



NEWPORT BOARD OF ADJUSTMENTS  
REGULAR MEETING MINUTES  
MARCH 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 or YouTube /City of Newport

A regular meeting of the Newport Board of Adjustments was held on Thursday, March 20, 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 Staff Present:**

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

**Approval of Minutes:**

Motion made by Rich Livingood, seconded by Steve Mathisen, to approve the Regular Meeting Minutes from February 20, 2025, motion carried 5-0.

**Public Hearing:**

**Case – BA-25-07**

- Applicant: Attorney – Tom Fisher for 901 Saratoga Street & Owner Donel Autin 637 Monroe.
- Location: 901 Saratoga Street
- Request: A conditional use permit to convert a mixed-use building into three apartments and a first-floor commercial space.

**Comments:**

- Jessica Bolton, Zoning Administrator, presented the summary. The building has a history of a commercial space on the first floor, an apartment on the second floor, and no apartment on the third floor. The building does have a three-car garage, but no additional space for a parking area. The R-3 zone does allow mixed use and multi-family dwellings.
- Donel Autin spoke about 901 Saratoga Street. It is a three-story building with two bedrooms on the top floor, two bedrooms on the second floor, and commercial space up front.

**Approval:**

Motion made by Stephanie Steffen, seconded by Steve Mathisen, to approve **Case – BA-25-07** conditional use permit to include a three-family mixed-use building. Based on evidence and testimony presented during this hearing; the board has found that the proposed. mixed-use project is in conformance with the intent of the regulations. Additionally, the proposed change will preserve, not harm the public safety and welfare, and will not. injure the essential character of the neighborhood.

**Roll Call Vote.**

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

**Adjournment:**

Motion was made by Steve Mathisen, seconded by Stephanie Steffen, to adjourn the meeting. Motion carried- so ordered. The meeting was adjourned at approximately 4:45 p.m.

**Approved:** \_\_\_\_\_

**Date:**

\_\_\_\_\_  
Susan Whitehead, Chair

**Attest:** \_\_\_\_\_

Tiffany Myers, City Clerk

**Minutes Prepared by:** \_\_\_\_\_

Rosemary Williams, Legal Assistant