



**Thursday February 9, 2023  
Special Zoning Committee Meeting  
Oak Grove Council Chambers**

The Oak Grove Zoning Committee met in Special Session on February 9, 2023, at 9:30 a.m. The meeting was held in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road Oak Grove, Kentucky. Present for the meeting were: Chairperson/Council Member Jean Leavell, Council Member Richard Baker, and Council Member Edward Cook. Also present for the meeting were Tom Britton and Beth Richardson from CDS, and City Clerk Lorelynn Fisher. There were approximately 0 individuals present at the meeting.

**CALL TO ORDER**

City Clerk Lorelynn Fisher called the meeting to order at 9:30 a.m.

Council Member Richard Baker made a motion to elect Jean Leavell as Chairperson. Council Member Edward Cook seconded the motion. There was no discussion. A voice vote was taken with all in favor; the motion carried.

**APPROVAL OF MINUTES**

Council Member Richard Baker made a motion to approve the minutes from November 3, 2022. Council Member Edward Cook seconded the motion. A voice vote was taken with all in favor; the motion carried.

**AGENDA**

Subdivision Guidelines: The committee discussed the following provisions: **Article I: General Provisions-** Discussed subdivision regulations which are designed to encourage the subdividing of land. These regulations shall be known and may be cited as the "Subdivision Regulations of Oak Grove, Kentucky". These regulations were prepared and adopted by the Hopkinsville-Christian County Planning Commission under authority granted by the Kentucky Revised Statutes. Under these regulations the City of Oak Grove administers provisions related to the construction and installation of public improvements and, as such, has adopted the construction standards outlined herein by ordinance. The provisions of these regulations apply to all incorporated lands within Oak Grove, Kentucky. In addition to the regulations, all subdivisions of land including the design, construction, and/or dedication of improvements shall comply with federal laws, provisions contained in the Kentucky Revised Statutes or Kentucky Administrative Regulations, all jurisdictional ordinances, requirements of Christian County Health Department, requirements of the Kentucky Transportation Cabinet, and standards and regulations promulgated by the affected utility provider. All subdivisions reviewed and approved under the regulations shall comply with the zoning requirements of the City of Oak Grove. No person or his agent shall subdivide any land, before securing approval of the Hopkinsville Christian County Planning Commission on plat designating the areas to be subdivided, and no plat of a subdivision of land within

the planning unit jurisdiction shall be recorded by the County Clerk until the plat has been approved by the commission and the approval entered thereon in writing by the Chairman or Executive Director of the commission. No person owning land composing a subdivision, or his agent, shall transfer or sell any lot or parcel of land located within a subdivision by reference to, or exhibition, or by any other use of plat of such subdivision, before such plat has received final approval of the Planning Commission and been recorded. Any street for other public ground which has been dedicated shall be accepted for maintenance by the legislative body after it has received final plat approval by the Planning Commission. Any instrument of transfer, sale or contract that would otherwise have been void under this section and under any of its subsections previously, is deemed not to have been void, but merely not subject to be recorded unless the subdivision plat subsequently receives final approval of the Planning Commission. The committee agreed to utilize state statutes for land sold in violation of the subdivision regulations and enforcement, violations, and penalties. Amendments may in accordance with the provisions of KRS 100 revise, modify, or amend these regulations by appropriate action after a public hearing has been held by the Hopkinsville Christian County Planning Commission. Standard language was utilized for separability and previous regulations. Any subdivision that has received preliminary plat approval prior to the effective date of these regulations shall continue to comply with the previous subdivision guidelines, provided such plat receives final approval and is recorded within two years of the effective date of the regulations. **Article III-Administration**-regulations will be administered by the Hopkinsville Christian County Planning Commission. Committee discussed the Planning Commission's, Director's, and City of Oak Grove's duties/responsibilities. The committee also discussed the appeals process. **Article IV-Subdivision Approval Procedures**-Discussed procedures for review and approval of major subdivisions. Consist of two separate steps-review and approval of preliminary plats and review and approval of final plat. They discussed expiration approval of plats-subdivider shall have two years from date on which a preliminary plat was approved or conditionally approved by the Planning Commission to submit a final plat. Extension not to exceed one year may be granted. They discussed the process for Subdividers for final plats-subdivider shall have two years from the date on which the final plat was approved or conditionally approved by the Planning Commission to submit the plat for signature and recording. Extension not to exceed one year may be granted. Discussion of minor plats-reviewed and approved by the Director. Minor plats consist of only one step-the final plat unlike major subdivisions. Discussed signage and recording of final plat-director shall sign the plats "Commission's Certification". Subdivider shall have one year from the date which a final plat was approved or conditionally approved by the Director to submit such plat for signature and recording. Discussed excepted plats not subject to subdivision regulations. **Article V-Plat Format and Required Exhibits**-General Requirements- purpose is to establish minimum standards for the content and form of subdivision plats and plans to be reviewed by the Planning Commission or Director. Discussed preliminary plat requirements -preliminary plats of a proposed subdivision shall be clearly and legibly depicted at a scale not smaller than one hundred feet to one inch. Plat sheet shall be either eighteen inches by twenty-four inches or twenty-four inches by thirty-six inches. Included in the plat shall be general data, existing data, proposed site data, supplemental data, and other information considered by the subdivider. Discussed final plat requirements-final plats of a proposed subdivision shall be clearly and legibly depicted at a scale not smaller than one hundred feet to one inch. Plat sheet shall be either eighteen inches by twenty-four inches or twenty-four inches by thirty-six inches, or in the case of minor subdivision, twelve inches by eighteen inches. Included in the final plat shall be general data, platting information, all other data, or illustrations needed to readily determine and reproduce accurately on the ground the location, bearing, and length of every street and alley line, lot line, easement, boundary line, and building line whether curved or straight, certifications including owners, accuracy, commissions, flood, and improvements. Mr. Britton stated he will need to contact the City Attorney and Underwood to discuss certifications. **Article VI-Subdivision and Improvement Standards**-discussed performance standards, improvement cost,

