



CAMPBELL COUNTY & MUNICIPAL BOARD OF ADJUSTMENT
Minutes of the
June 23, 2026 Meeting

MEMBERS PRESENT:

Mr. Justin Verst - Chair
Mr. Mike Williams
Mr. John Fessler
Ms. Patti Dischar
Mr. Hutch Johnson
Mr. Frank Twehues
Mr. Jim Osburg

MEMBERS ABSENT:

STAFF PRESENT:

Mr. Kirk Hunter, Principal Planner
Ms. Sally Bauer, Administrative Assistant

Mr. Verst called the June 23, 2026 Campbell County & Municipal Board of Adjustments meeting to order at 6:30pm. *This meeting is a special meeting due to a change in the summer schedule.* Following the pledge of allegiance, Ms. Bauer called roll. Mr. Verst, Mr. Williams, Mr. Fessler, Mr. Twehues, Mr. Johnson, Ms. Dischar, and Mr. Osburg are present. A quorum is found.

Mr. Verst shared meeting minutes from April 21, 2026.

Mr. Twehues made a motion to approve the meeting minutes from April 21, 2026. Ms. Dischar seconded the motion. Mr. Verst, Mr. Fessler, Mr. Twehues, Mr. Johnson, Ms. Dischar, and Mr. Osburg vote to approve the minutes. Mr. Williams abstained.

Mr. Hunter confirmed that there was no old business. Mr. Verst summarized the types of cases on the agenda.

Mr. Hunter presented the case BA-26-007. Mr. Clay Horan, property owner, stood to be recognized.

CASE:	BA-26-007
APPLICANT:	DCH Properties LLC
LOCATION:	16 Walnut Street East, Southgate, KY
REQUEST:	Change from One Non-Conforming Use to Another Non-Conforming Use

Overview: The property located at 16 Walnut Street East in Southgate is a mixed-use residential house and commercial office. Public records confirm that it has been in existence more than ten years, affording it grandfathered status (legal non-conforming).

DCH Properties obtained the property in 2025 with the intention of renting out the two units as residential apartments. The ground floor office was converted to an apartment. When they attempted to obtain the rental license for the apartment, the city discovered that the use as a two-family dwelling was not a permitted use in the zone.



Considerations

The property is located in the Residential One-H (R-1H) Zone. The only permitted principal uses in the R-1H zone are "Single family dwellings, detached". Among the conditionally permitted uses are accessory dwelling units; however, the use as a rental is not permitted. The use as a professional office does not meet the requirements of a home-based business.

The building does not meet the current setback requirements for the zone. The building predates the current zoning ordinance, so like the use, the setbacks are also grandfathered-in. The developer does not propose any increase in the size of the building.

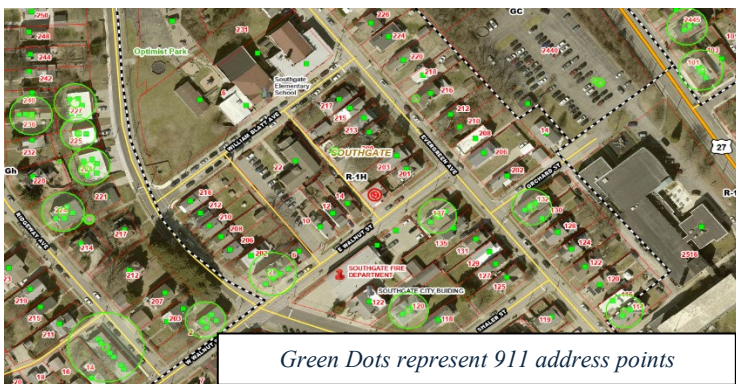
1. The future land use category for the site is identified as *Higher-Density Single-Family Residential* in the 2008 Campbell County Comprehensive Plan.



2. The current land uses in the neighborhood are far more diverse than the future land use map would imply.



3. There are numerous two-family and multi-family uses with a few blocks of the subject property.



4. From the Ordinance:

Section 18.6 Variances: Change from One Nonconforming Use to Another, Conditions Governing Applications: Procedures., Paragraph D:

CHANGE FROM ONE NONCONFORMING USE TO ANOTHER: A nonconforming use shall not be changed to another nonconforming use without the specific approval of the Board of Adjustment, as provided herein.

The Board of Adjustment shall have the power to hear and decide on applications to convert or change an existing nonconforming use to another nonconforming use, subject to the following:

