reverman stated the City Engineer makes that determination, not the Planning Department.

Those speaking in favor of the request:

Mike Billings, 315 South Mulberry Street, Elizabethtown, KY 42701

Summary of those speaking in favor:

Mike Billings stated the current sidewalk fee of \$28/linear foot more than covers the installation of a new sidewalk, which is what the Commission considers, and feels the fee is reasonable. Mr. Billings noted that replacing an existing sidewalk and installing a new one would be substantially more per linear foot.

Those speaking in opposition:

No one spoke in opposition to the request.

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Sidewalk Waiver for 101 Parkway Drive

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

Section 154.250(F)(1)(a) – Sidewalk Construction Standards Waiver

WHEREAS, there is no extraordinary reason specific to this site to justify the waiver. Lack of a connection to an existing sidewalk is not in and of itself justification for a waiver, however this lot would be the only one in the Parkway Business Center Subdivision with sidewalks. In addition, Parkway Drive and New Glendale Road are both ditch-line streets, which would require the applicant to install the sidewalks on their own property and dedicate a pedestrian easement.

RESOLVED that the Elizabethtown Planning Commission does hereby **APPROVE** the Sidewalk Waiver for 101 Parkway Drive, to waive the requirement of sidewalk installation along Parkway Drive and New Glendale Road, a total of approximately 578 linear feet, with no conditions.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

Development Plan for 101 Parkway Drive

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

RESOLVED, that the Elizabethtown Planning Commission does hereby **APPROVE** the Development Plan for property located at 101 Parkway Drive, with no conditions.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

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SIDEWALK CONSTRUCTION STANDARDS WAIVER for 2800 South Dixie Avenue

Request:	Sidewalk Construction Standards Waiver
Project Name:	Southern Way Storage
Location:	2800 South Dixie Avenue
Owner:	GHI Investments, LLC
Applicant:	GHI Investments, LLC

Agency Testimony:

The Vice Chairperson introduced the agenda item. Madeline Drake presented the staff report and accompanying PowerPoint presentation. She oriented the Commission with the location of the property and identified nearby zoning classifications and uses. The Commission approved a development plan for this location in March 2023. This plan featured a 5-foot sidewalk along all street frontages. A sidewalk is installed along Camping Circle, and the applicant is requesting to waive the requirement of sidewalk installation along South Dixie Avenue. A waiver of Section 154.250(F)(1)(a) – Sidewalk Construction Standards Waiver, to waive the requirement of sidewalk installation along South Dixie Avenue, a total of 320 linear feet, is being requested.

Staff recommends approval of the waiver request.

Commissioner Young asked if the total amount of 320 linear feet is correct. Mr. Reverman stated while the amount of 320 linear feet is approximate, the exact measurement will be calculated by the city engineer and it is based off the street frontage. Commissioner Young would like to see the exact length referenced in the future.

Those speaking in favor of the request:

Landon Goff, 338 East Dixie Avenue, Elizabethtown, KY 42701

Summary of those speaking in favor:

Landon Goff asked if the Commission could make a recommendation on the sidewalk fee amount. The Commission stated they could not.

Those speaking in opposition:

No one spoke in opposition to the request.

Sidewalk Waiver for 2800 South Dixie Avenue

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

Section 154.250(F)(1)(a) – Sidewalk Construction Standards Waiver

WHEREAS, installation of the sidewalk is technically infeasible due to exceptional topographic conditions and unanticipated additional road improvements required by the Kentucky Transportation Cabinet.

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RESOLVED that the Elizabethtown Planning Commission does hereby **APPROVE** the Sidewalk Construction Standards Waiver for 2800 South Dixie Avenue, to waive the requirement of sidewalk installation along South Dixie Avenue, a total of approximately 320 linear feet, with no conditions.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

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PRELIMINARY SUBDIVISION PLAT EXTENSION REQUEST for 851 Ring Road

Request:	Preliminary Subdivision Extension
Project Name:	War Eagle Place, Section 2
Location:	851 Ring Road
Owner and Applicant:	Thomas, Raymond & Donnam - etal War Eagle, LLC

Agency Testimony:

The Vice Chairperson introduced the agenda item. Aaron Hawkins presented the staff memorandum. On January 10, 2022 the Commission approved a Preliminary Subdivision Plat (PSP) of the War Eagle Place, Section 2 Subdivision. From the approval date, the applicant had two (2) years to submit a record plat with improvement plans to satisfy the requirements of the PSP. By not submitting a plat/plans for the entire subdivision within the two year period, the PSP formally expired on January 10th, 2025. The applicant submitted a request for extension prior to the expiration date.

Staff recommends approving an extension of the original PSP for a period of one year from the original approval date of January 10th. If approved, the extension will expire on January 10th, 2026 if a plat and improvement plans are not submitted prior.

Preliminary Plat Extension for 851 Ring Road

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

RESOLVED, that the Elizabethtown Planning Commission does hereby **APPROVE** the Preliminary Plat Extension for War Eagle Place, Section 2, located at 851 Ring Road, with no conditions.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

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Commission Member Items:

The Vice Chairperson introduced the agenda item. Commissioner McCrary stated she is gathering information that can be shared with the community to help better understand the public hearing process and how planning commission meetings are run.

Adjournment:

There being no further items to discuss, Commissioner Souleyrette made a motion to adjourn with a second by Commissioner Young. The Vice Chairperson declared the meeting adjourned at 7:51 p.m.

Prepared by:

Janet Fights, Administrative Secretary
Planning & Development

Attachment & Exhibits
DVD of the meeting available for review

ADOPTED AND APPROVED

_____ day of _____, 2025

Ken Dozer, Vice Chairperson
Elizabethtown Planning Commission