



**NEWPORT BOARD OF ADJUSTMENTS  
SPECIAL MEETING  
April 8, 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 or YouTube /City of Newport Ky

A special call meeting of the Newport Board of Adjustments was held on April 8, 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:**

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

**Speakers Sworn in by Susan Whitehead**

**Case – BOA-25-06**

- **Applicant:** Hermes Construction Company, Schuler Investments LLC.
- **Location:** 518 York St Newport, Ky 41071
- **Request:** A conditional use permit and a parking variance to operate a meeting/reception venue in the Central Business District Fringe CBDF located at 518 York Street Newport, Ky 41071.

**Comments:**

- Jessica Bolton – Zoning Administrator stated this building has an existing commercial space on the first floor, used for commercial catering. Previously, the second floor was used as storage only. The CBDF zone does allow Commercial Event Centers with BOA approval. This lot has no vacant space for a parking area. The lot across the street does serve the catering business but does not meet the parking requirements of Table 12. The total square footage of the space is approximately 4400 square feet, which requires thirty parking spaces plus one additional space per two employees.

**Approval:**

Motion was made by Rich Livingood, seconded by Steve Mathisen, to approve **Case -BA-25-06** for conditional use permit to include a Commercial Event Center and a parking variance. 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.

**Roll Call Vote: 5-0 motion carried.**

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

**Case -BOA-25-08**

- **Applicant:** 901 Saratoga LLC.
- **Address:** 901 Saratoga Street
- **Zone:** R-3
- **Request:** The applicant is requesting a parking variance for three apartments.

**Comments:**

- Jessica stated that the applicant previously received approval for a conditional use permit for an exiting commercial space and three apartments. Based on the parking regulations, and the number of bedrooms in each apartment, a total of five spaces are required. This lot has no space for a parking area but does have a three-car garage. This variance request is for two parking spaces.
- **Zoning Code Reference:** Section 13.3 Specific Off Street Parking Requirements, Table 12

**Approval:** Motion to approve case number **BOA -25-08** by Rich Livingood, seconded by Stephanie Steffen, a parking variance. Based on evidence and testimony presented during this hearing, the board has found that the parking variance is in conformance with the intent of the regulations. Additionally, the parking variance 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 Nicki Bishop, to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at approximately 4:42 p.m.

**Approved:** \_\_\_\_\_  
Susan Whitehead, Chair

**Date:** \_\_\_\_\_

**Attest:** \_\_\_\_\_  
Tiffany Myers, City Clerk

**Minutes By:** \_\_\_\_\_  
Rosemary Williams, Legal Assistant