- a. A written application for a change from one nonconforming use to another (including the required fee as per Section 19.0, c, of this Ordinance) and a site plan, if applicable, subject to the applicable requirements of Section 9.19, shall be submitted to the Board;*
- b. Notice of public hearing shall be given in accordance with Section 18.2 of this Ordinance;*
- c. The public hearing shall be held. Any person may appear in person, or by attorney;*
- d. Prior to granting a change from one nonconforming use to another the Board of Adjustment shall find that the new nonconforming use is in the same or more restrictive classification of use as the prior nonconforming use. In the determination of the same or more restrictive classification of use, the applicant shall establish and the Board of Adjustment shall find:
 - (1) That the new nonconforming use shall generate less vehicular traffic (automobile and truck) than the prior nonconforming use;*
 - (2) That the new nonconforming use is of a nature which will emit less noise and air pollution than the prior nonconforming use;*
 - (3) That the new nonconforming use will be more in character with the existing neighborhood than the prior nonconforming use, in that it is more in conformance with the adopted comprehensive plan of the County and also, more in conformance with the uses permitted in the zone in which the use is located, than the prior nonconforming use.**
- e. Any change of nonconforming use granted by the Board of Adjustment shall conform to the requirements of this Ordinance, including, but not limited to: parking requirements, sign, regulations and yard requirements, and all other pertinent ordinance of the County.*
- f. The Board of Adjustment shall not allow the enlargement or extension of a nonconforming use beyond the scope and area of its operation at which time its use became nonconforming.*
- g. The Board of Adjustment, in granting a change of nonconforming uses, may attach such conditions thereto as it may deem necessary and proper; and the action, limitations and conditions imposes, if any, shall be in writing, directed to the applicant, with a copy to be furnished to the Zoning Administrator's office.*
- h. The change of nonconforming use as may be granted by the Board of Adjustment applies to the property for which it is granted and not to the individual who applied and, therefore, cannot be transferred by the applicant to a different property.*
- i. In the case where the change of nonconforming use has not occurred within one year after the date of granting thereof; then, without further action, the change of nonconforming use shall have to be made.*

Staff Comments:

The new nonconforming use as a two-family dwelling is in a more restrictive classification of use as the prior nonconforming use, and will:

- Generate less vehicular traffic (automobile and truck) than the prior nonconforming use;
- Is of a nature which will emit less noise and air pollution than the prior nonconforming use;
- Will be more in character with the existing neighborhood than the prior nonconforming use, in that it is more in conformance with the adopted comprehensive plan of the city and also, more in conformance with the uses permitted in the zone in which the use is located, than the prior nonconforming use;
- The change of nonconforming use conforms to the requirements of this Ordinance.

Summary of Applicants Request:

- The applicant is requesting a change from one nonconforming use to another nonconforming use.

Staff Recommendation:

To approve the request for a change from one nonconforming use to another nonconforming use.

Bases for Recommendation:

1. Notice of public hearing has been given in accordance with Section 18.2 of this Ordinance;
2. The Board of Adjustment has the power to hear and decide on applications to convert or change an existing nonconforming use to another nonconforming use.
3. The Board of Adjustment finds that the new nonconforming use is in the same or more restrictive classification of use as the prior nonconforming use. In the determination of the same or more restrictive classification of use, the Board of Adjustment finds:
 - That the new nonconforming use shall generate less vehicular traffic (automobile and truck) than the prior nonconforming use;
 - That the new nonconforming use is of a nature which will emit less noise and air pollution than the prior nonconforming use;
 - That the new nonconforming use will be more in character with the existing neighborhood than the prior nonconforming use, in that it is more in conformance with the adopted comprehensive plan of the County and also, more in conformance with the uses permitted in the zone in which the use is located, than the prior nonconforming use.

Notes to applicant

1. Any change of nonconforming use granted by the Board of Adjustment shall conform to the requirements of this Ordinance, including, but not limited to: parking requirements, sign, regulations and yard requirements, and all other pertinent ordinance of the County.
2. The Board of Adjustment shall not allow the enlargement or extension of a nonconforming use beyond the scope and area of its operation at which time its use became nonconforming.

- 139 3. The change of nonconforming use as may be granted by the Board of Adjustment applies to
140 the property for which it is granted and not to the individual who applied and, therefore, cannot
141 be transferred by the applicant to a different property.
- 142 4. In the case where the change of nonconforming use has not occurred within one year after the
143 date of granting thereof; then, without further action, the change of nonconforming use shall
144 have to be made.

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148 Mr. Verst requested questions of staff.
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150 Mr. Verst asked about the phrase “not occurred within one year”. Mr. Hunter repeated
151 the ordinance.
152

153 Mr. Verst requested a clarification on the colors of the land use map and the location of
154 the site. Mr. Hunter outlined yellow as residential, red as commercial, blue is multi-
155 family, and pointed out the site.
156

157 Mr. Verst invited applicant to speak.
158

159 Mr. Clay Horan, owner, shared the history of the property. He explained that he bought
160 the property from a family member who used the first floor as a tax office and that they
161 rented out the second floor as a residential unit.
162

163 Mr. Horan stated that before purchasing the property he called the city and asked if
164 there were any restrictions with Airbnb with no off-street parking. Mr. Horan was told
165 that there were no restrictions. Mr. Horan acknowledged he did not ask the right
166 questions before purchasing.
167

168 Mr. Horan stated that office space in the center of town is difficult. Mr. Horan shared
169 that the building has had separate utilities for each unit and has been used as two
170 spaces for a long period of time. He felt the best use for the property and the
171 neighborhood is for it to be two residential units.
172

173 Ms. Dischar asked if Mr. Horan would turn it into a long-term rental or an Airbnb.
174

175 Mr. Horan explained that it could be either use but that he preferred to use the property
176 to an Airbnb.
177

178 Mr. Verst thanked the applicant.
179

180 Mr. Verst asked the audience for additional question or comments either for or against
181 the case. No additional comments were received. Mr. Verst closed the public hearing.
182

Mr. Verst referenced the staff report and asked the Commissioners for further comment. Mr. Verst requested a motion noting the staff report, staff recommendation, basis, and testimony regarding the case.

