STAMPING GROUND BOARD OF ADJUSTMENT MEETING

Special-Called Meeting

CITY OF STAMPING GROUND CITY HALL

3374 MAIN STREET

Tuesday, November 17th, 2026

6:00 P.M. EST / 5:00 P.M. CST

AGENDA

I. **BUSINESS**
   - **a.** Approve September 9th, 2026 minutes.
   - **b.** Swear in speakers.

II. **APPLICATIONS – OLD**
   - **a.** None.

III. **APPLICATIONS – NEW**
   - **a. SG-2026-02 –** Adrianne Wise seeks a conditional use permit for a home occupation to operate a tattoo parlor within an existing residence upon the property addressed 3500 Main Street (Zoned R-1A Single-Family Residential).

IV. **OTHER**
   - **a.** Discussion of Board by-laws and membership.

V. **ADJOURN**

Stamping Ground Board of Adjustment
September 9, 2026, Minutes

Present: members Morrow, Swartz, and Polley, with Polley having been sworn in at a prior date. Zachary Osborne was present as Board Attorney. Ketz, Tusam, and Smith were present as Staff to the Board.

The meeting was called to order by vice-chair Morrow at 6:00PM.

Upon motion by Morrow, second by Polley, the Board unanimously approved the December 9, 2025, minutes. Mister John Sosbe administered the Oath to those intending to speak.

Old Applications: None.

New Applications:

a. **SG-2026-01**: **Jonathan Mullins**, 131 Mulberry Street, Stamping Ground, KY, 40379, requested a Variance (VAR) to reduce minimum side yard setbacks in the R-1B zoning district from 12 feet to 10 feet to allow for an expansion of an existing house upon the property addressed 131 Mulberry Street, Stamping Ground, KY, 40379. The property is zoned R-1B, single-family residential. The applicable provisions are KRS 100.243 and The Schedule of Dimension Area Regulations. Notices were given. Staff recommended denial.

Smith presented the application, background, recommended findings, and conditions of approval. Staff found that the variance did not meet the criteria outlined in KRS 100.243. Based on the recommended findings, Staff recommended denial.

The Applicant stated that the house in question is pre-existing and that the variance would allow for increased utility of the home, going on to state that the variance would preserve the character of the neighborhood.

After discussion, **motion by Swartz, second by Polley, the Board unanimously approved the application based upon the adopted findings that the residence is pre-existing, that the variance would preserve character, and that the variance represents the minimum relief necessary for reasonable residential property use. Approval was subject to the conditions of approval listed in the staff report.**

Amendments to by-laws, including the potential addition of two members of quorum, were discussed. It was noted that these items would be further discussed at subsequent meetings.

There being no further business, the meeting was adjourned.

Approved:

_____
Billy Swartz, Chairperson

Attested:

_____
Zachary Osborne, Board Attorney

CONDITIONAL USE PERMIT APPLICATION
3500 MAIN STREET
Staff Report to the Stamping Ground Board of Adjustment
November 17th, 2026

FILE NUMBER: **SG-2026-02.**

PROPOSAL: Home occupation (a small-scale tattoo parlor).

LOCATION: 3500 Main Street.

APPLICANT: Adrianne Wise.

CONSULTANT: Shawn Coots (property owner).



STATISTICS:

Zone:	R-1A (Single-Family Residential) & C-1 (Conservation).
Surrounding Zone (s):	R-1A, C-1, & I-1.
Site Acreage:	0.37 acres.
Access (Direct):	Main Street.
Access (Nearest Arterial):	Main Street.

BACKGROUND:
Adrianne Wise (hereinafter referred to as "Applicant") is requesting a conditional use permit for a home occupation within an existing residence upon the property addressed 3500 Main Street (hereinafter referred to as "Project Site"). The proposal is for a 165-square-foot tattoo parlor within an existing residence, with service offered by appointment only.

The Project Site is a legal lot-of-record (Deedbook 465, Page 572). There are no previous applications to the Stamping Ground Board of Adjustment for the Project Site.

While the lot is split-zoned both R-1A and C-1, this proposal would be located exclusively within the R-1A segment of the lot, which makes R-1A standards the applicable zoning regulations in this case. As stated, the proposal is for a home occupation, and as such it must be reviewed in accordance with conditional use regulations.

ISSUES & ANALYSIS:
Conditional Uses:
Per the *Zoning Ordinance*, home occupations are a conditional use for this property, zoned R-1A. Conditional uses are defined by Kentucky state law as operations/land uses which may

provide a beneficial service to the community but may also require additional review to ensure that said operations are appropriate for the specific area or zone in which they would locate (KRS 100.111[6]). Conditional uses should not pose hazard or nuisance to surrounding neighbors; nor should they be to the detriment of public health, safety, or welfare; nor should they negatively alter the character of the surrounding area in an appreciable way.

The Board of Adjustment is legally empowered to review conditional uses; such review process includes proposal elements such as scale, hours of operation, parking concerns, traffic generation, as well as any other potential effects to surrounding properties. The Board may approve or deny any application for a conditional use based upon findings of fact regarding the use or the impacts which it may be reasonably expected to create; the Board may also—if deemed necessary—attach reasonable conditions to any approved conditional use to further ensure that the operations in question would not affect surrounding neighbors (KRS 100.237).

Home Occupations as Conditional Use:
Home occupations are defined as professional or personal services conducted within a dwelling, or an accessory building, within a residential zone (in this case R-1A). These operations are defined as consisting of one professional staff member with no additional hired staff.

Home occupations are defined as a conditional use because commercial operations within a residential neighborhood may require a more detailed level of review to prevent disturbance to neighbors. As such, a home occupation must meet the following requirements:

1. It must not exceed 300 square feet (or 25% of the ground floor area of the structure, whichever is less);
2. It must not result in any exterior evidence (aside from a 5-square-foot sign);
3. It must not generate any atmospheric pollution, light flashes, glare, odor, noise, vibration or truck traffic, or other heavy traffic (*Zoning Ordinance*).

As this proposal is for a home occupation, it must meet the defining criteria listed above.

Proposal Analysis:
The proposal is for a small tattoo studio, with service available by appointment only. Only one client would be served at a time. The operator of the business would be the resident of the home. Business would take place within a 165-square-foot room within an approximately 1,700-square-foot existing residence. There would be no exterior evidence or exterior operations, nor would any new structures be added. The residential nature of the site would remain as the primary land use.

Given the 165 square feet of operating area and the singular staff member, as well as the fact that the business would operate by appointment only, there would be very little business traffic, likely no more than one-to-two cars per hour. There would also be little-to-no likelihood of parking issues; the Applicant has stated that there would be space for up to 4 vehicles upon the property, and Staff concurs with this claim. Attached within this packet is a Streetview image provided by Staff, depicting space for up to 4 vehicles on the site.

Closing Analysis:
The application would meet the criteria for a home occupation as a conditional use. Given the business' limited scale and the appointment-only business model, it is very unlikely to create

undesirable impacts such as excessive traffic, noise, parking overflow, or other such issues. Staff finds that there would be no appreciable off-site impact. With recommended conditions, the proposal would satisfy Kentucky statutory zoning laws as well as the *Zoning Ordinance*.

Findings:

1) The Project site is a 0.37-acre property, zoned both R-1A and C-1.
2) This proposal would be located exclusively upon the R-1A portion of the property.
3) This proposal is for a home occupation; taking the form of a small-scale tattoo shop.
4) Home occupations are a conditional use in the R-1A zoning district subject to a specific set of criteria.
5) Proposal would locate within a single 165-square-foot room within the existing residence.
6) Residential use of the property would remain the primary use.
7) The business would be operated by the resident.
8) Business would be conducted by appointment only.
9) The application meets the criteria for home occupations.
10) There would be little traffic generation; site has adequate parking area to host what is proposed.
11) The proposal would not affect the public health, safety, or welfare; nor would it create hazard or nuisance; nor would it alter the character of the neighborhood.

