

**ON WEDNESDAY, OCTOBER 19, 2021 THE TECHNICAL REVIEW COMMITTEE HELD THEIR MEETING AT 10:00 A.M. VIA ZOOM TELECONFERENCING.**

The meeting was called to order by Pattie Wilson.

**MEMBERS PRESENT:** Mary Beth Robson, Alex Burden (KU), Mitzi Delius, Brandon Brown, Pattie Wilson, Jeri Hartley, Barrett Schoeck, Melvin Montgomery, Paul Simmons

**MINUTES:** Mrs. Wilson asked if there were any changes to the September 14, 2021 minutes, hearing none, the minutes stood approved as submitted.

**NEW BUSINESS**

Amended Preliminary Subdivision Plat – Homer Michael Freeny, Jr Trust – 1132 Georgetown Road and 685 & 711 McKinney Ave – I-1/A-1/CO-1 Districts - MLH Civil Engineering

John Hunt with MLH Civil Engineers was present via Zoom. Mr. Hunt noted that the plat was a formality to create a tract on McKinney Avenue and a non-buildable lot that would be given to City of Midway.

TRC deficiencies were listed as follows:

1. Title Block – Include the # of this Amended Preliminary Plat.
2. Graphically show the I-1/A-1 Zone line.
3. Need owner's signature.
4. Need preparer's certification seal and signature.
5. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2021-069 to [kjohns@woodfordcountky.gov](mailto:kjohns@woodfordcountky.gov); [pwilson@woodfordcountky.gov](mailto:pwilson@woodfordcountky.gov); [koreel@woodfordcountky.gov](mailto:koreel@woodfordcountky.gov)
6. Submit 4 full size copies and 1 – 11"x17" reduced copy of the Preliminary Plat, **ALL signed and sealed.**
7. Mr. Hunt is aware of the gas easements that will be added. They will need to be signed off on.

**A motion was made by Mrs. Delius, as seconded by Mrs. Hartley, to forward the Amended Preliminary Subdivision Plat – Homer Michael Freeny, Jr Trust – 1132 Georgetown Road and 685 & 711 McKinney Ave – I-1/A-1/CO-1 Districts onto the Planning Commission with deficiencies being corrected, as noted. The motion carried with nine (9) aye votes.**

Final Record Plat – Homer Michael Freeny, Jr Trust – 1132 Georgetown Road and 685 & 711 McKinney Ave – I-1/A-1/CO-1 Districts - MLH Civil Engineering

John Hunt with MLH Civil Engineers was present via Zoom.

TRC deficiencies were listed as follows:

1. Show all existing and proposed utility easements with dimensions.
2. Need Owner's signature.
3. Need Land Surveyor's signature and seal.
4. Need Board of Health Certification and signature.

5. Submit Utility Easement approval sign-offs from each utility company, if different from easements shown thereon.
6. Submit mylar, plus one 8 ½ x 11" reduced copy of plat, with **ALL** certifications signed except for Commission's Certification.
7. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2021-065 to [kjohns@woodfordcountky.gov](mailto:kjohns@woodfordcountky.gov); [pwilson@woodfordcountky.gov](mailto:pwilson@woodfordcountky.gov); [koreel@woodfordcountky.gov](mailto:koreel@woodfordcountky.gov)
8. All lot corners must be pinned.
9. Need to reach out to Barrett Schoeck at Health Department for septic system evaluation.

**A motion was made by Mrs. Hartley, as seconded by Mrs. Delius, to forward the Final Record Plat – Homer Michael Freeny, Jr Trust – 1132 Georgetown Road and 685 & 711 McKinney Ave – I-1/A-1/CO-1 Districts onto the Planning Commission with deficiencies being corrected, as noted. The motion carried with nine (9) aye votes.**

Construction Plans – Visumatic Industrial Products – 106 Fieldview Dr – I-1 District – Palmer Engineering

Chris Mischel with Palmer Engineering was present via Zoom and noted that the property was divided off of the Pilkington property at Industry and Fieldview Drive. They were proposing a new building, parking and detention.

