

JOE REVERMAN, AICP
DIRECTOR
200 West Dixie Avenue
Elizabethtown, KY 42701
(270) 982-3264
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
December 10, 2024
6:00 p.m.
Pritchard Community Center, 404 S. Mulberry Street

1. Call to Order
2. Approval of Minutes – November 26, 2024
3. Sidewalk Waiver for Sam Haycraft's Addition, Lot 81
Location: 302 Central Ave
4. Public Hearing No. 2024-PC-16
Annexation Zoning Assignment
Location: Southeast corner of Ring Road and Patriot Parkway
5. Public Hearing No. 2024-PC-17
Annexation Zoning Assignment
Location: South Ring Road and Gaither Station Road
6. Public Hearing No. 2024-PC-18
Annexation Zoning Assignment
Location: 2031 Bardstown Road
7. Public Hearing No. 2024-PC-19
Zoning Map Amendment from R-4 to C-2
Location: 310 College Street
8. Director's Report
9. Commission Member Items
10. Adjournment



**MEETING MINUTES OF THE ELIZABETHTOWN PLANNING COMMISSION
DECEMBER 10, 2024**

A meeting of the Elizabethtown Planning Commission was held on December 10, 2024 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

Marty Fulkerson, 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:

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

APPROVAL OF MINUTES

NOVEMBER 26, 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 November 26, 2024.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

SIDEWALK CONSTRUCTION STANDARDS WAIVER for 302 Central Avenue

Request: Sidewalk Waiver
Project Name: Sam Haycraft’s Addition, Lots 81 and 82
Location: 302 Central Avenue
Owner: Edlin Lane Investments, LLC
Applicant: Edlin Lane Investments, LLC

Agency Testimony:

The Vice Chairperson introduced the agenda item. Aaron Hawkins presented the staff report and accompanying PowerPoint presentation. An amended record plat has been filed for this site to subdivide Lots 81 and 82. When subdividing property, it is required to bring the lots into compliance with the Subdivision Regulations which require public utilities and sidewalks. Currently both lots have a sidewalk along Central Avenue, however, Lot 81 has no sidewalk along East Crutcher Street.

The City plans to begin utilizing CDBG funds for sidewalk improvements in this portion of downtown in the next 2-4 years. Because of this, the applicant is requesting a waiver of Section 154.250 (F)(1)(a) – Sidewalk Construction Standards Waiver, to waive the requirement of installing sidewalks along East Crutcher Street. If approved, the applicant will be responsible for paying into the City’s sidewalk fund the cost of the sidewalk. Staff recommends approval of the sidewalk waiver with no conditions.

Commissioner Young asked staff if the applicant understands they will have to pay into the City’s sidewalk fund. Mr. Hawkins responded that the applicant understands they must pay into the fund.

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.

Sidewalk Construction Standards Waiver for 302 Central Avenue

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

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

WHEREAS, there is no natural topography or vegetation pre-existing this project that will prevent the sidewalk from being constructed; and

WHEREAS, because of a utility pole and a hydrant, it will likely not be possible to connect this sidewalk with the Central Avenue sidewalk at a traditional 90-degree angle, however, it shouldn’t preclude a sidewalk from being installed along East Crutcher Street; and

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

WHEREAS, as part of the City's CDBG program, the City will transition from the Haycraft Neighborhood into this portion of Downtown for public improvements. Although no time line for this section of Downtown has been determined, it is anticipated that it will be within the next 2-3 years. Approving the waiver will not release the applicant of his obligation to pay for a sidewalk. With street design of East Crutcher Street not yet determined, staff feels it better to let the applicant pay into the general sidewalk fund and use that money during the City's project than the applicant potentially putting it in the incorrect location, which would be a net loss for the City. The applicant has stated that he intends to sell the newly created lot to a builder, so there is no guarantee of when a dwelling unit will be constructed; and

WHEREAS, there is no extraordinary reason specific to this site to justify the waiver; and

WHEREAS, approval of the waiver will not be more in keeping with the Comprehensive Plan and the intent of the Zoning Ordinance and Subdivision Regulations.