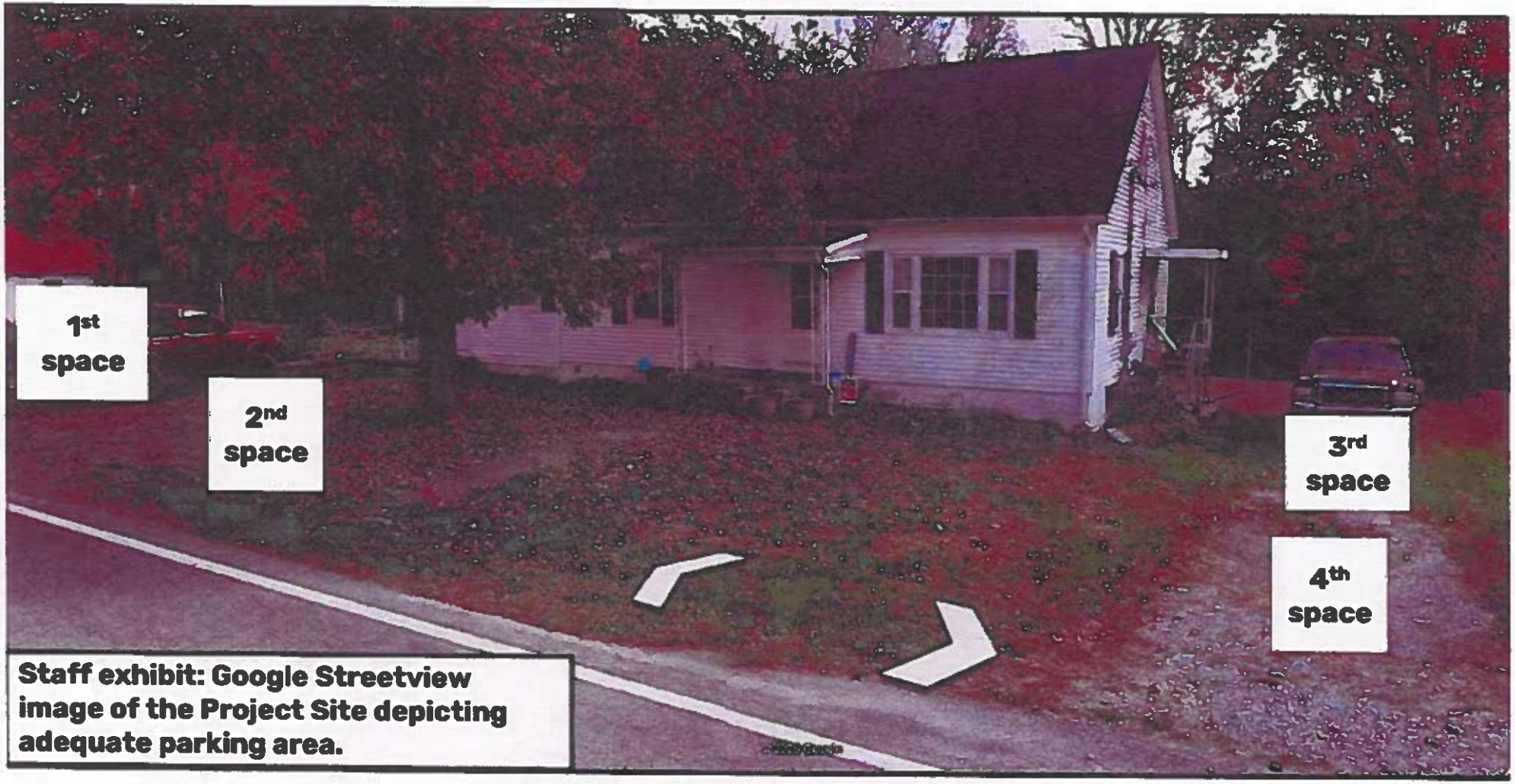
RECOMMENDATION:

Given the findings that the proposal meets the criteria for home occupations, Staff recommends **approval** of the proposal for a 165-square-foot tattoo shop conducted within a single room of the existing residence upon the property addressed 3500 Main Street. Should the Board motion to approve this application, Staff would recommend the Board apply the following.

Conditions of Approval:

1. This property is subject to all requirements of the *Georgetown – Scott County Zoning Ordinance* and *Subdivision and Development Regulations*.
2. The Applicant shall comply with all requirements of other federal, state, and local regulatory entities and shall provide copies to the Board of Adjustment of all permits issued on behalf of the Applicant as a result of this approval including, but not limited to, business-related certifications, licenses, regulatory permits, and any recertification when required.
3. Transfer, sale, or change in lease of the property shall nullify this permit.
4. The Applicant shall return to the Board prior to any changes, including any signage, any expansion of use or scope, or the hiring of additional staff.
5. No portion of the conditional use shall take place within the floodplain/C-1-zoned area.
6. Any waste generated as a result of on-site business, particularly needles, shall be disposed of in accordance with all applicable local, state, or federal waste management laws.
7. Clientele shall not utilize on-street parking.
8. Staff shall be limited to one professional (resident).
9. Hours of operation shall be limited from 9AM to 5PM, Monday through Friday, and 12PM to 6PM Saturday through Sunday.

10. If applicable, the business shall be recorded with the Scott County Revenue Commission, as well as any potentially necessary office of the City of Stamping Ground.



Staff exhibit: Google Streetview image of the Project Site depicting adequate parking area.

Georgetown-Scott County Planning
Commission
502-867-3701

230 E Main St.
Georgetown KY 40324

Record Report for Conditional Use Permit #CUP-26-0003

Record Overview

Record Number: CUP-26-0003

Record Type: Conditional Use Permit

Record Status: In Progress

Record Submitted At: Thursday September 24, 2026

Record Address: 3500 main st

Record Owner: Noah Smith

Record Applicant: Adrianne Coots

Form Submission

Project Name: Tatted on Main

Project Site:
3500 main st

Jurisdiction: Stamping Ground

Zoning District: A-1R

Is the applicant the owner of the project site?: No

Property Owner:
Shawn Coots
[redacted]

Applicant:
Adrianne Wise
[redacted]

Engineer/Reg. Land Surveyor/Consultant:
Adrianne Wise
[redacted]

Description of Use:

Request for a Conditional Use Permit for a home occupation to operate an appointment-only tattoo studio, Tatted on Main, within an existing 165-square-foot room of the residence. The studio will be operated by the resident and will provide tattoo services to clients by appointment only. No new construction or expansion of the residence is proposed for the business. The property will continue to be used primarily as a single-family residence.

Existing Use: Residential

Is a traffic study review required for this submission?: No

Size of Tract (acres): 0.37

Is this application for a Special Called Meeting?: Yes

I hereby certify that the information contained in this application and supporting attachments is true and correct. I acknowledge that if I withdraw my case, the paid fee will not be returned after legal notice have been submitted. If the applicant is not the owner of the project site, an affidavit will need to be completed.:



Signed in GovWell: Monday November 9, 2026, 10:00am

Generated Documents

No documents generated

Activity History

AutoCheck November 9, 2026, 10:01am	AutoCheck was run when the application was updated. 4 feedback items were generated; 0 were resolved.
Email November 4, 2026, 4:20pm	Subject: #CUP-26-0003 | Assigned to You (Adrianne Coots) [redacted] To: Noah Smith
AutoCheck October 14, 2026, 2:55pm	AutoCheck was run when the application was updated. 4 feedback items were generated; 0 were resolved.
AutoCheck October 14, 2026, 2:53pm	AutoCheck was run when the application was updated. 4 feedback items were generated; 0 were resolved.
Email October 14, 2026, 2:53pm	Subject: #CUP-26-0003 | New Task - Add to Meeting (Adrianne Coots) [redacted] To: Holden Fleming
Custom Task Completed October 14, 2026, 2:52pm	Noah Smith completed the task "Staff Report Written".
Email October 6, 2026, 3:25pm	Subject: #CUP-26-0003 | New Task (Adrianne Coots) [redacted] To: Noah Smith
Email October 6, 2026, 3:24pm	Subject: #CUP-26-0003 | New Task - Staff Report Written (Adrianne Coots) [redacted] To: Holden Fleming
Email October 5, 2026, 10:46am	Subject: #CUP-26-0003 | New Task - Additional Documentation - No Sign (Adrianne Coots) [redacted] To: Adrianne Coots
Email September 29, 2026, 2:19pm	Subject: #CUP-26-0003 | Thank You For Your Payment (Adrianne Coots) [redacted] To: Adrianne Coots
Email September 29, 2026, 2:19pm	Subject: #CUP-26-0003 | New Task - Inspection (Adrianne Coots) [redacted] To: Holden Fleming
Payment September 29, 2026, 2:19pm	Shawn coots paid fees in the amount of $150.00.
Email September 29, 2026, 10:29am	Subject: #CUP-26-0003 | Payment is Required (Adrianne Coots) [redacted] To: Adrianne Coots