Ms. Dischar makes a motion to approve case BA-26-007 as recommended by staff and including the staff basis for the recommendation. Mr. Williams seconds the motion. Mr. Verst, Mr. Williams, Mr. Fessler, Mr. Johnson, Mr. Twehues, Ms. Dischar, and Mr. Osburg approved the motion. The motion is passed.

Mr. Williams explained the purpose of the one-year deadline. Mr. Hunter outlined the process of filing Certificates of Land Use Restrictions to journalize the decisions and attach them to the property.

* * * * *

Mr. Verst requested the next case, BA-26-008 by Tamra Minch, Conditional Use Permit for an Accessory Dwelling Unit. Mr. Hunter stated that Ms. Minch had delayed and requested if her case could be moved to the last one for the evening. Mr. Verst concurred.

* * * * *

Mr. Hunter presented case BA-26-009.

CASE: BA-26-009
APPLICANT: Cypress Building Group
LOCATION: 8645 Washington Trace Road, Unincorporated Campbell County
REQUEST: Conditional Use Permit for an Accessory Dwelling Unit

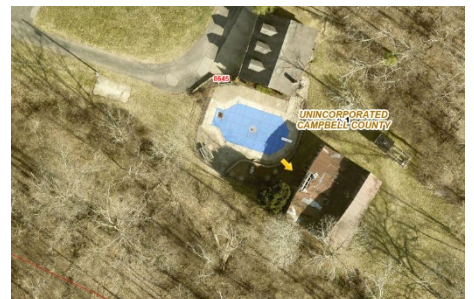
Overview:

The area under review consists of 6.27 acres in Unincorporated Campbell County on Washington Trace Road. The existing single-family house has approximately 2,700 square feet in living space.

The barn shown near the pool has been removed.

The proposed ADU will locate where the barn used to be.

Considerations of Conditional Use Permit:



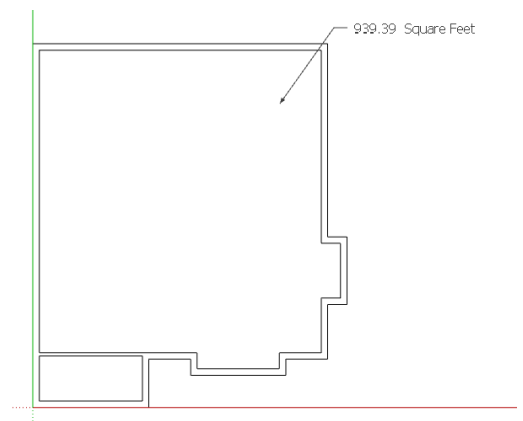
- 222 1. The site is currently zoned Agricultural One (A-1) as defined in the Zoning Ordinance,
223 Article X.
- 224 2. All adjacent properties to the east and south are within the A-1 Zone and are large-lot
225 residential.
- 226 3. A review of public records finds no previous Planning and Zoning Cases for the property.
- 227 4. The 2008 Campbell County Comprehensive Plan Future Land Use Plan identifies this area
228 as Agricultural.
- 229 5. Single family dwellings (detached) are a permitted use by right in the A-1 zone.
- 230 6. Accessory dwelling units (ADU's) are a conditional use in the A-1 zone with the following
231 conditions:
- 232 a. The lot shall consist a minimum of five (5) contiguous acres with a primary dwelling
233 unit;
- 234 b. The ADU shall be limited to one unit and subordinate in area, extent, and purpose, to
235 the primary dwelling unit;
- 236 c. The total living space of the ADU shall not exceed 1,000 square feet;
- 237 d. The primary dwelling unit and the ADU must share the same driveway encroachment.
- 238 e. Sufficient off-street parking must be provided for uses on the lot. A paved parking
239 pad must be provided for the ADU;
- 240 f. The driveway apron must be paved for a minimum of 12 feet;
- 241 g. The unit may not be used for a home-based business; and
- 242 h. The unit may not be held out to the public or used as a short or long-term rental.

243 **Summary of Applicants Request:**

244 The applicant is requesting a Conditional Use Permit for the construction of an Accessory
245 Dwelling Unit.

246 **Staff Comments:**

- 247 • A 2,700 square-foot single-family house is the
248 primary use on the lot;
- 249 • The lot is 6.27 acres, which satisfies the minimum
250 requirement of five (5) contiguous acres;
- 251 • Only one ADU is proposed and it is subordinate in
252 area, extent, and purpose, to the primary dwelling
253 unit;
- 254 • The total living space of the ADU is approximately
255 1000 square feet, which does not exceed the
256 maximum allowable size.
- 257 • The primary dwelling unit and the ADU share the
258 same driveway encroachment.



