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Commission Members
Mike Burress, Chair
Charlie Skees, Vice Chair
Marnie Clagett
Charlie Bryant
Christy Childers

CITY OF ELIZABETHTOWN PLANNING AND DEVELOPMENT

Elizabethtown Historic Preservation
Commission Agenda
March 6, 2025
Pritchard Community Center
404 South Mulberry Street
9:00 A.M.

1. Call to Order
2. Approval of Minutes – February 6, 2025
3. Certificate of Appropriateness for the Hardin County Courthouse
Location: 100 Public Square
4. Continuation of Discussion on Expansion of Historic District
5. Commission Member Items
6. Adjournment



**MEETING MINUTES OF THE ELIZABETHTOWN HISTORIC PRESERVATION COMMISSION
FEBRUARY 6, 2025**

A meeting of the Elizabethtown Historic Preservation Commission was held on February 6, 2025 at 9:00 a.m., Pritchard Community Center, 404 South Mulberry Street, Elizabethtown.

Commission members present:

Mike Burress, Chair

Charlie Skees, Vice Chair

Marnie Clagett

Commission members absent:

Charlie Bryant

Christie Childers

Staff members present:

Joe Reverman, Planning Director

The following matters were considered:

**HISTORIC PRESERVATION COMMISSION MINUTES
FEBRUARY 6, 2025**

ELECTION OF OFFICERS

The Chair introduced the agenda item and opened the floor for nominations for Chair. Vice Chair Skees made a motion that Mike Burress continue the position of Chair, with a second by Commissioner Clagett.

The vote was as follows:

YES: Commissioners Burress, Skees, and Clagett

NOT PRESENT: Commissioners Bryant and Childers

The Chair opened the floor for nominations for Vice Chair. Commissioner Clagett made a motion that Charlie Skees continue the position of Vice Chair, with a second by Chair Burress.

The vote was as follows:

YES: Commissioners Burress, Skees, and Clagett

NOT PRESENT: Commissioners Bryant and Childers

**HISTORIC PRESERVATION COMMISSION MINUTES
FEBRUARY 6, 2025**

APPROVAL OF MINUTES

APRIL 11, 2024 HISTORIC PRESERVATION COMMISSION REGULAR MEETING MINUTES

On a motion made by Commissioner Skees, seconded by Commissioner Clagett, the following resolution was adopted.

RESOLVED, that the Commission does hereby **APPROVE** the minutes of its meeting conducted on April 11, 2024.

The vote was as follows:

YES: Commissioners Burress, Skees, and Clagett

NOT PRESENT: Commissioners Bryant and Childers

**HISTORIC PRESERVATION COMMISSION MINUTES
FEBRUARY 6, 2025**

DISCUSSION ON EXPANSION OF HISTORIC DISTRICT

Discussion:

Joe Reverman discussed the purpose of the historic preservation guidelines, and the boundaries of the historic preservation district. He mentioned that the district and guidelines were adopted in 2012 and have not been amended since. Mr. Reverman discussed procedural standards set out by ordinance and in the guidelines, including procedures for designation of a district, expansion of a district, and designation of an individual landmark.

Mr. Reverman discussed comments made at the January 20, 2025 City Council meeting during discussion of a zoning map amendment of 310 College St, which contains a structure approximately 100 years old. During this discussion, the City Council requested Planning & Development to research existing historic preservation policies, and the possibility of expanding the current district. And asked that a report is due to City Council in mid-April.

Mr. Reverman recommended that the Department hold a public engagement session to include an educational component discussing the benefits of being within a historic preservation district. He also suggested that the Commission meet again at the regular March meeting to discuss updates to the process, and requested the Commissioners to be thinking about areas or properties that might be appropriate for designation as a local landmark or district.

The Commission discussed general areas that might be considered for expansion of the district. The Commission also agreed that a public engagement session would be appropriate and beneficial to gain feedback from the community.

No action was taken on this item.

**HISTORIC PRESERVATION COMMISSION MINUTES
FEBRUARY 6, 2025**

Adjournment:

There being no further items to discuss, Commissioner Clagett made a motion to adjourn with a second by Burress. Chair Burress declared the meeting adjourned at 10:01 a.m.

Prepared by:

Janet Fights, Administrative Secretary
Planning & Development

Attachment & Exhibits
DVD of the meeting available for review

ADOPTED AND APPROVED

_____ day of _____, 2025

Mike Burress, Chair
Elizabethtown Historic Preservation Commission



Staff Report

Elizabethtown Historic Preservation Commission
March 6, 2025

REQUEST

Certificate of Appropriateness

APPLICANT

Weyland Ventures
100 Public Square, LLC

OWNER

100 Public Square, LLC

PROPERTY INFORMATION

Address: 100 Public Sq



PROJECT SUMMARY

The applicant proposes to reuse the existing building as a boutique hotel and restaurant. The majority of the renovations will be to the interior of the building, which are not subject to the historic district design standards and guidelines. Exterior alterations to the site and building are subject to the design standards.

At the April 6, 2023 meeting, the Historic Preservation Commission approved two exterior alterations for this project.

1. A passenger drop off vehicle maneuvering area along the West Dixie frontage, which will remove the existing flag pole and structure.
2. Opening the bricked-in windows facing West Dixie and installing windows to match existing.

Exterior alterations proposed with this request.

