

JOE REVERMAN, AICP  
DIRECTOR  
200 West Dixie Avenue  
Elizabethtown, KY 42701  
(270) 982-3264  
[www.elizabethtownky.org](http://www.elizabethtownky.org)



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 27, 2024

6:00 P.M.

PRITCHARD COMMUNITY CENTER, 404 S. MULBERRY STREET

1. Call to Order
2. Approval of Minutes – August 13, 2024
3. Development Plan and Commercial Design Review for CleanWaves Express Wash  
Location: 101 Menards Way
4. Development Plan and Commercial Design Review for Dao Drive Office  
Location: 1232 Woodland Drive
5. Commercial Design Guidelines Waiver for Ricky's Dent Shop  
Location: 1700 Leitchfield Road
6. City Projects Update  
Ed Poppe, City Administrator and Michael Page, City Engineer
7. Commission Member Items
8. Adjournment



**MEETING MINUTES OF THE ELIZABETHTOWN PLANNING COMMISSION  
AUGUST 27, 2024**

A meeting of the Elizabethtown Planning Commission was held on August 27, 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

Maurice Young

Kyle Souleyrette

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

**Commission members absent:**

Kasey McCrary

**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  
AUGUST 27, 2024**

**APPROVAL OF MINUTES**

**AUGUST 13, 2024 PLANNING COMMISSION REGULAR MEETING MINUTES**

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

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the minutes of its meeting conducted on August 13, 2024.

**The vote was as follows:**

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

**NOT PRESENT:** Commissioner McCrary

**PLANNING COMMISSION MINUTES  
AUGUST 27, 2024**

**DEVELOPMENT PLAN AND COMMERCIAL DESIGN GUIDELINES for 101 Menards Way**

Request: Development Plan & Commercial Design Guidelines Review  
Project Name: Clean Waves Express Car Wash  
Location: 101 Menards Way  
Owner: Menard, Inc.  
Applicant: Richard Chism

**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. Previously approved as a Cheetah Clean car wash, the overall design is largely unchanged except for a slight modification to the building size. There will still be only one entrance off Menard Way and it is located in the same place as previously approved. Vehicles will queue along the northwest side of the building and enter through the southwest end. Employee parking and vacuum stations will be on the southeast side of the building. A landscape plan has been submitted and is in compliance with the Zoning Ordinance. No waivers are being requested. Staff recommends approval of the development plan and landscape plan with no conditions.

Mr. Hawkins reviewed the commercial design guidelines describing materials, color scheme, and elevations. The proposed building will be covered with brick that is gray in color. The top portion of the building will be shingles that will be blue in color, white trim will line the top of the building, and the metal roof will be black. Metal canopies/awnings will be dark gray or matte black. The trash enclosure will be located on the southeast corner of the lot and will be screened with the same brick material as the building. Two waivers are being requested. Section 154.135(C)(3) – Parking Lot Orientation, to allow more than 80% of the parking in the principal front yard. Section 154.135(E)(3) – Landscaping, to waive the maximum 120ft limit for parking without a landscape island. Staff recommends approval of the commercial design guidelines and requested waivers with no conditions.

**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.

**Development Plan for Clean Waves Express Car Wash, 101 Menards Way**

On a motion by Commissioner Young, 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 for Clean Waves Express Car Wash, 101 Menards Way, with no conditions.

**The vote was as follows:**

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

**NOT PRESENT:** Commissioner McCrary

**PLANNING COMMISSION MINUTES  
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**Commercial Design Guidelines for Clean Waves Express Car Wash, 101 Menards Way**

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

**Waiver of Section 154.135(C)(3) – Parking Lot Orientation**

**WHEREAS**, there are special circumstances because full-service car washes require a specific site design that does not have the flexibility of other commercial uses. The site cannot be reconfigured to avoid parking in the principal front yard. Requiring a landscape island in the vacuum area would reduce the usefulness of the adjacent parking spaces.

**Waiver of Section 154.135(E)(3) – Landscaping**

**WHEREAS**, the perimeter landscaping that is required adjacent to the vacuum area is being provided. The loss of one island will not be significant.