- Sufficient off-street parking is available on the lot. There is a three-car garage attached to the primary residence along with paved parking in front of the doors.
- The driveway apron is paved.
- The unit is not proposed to be held out to the public or used as a short or long-term rental, rather it is only to be used by family.
- The use of the property is consistent with the adopted 2008 Comprehensive Plan.



In accordance with KRS. 100.237, the Board of Adjustment shall have the power to hear and decide applications for conditional use permits to allow the proper integration into the community of uses, which may be suitable only in specific locations in the zone only if certain conditions are met:

Staff Recommendation:

The Campbell County & Municipal Board of Adjustments grant a Conditional Use permit for the construction of an Accessory Dwelling Unit (ADU) with the following conditions:

1. The unit may not be used for a home-based business; and
2. The unit may not be held out to the public or used as a short or long-term rental.

Bases for Recommendation:

1. In compliance with SECTION 18.7 CONDITIONAL USE PERMITS of the Campbell County Zoning Ordinance, a written application for a conditional use permit and a site plan subject to the applicable requirements of Section 9.19, was submitted to the Board for review and approval;
2. Notice of public hearing was given in accordance with Section 18.2 of the Campbell County Zoning Ordinance;
3. In accordance with KRS. 100.237, the Board of Adjustment shall have the power to hear and decide applications for conditional use permits to allow the proper integration into the community of uses which are specifically named herein which may be suitable only in specific locations in the zone.
4. The evidence presented by the applicant and staff is such as to establish beyond any reasonable doubt:
 - That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or the community;
 - That such use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.
 - That such use will comply with any regulations and conditions in the Campbell County Zoning Ordinance for such use.

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302 Mr. Verst requested questions from the Board.
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304 Mr. Williams requested a confirmation that the site meets items a through h [a. The lot
305 shall consist a minimum of five (5) contiguous acres with a primary dwelling unit; b. The
306 ADU shall be limited to one unit and subordinate in area, extent, and purpose, to the
307 primary dwelling unit; c. The total living space of the ADU shall not exceed 1,000 square
308 feet; d. The primary dwelling unit and the ADU must share the same driveway
309 encroachment; e. Sufficient off-street parking must be provided for uses on the lot. A
310 paved parking pad must be provided for the ADU; f. The driveway apron must be paved
311 for a minimum of 12 feet; g. The unit may not be used for a home-based business; and
312 h. The unit may not be held out to the public or used as a short or long-term rental.]
313

314 Mr. Hunter confirms it is correct.
315

316 The contractor Mr. Gary Hammons, Cypress Building Group, identified himself as being
317 available for questions.
318

319 Mr. Verst asked the audience for additional questions or comments either for or against
320 the case. No additional comments were received. Mr. Verst closed the public hearing.
321

322 Mr. Verst asked the Commissioners for further comment. Mr. Twehues and Mr.
323 Williams provided brief comments regarding the positive application of the site.
324

325 Mr. Verst requested a motion referencing the staff report, staff recommendation and
326 basis, and testimony regarding the case. Mr. Verst highlighted the two conditions
327 recommended by staff:

- 328 1. The unit may not be used for a home-based business; and
329 2. The unit may not be held out to the public or used as a short or long-term rental.
330

331
332 Mr. Johnson makes a motion to approve case BA-26-005 with staff recommendation
333 and basis as provided by staff. Mr. Williams seconds the motion. Mr. Verst, Mr.
334 Williams, Mr. Fessler, Mr. Johnson, Mr. Twehues, Ms. Dischar, Mr. Osburg approved.
335 The motion is passed.
336

337 * * * * *

338 Mr. Verst requested the next agenda item. Mr. Hunter presented case BA-26-010.
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341 CASE: BA-26-010
342 APPLICANT: Lisa Haney
343 LOCATION: 451 Muinn Road, Unincorporated Campbell County
344 REQUEST: Conditional Use Permit for a Cemetery

Overview:

The area under review consists approximately ten acres in the southwest part of unincorporated Campbell County on Muinn Road roughly 800 feet from its intersection with Aulick Road. The site is currently zoned Agricultural One (A-1).



The applicant is requesting a conditional use permit to locate a family cemetery on their property. They have indicated that it will comprise three (3) acres on the western portion of their property.

Considerations

1. A review of public records does not find any previous planning and zoning requests.
2. The site is owned by Wayne and Ruth Teegarden
3. The Recommended Land Use Map of the 2008 Campbell County Comprehensive Plan identifies the site and surrounding areas for agricultural.
4. The zoning classification for the site is Agricultural-One (A-1). Within the A-1 Zone, cemeteries are listed as a conditional use.
5. A single-family dwelling is a permitted use by right in the A-1 zone.
6. Kentucky Revised Statute (KRS) 100.111 provides for the following definitions:



"Conditional use" means: a use which is essential to or would promote the public health, safety, or welfare in one (1) or more zones, but which would impair the integrity and character of the zone in which it is located, or in adjoining zones, unless restrictions on location, size, extent, and character of performance are imposed in addition to those imposed in the zoning regulation.