RESOLVED, that the Elizabethtown Planning Commission does hereby APPROVE the Sidewalk Construction Standards Waiver for property located at 302 East Crutcher Street, to waive the requirement of installing sidewalks along East Crutcher Street.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

PUBLIC HEARING No. 2024-PC-16

Request: Zoning Assignment for proposed Annexation
Project Name: Southeast corner of Ring Road and Patriot Parkway Annexation
Location: Southeast corner of Ring Road and Patriot Parkway
Owner: A&P Development, LLC and Christopher and Dane Knight
Applicant: City of Elizabethtown

Vice Chairperson Dozer introduced the agenda item and opened the public hearing at 6:15 p.m. and presented the hearing procedures. Matt Hess administered the oath to all those intending to testify at the hearing.

Agency Testimony:

Joe Reverman 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. The Comprehensive Plan, Envision Elizabethtown 2040, encourages the City to plan for growth by expanding the existing City limits (Goal 4). The goal states that voluntary annexations should be evaluated to ensure they are fiscally responsible. The properties are located in Sub Area 7 of the recommended land use map. The site is located on the south side of Patriot Parkway and the east side of Ring Road, including three parcels, containing approximately 68 acres, and approximately 2500 feet of an unnamed, unimproved right-of-way along the northern boundary of the subject properties. A zoning district classification of C-3, Regional Commercial, is appropriate for this property based on existing land uses and the Envision Elizabethtown 2040 Comprehensive Plan.

Commissioner McCrary asked staff about the C-3 recommendation. Mr. Reverman stated the recommended land use plan recommends urban residential uses, however, properties that are adjacent to the proposed annexation area that are along Patriot Parkway and Ring Road are recommended for regional commercial uses. Commissioner Souleyrette asked about the potential for Timber Lane to connect to this property. Mr. Reverman stated that was unlikely.

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.

Annexation Zoning Assignment for Southeast corner of Ring Road and Patriot Parkway

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

WHEREAS, the Elizabethtown Planning Commission (the Commission) finds that the annexation was requested by the property owner, and all proper notification was provided to nearby property owners; and

WHEREAS, the Commission finds the Hardin County Government and the Kentucky Transportation Cabinet were provided proper notification of the proposed annexation; and

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

WHEREAS, the Elizabethtown Planning Commission (Commission) finds that Goal 1 of the Envision Elizabethtown 2040 Comprehensive Plan (Plan) calls to identify and acquire appropriate property for future growth, and to expand infrastructure to facilitate development, Goal 2 of the Plan calls for the responsible expansion and improvement of infrastructure, and Goal 4 of the Plan encourages the City to plan for growth by expanding the existing City limits in a fiscally responsible way; and

WHEREAS, the Commission finds that assignment of a zoning district should comply with the goals, objectives, policies, guidelines, and recommended land use map of the Plan, and that the property is located in Sub Area 7: Ring Road West, of the recommended land use map of the Plan, and is not located within Targeted Planning Area; and

WHEREAS, the Commission finds that utilities necessary for development are available for extension, and developers of the property will be required to extend these utilities to serve the property; and

WHEREAS, the Commission finds that the properties proposed for annexation are recommended for urban residential uses, but that the properties are adjacent to properties recommended for regional commercial uses along Patriot Pkwy and Ring Rd, and that the properties are oriented so that they will be accessed from, and associate with, Patriot Pkwy and Ring Rd, and are more suitable for an expansion of those commercial uses; and

WHEREAS, the Commission finds that community-wide guidelines, and sub area guidelines of the Plan will be applied during development of the properties; and

Now, therefore be it **RESOLVED** that the Elizabethtown Planning Commission does hereby **RECOMMEND** to the Elizabethtown City Council a zoning assignment of C-3, Regional Commercial, for the proposed annexation area be **APPROVED**.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

The Vice Chairperson closed the hearing at 6:23 p.m.

