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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

AUGUST 8, 2023

6:00 P.M.

CITY HALL, COUNCIL CHAMBERS, 200 WEST DIXIE AVENUE

1. Call to Order
2. Approval of Minutes – July 11, 2023
3. Development Plan and Commercial Design Review for Browns Lane Office Building
Location: 622 Browns Lane
4. Development Plan for Southern Way RV Park
Location: 2798 South Dixie Avenue
5. Development Plan and Commercial Design Review for a WaWa Convenience Store
Location: 2500 Ring Road
6. Director's Report
7. Commission Member Items
8. Adjournment



**MEETING MINUTES OF THE ELIZABETHTOWN PLANNING COMMISSION
AUGUST 8, 2023**

A meeting of the Elizabethtown Planning Commission was held on August 8, 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

Marty Fulkerson, City Council Representative (non-voting member)

Staff members present:

Joe Reverman, Planning Director

Jim Shaw, Senior Planner

Aaron Hawkins, Planner II

Matt Hess, Commission Attorney

The following matters were considered:

**PLANNING COMMISSION MINUTES
AUGUST 8, 2023**

APPROVAL OF MINUTES

JULY 11, 2023 PLANNING COMMISSION REGULAR MEETING MINUTES

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

RESOLVED, that the Planning Commission does hereby **APPROVE** the minutes of its meeting conducted on July 11, 2023.

The vote was as follows:

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

**PLANNING COMMISSION MINUTES
AUGUST 8, 2023**

DEVELOPMENT PLAN and Commercial Design Review for Browns Lane Office Building

Request: Approval of Development Plan and Commercial Design Review
Project Name: Browns Lane Office
Location: 622 Browns Lane
Owner: Mark Harris
Applicant: Mark Harris

Agency Testimony:

The Chairperson introduced the agenda item. Aaron Hawkins presented the staff report and accompanying PowerPoint presentation. He oriented the Commission with the location of the property and identified nearby zoning classifications and uses. The applicant is proposing a two-story office building on the site. Access will come from a single access point off Valley Road. Due to the size of the lot, water quality and on-site detention are not required. Stormwater will be channeled to the storm drain system on both Valley Road and Browns Lane. Utilities are available on site. Mr. Hawkins reviewed the overall design, building materials, and colors. Staff recommends approval of the Commercial Design Guideline Review.

Mr. Hawkins presented the development plan. The development plan and landscape plan were filed as part of the requirements for commercial design review. Staff recommends approval of the development plan conditioned upon prior to receiving building a building permit, update the development plan for the Design Group at 301 Saint John Road to ensure proper landscape buffering and parking.

The following persons spoke on this request:

Dawn Kennedy, 302 Edgewood Avenue, Elizabethtown, KY 42701
Ellis Raine, 315 South Mulberry Street, Elizabethtown, KY 42701

Summary of speakers:

Dawn Kennedy, adjacent property owner to the north, asked if there would be a wall installed in addition to additional landscaping between her property and the site. Mr. Hawkins replied that a fence is a permitted buffer and stated the proposed buffer and landscaping meet the requirements of the Zoning Ordinance. Ms. Kennedy also requested to speak with the developers to share her concerns. Ellis Raine, speaking on behalf of the applicant, discussed the additional landscaping and stated he is unsure if the builder would be willing to install a fence as well as the additional landscaping.

Deliberation:

Commissioner McCrary asked how the staff will stay in communication with Ms. Kennedy and how her concerns will be addressed during the development plan approval process. Mr. Reverman stated that staff could only enforce the requirements of the Zoning Ordinance. And additional screening would have to be mandated by the Planning Commission or Board of Zoning Adjustment. Chairperson Rice stated he has concerns with a commercial building being in a residential area, but believes the additional landscaping provides adequate screening.

Commercial Design Review

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

**PLANNING COMMISSION MINUTES
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RESOLVED, that the Elizabethtown Planning Commission does hereby **APPROVE** the Commercial Design Review Guidelines.

The vote was as follows:

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

Development Plan

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 Development Plan and Landscape Plan, with the following condition:

1. Prior to receiving building a building permit, update the development plan for the Design Group at 301 Saint John Road to ensure proper landscape buffering and parking.

The vote was as follows:

YES: Commissioners Rice, Dozer, Young, and Souleyrette

NO: Commissioner McCrary

**PLANNING COMMISSION MINUTES
AUGUST 8, 2023**

DEVELOPMENT PLAN for Southern Way RV Park

Request: Approval of Development Plan
Project Name: Southern Way RV Park
Location: 150 Camping Circle
Owner: GHP Investments, LLC
Applicant: GHP Investments, LLC

Agency Testimony:

The Chairperson introduced the agenda item. Aaron Hawkins presented the staff report and accompanying PowerPoint presentation. He oriented the Commission with the location of the property and identified nearby zoning classifications and uses. Currently vacant, this site will be for a development that will contain a total of 172 camp sites for recreational vehicles. The property received a conditional use permit in 2022 from the Planning Commission as part of a zone change request. This campground will share a public building with the adjoining residential storage development. Access will come from a single access point off Camping Circle and will be shared with the office and parking for the Residential Storage facility. Utilities, access points, pedestrian access, and landscaping were also reviewed.

Since an RV park is considered a campground, 12 items must be met to be in compliance with the Zoning Ordinance. If any of the 12 cannot be satisfied, a waiver is required. A waiver has been requested for items 9 and 11 of the campground requirements.

9. Camping spaces on the periphery of the development shall maintain the same distance from the property lines as the minimum setback requirement for the underlying zoning district.