"Conditional use permit" means legal authorization to undertake a conditional use, issued by the administrative official pursuant to authorization by the Board of Adjustment, consisting of two parts:

- a. A statement of the factual determination by the Board of Adjustment which justifies the issuance of the permit; and
- b. A statement of the specific conditions which must be met in order for the use to be permitted;

In accordance with KRS 100.237 and Zoning Ordinance Section 9.14, the Board of Adjustment shall meet the following criteria for conditional use.

- That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or the community;
- That the use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.
- That such use will comply with any regulations and conditions in in the Zoning Ordinance for such use.

7. The minimum lot area for a conditional use is three acres.

Staff Comment:

1. The use is desirable and will provide a service and facility that will contribute to the general well-being of the neighborhood or the community.
2. The use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.
3. The use will comply with any regulations and conditions in in the Zoning Ordinance for such use.

Campbell County Zoning Ordinance Section 9.14, B, 1 Conditional Use Permits.

In accordance with KRS 100.237, the Board of Adjustment shall have the power to hear and decide applications for conditional use permits to allow the proper integration into the community of uses which are specifically named herein which may be suitable only in specific locations in the zone only if certain conditions are met:

1. The board of adjustment may approve, modify, or deny any application for a conditional use permit. If it approves such permit, it may attach necessary conditions such as time limitations, requirements that one or more things be done before the request can be initiated, or conditions of a continuing nature.
2. Granting of a conditional use permit does not exempt the applicant from complying with all of the requirements of this ordinance, the building code, housing code, and other regulations of the city.

Summary of Applicants Request:

The applicant is requesting a conditional use permit in the Agricultural-One (A-1) Zone for a cemetery.

Staff Recommendation – Campbell County Zoning Ordinance:

- To approve the expanded conditional use permit with the following conditions:

- 421 ○ That the applicant has a boundary survey prepared showing the requisite
- 422 three-acres of area; and
- 423 ○ That survey indicate that the cemetery area is a non-buildable area; and
- 424 ○ That the applicant record the survey in the County Clerk's Land Records Office.
- 425 In order to maintain the minimum lot size of three acres, the proposed
- 426 cemetery

427 **Bases for Staff Recommendation:**

- 428 1. In accordance with Section 18.2 of the Zoning Ordinance, proper notice of public hearing
- 429 was given.
- 430 2. Under KRS 100.237 and Campbell County Zoning Ordinance Section 18.5, the Board of
- 431 Adjustment has the power to hear and decide applications for Conditional Use Permits. The
- 432 board may impose any reasonable conditions or restrictions on any variance it decides to
- 433 grant. Evidence was presented to and heard by the Board regarding the Conditional Use
- 434 permit.

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437
438 Mr. Verst requested questions from the Board.

439
440 Mr. Twehues asked Mr. Hunter if there have been similar cases like this in the past.

441
442 Mr. Hunter explains that this is his first cemetery case and even though there are a lot of

443 cemeteries a lot of them are grandfathered in. Mr. Hunter explained that historic

444 cemeteries do not necessarily have the same protection of being surveyed off and

445 recorded.

446
447 Mr. Verst raised the question regarding long term maintenance of a private cemetery.

448
449 Mr. Williams asks what constitutes as non-buildable. Mr. Hunter explains that there

450 would be a certificate that goes on the surveys that states the land is non buildable and

451 cannot be used for development.

452
453 Mr. Williams asked if the cemetery would have restrictions on above ground graves or

454 mausoleums. Mr. Hunter stated that the ordinance does not list any details on grave

455 types.

456
457 Ms. Dischar asked about fencing or boundary requirements. Mr. Hunter explains that

458 there are no requirements.

459
460 Mr. Verst stated that there are State conditions for a church or commercial cemetery.

461
462 Mr. Fessler requested a clarification of who the applicant (Haney) and the name of the

