



NEWPORT BOARD OF ADJUSTMENTS
SPECIAL MEETING MINUTES
MAY 22, 2025 @ 4:30 P.M.

Newport Municipal Building, 998 Monmouth Street, 1st Floor Multi-Purpose Room
The public can access the meeting through the live stream on
Facebook.com /City of Newport, Ky or YouTube /City of Newport, Ky

A special meeting of the Newport Board of Adjustments was held on Thursday, May 22, 2025 at 4:30 p.m. at the Newport Municipal Complex, 998 Monmouth Street, Newport, KY 41071

Board Members Present:

- Steve Mathisen
- Susan Whitehead
- Nicki Bishop
- Rich Livingood
- Stephanie Steffen

City Members Present:

- Zoning Administrator – Jessica Bolton
- Legal Assistant – Rosemary Williams
- Assistant City Attorney – Michael Woloshin

Approval of Minutes:

Motion made by Stephanie Steffen, seconded by Rich Livingood, to approve the Regular Meeting Minutes for March 20, 2025, and Special Meeting Minutes for April 8, 2025
Motion carried 5-0.

Public Hearing:

Case – BA-25-09

- **Applicant:** 401 Carnegie LLC, Andrew Glass, Ron Novak
- **Location:** 401 Monmouth Street, Newport, KY 41071
- **Request:** Application for a setback variance for the construction of a fence located at 401 Monmouth St.



Summary: Jessica Bolton

The site has a historic building located at the corner of Monmouth Street and Fourth Street. The building has recently been remodeled, including an addition and an outdoor patio area. The owners are requesting a variance to construct a steel picket “wrought iron” fence on a masonry wall between pilasters. The total height of the fence and wall is five.’ The CBD zone does not permit fences in the required front yard, and this building is situated farther back than its neighboring properties.

Approval:

Motion to approve **Case-BA-25-09** by Rich Livingood, seconded by Nicki Bishop, for a setback variance for the construction of a fence located at 401 Monmouth Street. Based on evidence and testimony presented during this hearing, the board has found that the wall is in conformance with the intent of the regulations. Additionally, the fence will preserve, not harm the public safety and welfare, and will not injure the essential character of the neighborhood.

Roll Call Vote: 5-0 Motion Carried

- Steve Mathisen (Yes)
- Susan Whitehead (Yes)
- Nicki Bishop (Yes)
- Rich Livingood (Yes)
- Stephanie Steffen (Yes)

Case – BA-25-10

- **Applicant:** Sara Luena
- **Location:** 338 Riddle Pl.
- **Zone R-1**
- **Request:** A setback variance for the construction of a garage.

Summary: Jessica Bolton

The existing home is situated on an oddly shaped lot, resulting in a triple-frontage orientation. The existing home also does not meet the setback requirements in an R-1 zone. The applicant is proposing a garage in what would typically be considered the side yard. The garage will be as close as zero feet to the property line on the southwest edge, and at least fifteen feet to the north property line.



Approval:

Motion to approve **Case-BA-25-10** by Stephanie Steffen, seconded by Steve Mathisen, for a setback variance for the construction of a garage located at 338 Riddle Pl. Based on evidence and testimony presented during this hearing, the board has found that the proposed garage is in conformance with the intent of the regulations. Additionally, the proposed garage will not harm public safety and welfare and will not injure the essential character of the neighborhood.

Roll Call Vote: 5-0 Motion Carried

- Steve Mathisen (Yes)
- Susan Whitehead (Yes)
- Nicki Bishop (Yes)
- Rich Livingood (Yes)
- Stephanie Steffen (Yes)

Case -BA-25-11

- **Applicant:** Duane Cronin
- **Location:** 335 E 3rd Street
- **Zone R-2**
- **Request:** A conditional use permit to operate an event center and overnight stay.

Summary: Jessica Bolton

This building was previously approved to operate as an office and a funeral home under a conditional use permit. To the city's knowledge, there are portions of the building still set up for office use. The structure is substantial in size and may be better suited for commercial use. The proposed facility will hold small-scale events and overnight stays. Considerations include parking accommodations, traffic impact, and noise management.

Approval:

Motion to approve **Case-BA-25-11** by Steve Mathisen, seconded by Stephanie Steffen, a conditional use permit to operate an event center and inn with indoor music only, 20-25 cars in the parking lot, a privacy fence for the neighbors in the back, and a shuttle service for guests. Based on evidence and testimony presented during this hearing, the board has found that the event center is in conformance with the intent of the regulations. Additionally, the event center will preserve, not harm, the public safety and welfare, and will not injure the essential character of the neighborhood.



Roll Call Vote: 5-0 Motion Carried

- Steve Mathisen (Yes)
- Susan Whitehead (Yes)
- Nicki Bishop (Yes)
- Rich Livingood (Yes)
- Stephanie Steffen (Yes)

Case-BA-25-12

- **Applicant:** Daune Cronin
- **Location:** 341 E 10th Street
- **Zone CBDF**
- **Request:** A mixed-use building with a bar/tavern and four residential dwelling units.

Summary: Jessica Bolton

This building was previously occupied by an American Legion post, which included a bar/tavern. This building has been vacant for some time, and revitalization can benefit the neighborhood. The CBDF zone does allow multi-family dwellings with BOA approval. A total of five parking spaces will be necessary for the residential dwellings.

Approval:

Motion to approve **Case-BA-25-12** by Rich Livingood, seconded by Nicki Bishop, mixed-use building to operate a tavern and four residential dwelling units. Based on evidence and testimony presented during this hearing, the board has found that the proposed use is in conformance with the intent of the regulations. Additionally, the proposed use will preserve, not harm, the public safety and welfare, and will not injure the essential character of the neighborhood, including a nine-car parking variance.

Roll Call Vote: 5-0 Motion Carried

- Steve Mathisen (Yes)
- Susan Whitehead (Yes)
- Nicki Bishop (Yes)
- Rich Livingood (Yes)
- Stephanie Steffen (Yes)



Case-BA-25-13

- **Applicant:** Ron Pies (York Investment Group LLC)
- **Location:** 706 York Street
- **Zone CBDF**
- **Request:** A conditional use permit to operate an event center

Summary: Jessica Bolton

This building is currently used as an art studio/gallery. The CBDF zone does allow an event center as a conditional use, subject to BOA approval. The proposed facility will host weddings, corporate events, community gatherings, and private functions. Considerations include traffic impact and noise management. A parking variance is not necessary, as the previous use required more space than the proposed use.

Approval:

Motion to approve **Case-BA-25-13** by Stephanie Steffen, seconded by Rich Livingood, for conditional use to operate an event center. Based on evidence and testimony presented during this hearing, the board has found that the event center is in conformance with the intent of the regulations. Additionally, the event center will preserve, not harm the public safety and welfare, and will not injure the essential character of the neighborhood.

Roll Call Vote: 5-0 Motion Carried

- Steve Mathisen (Yes)
- Susan Whitehead (Yes)
- Nicki Bishop (Yes)
- Rich Livingood (Yes)
- Stephanie Steffen (Yes)



Adjournment:

Motion made by Steve Mathisen, seconded by Rich Livingood, to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at approximately 6:10 p

Approved: _____
Susan Whitehead, Chair

Date: _____

Attest: _____
Tiffany Myers, City Clerk

Minutes By: _____
Rosemary Williams, Legal Assistant