Six of the 172 campsites encroach into the required minimum setback by an average of 1-2'. None of the encroachments are on a property line abutting residentially zoned property. The impact of the encroachment will be on the adjoining property owned by this developer (either the residential storage facility or the vacant outlot along South Dixie Avenue).

11. At least one dump station must be provided. Vehicles using the dump station cannot block other vehicles entering or exiting the campground. Ground disposal of drain water or wastewater is prohibited at all times. Temporary restroom facilities are not permitted at any time.

Each campsite will be directly connected to the public sewer system, which limits the need for a dump station. Per the City Engineer and the head of the wastewater treatment plant, providing a dump station will potentially open it up to people outside of this development and should not be needed with the connections directly into the public sewer system.

Staff recommends approval of the development plan and requested waivers of items 9 and 11 of the campground requirements.

Chairperson Rice asked if there was a fence around the campground area of the site. Mr. Hawkins answered there is an existing tree canopy that will remain along the perimeter and additional landscaping will be installed.

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The following spoke in favor of the request:

No one spoke in favor of the request.

The following spoke in opposition of the request:

No one spoke in opposition.

Development Plan

On a motion by Commissioner McCrary, seconded by Dozer, 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 of the Southern Way RV Park with waivers for items 9 and 11 of the campground requirements in the Zoning Ordinance, as follows:

1. Camping spaces on the periphery of the development shall maintain the same distance from the property lines as the minimum setback requirement for the underlying zoning district.
2. At least one dump station must be provided. Vehicles using the dump station cannot block other vehicles entering or exiting the campground. Ground disposal of drain water or wastewater is prohibited at all times. Temporary restroom facilities are not permitted at any time.

The vote was as follows:

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

**PLANNING COMMISSION MINUTES
AUGUST 8, 2023**

DEVELOPMENT PLAN and Commercial Design Review for 2500 Ring Road

Request: Approval of Development Plan and Commercial Design Review
Project Name: WaWa
Location: 2500 Ring Road
Owner: Jr. Food Stores, Inc.
Applicant: Elizabethtown Shepherdsville Road, LLC

Agency Testimony:

The Chairperson introduced the agenda item. Jim Shaw presented the staff report and accompanying PowerPoint presentation. He oriented the Commission with the location of the property and identified nearby zoning classifications and uses. The applicant is proposing construction of a 5,919 square foot convenience store on the subject property. As part of this development, a shared Ring Road access will be constructed on the adjacent property to the east. Access on Shepherdsville Road will be provided near the northwest corner of the property. There is an access easement across the northern portion of the property for the benefit of the properties to the north and east. The development plan does not show physical connections to those two lots and a condition of approval requiring connections is recommended. The developer is discussing the easement with the adjoining property owners. Mr. Shaw reviewed the overall design, building materials, and colors. Staff recommends approval of the Commercial Design Guideline review.

Mr. Shaw presented the development plan. The development plan and landscape plan were filed as part of the requirements for Commercial Design Guideline review. The plans have been reviewed by all appropriate departments and jurisdictions and they comply with most requirements. Modifications are needed to accommodate the access easement at the rear of the lot. Staff recommends approval of the development and landscape plan conditioned upon approval by all reviewing departments and agencies and the provision of access to the adjoining lots.

Chairperson Rice asked the distance from the north entrance onto Shepherdsville Road from the corner of Ring Road and Shepherdsville Road. Mr. Shaw stated it's approximately 300 feet. Commissioner McCrary asked if the access point off Ring Road is a right-in/right-out. Mr. Shaw stated at this time vehicles will be able to make a left-hand turn onto Ring Road from the site.

The following spoke in favor of the request:

No one spoke in favor of the request.

The following spoke in opposition of the request:

No one spoke in opposition.

Commercial Design Review

On a motion by Commissioner Dozer, seconded by Young, 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 Review Guidelines.

**PLANNING COMMISSION MINUTES
AUGUST 8, 2023**

The vote was as follows:

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

Development Plan

On a motion by Commissioner Dozer, 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 Development Plan and Landscape Plan, with the following condition:

1. Approval by all reviewing departments and agencies and the provision of access to the adjoining lots

The vote was as follows:

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

PLANNING COMMISSION MINUTES
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Director's Report:

The Chairperson introduced the agenda item. Joe Reverman announced the new electrical inspector started August 7 and the department will be advertising an additional building inspector soon. Mr. Reverman also provided updates on current and proposed state road projects and reviewed proposed agenda items and the upcoming meeting schedule.

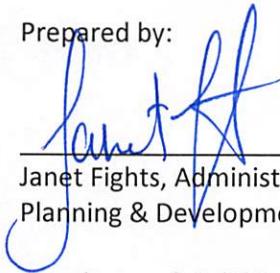
Commission Member Items:

The Chairperson introduced the agenda item. Commissioner McCrary had questions about the approval process when it comes to the placement of dumpster enclosures on development plans and if that placement is inspected. Mr. Reverman answered there are several site visits prior to a project being complete. Commissioner Young asked with RV Parks beginning to come into the area, should storm shelters be considered when approving development plans for the campgrounds. Mr. Reverman said staff can look into storm shelter facilities.

Adjournment:

Commissioner McCrary, made a motion to adjourn with a second by Young, the Chairperson declared the meeting adjourned at 6:52 p.m.

Prepared by:

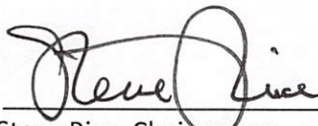


Janet Fights, Administrative Secretary
Planning & Development

Attachment & Exhibits
DVD of the meeting available for review

ADOPTED AND APPROVED

22 day of August, 2023



Steve Rice, Chairperson
Elizabethtown Planning Commission