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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
April 24, 2025
Historic State Theater, Fraize Hall
209 West Dixie Ave
9:00 A.M.

1. Call to Order
2. Approval of Minutes – March 6, 2025
3. Certificate of Appropriateness for signage
Location: 54 Public Square
4. Continuation of Discussion on Expansion of Historic District
5. Downtown Master Plan update
6. Commission Member Items
7. Adjournment



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

A meeting of the Elizabethtown Historic Preservation Commission was held on March 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
Christie Childers

Commission members absent:

Charlie Bryant

Staff members present:

Joe Reverman, Planning Director

The following matters were considered:

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

APPROVAL OF MINUTES

February 6, 2025 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 February 6, 2025.

The vote was as follows:

YES: Commissioners Burress, Skees, and Clagett and Childers

NOT PRESENT: Commissioner Bryant

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

CERTIFICATE OF APPROPRIATENESS for 100 Public Square

Request: Certificate of Appropriateness
Location: 100 Public Square
Owner: Weyland Ventures; 100 Public Square, LLC
Applicant: Weyland Ventures; 100 Public Square, LLC

The Chair called the meeting to order at 9:03 a.m. and introduced the agenda item.

Agency Testimony:

Joe Reverman presented the staff report and summarized the proposal. A certificate of appropriateness was approved by the Commission on April 6, 2023 for the passenger drop off area and to reopen window openings facing West Dixie Ave.

The current proposal proposes to replace exterior doors, install a flagpole on the roof, relocate mechanical equipment to the roof, currently on the ground facing East Dixie Ave., reopen 21 window openings on the first floor, install handrails on exterior stairs, and construct sidewalks, curbing and outdoor patios around the exterior of the site. There are existing historical monuments around the site that will be removed during construction and replaced once construction has finished.

Commissioner Clagett asked how trash would be picked up. It was explained that roll cans are proposed, and that the truck would park on the square for a short time to empty the cans. Josh Lindblom with the Hardin County Detention Center explained that when the building was occupied by the County, roll out cans were used near the existing mechanical equipment and trucks stopped on the square to pick up trash.

Commissioner Burress asked about the exterior doors. It was explained that the doors facing North Main and South Main would be standard storefront doors. It was also explained that landscape screening would be utilized to help screen the trash can area.

The following spoke in favor of the request:

Ashlyn Ackerman, Weyland Ventures, 815 W. Market St, Suite #110, Louisville, KY 40202

Summary of testimony in favor of the request:

Miss Ackerman was present and answered questions from the Commission regarding the trash area, the mechanical units that would be placed on the roof, which should not be very visible from the ground. She also explained that she is working with the Transportation Cabinet for permits and traffic management during construction.

The following spoke in opposition to the request:

Josh Lindblom, Hardin County Detention Center, 100 Lawson Blvd, Elizabethtown, KY 42701

The following spoke in opposition to the request:

No one spoke in opposition.

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

Certificate of Appropriateness for 100 Public Square

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

WHEREAS, the Elizabethtown Historic Preservation Commission (the Commission) finds that 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, and that exterior doors are proposed to be replaced with more historically appropriate doors matching historic images; and

WHEREAS, the Commission finds that the main components of the building are being preserved, including existing windows, roofline, bricks and woodwork, that the missing window openings will be replaced with windows matching the existing windows, and exterior doors will be replaced with historically appropriate doors; and

WHEREAS, the Commission finds that the missing windows are being replaced with windows matching the existing windows. And exterior doors will be replaced with historically appropriate doors, and that all other building materials will remain intact; and

WHEREAS, the Commission finds that 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; and

WHEREAS, the Commission finds that the addition of patios along the West and East Dixie Avenue facades will not detract from the historical significance of the building and site, that the historical markers will be retained on the site, that the reconstruction of the sidewalks around the site will enhance pedestrian access to the site, and that the trash bin area will be screened appropriately and will not detract from the historical significance of building and site.

RESOLVED, that the Elizabethtown Historic Preservation Commission does hereby **APPROVE** the Certificate of Appropriateness for 100 Public Square for the following alterations:

Replacement of exterior doors; Installation of a flagpole on the roof; Relocate mechanical equipment to roof; Reopen blocked-in windows; Installation of handrails; Construction of sidewalks, curbing, and outdoor patios.

The approval is subject to 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.

The vote was as follows:

YES: Commissioners Burress, Skees, Clagett and Childers

NOT PRESENT: Commissioner Bryant

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

DISCUSSION ON EXPANSION OF HISTORIC DISTRICT

Discussion:

This topic was introduced at the February 6, 2025 Commission meeting. Joe Reverman discussed the purpose of the discussion and recommended next steps to begin the process of discussing the potential expansion of the historic district.