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the Commercial Design Guidelines for Clean Waves Express Car Wash, 101 Menards Way, with the following waivers:

- Section 154.135(C)(3) – Parking Lot Orientation, to allow more than 80% of the parking in the principal front yard
- Section 154.135(E)(3) – Landscaping, to waive the maximum 120ft limit for parking without a landscape island

**The vote was as follows:**

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

**NOT PRESENT:** Commissioner McCrary

**PLANNING COMMISSION MINUTES  
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**DEVELOPMENT PLAN AND COMMERCIAL DESIGN GUIDELINES for 1232 Woodland Drive**

Request: Development Plan & Commercial Design Guidelines Review  
Project Name: Dao Drive Office  
Location: 1232 Woodland Drive  
Owner: TDA Properties  
Applicant: TDA Properties

**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 to construct an office space with approximately 1,717 square feet of total floor area. The shared parking lot, containing 52 spaces, will serve this building as well as the Baptist Health Medical Group Orthopedics office located directly across Dao Drive. Access will come from a single access point off Dao Drive. All utilities are available on site. A landscape plan has been submitted and is in compliance with the Zoning Ordinance. No waivers are being requested. Staff recommends approval of the development plan and landscape plan with no conditions.

Mr. Hawkins reviewed the commercial design guidelines describing materials, color scheme, and elevations. The proposed building will have red brick veneer on all four sides. The proposed building will be covered with brick that is gray in color. One waiver is being requested. Section 154.135(C)(3) – Parking Lot Orientation, to allow 100% of provided parking area be principal front yard off-street parking. Staff recommends approval of the commercial design guidelines and requested waiver with no conditions.

Commissioner Dozer asked why there will be no dumpster enclosure and how the shared parking agreement will be handled. Mr. Hawkins stated it is not required due to the use to the building and a shared parking agreement between the parties will be recorded at the Hardin County Clerk’s Office.

**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.

**Development Plan for Dao Drive Office, 1232 Woodland Drive**

On a motion by Commissioner Souleyrette, 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 and Landscape Plan for Dao Drive Office, 1232 Woodland Drive, with no conditions.

**The vote was as follows:**

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

**NOT PRESENT:** Commissioner McCrary

**PLANNING COMMISSION MINUTES  
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**Commercial Design Guidelines for Dao Drive Office, 1232 Woodland Drive**

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

**Waiver of Section 154.135(C)(3) – Parking Lot Orientation**

**WHEREAS**, because of the narrow nature of this lot as it goes west and the shared parking agreement for the medical center across the street, it was difficult to provide the necessary parking and building placement in a way that could satisfy the 80% threshold. This waiver request will not adversely affect the public health, safety or welfare.

**WHEREAS**, the proposed building will be an office, which is required to go through commercial design review but is not explicitly listed in the requirement regarding parking lot orientation. The businesses that this requirement is intended to affect are shopping centers, restaurants, and retail buildings.

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the Commercial Design Guidelines for Dao Drive Office, 1232 Woodland Drive, with the following waivers:

- Section 154.135(C)(3) – Parking Lot Orientation, to allow 100% of provided parking area be principal front yard off-street parking.

**The vote was as follows:**

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

**NOT PRESENT:** Commissioner McCrary

**PLANNING COMMISSION MINUTES  
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**COMMERCIAL DESIGN REVIEW WAIVER for 1700 Leitchfield Road**

Request: Commercial Design Review Waiver  
Project Name: Ricky's Dent Shop  
Location: 1700 Leitchfield Road  
Owner: Ricky Spurling  
Applicant: Ricky Spurling

**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 requesting to modify the design of the building. The proposed changes include all metal siding be black in color as opposed to the tan that was originally approved by the Commission in March 2024. Other changes include a shift of the stone veneer from a horizontal row across the bottom of the building to vertical columns beside each garage door, and the addition of vertical cedar siding on the opposite side of each garage door. One waiver is being requested. Section 154.134(A)(1) – Materials and Colors, to allow vertical metal panels as a predominant material on the east, west, and north facades. Staff recommends approval of the requested waiver with no conditions.

Commissioner Dozer asked if the garage doors will be black. Mr. Hawkins said the doors are black, but cedar siding columns will be placed on the north side of each garage door to break up the solid black look of the building. Commissioner Dozer asked if the Commission could require the garage doors to be a different color than the building. Mr. Hawkins stated while the Commission could place a condition on the approval of the waiver, the Zoning Ordinance states it just needs to be an earth tone color. Chairperson Rice recommends the applicant work with staff on different color variations for the front façade around the garage doors.

**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.

**Commercial Design Review Waiver for Ricky's Dent Shop, 1700 Leitchfield Road**

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

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

**WHEREAS**, the use of metal panels as a predominant material on the north, east and west facades will not detract from the appearance of the adjacent residentially and commercially zoned properties to the west, east, and north. Extra landscaping along the north lot line will be used to provide screening from the north.



