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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
February 25, 2025
6:00 p.m.
Pritchard Community Center, 404 S. Mulberry Street

1. Call to Order
2. Approval of Minutes – February 11, 2025
3. Continuation of a Development Plan and Parking Waiver for Olive and Oak Realty, The Still Group
Location: 310 College Street
4. Director's Report
5. Commission Member Items
6. Adjournment



**MEETING MINUTES OF THE ELIZABETHTOWN PLANNING COMMISSION
FEBRUARY 25, 2025**

A meeting of the Elizabethtown Planning Commission was held on February 25, 2025 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
Marty Fulkerson, City Council Representative (non-voting member)

Staff members present:

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

The following matters were considered:

**PLANNING COMMISSION MINUTES
FEBRUARY 25, 2025**

APPROVAL OF MINUTES

FEBRUARY 11, 2025, PLANNING COMMISSION REGULAR MEETING MINUTES

On a motion made by Commissioner Souleyrette, 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 February 11, 2025.

The vote was as follows:

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

**PLANNING COMMISSION MINUTES
FEBRUARY 25, 2025**

CONTINUATION OF DEVELOPMENT PLAN AND PARKING WAIVER for 310 College Street

Request:	Development Plan and Parking 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 Chairperson introduced the agenda item. A development plan for this site was brought to the Planning Commission, alongside an initial map amendment request to C-2, Neighborhood Commercial, with waiver requests for landscaping and parking on December 10th, 2024. This plan was tabled and approved on January 14th, 2025. Upon approval of a map amendment for this site from R-4, Urban Residential, General, to C-1, Neighborhood Office, made by the Elizabethtown City Council on February 3, 2025, the required number of parking spaces for this development has changed from a total of thirteen to a total of eight. No changes are proposed to the previously approved development plan. The number of parking spaces provided will remain as seven. Staff recommends approval of the development plan with conditions.

One waiver is being requested. Section 154.062(H) – Parking, C-1 Zone, to reduce the required number of parking spaces from 8 to 7 (a waiver of 1 parking space). Staff recommends approval of the parking waiver with no conditions.

The Commission had no questions.

Those speaking in favor of the request:

No one spoke in favor of the request.

Those speaking in opposition to the request:

No one spoke in opposition to the request.

Those in attendance asking questions of the request:

Carol Dupin, 8 Audubon Court, Elizabethtown, KY 42701

Summary of Questions:

Carol Dupin asked for clarification on the conditional approval recommended by staff to minimize runoff to 312 College Street when she believes the stormwater runoff issue is at 314 College Street. Mr. Reverman stated this was addressed at the previous meeting and that the property owner is only obligated to control the runoff from the site to 312 College Street, which will alleviate additional runoff to 314 College Street.

**PLANNING COMMISSION MINUTES
FEBRUARY 25, 2025**

Parking Waiver for 310 College Street

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

Waiver of Section 154.062(H) – Parking, C-1 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; 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 8 to 7.

The vote was as follows:

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

Development Plan for 310 College Street

On a motion by Commissioner McCrary, 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 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

**PLANNING COMMISSION MINUTES
FEBRUARY 25, 2025**

Director's Report:

The Chairperson introduced the agenda item. Mr. Reverman reviewed the upcoming agenda items for the March 11 and March 25 meetings. Council Member Fulkerson asked staff to post on the City's social media page to inform citizens of the upcoming proposed residential text amendments that will be on the March 25 agenda. Mr. Reverman discussed the Downtown Master Plan noting staff is beginning to interview consultants. Commissioner Souleyrette asked for the status on the permitting software. Mr. Reverman stated several applications from different departments have been processed and certain areas of the software are ready for testing by staff. Commissioner Young brought to staff's attention that on the City's main webpage it still states all meetings are held at City Hall. Mr. Reverman stated staff would let the appropriate personnel who control that part of the website know that needs to be updated.

Commission Member Items:

The Chairperson introduced the agenda item. Vice Chairperson Dozer asked for an update on Scooter's coffee shop regarding unapproved building materials being used. Mr. Hawkins stated due to building code issues, all siding had to be removed to correct those issues, and the contractor is replacing the siding with the approved Hardie Board. Commissioner McCrary asked about the status of placing FAQ's on the website to better educate the public on the purpose of the Commission. Mr. Reverman stated staff are actively working on that. Chairperson Rice asked staff to provide the Commission with an update on continuing education at the next meeting.

Adjournment:

There being no further items to discuss, Commissioner Souleyrette made a motion to adjourn with a second by Commissioner McCrary. The Vice Chairperson declared the meeting adjourned at 6:28 p.m.

Prepared by:



Janet Fights, Administrative Secretary
Planning & Development

Attachment & Exhibits
DVD of the meeting available for review

ADOPTED AND APPROVED

11 day of March 2025



Steve Rice, Chairperson
Elizabethtown Planning Commission