Payment September 29, 2026, 10:28am	Carol Madden requested fees in the amount of $150.00.
Email September 29, 2026, 10:23am	Subject: #CUP-26-0003 | New Task (Adrianne Coots) [redacted] To: Noah Smith
Task Reassigned September 29, 2026, 10:23am	Noah Smith reassigned Request Fees from Janie Herrington to Noah Smith.
Email September 29, 2026, 10:23am	Subject: #CUP-26-0003 | New Task - Add Fees (Adrianne Coots) [redacted] To: Janie Herrington
Status Changed September 29, 2026, 10:23am	From: Submitted To: In Progress
Email September 28, 2026, 9:03am	Subject: CUP-26-0003 — Task Route for Review is due today To: Carol Madden
Email September 27, 2026, 9:02am	Subject: CUP-26-0003 — Task Route for Review is due tomorrow To: Carol Madden
AutoCheck September 25, 2026, 1:35pm	AutoCheck was run when the applicant addressed review comments. 3 feedback items were generated; 0 were resolved.
Email September 25, 2026, 1:34pm	Subject: #CUP-26-0003 | Applicant Responded to Comments (Adrianne Coots) [redacted] To: Carol Madden
Application Updated September 25, 2026, 1:34pm	Adrianne Coots updated the application
Email September 25, 2026, 9:38am	Subject: #CUP-26-0003 | Your Action is Required (Adrianne Coots) [redacted] To: Adrianne Coots
Application Review Updates Requested September 25, 2026, 9:38am	Noah Smith reviewed the application and left the following comment: Hi Miss Coots, This is Noah Smith, Staff with the Stamping Ground Board of Adjustment. Thank you for applying. I am requesting a few minor clarification to your digital application here, as follows: 1. please denote the square footage the tattoo shop would take within the residence. 2. please confirm plans for signage (or, if you don't want signage, please also confirm) 3. Please confirm that you would be the only staff to this use. Really just a sentence or two confirming these would work for us.
Email September 25, 2026, 8:39am	Subject: #CUP-26-0003 | New Task - Application Review (Adrianne Coots) [redacted] To: Noah Smith
Application Review Routed September 25, 2026, 8:39am	Carol Madden routed the application for review.
AutoCheck September 24, 2026, 5:46pm	AutoCheck was run when the application was submitted. 3 feedback items were generated; 0 were resolved.
Email September 24, 2026, 5:46pm	Subject: #CUP-26-0003 | New Task - Route for Review (Adrianne Coots) [redacted] To: Carol Madden
Email September 24, 2026, 5:46pm	Subject: New Application for Review | #CUP-26-0003 To: Holden Fleming

Email September 24, 2026, 5:46pm	Subject: #CUP-26-0003 | Georgetown: Submission Received and Status Tracker (Adrianne Coots)[redacted] To: Adrianne Coots
Email September 24, 2026, 5:46pm	Subject: New Application Alert To: Carol Madden and Janie Herrington
Record Submitted September 24, 2026, 5:46pm	Adrianne Coots submitted the application.

HOME OCCUPATION – SUPPORTING STATEMENT

Applicant: Adrianne Wise

Property Address: 3500 Main St

Jurisdiction: City of Stamping Ground

Zoning District: R-1A

Proposed Home Occupation: Appointment-only tattoo studio

Business Name: Tatted on Main

I am requesting approval to operate a small, appointment-only tattoo studio as a home occupation within an existing room of my residence.

The proposed studio is located within an existing **15-foot by 11-foot room, totaling approximately 165 square feet**. The business will be operated by the resident and will remain secondary to the residential use of the property.

A. Size and Residential Use

The proposed tattoo studio will occupy approximately 165 square feet of the residence. No additional building or expansion is proposed for the business. The remaining portions of the residence will continue to be used as a private residence.

B. Exterior Appearance

No exterior alterations are proposed for the purpose of operating the home occupation. The business will not require outdoor work areas, outdoor storage, or exterior business activities.

C. Impact on the Surrounding Area

The studio will operate **by appointment only** rather than as a walk-in business. Client visits will be scheduled individually, which is intended to limit the number of people coming to the property at any given time. The proposed use is an indoor tattoo studio and will not involve manufacturing, outdoor activities, or heavy equipment.

The home will continue to function primarily as a residence, and the proposed home occupation will be conducted within the existing 165-square-foot room.

I respectfully request approval of the Home Occupation Conditional Use Permit for the proposed use.

Applicant Signature: _____ Date: _____

Noah Smith

From: Adrianne Coots [redacted]
Sent: Tuesday, October 13, 2026 4:44 PM
To: Noah Smith
Subject: Re: Affidavit for 3500 Main Street

To whom it may concern parking for tatted on main will be in a separate area from residential parking and exists of two spots for customers and two spots for residents. Majority of the time only one parking spot will be needed by customer as i am tattooing by appointment only and will only see one person at a time.
Sent from my iPhone

On Oct 13, 2026, at 3:28 PM, Noah Smith [redacted] wrote:

Miss Wise,

Please fill this out at your earliest convenience. Thank you!

Thank you,

Noah Smith
Planner I
Georgetown-Scott County Planning Commission
[redacted]

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<Affidavit of Representation.pdf>

Re: Affidavit for 3500 Main Street

Adrianne Coots [redacted]
To Noah Smith

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Georgetown/Scott County Planning Commission
230 East Main Street, Georgetown, Kentucky 40324
502-867-3701

AFFIDAVIT

This Affidavit certifies that Shawn Coots can represent my interest at the Planning Commission/Board of Adjustment Public Hearing scheduled for October 21st to discuss the 3500 main street project.

Owner or Owners Agent*

SUBSCRIBED AND SWORN to before me by Shawn Coots, Applicant. On this the 14th day of October, 2024.

Cody Ray Brumley KYNP105379
Notary Public
State at Large

10/02/2029
Expiration date

Cody Ray Brumley NOTARY PUBLIC STATE AT LARGE, KENTUCKY

Owners Agent must be verified by notarized letter from the owner indicating the responsibilities of the agent.

Noah Smith

From: Noah Smith
Sent: Thursday, October 29, 2026 4:24 PM
To: Adrianne Coots
Subject: RE: SGBoA meeting date

Miss Coots,

I understand. It will be for certain.

Thank you,

Noah Smith
Planner I
Georgetown-Scott County Planning Commission
[redacted]

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From: Adrianne Coots [redacted]
Sent: Thursday, October 29, 2026 3:59 PM
To: Noah Smith [redacted]
Subject: Re: SGBoA meeting date

It will have to work. As long as its gonna be that day for certain this time. I appreciate you reaching out with the new date.
Sent from my iPhone

> On Oct 29, 2026, at 1:00 PM, Noah Smith [redacted] wrote:
>
> Hi Miss Coots,
>
> Does November the 17th work to discuss your application? The board has indicated that is the best date for them to all be there.
>
> Thank you,
>
> *Noah Smith*
> Planner I
> Georgetown-Scott County Planning Commission
> [redacted]

Georgetown - Scott County Planning Commission
Planning · Engineering · GIS

Reference Case No. SG-2026-02

October 30th, 2026

Dear Resident/ Property Owner,

As an adjoining property owner, you are being notified that Adrianne Wise has filed a conditional use permit proposal with the Stamping Ground Board of Adjustment in order to allow for a home occupation for a small tattoo parlor, conducted within a single room of an existing residence, upon the property addressed 3500 Main Street.