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**WHEREAS**, the site is located in Sub Area 13 (Industrial Park) which states this area should be developed as Regional Commercial; that landscaping, signage, and lighting should be aesthetically pleasing; that transition in uses should be encouraged with landscape buffering; that developments in this area should have a variety of materials and varying facades and rooflines; that materials should be varied in a thoughtful manner so as not to detract from the overall design. With the building facing towards Leitchfield Road, the front façade (south) will be visible from the road and will be comprised of approved predominant materials creating an improved development. The north, west, and east facades will be adequately screened by an aesthetically pleasing landscape plan that meets the requirements of the Zoning Ordinance.

**RESOLVED**, that the Elizabethtown Planning Commission does hereby **APPROVE** the Commercial Design Review Waiver for Ricky's Dent Shop, 1700 Leitchfield Road, with the following waiver:

- Section 154.134(A)(1) – Materials and Colors, to allow vertical metal panels as a predominant material on the east, west, and north facades.

With the following condition:

1. Work with staff on accent colors and garage door colors

**The vote was as follows:**

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

**NOT PRESENT:** Commissioner McCrary

**PLANNING COMMISSION MINUTES  
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**UPDATES ON CITY PROJECTS**

The Chairperson introduced the agenda item. City Administrator, Ed Poppe was present to review current and ongoing city projects, as well as future projects.

Capital Projects

- Public Works, Phase 4
- Foxborough Estates, Phase 1 (Completed) Phase 2 being evaluated
- Meadow Lane, Phase 3 (Complete September 2024)
- Hawkins Drive sanitary sewer (Complete September 2024)
- South Ring Road/Leitchfield Road sanitary sewer
- North Main Street sidewalks, Phase 2: future work in conjunction with grant
- Fire Station 4 (Groundbreaking on August 26)
- Commerce Drive/Buffalo Lake Trail (Completed December 2024)
- Pear Orchard Road Northwest (Utilities/easements this budget)
- Outdoor Entertainment Venue and Commerce Drive upgrade & extension (Bid Fall 2024; water and sanitary sewer extensions)
- VCWWTP design for upgrade/expansion: proposals are due August 30
- Helm Street/Terry Court/Park Avenue
- Village Drive (Public meeting October 3)
- Peterson Drive Bridge

Downtown

- Jones Property: October 2026 to begin construction
- Way-Finding signage/ETCB
- 210 Helm Street – sold
- Police Station & 226 College Street
- Downtown Master Plan

Parks

- FLP “The Oasis” playground: opening mid-September
- Trail upgrade at FLP south-end/”Remember Me Garden”
- Tennis Courts (5) expansion at FLP
- Upgrade Lions pavilion at FLP
- Community Orchard at Nature Park (access road/parking)
- Nature Park upgrade with \$1 million grant
- Greenspace preparing a Trail Master Plan
- Carroll Soccer Complex
- University Drive Park
- American Legion Park
- Nicholas Street Complex

Plans

- North Mulberry Street (KYTC funding)
- East Dixie Avenue (SS4A)

**PLANNING COMMISSION MINUTES  
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The Commission commended the Administration and Council for acting on some of these long-awaited projects and thanked Mr. Poppe for the update.

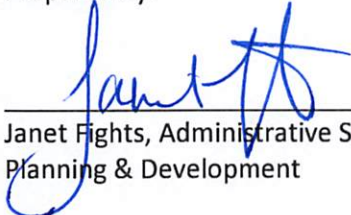
**Commission Member Items:**

The Chairperson introduced the agenda item. Commissioner Dozer would like staff to look into the building materials being used on the outside of the building at 2398 Leitchfield Road and make sure they are the same materials approved by the Commission in August 2022.

**Adjournment:**

There being no further items to discuss, Commissioner Dozer made a motion to adjourn with a second by Commissioner Souleyrette. The Chairperson declared the meeting adjourned at 7:16 p.m.

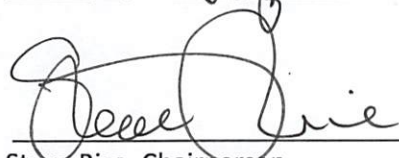
Prepared by:

  
\_\_\_\_\_  
Janet Fights, Administrative Secretary  
Planning & Development

Attachment & Exhibits  
DVD of the meeting available for review

ADOPTED AND APPROVED

10th day of Sept., 2024

  
\_\_\_\_\_  
Steve Rice, Chairperson  
Elizabethtown Planning Commission