Mr. Reverman mentioned that a public engagement session has been scheduled on March 19, 2025 to discuss historic preservation policies and guidelines in Elizabethtown, and other projects and plans affecting the downtown area. Representatives from the Kentucky Heritage Council will also be presenting information about historic preservation in Kentucky, and the benefits of being located within a preservation district.

Mr. Reverman noted that the Department is scheduled to provide a status update to the Elizabethtown City Council in mid to late April on the expansion of the historic district. He also noted that the Department is beginning the process of creating a Downtown Master Plan, which is expected to have a preservation component as well.

The Commission discussed other topics relative to preservation that should be addressed through this process, such as the difference between local preservation districts and the national registry, and the possibility of creating additional preservation districts not adjacent to the downtown area, or the designation of individual landmarks.

Bev Goodman identified herself as a representative with the Brown Pusey House and they are interested in the process of discussing preservation and the potential expansion of the district.

No action was taken on this item.

**HISTORIC PRESERVATION COMMISSION MINUTES
MARCH 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 9:50 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

April 24, 2025

REQUEST

Certificate of Appropriateness

APPLICANT

Connie Livers

OWNER

Connie Livers

PROPERTY INFORMATION

Address: 54 Public Sq



BACKGROUND

The subject site is the Commonwealth Attorney office building on the southwest corner of Public Square. The Commission approved a Certificate of Appropriateness for a façade renovation of this building on October 5, 2023, and again for changes to the types of materials on March 7, 2024. The sign subject of this COA was considered on October 5, 2023. The facade is currently under construction.

PROJECT SUMMARY

This proposal is to install a sign on the parapet wall above the first floor in an arched opening that was designed for placement of a sign, similar to what was proposed in October of 2023 with black, aluminum lettering. The proposed sign would read, "*The Livers Building Est 2009.*" However, the sign is now proposed to have backlighting to create a "halo" effect around the letters.

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. Following is a description of guidelines relative to this project.

DESIGN GUIDELINES FOR SITE FEATURES

6. Building & Site Lighting

Exterior lighting should be a subordinate element. Traditionally, exterior lights were simple in character. Most used incandescent lamps. These were relatively low in intensity and were shielded with simple shade devices. This tradition should be continued.

- A. Exterior building lights should be functional and in harmony with surrounding buildings.
 - 1) Lights should not attract unnecessary attention to any one building.
 - 2) External light fixtures should be simple in design and compatible with and complementary to the style of the building. There may also be contemporary, compatible designs.
 - 3) Traditional materials such as baked enamel or porcelain, oxidized copper and cast iron should be used.
 - 4) Steel, anodized aluminum or wood should be used for light standards.
 - 5) Individual building lights should be secondary. The lighting of buildings should not detract from the primary lighting system which provides street and walkway illumination.
- B. Minimize the visual impacts of site and architectural lighting.
 - 1) Indirect lighting should be used whenever possible so that the light source is hidden from direct view.
 - 2) Unshielded, high intensity light sources and those that direct light upward are inappropriate.
 - 3) Shield lighting that is associated with service areas and parking lots.

DESIGN GUIDELINES, SIGNS

1. Sign Context

A sign typically serves two functions: first, to attract attention, and second to convey information, essentially identifying the business or services offered within. If well designed, the building front can serve the attention-getting function, allowing the sign to be focused on conveying information in a well conceived manner.

- A. Consider the building front as part of an overall sign program.
- B. Design a sign to be subordinate to the overall building composition.
- C. Do not locate signs so that they cover architectural features that may be important to the structure's overall design.

2. Appropriate Signs

- A. A flush-mounted wall sign may be considered.
- B. An awning sign may be considered.
- C. A window sign may be considered.
- D. A projecting sign may be considered.
- E. A building directory sign may be considered.

- F. A freestanding, ground-mounted sign may be considered.
- G. Signs that are out of character with those seen historically and that would alter the historic character of the street are not recommended.

3. Materials

- A. Sign materials should be compatible with the design theme and use of materials on the building where the sign is to be placed.

4. Sign Content

- A. Consider using a symbol for a sign.
- B. Sign colors should complement the colors used on the structures and the project as a whole.
- C. A simple sign design is preferred.

5. Sign Lighting

- A. Indirect lighting for a sign is permitted.

STAFF FINDINGS

- The proposed sign is integrated into the design of the building, uses appropriate colors that complement the colors used on the building, and is subordinate to the overall building design.
- The proportions and scale of the sign is appropriate.
- The metal material of the sign is appropriate within the district.
- The black color of the sign is appropriate within the district.
- The design of the sign is appropriate within the district.
- The lighting of the sign should be considered for its impact on the design of the building and within the district. In general, internal illumination is discouraged, and external shielded lamps are preferred.

Proposed Sign