You are being notified about this application because your property is within 100 feet of the site for this application, numbered SG-2026-02.

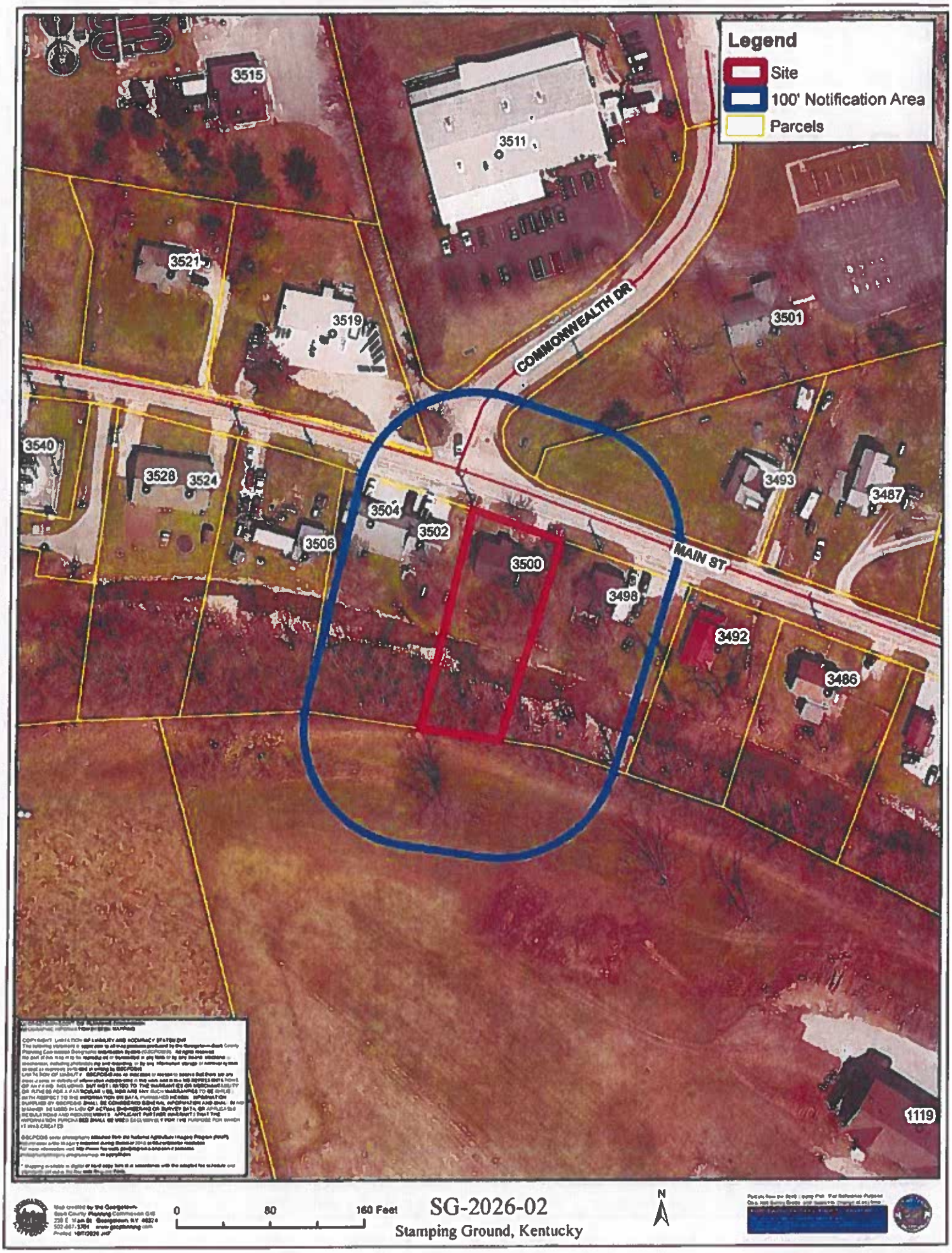
The application will be considered by the Board on **November 17th, 2026** in the City of Stamping Ground City Hall building (3374 Main Street, Stamping Ground, KY). The meeting will begin at 6 PM EST/5PM CST. All interested persons are invited to participate. You are encouraged to attend this meeting if you have concerns, or if you would like to voice your support or opposition to the application.

If you have any questions or concerns, please contact me by email at [redacted] or by phone at 502-867-3701.

Sincerely,

noah smith

Noah Smith
Planner I
GSCPC


Legend
Site
100' Notification Area
Parcels
3515
3511
3521
3519
COMMONWEALTH DR
3501
3540
3528
3524
3504
3502
3506
3500
MAIN ST
3493
3487
3498
3492
3486
1119
0
80
160 Feet
SG-2026-02
Stamping Ground, Kentucky
N

OID	MapNumber	Owner1	Owner2	MailAddress	CityStateZ	Complete_A
0	038-00-014 000	HEIRLOOM HOLDINGS LLC		3614 NORTHUMBERLAND DR	LOUISVILLE KY 40245-1808	3519 MAIN ST
1	038-00-015 000	GREEN THOMAS J JR		3508 MAIN ST	STAMPING GROUND KY 40379	3508 MAIN ST
2	038-00-017 000	PZZF LLC		216 E JACKSON ST	GEORGETOWN KY 40324-1616	3502 MAIN ST
3	038-00-018 000	COOTS SHAWN		3500 MAIN ST	STAMPING GRD KY 40379-8630	3500 MAIN ST
4	038-00-019 000	EMPIRE INVESTMENTS LLC	ATTN KAYLA & ROB JONES MEMBERS	PO BOX 183	STAMPING GRD KY 40379-0183	3501 MAIN ST
5	038-00-020 000	BROOKS MICHAEL A		3483 MAIN ST	STAMPING GROUND KY 40379-8618	3483 MAIN ST
6	038-00-021 000	MCGLAMERY JULIE & ROBERT		359 STONETOWN RD	STAMPING GRD KY 40379-8769	3486 MAIN ST
7	038-00-027 001	DESHAY DAVID C & CHRISTINA M		1119 WOODLAKE RD	STAMPING GROUND KY 40379	1119 WOODLAKE RD

Noah Smith

From: City of StampingGround [redacted]
Sent: Friday, October 30, 2026 4:23 PM
To: Noah Smith
Cc: Tonya Morrow; The Law Office of Zachary T. Osborne; hotrodbillbill; Brad Polley; Jennifer Jones; Holden Fleming; Elise Ketz
Subject: Re: Stamping Ground Board of Adjustment: Special-Called Meeting: New Date

This is posted in the window.

Thank you,
Michelle Randolph
Asst. City Clerk
[redacted]

"We don't make mistakes, just happy little accidents." - Bob Ross

On Fri, Oct 30, 2026 at 4:15 PM Noah Smith [redacted] wrote:

All,

Please find attached a copy of the agenda for the November 17th meeting. Notices were sent today.