TRC deficiencies were listed as follows:

1. Add cover sheet with index.
2. Add approved Final Development Plan to the set and include in index.
3. Sheet L – 1.0 – Need to specify required plants. May include an alternate for each. Diversity of species is encouraged.
4. Mary Beth Robson reserves right for comment after reviewing drainage report.
5. Remove reference to Kentucky American Water and Eastern Kentucky University.
6. Make sure water meter remains accessible.
7. Need to work with City Fire Department on fire protection.
8. Will need sprinkler system and fire alarm control panel.
9. Will need Knox Box placed on structure.
10. Copy Paul Simmons and Pattie Wilson with answers to Mrs. Robson's questions.
11. Once corrected will need an approval letter from City Public Works/Engineer in order to issue Grading Permit.

**A motion was made by Mrs. Delius, as seconded by Mr. Brown, to forward the Construction Plans – Visumatic Industrial Products – 106 Fieldview Dr – I-1 District onto the Planning Director with deficiencies being corrected and approval letters from City Public Works and/or their Engineer to issue Grading Permit. The motion carried with nine (9) aye votes.**

Final Development Plan - Arby's Restaurant Development - 467 Lexington Rd – B-4 District – Midwest Engineering

No one was present from Midwest Engineering.

TRC deficiencies were listed as follows:

1. Purpose of Plan – Add consisting of \_\_\_\_\_ s.f. and \_\_\_\_\_ parking spaces.
2. A vicinity sketch, oriented in the same direction as the design scheme, not legible.
3. Update screening, landscaping and buffering, including a Landscape Statistic Table. Areas A, C & D will not work for interior VUA.
4. Add VUA Perimeter – 375' L.F. (front, sides & rear).
5. Add VUA Perimeter trees (1/40 L.F.) = 10 trees required.
6. Add interior trees (1/250 S.F.) = 4 required.
7. Add general building dimensions.
8. Address storm drainage areas, drainage controls and stormwater retention and any other designated environmentally sensitive or geologic hazard area.
9. Show proposed and existing easements for utilities or other purposes.
10. Need to add Landscape Island on “Prism” side to break up length of spaces (max 120 L.F.).
11. Need to graphically show trees and hedges to meet requirements of interior and perimeter. (do not specify type or size)
12. Need owner’s signature.
13. The Plan shall be tied to local horizontal and vertical GIS Datum.
14. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2021-068 to [kjohns@woodfordcountky.gov](mailto:kjohns@woodfordcountky.gov); [pwilson@woodfordcountky.gov](mailto:pwilson@woodfordcountky.gov); [koreel@woodfordcountky.gov](mailto:koreel@woodfordcountky.gov)
15. Submit 4 full size copies, 1 – 11”x17” reduced copy of the Plan, **ALL signed and sealed.**
16. Label sign (existing).
17. Question rear entrance, not sure what is going on there. Please address.
18. Any construction in R.O.W. would need an encroachment permit from KYTC.
19. City Fire Dept. will need to inspect hood upon completion of construction.
20. Will there be any type of smoke detecting monitoring and if so, there will need to be a Knox Box on building. **Regardless of smoke detection and monitoring there will need to be a knox box placed on the building to the City of Versailles specifications. (amended minutes at 11/16/21 meeting).**

Question/Comment: How is the rear of the property a separate tract? It has no public road frontage, which is required. Provide legal description (deed or plat) that verifies this. If there is not a separate legal lot adjust site statistics, etc. and remove the lot line.

**A motion was made by Mr. Brown, as seconded by Mr. Simmons, to forward the Final Development Plan - Arby's Restaurant Development - 467 Lexington Rd – B-4 District onto the Planning Commission with deficiencies being corrected, as noted. The motion carried with six (6) aye and three (3) nay votes.**

Zoning Map Amendment/3<sup>rd</sup> Amended Final Development Plan/Preliminary Subdivision Plan – JPG Rental and Storage, LLC – 1011 Tyrone Pk, Lot 1 – I-2 to B-4 Districts – Integrated Engineering

Steve Garland with integrated Engineering was present via Zoom. Mr. Garland noted that this was out lot #1 as shown on the Plan and they have an encroachment permit from KYTC. The plan is for a convenient store.