463 Farm (Teegarden). Mr. Hunter confirmed they are the same.

464
465 Mr. Verst invited applicant to speak.
466
467 Lisa Haney who resides at 451 Muinn Road, the same address as the graveyard. Ms.
468 Haney shares the story of her father's passing and how he wanted to be buried on the
469 farm. Ms. Haney learned that needed to create a spot. Dad was cremated and they
470 started this process so that Mom does not have to be cremated.
471
472 Ms. Haney shares that they are not going to build any mausoleums.
473
474 Mr. Verst asks Ms. Haney if she has done research into family cemeteries. Ms. Haney
475 confirmed she has done research and the requirements are basic as long as the County
476 approves.
477
478 Mr. Twehues asked the applicant if they understood the conditions that this is in
479 perpetuity and non-buildable. Ms. Haney confirmed she understood the conditions and
480 that the site is a hill and that this site is fine.
481
482 Mr. Verst asked the audience for additional question or comments either for or against
483 the case. One audience member identified themselves as a Teegarden. Mr. Verst
484 asked for further comment. Mr. Williams noted that there was a member of the
485 audience who identified themselves and expressed consent and approval of the
486 application. Mr. Verst acknowledged the neighbor comment.
487
488 No additional comments were received. Mr. Verst closed the public hearing.
489
490 Mr. Fessler stated that it was very thoughtful of the family to designate three acres of
491 their property for this purpose.
492
493 Mr. Verst requested a motion referencing the staff report, staff recommendation and
494 basis, and testimony regarding the case. Mr. Verst highlighted the three conditions from
495 Staff:
496 1. That the applicant has a boundary survey prepared showing the requisite three-
497 acres of area; and
498 2. That survey indicate that the cemetery area is a non-buildable area; and
499 3. That the applicant record the survey in the County Clerk's Land Records Office in
500 order to maintain the minimum lot size of three acres, the proposed cemetery.
501
502 Mr. Verst recommended that a 4th condition be added that they follow all applicable
503 state laws. Mr. Verst also stated that the testimony heard should also be part of the
504 basis.
505
506 Mr. Twehues made a motion to approved the conditional use for BA-26-010 with the
507 conditions that staff recommended as well as the 4th condition that they follow all
508 applicable state laws. Mr. Williams suggested adding that according to 18.2, there has
509 been proper notice of the public hearing. Mr. Twehues amended his motions as such.

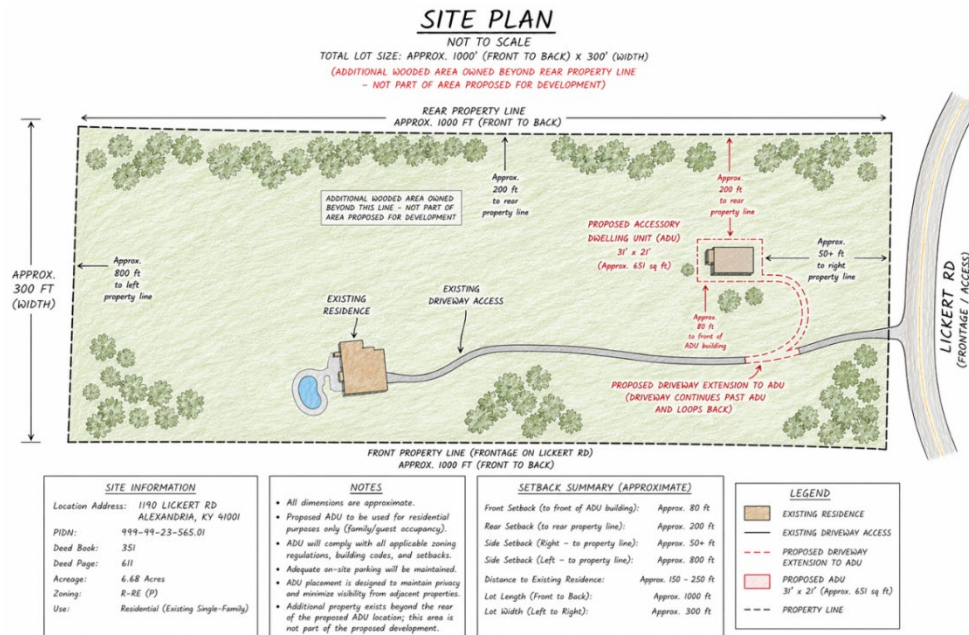
Mr. Williams seconded the motion. Mr. Verst, Mr. Williams, Mr. Fessler, Mr. Johnson, Mr. Twehues, Ms. Dischar, and Mr. Osburg approved. The motion is passed.

* * * * *

Mr. Verst asked if the applicant Tamra Minch has arrived. Mr. Hunter confirmed that she had not but recommended that the Board proceed. Mr. Verst announced the case.

Mr. Hunter presents case BA-26-008.

CASE: BA-26-008
APPLICANT: Tamra Minch
LOCATION: 1190 Lickert Road, Unincorporated Campbell County
REQUEST: Conditional Use Permit for an Accessory Dwelling Unit



Overview:

The area under review consists of 6.68 acres in Unincorporated Campbell County on Lickert Road. The existing single-family house has approximately 2,900 square feet in living space.

The applicant has provided a site plan of the proposed ADU.



Considerations of Conditional Use Permit:

1. The site is currently zoned Residential-Rural Estate - Phased (R-RE (P)) as defined in the Zoning Ordinance, Article X, §10.2.
2. All adjacent properties to the east and south are within the R-RE Zone and are large-lot residential. Summerlake subdivision is to the north and is within the City of Alexandria. It is zoned Residential One-C/Residential Cluster Development (R-1C/RCD). The west of the property is KYTC right-of-way that is zoned Highway Commercial (HC).
3. A review of public records finds no previous Planning and Zoning Cases for the property.
4. The 2008 Campbell County Comprehensive Plan Future Land Use Plan identifies this area as Rural Mixed Use.
5. Single family dwellings (detached) are a permitted use by right in the R-RE zone.
6. Accessory dwelling units (ADU's) are a conditional use in the R-RE zone with the following conditions:
 - a. The lot shall consist a minimum of five (5) contiguous acres with a primary dwelling unit;
 - b. The ADU shall be limited to one unit and subordinate in area, extent, and purpose, to the primary dwelling unit;
 - c. The total living space of the ADU shall not exceed 1,000 square feet;
 - d. The primary dwelling unit and the ADU must share the same driveway encroachment.
 - e. Sufficient off-street parking must be provided for uses on the lot. A paved parking pad must be provided for the ADU;
 - f. The driveway apron must be paved for a minimum of 12 feet;
 - g. The unit may not be used for a home-based business; and
 - h. The unit may not be held out to the public or used as a short or long-term rental.