Thank you,

Noah Smith

Planner I

Georgetown-Scott County Planning Commission

[redacted]

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Noah Smith

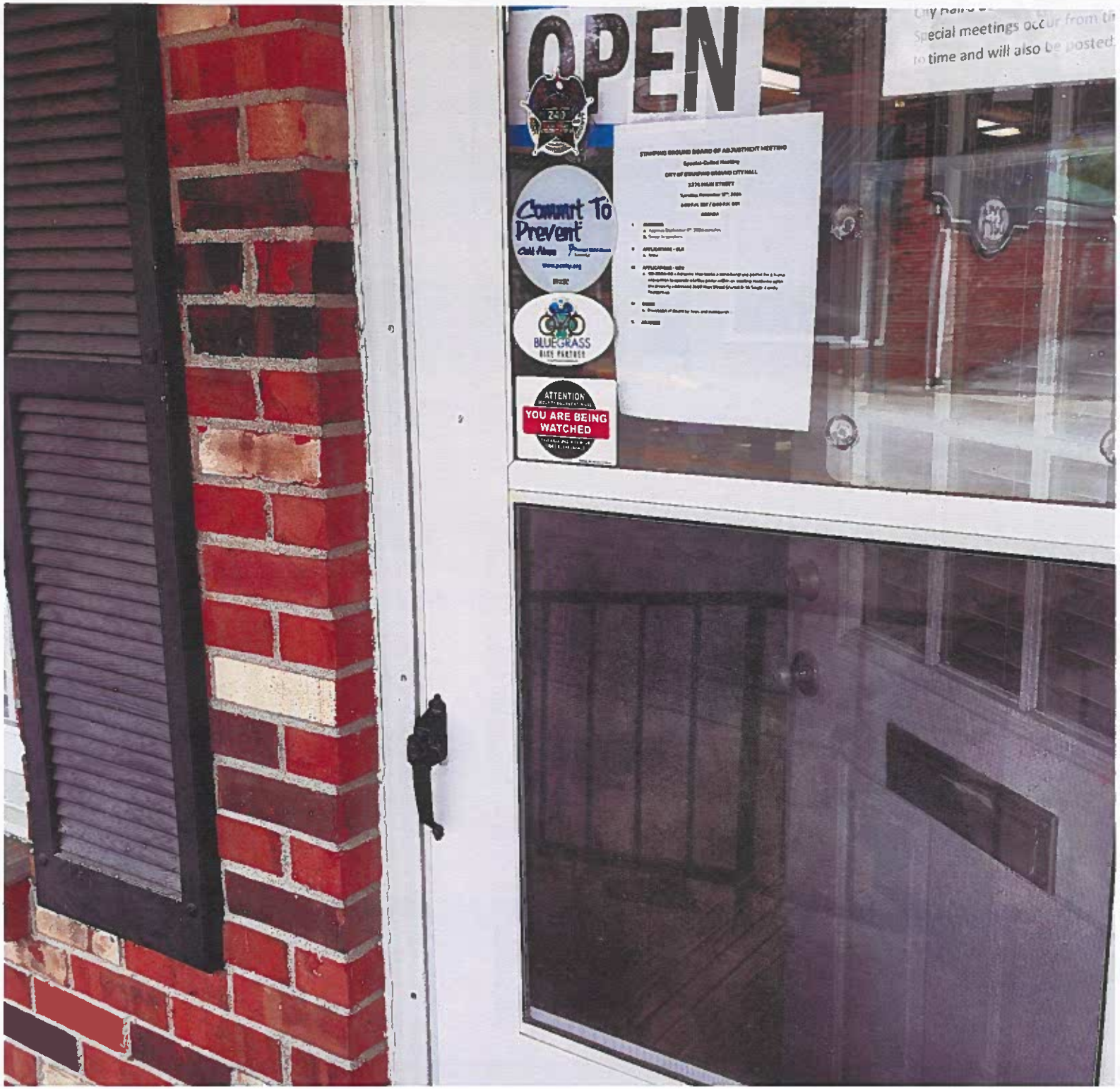
From: City of StampingGround [redacted]
Sent: Monday, November 9, 2026 8:29 AM
To: Noah Smith
Subject: Fwd:
Attachments: 20261106_152922.jpg; 20261106_152903.jpg

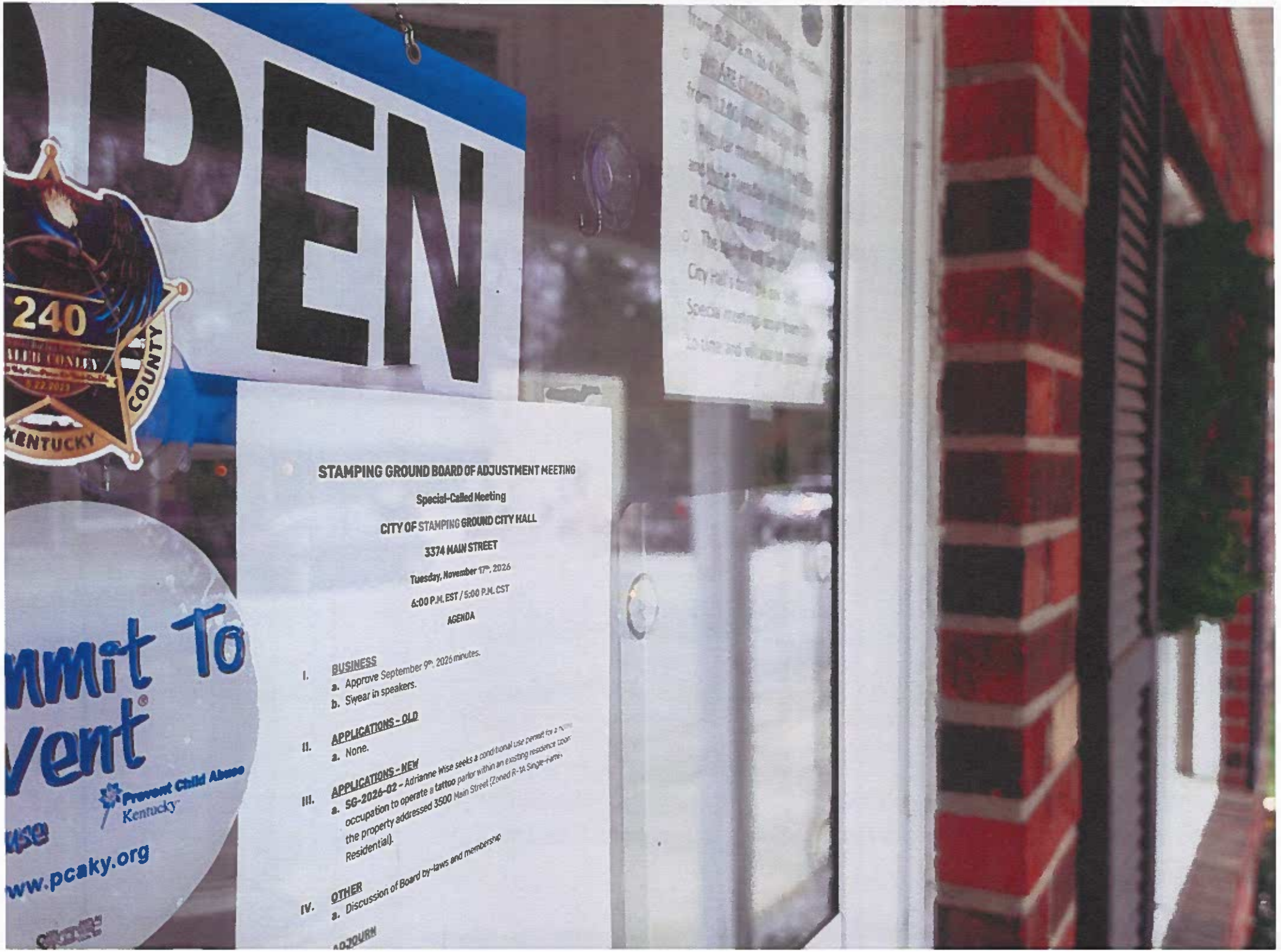
Sorry I didn't send Friday. See attached.
Hope you had a great weekend Noah!