TRC deficiencies were listed as follows:

1. Put lot/parcel on own plat. Too much going on.
2. In Title Block correct plan address = 1011 Tyrone Pike
3. Purpose of Plan is not correct. Update.
4. In vicinity sketch, show specific site.
5. Update cross-section of Tyrone Pike (does not vary in this area).
6. Update screening, landscaping and buffering, recreational and other open space areas, including a Landscape Statistic Table. (see notes below)
7. Add dimensions to the building and canopy and typical dimensions on parking spaces and aisles.
8. Show proposed and existing easements for utilities or other purposes. (Plat will have to be amended to remove/shift storm sewer easement)
9. Label general areas of substantial existing trees including those located along fence rows and drainage areas along with a general description of the type and size of such trees and preservation of them.
10. Add a note stating that no building permits shall be issued unless and until an amended final development plan is approved by the Planning Commission.
11. Utility contacts are not correct. Update or remove from plan as these are not required.
12. Need to add Landscape Island at front of building. There is more than 120 l.f. without a break.
13. Amend owner's certification to include – "amended development plan and amended preliminary plat".
14. A tree preservation plan, data block, and tree protection areas shall be provided, if required.
15. The Plan shall be tied to local horizontal and vertical GIS Datum.
16. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2021-070 to [kjohns@woodfordcountky.gov](mailto:kjohns@woodfordcountky.gov); [pwilson@woodfordcountky.gov](mailto:pwilson@woodfordcountky.gov); [koreel@woodfordcountky.gov](mailto:koreel@woodfordcountky.gov)
17. Submit 4 full size copies, 1 – 11"x17" reduced copy of the Plan, **ALL signed and sealed.**
18. If this Plan is accompanying a Zone Change Application, one (1) Zone Change Sign, must be posted on the property by noon, Wednesday, November 24, 2021 for December 9, 2021 meeting.
19. Need to address Area Wide Development Policies (pgs 101-102) and CND Policies and Guidelines (pgs 104-105) of 2018 Comprehensive Plan, in writing.
20. Landscape Statistics need to be revised. For example, required interior trees should be 12 (1/250 sf of 2,974=12) Then add more trees.
21. Cross-hatch all areas of interior V.U.A. and label s.f. of each.
22. Property perimeter screening needs to be revisited since this B-4 is adjacent to residential (to the east), and I-2 behind, beside and across street. Show required zone to zone buffers on plan. May need to shift parking on west to accommodate this.
23. Adding another entrance along with the entrance of Schoolhouse Road could be in violation of the minimum spacing.
24. May want to reach out to Kevin McCalla with Ross Tarrant regarding Schoolhouse Road and new High School.
25. Send encroachment permit to Mary Beth Robson.
26. Need to label sewer tap as proposed.

27. Need to address other infrastructure.
28. Need fire hydrant on road off of Tyrone Pike back 50' and toward the rear by the storage units.
29. The proposed 12,800 S.F. warehouse at rear of development will need a fire alarm control panel and Knox Box.
30. Needs to be re-submitted to TRC.

Comment: Show this Lot only on its own plan so more details can be addressed.

**A motion was made by Mrs. Robson, as seconded by Mr. Simmons, to re-submit the Zoning Map Amendment/3<sup>rd</sup> Amended Final Development Plan/Preliminary Subdivision Plan – JPG Rental and Storage, LLC – 1011 Tyrone Pk, Lot 1 – I-2 to B-4 Districts with deficiencies being corrected, as noted. The motion carried with nine (9) aye votes.**

Amended Preliminary Subdivision & Final Development Plan – Sugartree – Unit 2 – Lots 2C, 2D, 2E, 2F, 4A & 4B (214, 224, 234, 241 & 251 Sugartree Lane) - R-1B/PUD District – EA Partners

Rory Kahly and Rick Nunnery with EA Partners were present via Zoom. Mr. Kahly noted that the plan affect six lots at the rear of the property and were adjusting property lines.