1. Replacement of exterior doors
 - a. The exterior doors are proposed to be replaced with double, 8-lite fiberglass doors, matching historic images.
2. Installation of a flagpole on the roof
 - a. Historic images show the flagpole on the roof on the side facing West Dixie. The existing flagpole and base are proposed to be removed and replaced with a passenger drop off lane, which was previously approved by the Commission.
3. Relocate mechanical equipment to roof
 - a. Currently, mechanical equipment is located on the façade facing East Dixie. This equipment is proposed to be relocated to the roof, with some, minor visibility from South Main Street.
 - b. This area will be replaced with a screened trash bin enclosure.

4. Reopen blocked-in windows
 - a. There are 21 window openings on the first floor that have been blocked in. The proposal would reopen these window openings and replace with windows matching existing windows.
5. Installation of handrails
 - a. The handrails at exterior stairway entrances are proposed to be replaced.
6. Construction of sidewalks and curbing
 - a. The ground and sidewalks around the site are proposed to be demoed and regraded to provide the passenger drop off and sidewalks around the site as shown on the proposed site plan.
 - b. Curbing around the exterior of the site, and along the Public Square will be repoured with the sidewalk construction.
 - c. Historical monuments will be stored during construction, and replaced post construction.
 - d. Outdoor patios with stamped concrete will be provided on the East and West sides of the site as shown on the proposed site plan.

Interior Renovations (Not subject to historic standards and guidelines)

1st Floor: Conversion to 10 hotel rooms and a laundry/mechanical room.

2nd Floor: Conversion to 11 hotel rooms.

3rd Floor: Conversion to 4 hotel rooms and a restaurant.

Some elements and fixtures of the interior are planned to remain, but are pending further design, inspection and review for code compliance. These include, but are not limited to, the flooring, marble wainscoting, wood interior doors, stairs, handrails, crown molding, light fixtures, and stained glass.

GUIDELINES AND STAFF FINDINGS

The Downtown Historic District Design Standards and Guidelines provide policies and preservation principles to be applied to exterior work on buildings within the District. These policies aim to preserve and enhance the historic character of downtown, protect cultural and historic resources, encourage the reuse of buildings, protect the architectural character of historic buildings, and promote the preservation, rehabilitation and renovation of historic buildings.

This proposal represents several preservation principles.

Preservation: General maintenance of the building to sustain the existing form, integrity and material of a building to keep the property in good condition.

Rehabilitation: The process of returning a property to a state that makes a contemporary use possible while still preserving features which are significant to its historical, architectural and cultural value.

Renovation: Improving, repairing the usefulness and appearance of the building, while maintaining the character and significant details with historical, architectural and cultural value.

Restoration: Restoring the appearance of a building as it looked at a particular moment in time.

Following is a description of guidelines relative to this project.

Preservation of Architectural Features

The guidelines encourage historic features and architectural details that contribute to the character and significance of a structure to be preserved and repaired if possible. When repair is not possible, new material should match those being replaced.

Staff Finding: The proposal is preserving the major aspects of the building, and is repairing and maintaining the bricks, masonry and woodwork. Replacing the missing windows on the first floor will match pictorial evidence that the building was originally constructed with these windows in place. Exterior doors are proposed to be replaced with more historically appropriate doors matching historic images.

Design Guidelines for Individual Building Components

Individual components of buildings are encouraged to be preserved. This includes entryways, cornices, windows and doors, rooflines, and other structural and decorative elements.

Staff Finding: The main components of the building are being preserved, including existing windows, roofline, bricks and woodwork. The missing window openings will be replaced with windows matching the existing windows, and exterior doors will be replaced with historically appropriate doors.

Design Guidelines for Historic Building Materials

The building materials, texture and finish contribute to the historic character of a building and should be preserved. When replacement is necessary, new materials should match the original in appearance. Paint should be done with traditional color schemes. And paint removal should be done gently so as not to harm the original veneer. Tuck point and mortaring should not use Portland cement or other hard mortar.

Staff Finding: The missing windows are being replaced with windows matching the existing windows. And exterior doors will be replaced with historically appropriate doors. All other building materials will remain intact.

Design Guidelines for Adaptive Reuse

Adaptive reuses of an existing structure should respect the historic character of the structure, minimize impacts of complying with current code requirements.

Staff Finding: The reuse of the building does not necessitate alterations to the exterior of the building that would detract from the historic character of the building.

Design Guidelines for Site Features

Historic site features, including views to a building, landscaping, retaining walls, fences, site lighting, parking, garages and driveways, accessory structures, service areas, and utilities should be compatible with historic traditions, while accommodating changing uses and needs.

Staff Finding: The addition of patios along the West and East Dixie Avenue facades will not detract from the historical significance of the building and site. Historical markers will be retained on the site. The reconstruction of the sidewalks around the site will enhance pedestrian access to the site. And trash bin area will be screened appropriately and will not detract from the historical significance of building and site.

RECOMMENDATION

Based on the information provided by the applicant and the staff findings in this report, staff recommends a Certificate of Appropriateness be approved to allow the addition of the vehicle drop off area and adding windows to the existing bricked-in window openings with the following conditions:

1. All work within the public right-of-way shall be in accordance with an encroachment permit issued by the Kentucky Transportation Cabinet.
2. The owner shall work with staff of Planning & Development to replace all historic plaques and monuments on the site when construction is complete.
3. Paint colors used for masonry or wood building elements that do not match the existing color shall be referred to Planning & Development for approval.

