



# NEWPORT

KENTUCKY

## NEWPORT BOARD OF ADJUSTMENTS REGULAR MEETING MINUTES FEBRUARY 20, 2025 @ 4:30 P.M.

Newport Municipal Building, 998 Monmouth Street, 1<sup>st</sup> Floor Multi-Purpose Room  
The public can access the meeting through the live stream on  
[Facebook.com/City of Newport KY](https://Facebook.com/City of Newport KY) or [YouTube/City of Newport Ky](https://YouTube/City of Newport Ky)

A regular meeting of the Newport Board of Adjustments was held on Thursday, February 20, 2025, at 4:30 p.m. at the Newport Municipal Complex, 998 Monmouth Street Newport, Kentucky.

### Board Members Present:

- Steve Mathisen
- Susan Whitehead
- Rich Livingood
- Zoning Administrator Jessica Bolton
- Legal Administrator Rosemary Williams
- Assistant City Attorney Billy Summe

### Board Members Absent:

- Nicki Bishop
- Stephanie Steffen

### Approval of Minutes:

- A motion was made by Steve Mathisen, seconded by Rich Livingood, to approve the **Regular Meeting Minutes from January 23, 2025**. The motion passed 3-0,

### Public Hearings:

#### BA-25-02

- **Applicant:** Alicia Walton (Springfield Signs)
- **Location:** 7 Carothers Road, Newport, KY 41071
- **Request:** Dimensional variance for additional wall signs on the north elevations.

**Comments:**

- Jessica Bolton, Zoning Administrator, presented the city's findings: The SC zone allows for a mixture of sign types, but only one wall sign per street frontage (signs 2, 4, and 5 on the site plan). The canopy will have LED lights around the perimeter with light shields provided.
- Alicia Walton, representing Springfield Signs, presented plans for the signs.

**Approval:**

A motion was made by Rich Livingood, Second Steve Mathisen, to approve case number **BA-25-02**, dimensional variance for additional wall signs. Based on evidence and testimony presented during this hearing, the board has found that the proposed signs are not in conformance with the intent of the regulations. Additionally, the proposed signs will preserve, not harm the public safety and welfare, and will injure the essential character of the neighborhood,

**Roll Call Vote:** 3-0 Motion Carried,

- Steve Mathisen, (Yes)
- Susan Whitehead, (Yes)
- Rich Livingood, (Yes)

**BA-25-03**

- **Applicant:** Hub & Weber Architects / Brighton Properties Inc
- **Location:** 1028 Brighton Street, Newport, KY 41071
- **Request:** Dimensional setback variance.

**Comments:**

- Jessica Bolton, Zoning Administrator, presented the city's findings: The home will be 3' from both the Brighton and Hodge Street property lines. The minimum setback in an R-3 zone is 10'. The original home orientation faced Brighton and did not meet setback requirements.
- Hub & Weber Architects & Brighton Properties Inc. presented plans for 1028 Brighton

**Approval:** A motion was made by Rich Livingood, Second Steve Mathisen, to approve case number **BA-25-03**, set-back dimensional variance. Based on evidence and testimony presented during this hearing, the board has found that the proposed single-family dwelling is in conformance with the intent of the regulations. Additionally, the proposed dwelling will preserve, not harm the public safety and welfare, and will not injure the essential character of the neighborhood.

**Roll Call Vote:** 3-0 Motion Carried,

- Steve Mathisen, (Yes)
- Susan Whitehead, (Yes)

- Rich Livingood, (Yes)

#### **BA-25-04**

- **Applicant:** Nicole Hilvent
- **Location:** 227 E 9th Street, Newport, KY 41071
- **Request:** Dimensional setback variance.

#### **Comments:**

- Jessica Bolton, Zoning Administrator, presented the city's findings: The applicant is requesting a set-back variance of almost 22' to build an addition on the existing home. The R-3 zone requires a 25' rear yard set-back, which the existing home does not currently meet.
- Nicole Hilvent presented the board with plans for the setback variance

#### **Approval:**

- A motion was made by Rich Livingood, Second Steve Mathisen, to approve case number **BA-25-04**, a set-back dimensional variance. Based on evidence and testimony presented during this hearing, the board has found that the proposed single-family addition is in conformance with the intent of the regulations. Additionally, the proposed single-family addition will preserve, not harm the public safety and welfare, and will not injure the essential character of the neighborhood.

**Roll Call Vote:** 3-0 Motion Carried,

- Steve Mathisen (Yes)
- Susan Whitehead (Yes)
- Rich Livingood (Yes)

#### **Adjournment:**

- A motion was made by Steve Mathisen, seconded by Rich Livingood, to adjourn the meeting. Motion carried. The meeting was adjourned at approximately **4:48 p.m.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Susan Whitehead, Chairperson

Attest: \_\_\_\_\_  
Rosemary Williams, Legal Assistant