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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

JULY 9, 2024

6:00 P.M.

PRITCHARD COMMUNITY CENTER, 404 S. MULBERRY STREET

1. Call to Order
2. Approval of Minutes – June 11, 2024
3. Development Plan and Commercial Design Review for Houk Medical Office
Location: 119 Helmwood Plaza Drive
4. Development Plan and Commercial Design Review for Cochran Storage
Location: 2103 South Dixie Highway
5. Director's Report
6. Commission Member Items
7. Adjournment



**MEETING MINUTES OF THE ELIZABETHTOWN PLANNING COMMISSION
JULY 9, 2024**

A meeting of the Elizabethtown Planning Commission was held on July 9, 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

Staff members present:

Aaron Hawkins, Planner II
Madeline Drake, Planner I
Stephen Van Zant, substituting for Commission Attorney Matt Hess

The following matters were considered:

**PLANNING COMMISSION MINUTES
JULY 9, 2024**

APPROVAL OF MINUTES

JUNE 25, 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 June 25, 2024.

The vote was as follows:

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

**PLANNING COMMISSION MINUTES
JULY 9, 2024**

DEVELOPMENT PLAN AND COMMERCIAL DESIGN GUIDELINES for 119 Helmwood Plaza

Request: Development Plan & Commercial Design Guidelines Review
Project Name: Houk’s Medical Office
Location: 119 Helmwood Plaza Drive
Owner: MTH Properties, LLC
Applicant: MTH Properties, LLC

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 to construct a doctor’s office on this site that will be approximately 5,093 square feet of total floor area. Access will come from a single existing entrance shared with 111 Helmwood Plaza Drive, Pediatric Associates. All utilities are available on site. There is a proposed shared trash enclosure for this development with the adjoining property. A 6-foot wide sidewalk is shown along the façade with the customer entrance. A landscape plan has been submitted and staff is working with the engineer to show the required landscaping. No waivers were requested. Staff recommends approval of the development plan with conditions.

Mr. Hawkins reviewed the commercial design guidelines describing materials, color scheme, and elevations. The proposed building will be composed of a tan brick veneer. The roof will be a dark brown brick hip roof. The shared trash enclosure will be made of a white vinyl fence, which is different from the principal materials of this building but matches the rest of the fence around the east and north property lines of Pediatric Associates. No waivers were requested. Staff recommends approval of the commercial design guidelines with no conditions.

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.

Commercial Design Guidelines for Houk’s Medical Office located at 119 Helmwood Plaza Drive

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 Commercial Design Guidelines for Houk’s Medical Office, 119 Helmwood Plaza Drive, with no conditions.

The vote was as follows:

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

**PLANNING COMMISSION MINUTES
JULY 9, 2024**

Development Plan for Houk's Medical Office located at 119 Helmwood Plaza Drive

On a motion by Commissioner McCrary, 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 Development Plan for Houk's Medical Office, 119 Helmwood Plaza Drive, with the following conditions:

1. Work with the staff to finalize the landscape plan.
2. Record a written shared access agreement and dumpster agreement at the Hardin County Clerk's Office.

The vote was as follows:

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

**PLANNING COMMISSION MINUTES
JULY 9, 2024**

DEVELOPMENT PLAN AND COMMERCIAL DESIGN GUIDELINES for 2103 South Dixie Highway

Request: Development Plan & Commercial Design Guidelines Review
Project Name: Cochran Mechanical Office
Location: 2103 South Dixie Highway
Owner: MTH Properties, LLC
Applicant: MTH Properties, LLC

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 to construct a mechanical office business on this site that will be approximately 13,850 square feet of total floor area. Access will come from a single access point off South Dixie Highway. All utilities are available on site. A landscape plan has been submitted and staff is working with the engineer to bring the plan into compliance. There is no proposed trash enclosure for this development. A 6-foot wide sidewalk is shown along the façade with the employee entrance. A landscape plan has been submitted and staff is working with the engineer to show the required landscaping. No waivers were requested. Staff recommends approval of the development plan with conditions.