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

PUBLIC HEARING No. 2024-PC-17

Request: Zoning Assignment for proposed Annexation
Project Name: South Ring Road and Gaither Station Road Annexation
Location: South Ring Road and Gaither Station Road
Owner: Elizabethtown Hardin County Industrial Foundation
Mark and Wesley Thomas
Aulbach Pence LLC
Applicant: City of Elizabethtown

Vice Chairperson Dozer introduced the agenda item and opened the public hearing at 6:24 p.m.

Agency Testimony:

Joe Reverman 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. The Comprehensive Plan, Envision Elizabethtown 2040, encourages the City to plan for growth by expanding the existing City limits (Goal 4). The goal states that voluntary annexations should be evaluated to ensure they are fiscally responsible. The properties are located in Sub Area 13 of the recommended land use map. The properties proposed for annexation are on the south side of South Ring Road, beginning approximately 1,000 feet west of the Western Kentucky Parkway and extending west to a point approximately 825 feet west of Gaither Station Road, containing approximately 154 acres. The annexation also includes a portion of Gaither Station Road south of South Ring Road for approximately 1,200 feet to the railroad crossing. A zoning district classification of I-2, Regional Industrial, is appropriate for this property based on existing land uses and the Envision Elizabethtown 2040 Comprehensive Plan.

The Commission had no questions of staff.

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.

Questions of staff presentation:

Eric Parrish, 309 College Street, Elizabethtown, KY 42701

Summary of questions:

Eric Parrish asked for clarification on the recommended zoning designation by staff when the property is already zoned industrial in the county. Mr. Reverman stated even though the property is currently zoned industrial in the county, once brought into the corporate limits of the city, the city must assign a zoning district that is in compliance with the city's Comprehensive Plan.

Annexation Zoning Assignment for South Ring Road and Gaither Station Road

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

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

WHEREAS, the Elizabethtown Planning Commission (Commission) finds that Goal 1 of the Envision Elizabethtown 2040 Comprehensive Plan (Plan) calls to identify and acquire appropriate property for future growth, and to expand infrastructure to facilitate development; and

WHEREAS, the Commission finds Goal 2 of the Plan calls for the responsible expansion and improvement of infrastructure, and Goal 4 of the Plan encourages the City to plan for growth by expanding the existing City limits in a fiscally responsible way; and

WHEREAS, the Commission finds that the annexation was requested by the property owner, and all proper notification was provided to nearby property owners; and

WHEREAS, the Commission finds the Hardin County Government and the Kentucky Transportation Cabinet were provided proper notification of the proposed annexation; and

WHEREAS, the Commission finds that assignment of a zoning district should comply with the goals, objectives, policies, guidelines, and recommended land use map of the Plan, and that the property is located in Sub Area 13: Industrial Park, of the recommended land use map of the Plan, and within Targeted Planning Areas C and D; and

WHEREAS, the Commission finds that utilities necessary for development are available for extension, and developers of the property will be required to extend these utilities to serve the property; and

WHEREAS, the Commission finds that the properties proposed for annexation are recommended for a general industrial zoning district, but that a regional industrial zoning district classifications is more appropriate since the area has a high level of access and visibility, since the area has access to a high level of infrastructure, and since the properties are large enough to be developed as an industrial park; and

WHEREAS, the Commission finds that community-wide guidelines, and sub area guidelines of the Plan will be applied during development of the properties; and

Now, therefore be it **RESOLVED** that the Elizabethtown Planning Commission does hereby **RECOMMEND** to the Elizabethtown City Council a zoning assignment of I-2, Regional Industrial, for the proposed annexation area be **APPROVED**.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

The Vice Chairperson closed the hearing at 6:30 p.m.