Thank you,
Michelle Randolph
Asst. City Clerk
[redacted]

"We don't make mistakes, just happy little accidents." - Bob Ross

---------- Forwarded message ---------
From: **Michelle Randolph** [redacted]
Date: Sat, Nov 7, 2026 at 8:40 AM
Subject:
To: City of StampingGround [redacted]


OPEN
Special meetings occur from ti
to time and will also be posted
STRIPPING GROUND BOARD OF ADJUSTMENT MEETING
CITY OF STRIPPING GROUND CITY HALL
Commit To Prevent
BLUEGRASS
ATTENTION
YOU ARE BEING WATCHED


PEN
240
COUNTY
KENTUCKY
STAMPING GROUND BOARD OF ADJUSTMENT MEETING
Special-Called Meeting
CITY OF STAMPING GROUND CITY HALL
3374 MAIN STREET
Tuesday, November 17th, 2026
6:00 P.M. EST / 5:00 P.M. CST
AGENDA
I. BUSINESS
a. Approve September 9th, 2026 minutes.
b. Swear in speakers.
II. APPLICATIONS - OLD
a. None.
III. APPLICATIONS - NEW
a. SG-2026-02 – Adrianne Wise seeks a conditional use permit for a home occupation to operate a tattoo parlor within an existing residence upon the property addressed 3500 Main Street (Zoned R-1A Single-Family Residential).
IV. OTHER
a. Discussion of Board by-laws and membership
ADJOURN
nmit To
vent
Prevent Child Abuse
Kentucky
ww.pcaky.org

Noah Smith

From: Noah Smith
Sent: Thursday, November 5, 2026 4:13 PM
To: 'Lori Baker'
Cc: Jack Thomas; Holden Fleming; Elise Ketz
Subject: RE: Stamping Ground BoA Special-called meeting: advertisement request and notice to paper

Thank you very much!

Thank you,

Noah Smith
Planner I
Georgetown-Scott County Planning Commission
[redacted]

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From: Lori Baker [redacted]
Sent: Tuesday, November 3, 2026 9:43 AM
To: Noah Smith [redacted]
Cc: Jack Thomas [redacted]; Holden Fleming [redacted]; Elise Ketz [redacted]
Subject: Re: Stamping Ground BoA Special-called meeting: advertisement request and notice to paper

Thanks this was received. I'll get this put together to run in the Friday, November 6 edition of the News-Graphic.

-Lori Baker
Georgetown News-Graphic
[redacted]

On Oct 30, 2026, at 4:13 PM, Noah Smith [redacted] wrote:

Hello, representatives of the News Graphic,

The GSCPC would like to run the following notice in the papers, Friday of next week if possible.

"Notice of Special-Called meeting of the Stamping Ground Board of Adjustment:
On Tuesday, November 17th, at 6 PM ET / 5 PM CT in the Stamping Ground City Hall Building (3374 Main Street, Stamping Ground, KY, 40379), the Stamping Ground Board of Adjustment will convene to hear a conditional use permit application for a home occupation upon the property addressed 3500 Main Street (Stamping Ground, KY, 40379). The Board will also discuss proposed amendments to its own by-laws. You can reach the Georgetown - Scott County Planning Commission at 502-867-3701 with any questions. A copy of the meeting packet will be made available upon the GSCPC website as soon as it becomes available."

This email is also intended to legally notify the paper (see attached agenda), pursuant to state statute. Please let us know the necessary fees to run the ad, and if Friday is a feasible date.

Thank you,

Noah Smith
Planner I
Georgetown-Scott County Planning Commission
[redacted]

Security Alert: *We will never ask for sensitive information (payments, passwords, banking details) via email. If this message is unexpected, please contact us directly before clicking links or opening attachments.*

<AGENDA NOV .pdf>

Pursuant to Section 324, Title III of the 1986 Federal Superfund Amendments and Reauthorization Act (SARA) of 1986 (PL 99-499), the following information is provided in compliance with Community Right-to-Know requirements of the SARA Law, and the open meetings and open records provisions

Chairman of the Scott County Emergency Planning Committee, 2200 Cincinnati Pike, Georgetown, Kentucky 40324, or contact by telephone at (502) 863-7848. The Scott County Emergency Planning Committee conducts meetings at Georgetown/ Scott County Emergency Management Agency and Office of Homeland

of the public may request to be notified of regular or special meetings as provided in KRS 61.820 and KRS 61.825. Records of the planning Committee, including the county emergency response plan, safety data sheets, and inventory forms, or any follow-up emergency notices as may subsequently be issued, are open for

Emergency Management Agency and Office of Homeland Security Staff at 2200 Cincinnati Road, Georgetown, Kentucky, as required by the Kentucky Open Records Law, or by calling (502) 863-7848. The local 24-hour telephone number for purposes of emergency notification, as required by SARA, is 911 or (502) 863-7820.

GEORGETOWN-SCOTT COUNTY PLANNING COMMISSION 11/06/2026

Hearing for zoning amendment regarding use of land for farm stands Nov. 12

Notice of Public Hearing for Zoning Ordinance Text Amendment for Agricultural Uses (Farm Stands):

On Thursday, November 12th, at 6 PM ET / 5 PM CT in the Scott County Fiscal Courtroom (101 East Main Street, Georgetown KY 40324), the Planning Commission will consider a text amendment to sections 2.1, 2.5, and 4.1 of the Georgetown-Scott County Zoning Ordinance. The proposed amendment would pertain to land uses defined as farm stands. Public comment will be open, and all interested persons are invited to attend. You can reach the Georgetown - Scott County Planning Commission at 502-867-3701 with any questions. A copy of the Zoning Ordinance as well as the proposed draft will be made available on the GSCPC website.

STAMPING GROUND BOARD OF ADJUSTMENTS 11/06/2026

Meeting to hear conditional use permit application for Main Street home Nov. 17

Notice of Special-Called meeting of the Stamping Ground Board of Adjustment:

On Tuesday, November 17th, at 6 PM ET / 5 PM CT in the Stamping

ing (3374 Main Street, Stamping Ground, KY, 40379), the Stamping Ground Board of Adjustment will convene to hear a conditional use permit application

upon the property addressed 3500 Main Street (Stamping Ground, KY, 40379). The Board will also discuss proposed amendments to its own by-laws. You can reach

County Planning Commission at 502-867-3701 with any questions. A copy of the meeting packet will be made available upon the GSCPC website as soon

canceled, combined meeting Dec. 16

PUBLIC NOTICE
MEETING DATE CHANGE

The Georgetown/ Scott County Tourism Commission's regularly scheduled November and December meetings are canceled. We will hold a combined meeting on Wednesday, December 16, 2026, at 8:00 a.m. at 399 Outlet Center Drive, Georgetown.

Who cares about public notices?

YOU SHOULD

You have the right to know what's happening in your community.

Public notices – information local governments are obligated to provide citizens – are required to be published in local newspapers to provide a public record that's accessible to everyone.

Public notices keep you informed about your government. But, in some states legislators are trying to keep public notices from appearing in local newspapers. This severely impacts government transparency and, in turn, limits the public's right to hold them accountable for their actions.

Let your state legislators know that you value being able to

STAMPING GROUND
BOARD OF ADJUSTMENTS BY-LAWS

BY-LAWS OF THE BOARD OF ADJUSTMENT OF THE CITY OF STAMPING GROUND, KENTUCKY

ARTICLE I

OBJECTIVES

The objectives and purposes of the Board of Adjustment of the City of Stamping Ground, Kentucky, are those set forth in Kentucky Revised Statutes Chapter 100 and amendments and supplements thereto and any additional powers and duties delegated to the Board of Adjustment by the Georgetown-Scott County Planning Commission in accordance with the above mentioned enabling law.

ARTICLE II

OFFICERS AND THEIR DUTIES

SECTION 1.

The officers of the Board of Adjustment (hereafter referred to as the Board) shall consist of a chairperson (hereafter referred to as Chair).

SECTION 2.

The Chair shall be the presiding officer at all meetings and hearings of the Board and shall perform their duties and conduct all meetings and hearings.

SECTION 3.

The Chair's general duties are: To open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily arise in the course of proceedings and to announce the result of the vote; to vote on all matters if they so chooses; to protect the Board from unnecessary or frivolous motions by not recognizing them; to speed up proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice pertinent to pending business; and to authenticate, by their signature when necessary, all acts, orders, and proceedings of the Board.

SECTION 4.

The Chair shall conduct business only for the benefit of the Board and shall reflect no personal prejudice in any matter.

SECTION 5.

The Chair shall be elected by a vote of the majority of the members of the Board and shall serve a term of one (1) year or until a successor is elected and take office.

ARTICLE III

MEMBERSHIP

SECTION 1.

The Board shall consist of a total of 3 (three) members, appointed by the Mayor of Stamping Ground, subject to the approval of the Stamping Ground City Commission.