TRC deficiencies were listed as follows:

1. Update Title Block – question “Townhouse”.
2. Update vicinity map to show newer streets in this area.
3. Update topography with contour intervals at two (2) feet or as shown on the local GIS.
4. Update proposed and existing easements for utilities or other purposes.
5. Add a note stating that no grading, stripping, excavation, filling or other disturbance of the natural ground cover shall take place prior to approval of an erosion control plan.
6. Add a note stating that no building permits shall be issued unless and until an amended final development plan is approved by the Planning Commission.
7. Need to verify that minimum building setbacks are being met. Also show maximum dimensions of building envelopes similar to 4 unit condo’s.
8. Update all adjoining property owners.
9. Update owner’s certification to include “and Preliminary Subdivision Plat” after Development Plan.
10. Need Owner’s signature.
11. Update Commission’s Certification – remove “urban county”.
12. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2021-071 to [kjohns@woodfordcountky.gov](mailto:kjohns@woodfordcountky.gov); [pwilson@woodfordcountky.gov](mailto:pwilson@woodfordcountky.gov); [koreel@woodfordcountky.gov](mailto:koreel@woodfordcountky.gov)
13. Submit 4 full size copies, 1 – 11”x17” reduced copy of the Plan, **ALL signed and sealed.**
14. Add a note regarding cross-hatched Tree Protection areas (same as what is on Amended Final Record Plat).
15. Note #3 & #4 – remove County Engineer and add City Public Works.
16. Remove Note #13.
17. Need to keep detention basin clean.

**A motion was made by Mrs. Delius, as seconded by Mr. Simmons, to forward the Amended Preliminary Subdivision & Final Development Plan – Sugartree – Unit 2 – Lots 2C, 2D, 2E, 2F, 4A & 4B (214, 224, 234, 241 & 251 Sugartree Lane) - R-1B/PUD District onto the Planning Commission with deficiencies being corrected, as noted. The motion carried with nine (9) aye votes.**

Amended Final Record Plat – Sugartree – Unit 2, Lots 2C, 2D, 2E, 2F, 4A & 4B (214, 224, 234, 241 & 251 Sugartree Lane) - R-1B/PUD District – EA Partners

Rory Kahly and Rick Nunnery with EA Partners were present via Zoom. Mrs. Wilson noted that the footing on Lot 2E building was very close to the electrical box.

TRC deficiencies were listed as follows:

1. Title Block – What amended # is this? Add to Plat Title Block.
2. Update vicinity map to show newer streets in vicinity.
3. Update names adjacent subdivisions and owners.
4. Update zoning classification of adjoining properties and include PUD if so.
5. Need Owner’s signature.
6. Need Land Surveyor’s signature and seal.
7. Update Flood Plain note #1 to reference date of current map.
8. Add address range of 204-210 on Lot 2f.
9. Question note regarding boundary and no monumentation. Due to the consolidation between 2c & 2d, new pins should be set.
10. Are Deed Book/Plat Cabinet references in owner’s certificate up to date? Update if needed.
11. Submit Utility Easement approval sign-offs from each utility company, if different from easements shown thereon.
12. Submit mylar, plus one 8 ½ x 11” reduced copy of plat, with **ALL** certifications signed except for Commission’s Certification.
13. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2021-072 to [kjohns@woodfordcountky.gov](mailto:kjohns@woodfordcountky.gov); [pwilson@woodfordcountky.gov](mailto:pwilson@woodfordcountky.gov); [koreel@woodfordcountky.gov](mailto:koreel@woodfordcountky.gov)
14. Show City Public Works Certification and signature if needed.
15. Lot 2E – utility pedestal is too close to footing.
16. Remove City Public Works Certification.