Mr. Hawkins reviewed the commercial design guidelines describing materials, color scheme, and elevations. The proposed building will be a mixture of brick and architectural metal siding. The brick will be charcoal gray in color. The metal siding will be medium gray in color. The metal siding that will cover the entirety of the warehouse portion of the building will be tundra gray in color. The proposed building will be composed of a tan brick veneer. Three waivers are being requested. Section 154.134(A)(1) – Materials and Colors, to allow metal as the predominant material on the north, south, and west facades. Section 154.13(D)(2) – Roofs, to waive the requirement for a roofline variation on the north and south facades. Section 154.135(B)(3) – Site Entrances, to waive the requirement of a pedestrian connection from the public sidewalk. Staff recommends approval of the commercial design guidelines and requested waivers with no conditions.

Those speaking in favor of the request:

Mark Nett, 3037 Ring Road, Elizabethtown, KY 42701
Ellis Raine, 315 South Mulberry Street, Elizabethtown, KY 42701

Summary of those speaking in favor of the request:

Mark Nett, described the surrounding properties stating there are many mature trees around the site and a metal fence along the north property line separating the salvage yard from this property already exists. Mr. Nett stated they are installing a security fence around the proposed building to assist with screening and with the existing mature trees, he doesn't believe the required shrub row to the north is necessary. Ellie Raine stated the trees that exist around the sinkhole on the property will remain.

Commissioner Dozer asked what material would be used for the security fence. Mr. Nett stated it would be a chain link fence with security fencing along the top.

Those speaking in opposition:

No one spoke in opposition to the request.

**PLANNING COMMISSION MINUTES
JULY 9, 2024**

Development Plan for Cochran Mechanical Office located at 2103 South Dixie Highway

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 for Cochran Mechanical Office, 2103 South Dixie Highway, with the following condition:

1. Work with the staff to finalize the landscape plan.

The vote was as follows:

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

**PLANNING COMMISSION MINUTES
JULY 9, 2024**

Commercial Design Guidelines for Cochran Mechanical Office located at 2103 South Dixie Highway

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

Waiver of 154.134(A)(1) – Materials and Colors

Waiver of 154.134(D)(3) – Roofs

WHEREAS, there are special circumstances since it is in an industrial park. These waiver requests will not adversely affect the public health, safety or welfare.

WHEREAS, the proposed use will act more like an industrial use than a commercial office use. This area is an industrial area and although there will be an office for the business, the majority of the building will have uses like fabricating and storage of mechanical equipment/materials.

Waiver of 154.134(B)(3) – Site Entrances

WHEREAS, there are special circumstances since the building sets roughly 400 feet off the South Dixie Highway right-of-way. In this vicinity, the average building setback is 73 feet, making this proposed building more than three times the average setback. This waiver will not adversely affect the public health, safety or welfare.

RESOLVED, that the Elizabethtown Planning Commission does hereby **APPROVE** the Commercial Design Guidelines for Cochran Mechanical Office, 2103 South Dixie Highway, with the following waivers:

- Section 154.134(A)(1) – Materials and Colors, to allow metal as the predominant material on the north, south, and west facades.
- Section 154.134(D)(3) – Roofs, to waive the requirement for a roofline variation on the north and south facades.
- Section 154.134(B)(3) – Site Entrances, to waive the requirement of a pedestrian connection from the public sidewalk.

The vote was as follows:

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

**PLANNING COMMISSION MINUTES
JULY 9, 2024**

Director's Report:

The Chairperson introduced the agenda item. Aaron Hawkins reviewed the upcoming proposed agenda items. On July 17, Kendig Keast, who the City has contracted with to update the residential sections of the zoning ordinance, will be holding a stakeholder meeting with local homebuilders and developers to discuss potential updates to the residential development regulations. Commissioner McCrary asked for the meeting to be recorded.

Commission Member Items:

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

Adjournment:

There being no further items to discuss, Commissioner Young made a motion to adjourn with a second by Commissioner Souleyrette. The Chairperson declared the meeting adjourned at 6:35 p.m.

Prepared by:



Janet Fights, Administrative Secretary
Planning & Development

Attachment & Exhibits
DVD of the meeting available for review

ADOPTED AND APPROVED

23 day of July, 2024



Steve Rice, Chairperson
Elizabethtown Planning Commission