SECTION 2.

The term of office for all members of the Board shall be four years, with the appointments being staggered.

SECTION 3.

Whenever a vacancy occurs, the Board Chair shall immediately give the appointing authority notice that the vacancy exists. The appointing authority shall have sixty days from the date the vacancy occurs to fill the vacancy.

ARTICLE IV

MEETINGS

SECTION 1.

All members of the Board must be present in order to constitute a quorum. Before any business can be conducted by the Board a quorum must be present at a properly called meeting. To transact any business, including appeals to the Board of Adjustments, a simple majority vote of those present shall be required. In the event of a tie vote on an appeal before the Board, further consideration shall be given and another vote shall be taken at the next regularly scheduled meeting. In the event that a tie vote occurs once again, the appeal will be deemed to have been disapproved.

SECTION 2.

Meetings shall be conducted at the call of the Chair. For all meetings the Chair shall notify all members of the Board by oral or written notice not less than seven (7) days in advance of all meetings. This notice shall contain the date, time, place, and subject(s) of discussion. No other

business may be discussed except by unanimous consent of the Board. The Chair may delegate the task of giving notice to the Zoning Administrator.

SECTION 3.

All meetings and hearings at which official action is taken shall be open to the general public.

ARTICLE V

ORDER OF BUSINESS

SECTION 1.

The order of business at regular meetings shall be:

(a) Roll Call
(b) Reading of Minutes of Previous Meeting
(c) Old and Unfinished Business
(d) New Business
(e) Adjournment

ARTICLE VI

TRANSACTION OF BUSINESS

SECTION 1.

Any member of the Board who has any financial interest in any question called to vote shall notify the Board of such interest and thus disqualify themselves from voting on the matter.

SECTION 2.

Any member of the Board who fails to notify the Board of their financial interest in a question called to vote, shall have their voting qualifications judged by the Board as to their amount of interest in the question and their right to vote on it.

SECTION 3.

Any member of the Board found to have any direct or indirect financial interest in a question called to vote shall not be considered in the quorum count prior to voting.

ARTICLE VII

HEARINGS

SECTION 1.

In addition to those required by law, the Board may hold public hearings at its discretion when it is apparent that such hearings will be in the public interest.

SECTION 2.

Any appeal to the Board or a request for a dimensional variance or conditional use permit shall be in writing accompanied by the fee established by the Zoning Commission and shall be heard by the Board after public notice has been given in accordance with KRS Ch. 424, as well as written notice to the applicant/appellant and the administrative official, when applicable, at least one week prior to the hearing. In addition, in the case of a conditional use permit where KRS 100.237 (6) or (7) are applicable, then the applicant shall provide the name and address of all individuals or entities to whom written notice must be given as required by that statute and the hearing shall be held at least fourteen (14) days after the date such written notice is given.

SECTION 3.

The matter before the Board shall be presented in summary by the secretary, the Zoning Administrator, or a designated member of the Board. The applicant/appellant shall next have privilege to the floor in order to make their presentation. Other interested persons next have privilege to the floor.

SECTION 4.

In the event that a party who has applied or appealed to the Board of Adjustment requests after the legal notice has been published that the public hearing be postponed, said party shall bear the expense of any subsequent legal notice publication. In the event that a party who has applied or appealed to the Board fails to appear at the public hearing and the Board is unable to render a decision based on the information previously submitted by the party, the Board may postpone the hearing, and said party shall bear the expense of any subsequent legal notice publication. Any party who has applied or appealed to the Board and who after the legal notice has been published withdraws their application or appeal shall be precluded from filing the same or similar application or appeal for a period of six (6) months from the date of the Board's action.

The Board may, in its discretion, by the vote of a simple majority of the total membership waive the six (6) month limitation on filing the same or similar appeal.

SECTION 5.

A record shall be kept of those speaking before the Board by the Secretary. Any requests for a transcript may be made by a party. The request must be made within 90 days following the public hearing, and the cost of preparation shall be borne by the requesting party.

ARTICLE VIII

AMENDMENTS

SECTION 1.

These bylaws may be amended by a vote of a simple majority of the total membership of the Board.

Adopted by:
City of Stamping Ground
Board of Adjustments

Date _____

STAMPING GROUND
BOARD OF ADJUSTMENTS BY-LAWS

By-laws of the BOARD OF ADJUSTMENT OF THE CITY OF STAMPING GROUND, KENTUCKY

ARTICLE I:

NAME

The name of this public body shall be the Stamping Ground Board of Adjustment (hereinafter referred to the "Board").

ARTICLE II

PURPOSE & OBJECTIVES

The objectives and purposes of the Board of Adjustment of the City of Stamping Ground, Kentucky, are those set forth in Kentucky Revised Statutes Chapter 100 and amendments and supplements thereto, and any additional powers and duties delegated to the Board of Adjustment by the Georgetown-Scott County Planning Commission in accordance with the above-mentioned enabling law.

ARTICLE III:

AUTHORITY

These bylaws are enacted in accordance with Kentucky Revised Statutes ("KRS") Chapter 100.

ARTICLE III:

GENERAL RULES ON MEMBERSHIP

SECTION 1

Membership, oath and terms of office, quorum, vacancies, removal of members, and other statutory requirements related to the Board's activities shall be as stated in KRS 100.

SECTION 2

Members shall be nominated by the Mayor of the City of Stamping Ground and approved by the City Commission of Stamping Ground, Kentucky.

SECTION 3

The Board shall consist of five (5) members, unless otherwise indicated by the adopted City of Stamping Ground Ordinance. Appointment shall be for a term of four (4) years.

SECTION 4

Whenever a vacancy occurs, the Board Chair shall immediately give the appointing authority notice that the vacancy exists. The appointing authority shall have sixty (60) days from the vacancy occurs to fill the vacancy.

ARTICLE IV

OFFICERS AND THEIR DUTIES

SECTION 1.

The Officers of the Board ~~of Adjustment (hereinafter referred to as the Board)~~ shall consist of a Chair and Vice Chair, ~~chairperson (hereinafter referred to as Chair).~~

SECTION 2.

The Chair shall be the presiding officer at all meetings and hearings of the Board and shall perform their duties and conduct all meetings and hearings. The Chair's general duties are: To open and call the meeting to order; to announce the business to be conducted; to recognized members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily arise in the course of proceedings and to announce the result of the vote; to vote on all matters if they so choose; to protect the Board from unnecessary or frivolous motions by not recognizing them; to speed up proceedings as much as possible to require order and sincerity in meetings; the inform the group present to a point of order or a practice pertinent to pending business; and to authenticate, by their signature when necessary, all acts, orders, and proceedings of the Board. The Chair shall conduct business only for the benefit of the Board and shall reflect no personal prejudice in the matter.

SECTION 3.

The Vice Chair shall preside in the absence of the Chair and shall have, during those absences, all authority and responsibilities of the Chair.

SECTION 4.

The Chair shall initiate the annual election at the first meeting of the Board for the calendar year. At such time, the Board shall elect a chair and vice chair by a vote of the majority of the members of the Board and shall serve a term of one (1) calendar year or until a

successor is elected and takes office. The meeting minutes shall contain reference to the elected chair and vice chair and the duration of their elected term.

SECTION 5.

Members shall not serve more than two (2) consecutive terms in the same office.

ARTICLE V
MEETINGS

SECTION 1.

The following shall be considered official meetings of the Board.

1. Regular meetings, if determined to be necessary by the Board in order to satisfy their duties to their appointment. Action to adopt a regular meeting schedule shall require an amendment of the by-laws of the Board pursuant to these by-laws and KRS 100.

2. Special meetings, called by the Chair in accordance with the notice requirements included in KRS 100. Meetings shall be conducted at the call of the Chair. For all meetings the Chair shall notify all members of the Board by oral or written notice not less than seven (7) days in advance of all meetings. This notice shall contain the date, place, and subject(s) of discussion. No other business may be discussed except by unanimous consent of the Board. The Chair may delegate the task of giving notice to the Zoning Administrator or their appointee.

SECTION 2.