Applicants Comments

"The proposed accessory dwelling unit (ADU) is intended to provide additional residential space for family and guest use. Given the size of the property (6.68 acres), the addition supports efficient use of the land while maintaining a low-density residential character consistent with the surrounding area.

The proposed ADU will not negatively impact the health, safety, or welfare of the surrounding community. The structure is located a significant distance from all property lines and neighboring properties, ensuring privacy and minimal visual impact. Traffic and activity will remain consistent with a typical single-family residence.

The proposed ADU will comply with all applicable zoning regulations, building codes, and setback requirements. The placement and design have been carefully considered to align with the existing property layout and preserve the character of the neighborhood."

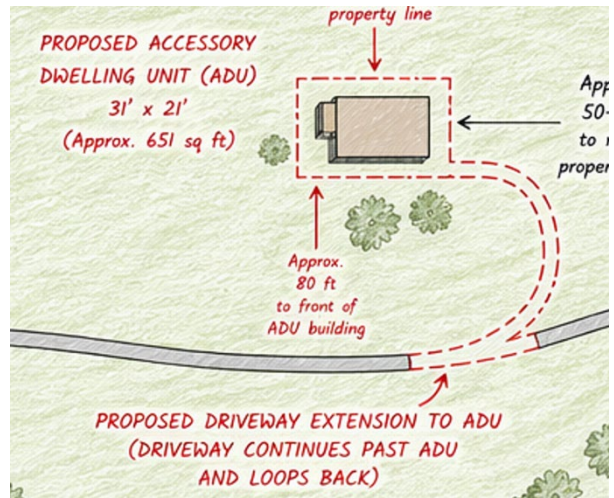
~Submitted April 21, 2026

Summary of Applicants Request:

The applicant is requesting a Conditional Use Permit for the construction of an Accessory Dwelling Unit.

Staff Comments:

- A 2600 square-foot single-family house is the primary use on the lot;
- The lot is 6.68 acres, which satisfies the minimum requirement of five (5) contiguous acres;
- Only one ADU is proposed and it is subordinate in area, extent, and purpose, to the primary dwelling unit;
- The total living space of the ADU is approximately 650 square feet, which does not exceed the maximum allowable size.
- The primary dwelling unit and the ADU share the same driveway encroachment.
- Sufficient off-street parking is available on the lot. There is a two-car garage attached to the primary residence along with paved parking in front of the doors.



The ADU includes its own driveway. According to Article XI, Section 11.0, C. Location of Parking Spaces: *(In)Single-Family Residential zones (A-1, R-RE, & R-1): off-street parking may be permitted in driveways in the front, side, and rear yards, provided all requirements of this ordinance are met.*

- The driveway apron is paved concrete.
- The unit is not proposed to be held out to the public or used as a short or long-term rental, rather it is only to be used by family.
- The use of the property is consistent with the adopted 2008 Comprehensive Plan.



In accordance with KRS. 100.237, the Board of Adjustment shall have the power to hear and decide applications for conditional use permits to allow the proper integration into the community of uses, which may be suitable only in specific locations in the zone only if certain conditions are met:

Staff Recommendation:

The Campbell County & Municipal Board of Adjustments grant a Conditional Use permit for the construction of an Accessory Dwelling Unit (ADU) with the following conditions:

1. The unit may not be used for a home-based business; and

2. The unit may not be held out to the public or used as a short or long-term rental.

Bases for Recommendation:

1. In compliance with SECTION 18.7 CONDITIONAL USE PERMITS of the Campbell County Zoning Ordinance, a written application for a conditional use permit and a site plan subject to the applicable requirements of Section 9.19, was submitted to the Board for review and approval;
2. Notice of public hearing was given in accordance with Section 18.2 of the Campbell County Zoning Ordinance;
3. In accordance with KRS. 100.237, the Board of Adjustment shall have the power to hear and decide applications for conditional use permits to allow the proper integration into the community of uses which are specifically named herein which may be suitable only in specific locations in the zone.
4. The evidence presented by the applicant and staff is such as to establish beyond any reasonable doubt:
 - That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or the community;
 - That such use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.
 - That such use will comply with any regulations and conditions in the Campbell County Zoning Ordinance for such use.

Mr. Hunter affirmed that item a through h have been met.