street frontage required for new lots-Lot frontage may be reduced to a minimum of twenty feet in Zero-Lot-Line and Planned Unit Development subject to compliance with the City of Oak Grove Zoning Ordinance. Committee agreed to keep language for lot improvements and size based off the Christian County Health Department. The committee also agreed to keep the following language “Any lot hereafter created which is not served by public water and/or sewer as provided by Section 6.41 shall not be less than one acre in area and have minimum width of not less than 100 feet. In addition, the lot(s) shall conform to requirement of the Christian County Health Department for the placement of a private well and/or septic system.” Mr. Britton stated he would need to verify with our City Attorney and Underwood regarding this language. The committee discussed subdivision monuments, purposes and intents of divisions-which regulations contained in KYTC’s Specifications are considered supplemental to the requirements of this division. Committee discussed street designs, blocks, right of ways and pavement width, cul-de-sacs and dead end streets, street grade (shall not exceed six percent), intersections (a proposed intersection of two new streets at an angle of less than eighty degrees shall not be acceptable), street curves (vertical and horizontal curves), curbing and standards for open ditching, compaction and composition of street construction (the higher the compaction the longer the street last), material thickness (committee recommended the 8,3,1 base), sidewalks (required when new streets are dedicated with the exception of industrial zoning district), street signs, street furniture (benches, public trash receptacles, bike racks, etc.), decorative and substitute materials (City Council may approve sidewalks and/or street surfaces that incorporate decorative elements or substitute materials provided the request is accompanied by certification from the subdivider and Public Works), required plans-inspections-as built-acceptance (plan required and inspections, under as built the plans shall bear the stamp, seal, and signature of the land surveyor or engineer who prepared the plan and the signature of the subdivider), street improvement acceptance (City Council shall accept a street and other right-of-way improvements into public maintenance, when such improvements are installed with these regulations), subdivision to be served by utilities (Mr. Britton stated he would need to discuss with HWEA the public sewer lines and related infrastructure within 250 feet of property boundary of the subdivision). Committee also discussed required utility easements, plan submission, approval, and inspections which is the responsibility of the Public Works Department, general requirements which required all subdivisions to comply with the City of Oak Grove Flood Damage Prevention and Storm Water Management ordinances, easement requirements, identifying flood elevations, parks, and recreational areas. Committee recommended the following language “In major subdivisions greater than twenty lots or where the density of a major subdivision exceeds six lots per acre, the subdivider is required to provide five percent of the total land area as Common Recreational Space. The committee also recommended public parks not private. Lastly, the committee discussed surety and recommended adding language to include a two-year warranty for provision of streets. Mr. Britton stated he would include the definitions, digital submissions, and application forms and make said changes to the guidelines and bring them before the committee at a later date.

#### **ADJOURNMENT**

Council Member Edward Cook made a motion to adjourn the meeting. Council Member Richard Baker seconded the motion. A voice vote was taken with all in favor; the motion carried. The meeting was adjourned at approximately 10:22am

**APPROVED:**

\_\_\_\_\_  
/s/  
Chairperson/Council Member Jean Leavell

\_\_\_\_\_  
DATE

\_\_\_\_\_  
/s/  
Council Member Richard Baker

\_\_\_\_\_  
DATE

\_\_\_\_\_  
/s/  
Council Member Edward Cook

\_\_\_\_\_  
DATE

**ATTEST:**

\_\_\_\_\_  
/s/  
Lorelynn Fisher, City Clerk, City of Oak Grove, Kentucky

\_\_\_\_\_  
DATE

**\*\*Minutes were approved at the April 20, 2023, Special Zoning Committee Meeting. Original signed document is available at City Hall\*\***