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

PUBLIC HEARING No. 2024-PC-18

Request: Zoning Assignment for proposed Annexation
Project Name: Bardstown Road Annexation
Location: 2031 Bardstown Road
Owner: Larry Hall, IRA
Applicant: City of Elizabethtown

Vice Chairperson Dozer introduced the agenda item and opened the public hearing at 6:31 p.m.

Agency Testimony:

Joe Reverman 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. The Comprehensive Plan, Envision Elizabethtown 2040, encourages the City to plan for growth by expanding the existing City limits (Goal 4). The goal states that voluntary annexations should be evaluated to ensure they are fiscally responsible. The properties are located in Sub Area 6 of the recommended land use map. The property proposed for annexation is located at 2031 Bardstown Road and contains approximately .482 acres. Also included is approximately 360 feet of US 62 adjacent to the property and extends northeast to the current City boundary. A zoning district classification of C-3, Regional Commercial, is appropriate for this property based on existing land uses and the Envision Elizabethtown 2040 Comprehensive Plan.

The Commission had no questions of staff.

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.

Annexation Zoning Assignment for 2031 Bardstown Road

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

WHEREAS, the Elizabethtown Planning Commission (the Commission) finds that the annexation was requested by the property owner, and all proper notification was provided to nearby property owners; and

WHEREAS, the Commission finds the Hardin County Government and the Kentucky Transportation Cabinet were provided proper notification of the proposed annexation; and

WHEREAS, the Elizabethtown Planning Commission (Commission) finds that Goal 1 of the Envision Elizabethtown 2040 Comprehensive Plan (Plan) calls to identify and acquire appropriate property for future growth, and to expand infrastructure to facilitate development, Goal 2 of the Plan calls for the responsible expansion and improvement of infrastructure, and Goal 4 of the Plan encourages the City to plan for growth by expanding the existing City limits in a fiscally responsible way; and

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

WHEREAS, the Commission finds that assignment of a zoning district should comply with the goals, objectives, policies, guidelines, and recommended land use map of the Plan, and that the property is located in Sub Area 6: Interstate, of the recommended land use map of the Plan, and within Targeted Planning Area B; and

WHEREAS, the Commission finds that utilities necessary for development are available for extension, and developers of the property will be required to extend these utilities to serve the property; and

WHEREAS, the Commission finds that the property proposed for annexation is recommended for suburban residential zoning district, but that properties adjacent to the subject property that within the city are recommended for regional commercial, and that the property is oriented toward US 62 which is recommended for regional commercial uses; and

WHEREAS, the Commission finds that community-wide guidelines, and sub area guidelines of the Plan will be applied during development of the properties to ensure appropriate transitions and design standards are applied.

Now, therefore be it **RESOLVED** that the Elizabethtown Planning Commission does hereby **RECOMMEND** to the Elizabethtown City Council a zoning assignment of C-3, Regional Commercial, for the proposed annexation area be **APPROVED**.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

The Vice Chairperson closed the hearing at 6:35 p.m.

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

PUBLIC HEARING No. 2024-PC-19

Request: Zoning Map Amendment, R-4 to C-2 & Development Plan
Project Name: Olive & Oak The Still Group Zone Change
Location: 310 College Street
Owner: Brown Funeral Home
Applicant: Olive & Oak The Still Group

Vice Chairperson Dozer introduced the agenda item and opened the public hearing at 6:36 p.m.

Agency Testimony:

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 request for a change in zoning is to allow the conversion of a single-family residential structure into an office use. The current R-4 zoning only allows an office as an accessory use. Staff recommends approval of the zone change from R-4 Urban Residential, General to C-2 Neighborhood Commercial.