**A motion was made by Mrs. Delius, as seconded by Mrs. Hartley, to forward the Amended Final Record Plat – Sugartree – Unit 2, Lots 2C, 2D, 2E, 2F, 4A & 4B (214, 224, 234, 241 & 251 Sugartree Lane) - R-1B/PUD District onto the Planning Commission with deficiencies being corrected, as noted. The motion carried with nine (9) aye votes.**

Construction Plans – The Legends at Versailles – 1230 Troy Pike – Edmonds Crossing Widening Improvements – R-1A/PUD District – EA Partners

Mrs. Hartley recused herself.

Rory Kahly and Rick Nunnery with EA Partners were present via Zoom. Mr. Nunnery noted that the widening was needed due to a mistake in their office. This will correct street to a 36' back to back curb and adds a street section.

TRC deficiencies were listed as follows:

1. Widening is being shown on one side of the street. This leaves a very narrow strip between new back of curb and existing sidewalk. How will this be addressed?
2. The Sub Regs do not allow integral curb and sidewalk in any of the cross-sections. Minimum utility strip is 4.5 feet. Waiver will be needed from Planning Commission, unless the City will accept it.
3. Should easements be obtained on this side at back of right-of-way and sidewalks reconstructed so there is adequate utility strip? Could create safety hazards for citizens using sidewalks with inconsistency.
4. How will this varied cross-section transition for remaining neighborhood? Need to provide for this in plans.
5. Need to add cross-section(s) to plans.
6. Need to add details as needed (if integral curb and sidewalk is allowed for example).
7. Once corrected they will need an approval letter from City Public Works/Engineer in order to issue Grading Permit.
8. Need box curb from Classic Ct to Classic Ct then back to normal curb. May need to reach out to Paul Simmons for clarification.

**A motion was made by Mrs. Robson, as seconded by Mr. Simmons, to forward the Construction Plans – The Legends at Versailles – 1230 Troy Pike – Edmonds Crossing Widening Improvements – R-1A/PUD District onto the Planning Director with deficiencies being corrected, as noted and letters from City Public Works and/or City Contracted Engineer to issue a Grading Permit. The motion carried with nine (9) aye votes.**

Mrs. Hartley rejoined the meeting.

Construction Plans – Townhomes at Macey Avenue – 150 Macey Avenue – R-3 District – Thoroughbred Engineering

Fred Eastridge with Thoroughbred Engineering was present via Zoom. Mr. Eastridge noted that the plan is for eight townhomes with garages and parking. There will be a detention basin.

TRC deficiencies were listed as follows:

1. Add approved Final Development Plan to set and in Drawing Index on Coversheet.
2. Need more details on site elements: drainage, structures, utilities, dumpster screen, landscape details, etc.
3. Add landscape plant to set and index. Are perimeter trees being protected during construction? (Only 20% of existing tree canopy can be removed) Show protection and be sure it is depicted on site.
4. Need drainage plan and study submitted to support detention basin size and pipe sizes, etc.
5. Driveway apron needs to be concrete and sidewalk in this area needs to be thicker.

6. Once corrected they will need an approval letter from City Public Works/Engineer in order to issue Grading Permit.
7. Mary Beth Robson will contact Mr. Eastridge to discuss storm sewer on Macey Avenue.
8. Mary Beth Robson reserves the right for comment after reviewing Drainage Report.
9. Need to contact Steve Goss at Windstream – 859-357-8603.
10. 8" dedicated public sewer - Need anticipated flow and approval from Division of Water.
11. Need manhole detail and 15' sewer easement.
12. Need interconnecting smoke detectors.
13. Need Knox Box on building.
14. Need City encroachment permit for entrance.

**A motion was made by Mrs. Hartley, as seconded by Mrs. Robson, to forward the Construction Plans – Townhomes at Macey Avenue – 150 Macey Avenue – R-3 District onto the Planning Director with deficiencies being corrected, as noted and letters from City Public Works and/or City Contracted Engineer to issue a Grading Permit. The motion carried with nine (9) aye votes.**

**A motion was made by Mr. Montgomery, as seconded by Mrs. Delius to adjourn the meeting at 11:30 a.m. The motion carried with nine (9) aye votes.**

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**Patricia B. Wilson, Chair**  
**PW:ko**