Mr. Verst requested questions from the Board. Mr. Verst expressed concern that this was an AI generated site plan and requested that the GIS image be displayed.

Mr. Williams requested whether staff was able to determine if the comments by the applicant were factual correct. Mr. Hunter stated that he believed the statements provide were correct.

Mr. Twehues confirmed that the minimum acre for R-RE zone is one acre and that the minimum lot width is 100 feet.

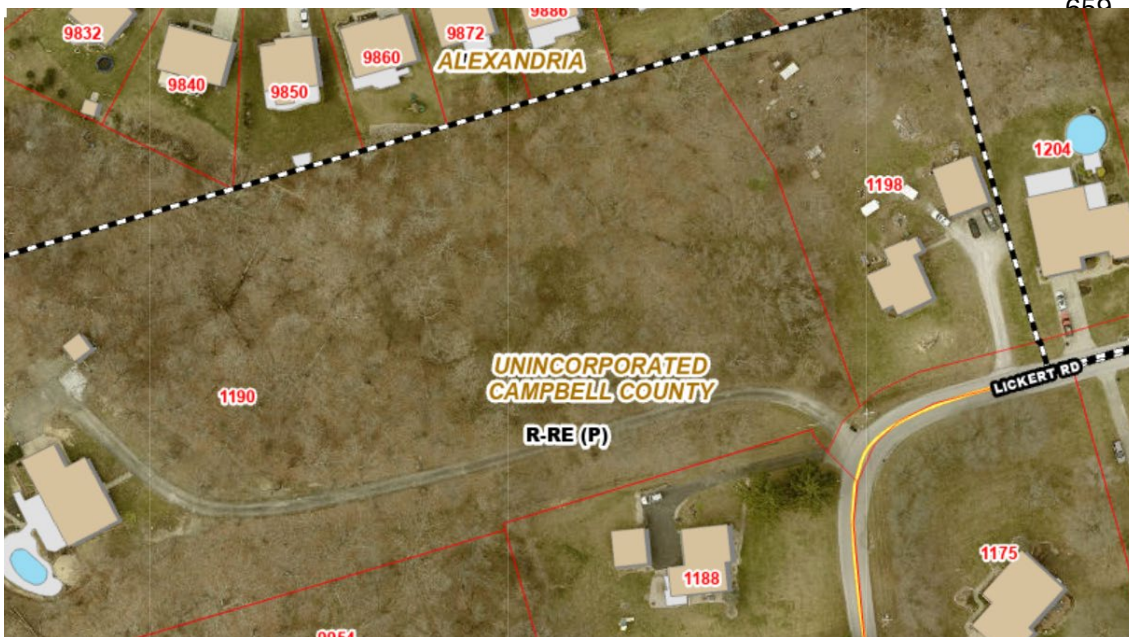
Mr. Verst requested a motion referencing the staff report, staff recommendation and basis, and testimony regarding the case. Mr. Verst highlighted the two conditions recommended by staff:

1. The unit may not be used for a home-based business; and
2. The unit may not be held out to the public or used as a short or long-term rental.

Mr. Verst asked the audience for additional question or comments. One audience member identified herself as a neighbor, Sharon Ash. Ms. Ash stated that the use was fine.

Mr. Hunter displayed an aerial image of the driveway. The board discuss the split driveway and the setbacks and setting conditions.

Mr. Twehues confirmed that this is a flag lot and not further dividable.



Hunter confirmed the setbacks as depicted by the applicant and recommended that board consider defining that minimum setbacks as conditions.

The board discussed that the scale of the map is off.

Mr. Verst referenced that staff has recommended approval with the conditions that

1. The unit may not be used for a home-based business; and
2. The unit may not be held out to the public or used as a short or long-term rental.

Mr. Verst added that the recommendation provided a basis, and testimony was heard regarding the case.

Mr. Verst recommended that a 3rd condition be added that the unit be set back at least 50 feet from the east property line.

Mr. Verst entertained a motion.

Mr. Williams made a motion to approved the case as stated by the chair and staff to grant a Conditional Use permit for the construction of an Accessory Dwelling Unit (ADU) with the following conditions:

- 683 1. The unit may not be used for a home-based business; and
684 2. The unit may not be held out to the public or used as a short or long-term rental.
685 And
686 3. The unit be set back at least 50 feet from the east property line.

687
688 Mr. Williams confirmed the basis as presented, that this is a public hearing and that this
689 board has authority to act. Mr. Fessler seconded the motion. Mr. Verst, Mr. Williams,
690 Mr. Fessler, Mr. Johnson, Mr. Twehues, Ms. Dischar, and Mr. Osburg. The motion is
691 passed.

692 * * * * *

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694
695 No items were noted on the administrator's report.

696
697 Mr. Hunter affirmed that there is a meeting scheduled for July 28.

698
699 Motion to adjourn at 7:45 was made by Mr. Osburg and seconded by Mr. Williams.
700 Motion passed.

701
702 Respectfully Submitted,

Approved:

703
704
705 _____
706 Kirk Hunter
707 Principal Planner

705 _____
706 Justin Verst
707 Chair