The development plan shows the removal of an accessory structure in the rear of the property and the addition of five parking spaces. Access from College Street will remain as the single access point. Utilities area available onsite. Two waivers are being requested. Section 154.062(H) – Parking, C-2 Zone, to reduce the required number of parking spaces from 7 to 5. Section 154.160(A) – Landscaping of Parking Area, to reduce the perimeter buffer requirement from 10 ft and 9 ft on the east property line from the new parking area. Staff recommends approval of the development plan and requested waivers with no conditions.

The Commission had no questions of staff.

Those speaking in favor of the request:

Tara Still, 1699 Mud Splash Road, Glendale, KY 42740
Taryn Root,

Summary of those speaking in favor of the request:

Tara Still stated she plans on moving her real estate office into the building. Ms. Still intends to keep the original character of the house. She discussed signage for the business stating the sign would be small. Ms. Still stated clients usually come to the office by appointment only and they normally close for business around 3 p.m.

Questions of applicant:

Sarah Luebbert, 315 College Street, Elizabethtown, KY 42701
Ruthie Lockerd, 208 Terry Court, Elizabethtown, KY 42701
Chris Diehl, 317 College Street, Elizabethtown, KY 42701
James Keith, 311 College Street, Elizabethtown, KY 42701
Joe Prewitt, 314 College Street, Elizabethtown, KY 42701

Summary of questions:

Sarah Luebbert asked the applicant what she intends to do with the additional space in the house outside of the office space shown on the development plan. Ms. Still stated it would be used as storage

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

or additional office space. Ms. Luebbert asked the applicant if she intends to sell the property after the zone change, and shared concerns regarding other permitted uses in the C-2 zone, specifically recovery residences. Ms. Still responded a recovery residence could occupy the space today under its current zoning designation. Mr. Reverman further clarified that recovery residences are allowed in most residential zoning districts.

Ruthie Lockerd asked what type of signage would be used. Ms. Still stated it would be a small, wood sign and be placed in the front yard pending approval from the planning department.

Chris Diehl asked the applicant what type of lighting would be used for the parking lot considering its proximity to other single-family homes. Ms. Still responded she will do what is required by the planning department. Mr. Reverman stated city ordinances require lighting to be directed away from all residential zoning districts.

James Keith asked the applicant what other commercial properties her company owns. Ms. Still stated none and currently, the business is renting office space in downtown Elizabethtown.

Joe Prewitt asked if drainage could become worse with the removal of the accessory structure in the rear as his property currently has drainage issues with water runoff from this property. Mr. Reverman stated while the size of this proposed development does not meet the requirement for stormwater improvement plans, if there is an existing stormwater issue, the city can investigate.

Those speaking in opposition to the request:

Brad Luebbert, 315 College Street, Elizabethtown, KY 42701

Carol Dupin, 8 Audubon Court, Elizabethtown, KY 42701

Eric S. Parrish, 309 College Street, Elizabethtown, KY 42701

Gail Lovisone, 317 Churchill Court, Elizabethtown, KY 42701

Mison Anderson, 320 Park Avenue, Elizabethtown, KY 42701

Joe Prewitt, 314 College Street, Elizabethtown, KY 42701

Summary of those speaking in opposition:

Brad Luebbert stated he would like to see the house keep its current zoning designation of R-4 and shared concerns if this property is approved for a commercial zoning district, other properties in the area could follow suit.

Carol Dupin shared concerns about the traffic at the intersection of College Street and South Miles Street and has safety concerns regarding walkability if there is an increase in traffic. Ms. Dupin stated she would also like to see this area kept residential.

Eric Parrish stated there are plenty other vacant properties in the city that have available space and has concerns about property taxes potentially increasing.

Gail Lovisone is concerned about the potential increase in traffic a new business could add to the area and how that may affect the safety of pedestrian activity. Ms. Lovisone also stated she believes the house is larger than the 1,550 sqft that was presented by staff.

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

Mr. Reverman asked Ms. Still to clarify the square footage of the house. Ms. Still stated there is 1,500 sqft on the main floor, she is unsure of the square footage on the second floor, and there is a basement.

Mison Anderson doesn't have concerns with the real estate office, but with the C-2 zoning designation and the other uses it allows should the owner sell in the future. Ms. Anderson also noted the house is over 4,000 square feet.

Ms. Still reiterated she intends to move her real estate office to this location and with only 5 parking spaces traffic would be kept to a minimum. Ms. Still also stated that other uses would have to figure out how to provide parking on the site, which would be difficult.

Chris Diehl hopes the Planning Commission takes into consideration the issues and concerns that have been expressed tonight by the neighbors and other nearby property owners.

Joe Prewitt asked if the Brown's owned the property. Ms. Still answered that the Brown's do own the property, and she is looking to purchase the property if the rezoning is successful. Mr. Prewitt stated that it appears to him the Commission has already made up their mind about this case

In response to a question from the audience, Tayrn Root, Operations Manager at Olive and Oak, stated when they were approached by Brown Funeral Home to sell the property, it was the seller's wish for the future buyer to preserve the home. Ms. Root noted with Olive and Oak offering to purchase the property, it ensures the home will be preserved and used as an office. Ms. Root also stated that the sale of the property is contingent on successful rezoning of the property.

Vice Chairperson Dozer closed the testimony phase of the hearing at 7:28 p.m.

Discussion:

Commissioner McCrary discussed her personal experience living next to a recovery residence and a business near the downtown area, and that it is possible for these mix of uses to coexist. Vice Chairperson Dozer noted the Commission bases its decisions on the Comprehensive Plan. Commissioner Souleyrette asked staff if this property is a historic landmark. Mr. Reverman stated there are no properties along College Street that are designated as a local historic landmarks, but that there could be others that are on the national registry. Mr. Reverman also stated that while a structure being the national registry may provide benefits for preservation and restoration purposes, it does not prevent a property owner from demolishing the structure.

Zoning Map Amendment for 310 College Street

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

WHEREAS, the Elizabethtown Planning Commission (Commission) finds the proposed zoning map amendment from R-4, Urban Residential, General to C-2, Neighborhood Commercial complies with the Envision Elizabethtown 2040 Comprehensive Plan; and

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

WHEREAS, the Commission finds that the proposal complies with the community wide development policies of the Plan, that access to the project will be provided by one existing access point off College Street, that the proposal is for the reuse of an existing structure, that the size and scale of the building is compatible with the surrounding single family residential structures, that water and sanitary sewer are available to the property, and that water supply and pressure are adequate for the proposed commercial use; and

WHEREAS, the Commission finds the proposal complies with the recommended land use plan, that the proposed zoning would allow an office use as the principal use, which is not permitted in the recommended land use category. However, the proposal is to utilize an existing mature tree line as screening to the adjacent residential use to the west and the proposed zoning will provide an appropriate transition from the more intense downtown commercial zoning to the nearby residential zoning; and

WHEREAS, the Commission finds that the proposal complies with the community wide guidelines of the Plan, that the proposal is for the reuse of an existing structure, that the size and scale of a use in the C-2 zone would provide a transition to the surrounding single family residential structures from the more intense commercial uses in the downtown C-5 zone, that the use of this parcel as an office in a neighborhood commercial zone will provide a transition between the single family residential uses to the west and the funeral home and downtown commercial parcels to the east, that access to the project will be provided by one existing access point off College Street, that sidewalks are already existing along College Street with a pedestrian connection to this building, and that water and sanitary sewer services are available to the subject property and they have adequate capacity to serve an office use; and

WHEREAS, the Commission finds that the proposal complies with sub area guidelines of the Plan, that the proposed use is a neighborhood commercial use that could serve the surrounding homes, that the reuse of the single family structure as an office use will provide a transition between the funeral home and the surrounding single family residential uses, that the proposed use is using the existing mature tree line to screen this development from the adjacent residential use and will be replaced if removed, and that the conversion of the existing single family structure into an office is a reinvestment of an existing property.

Now, therefore be it **RESOLVED** that the Elizabethtown Planning Commission does hereby **RECOMMEND** to the Elizabethtown City Council that the Zoning Map Amendment from R-4 Urban Residential, General to C-2 Neighborhood Commercial, for property located at 310 College Street, be **APPROVED**.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

Vice Chairperson Dozer closed the hearing 7:34 p.m.

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

Development Plan and requested waivers for Olive and Oak The Still Group, located at 310 College Street

Commissioner Souleyrette made a motion to approve the Development Plan and requested waivers. Commissioner Young seconded the motion.

Prior to a vote, Mr. Reverman interjected to ask for clarification on the discrepancy of the total square footage of the structure. After some discussion and confirmation that the square footage of the structure on the development plan was incorrect, and that affecting the parking waiver request, Mr. Reverman recommended tabling the development plan.

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

RESOLVED, that the Elizabethtown Planning Commission does hereby TABLE the Development Plan and requested waivers.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

Councilman Fulkerson asked if the zoning map amendment was going to go to City Council without approval of the development plan. It was discussed that the map amendment could continue without approval of the development plan. Commissioner McCrary stated she may have concerns with the map amendment depending on what happens with the development plan. Mr. Reverman requested a short recess to discuss options for the Commission with Commission Attorney Matt Hess.

Vice Chairperson Dozer called a recess at 7:38 p.m.

The meeting resumed at 7:50 p.m.

The Commission discussed whether tabling action on the Development Plan would affect a decision on the zoning map amendment. Commissioner McCrary stated she had concerns about taking action on the zoning map amendment now that there was uncertainty with the development plan. Commissioner Dozer stated that his action on the zoning map amendment was considered on its own merit. Commission Attorney Hess advised the Commission that City Council has up to 90 days to take action on the zoning map amendment, and that the development plan would likely be brought back before the Commission with enough time for City Council to still take action within the 90 days.

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

RESOLVED, that the Elizabethtown Planning Commission does hereby TABLE the Development Plan and requested waivers to the January 14, 2025 meeting.

The vote was as follows:

YES: Commissioners Dozer, McCrary, Young, and Souleyrette

NOT PRESENT: Commissioner Rice

**PLANNING COMMISSION MINUTES
DECEMBER 10, 2024**

Director's Report:

The Vice Chairperson introduced the agenda item. Mr. Reverman reviewed upcoming agenda items, reminded the Commission of the upcoming joint meeting with City Council, and current projects the Department is working on, including amendments to residential zoning districts, a downtown master plan, implementation of a permitting software, and grant projects.

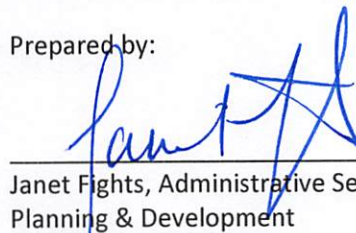
Commission Member Items:

The Vice Chairperson introduced the agenda item. Commissioner Young asked how we can avoid situations like what happened with the College Street rezoning. Mr. Reverman stated it was an unusual circumstance where the applicant made an error on the development plan. Commissioner McCrary asked staff how often the sidewalk fee amount is reviewed. City Administrator Ed Poppe stated the Engineering Department is currently reviewing the cost. Commissioner Souleyrette thanked staff for taking care of the overgrown landscaping along Robinbrooke Boulevard where the Arlington Park sign is located. Vice Chairperson Dozer asked staff to look into a residential business along Nicholas Street to see if it's a permitted use.

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 8:13 p.m.

Prepared by:



Janet Fights, Administrative Secretary
Planning & Development

Attachment & Exhibits
DVD of the meeting available for review

ADOPTED AND APPROVED

14 day of JFM, 2025



Ken Dozer, Vice Chairperson
Elizabethtown Planning Commission