Meeting shall be chaired by the Chair, or in the Chair's absence, the Vice-Chair. If neither the Chair nor Vice-Chair is present, the Board member with the longest tenure on the Board shall serve as acting chair. In that instance, the designated Board member shall assume all responsibilities outlined within these bylaws and KRS 100.

SECTION 3.

Pursuant to KRS 100, a **quorum shall consist of a simple majority of the total membership of the Board**. Before any business can be conducted by the Board, a quorum must be present at a properly called meeting. To transact any business, including appeals to the Board, a simple majority vote of those present shall be required. In the event of a tie vote on an appeal before the Board, further consideration shall be given and another vote shall be taken at the next regularly scheduled meeting. In the event that a tie vote occurs once again, the appeal will be deemed to have been disapproved.

SECTION 5.

All meetings and hearings at which official action is taken shall be open to the general public.

ARTICLE VII:
ORDER OF BUSINESS

SECTION 1.

The order of business at regular meetings shall be:

(a) Roll Call.
(b) Reading of Minutes of Previous Meeting
(c) Old and Unfinished Business
(d) New Business
(e) Other Business
(f) Adjournment

ARTICLE VIII
TRANSACTION OF BUSINESS

SECTION 1.

Any member of the Board who has any financial interest in any question called to vote shall notify the Board of such interest and thus disqualify themselves from voting on the matters.

SECTION 2.

Any member of the Board who fails to notify the Board of their financial interest in a question called to vote, shall have their voting qualifications judged by the Board as to their amount of interest in the question and their right to vote on it.

SECTION 3.

Any member of the Board found to have any direct or indirect financial interest in a question called to vote shall not be considered in the quorum count prior to voting.

ARTICLE IX
RULES OF PROCEDURES

SECTION 1.

Roberts Rules of Order, Newly Revised, shall govern proceedings of the Board.

SECTION 2.

Individual Members of the Board should not be privately contacted by interested parties regarding any matters over which the Board has jurisdiction. All such contacts should be reported to the Board and the substance of the conversation, if any, shall be noted on the record. All decisions of the Board shall be based only upon information in the record.

SECTION 3.

All proceedings before the Board shall be public hearings with all notices required by state law. Any request for an appeal, interpretation, or variance shall require a public hearing before the Board.

SECTION 4.

All proceedings before the Board shall be heard by the Board in the order of filing.

SECTION 5.

Board action may be taken only upon motion duly made and adopted. Failure of a motion to approve or deny is not Board action.

SECTION 6.

After approval of an appeal/interpretation/variance, the Planning Commission Office shall authorize the Building Inspection Office to issue a building permit or shall keep on file in the Planning Commission Office any other appropriate document upon which shall be state the Board's action and any duly approved conditions.

SECTION 7.

All witnesses before the Scott County Board of Adjustment shall be administered an oath as prescribed by law before offering testimony. This procedure shall govern the administration of oaths to witnesses and the record keeping of those oaths.

SECTION 8.

Signup Sheet: At the beginning of every Board meeting, a witness signup sheet will be available to persons attending the Board meeting. The signup sheet shall contain a listing of every application to come before the Board at that meeting, with sufficient space for the prospective witness' signature and address. The signup sheet shall bear instructions at the top of the page informing persons attending the Board meeting that all persons intending to testify before the Board must provide their signature and address in the section dedicated to the case in which they are interested and be administered an oath.

SECTION 9.

Announcement by the Chair: The Chair, before calling the first application, shall repeat the instruction from the signup sheet. Any person desiring to testify, who has not signed the sheet, shall come forward to sign. When all persons desiring to testify have signed, the Chair shall call the first application. Before calling the first witness, all persons signed up to testify in the hearing shall be asked to stand. The Chair shall read aloud the names of those signed up to testify. Each person whose name is called shall stand and be recognized. When all persons signed up to testify have been recognized and their names and addresses recorded, the Board Chair or any officer duly qualified shall administer them the oath prescribed by law.

SECTION 10.

Witnesses: As each witness approaches to testify, the Chair shall confirm, on the record, that he or she has signed in and been administered the oath.

SECTION 11.

Persons not signed up, who ask to testify: Anyone who asks to testify during a hearing, who has not previously been sworn, shall provide his or her signature and address and be administered the oath before testifying.

ARTICLE VII
HEARINGS

SECTION 1.

In addition to those required by law, the Board may hold public hearings at its discretion when it is apparent that such meetings will be in the public interest.

SECTION 2.

Any appeal to the Board or a request for a dimensional variance or conditional use permit shall be in writing accompanied by the fee established by the Georgetown-Scott County Planning Commission ~~Zoning Commission~~ and shall be heard by the Board after public notice has been given in accordance with KRS Ch. 424, as well as written notice to the applicant/appellant and the administrative official when applicable, at least one week prior to the hearing. All appeals and/or applications shall be noticed in accordance with those standards set in KRS 100 related to conditional use permits. ~~In addition, in the case of a conditional use permit where KRS 100.273 (6) or (7) are applicable, then the applicant shall provide the name and address of all individuals or entities to whom written notice must be~~

~~given as required by that statute and the hearing shall be held at least fourteen (14) days after the date such written notice is given.~~

SECTION 3.

The matter before the Board shall be presented in summary by the secretary, the Zoning Administrator or their appointee, or a designated member of the Board. The applicant/appellant shall next have privilege to the floor in order to make their presentation. Other interested persons next have privilege to the floor.

SECTION 4.

In the event that a party who has applied or appealed to the Board fails to appear at the public hearing and the Board in unable to render a decision based on the information previously submitted by the party, the Board may postpone the hearing, and said party shall bear the expense of any subsequent legal notice publication.

SECTION 5.

A record shall be kept of those speaking the Board by the Secretary. Any requests for a transcript may be made by a party. The request must be made within 90 days following the public hearing, and the cost of preparation shall be borne by the requesting party.

ARTICLE VIII

REQUEST FOR CONTINUANCE & WITHDRAWAL OF APPLICATION

SECTION 1.

Upon good cause, an application may be continued. No application may be continued more than three (3) months beyond the meeting at which the application is first scheduled to be heard, e.g. an application to be heard at an April meeting may be continued no further than the July meeting. An application for which a continuance is requested beyond three (3) months shall be deemed incomplete and as voluntarily withdrawn.

SECTION 2.

An application withdrawn pursuant to the section above may not be refiled for at least six (6) months.

SECTION 3.

All requests for continuance must be submitted no less than one (1) week prior to the scheduled hearing, e.g. the request for a continuance of a hearing schedule for a Thursday

must be received by the Planning Commission office no later than during business hours the preceding Thursday.

SECTION 4.

In the event that an applicant or party who has applied or appealed to the Board of Adjustment requests, that the public hearing be postponed or continued after the legal notice has been published ~~that the public hearing be postponed, said part~~ said applicant or party shall bear the expense of any subsequent legal notice publication which is required pursuant to KRS 100 and KRS 424, (et. al.).

SECTION 5.

Any party who has applied or appealed to the Board and who after the legal notice has been published withdraws their application or appeal shall be precluded from filing the same or similar application or appeal for a period of six (6) months from the date of the Board's action. The Board may, in its discretion, by the vote of a simple majority of the total membership waive the six (6) month limitation on filing the same or similar appeal.

ARTICLE V
APPEALS TO THE BOARD

SECTION 1.

Appeals to the Board may be taken by any person affected by any decision of the Planning Commission office on an issue subject to the Board's jurisdiction as provided by KRS 100.

SECTION 2.

The appeal shall be in writing on a form provided by the Planning Commission Office and approved by the Board. The form shall be supported by a site plan drawing, as applicable, showing all data pertinent to the request being made.

SECTION 3.

At the time the appeal is filed, the applicant shall pay a filing fee in the amount established by the Georgetown-Scott County Planning Commission for each matter submitted for Board determination. The appeal and filing fee shall be submitted on or before the filing deadline posted in the Planning Commission office.

SECTION 4.

Denied applications for a variance, conditional use permit, or administrative appeal may be re-filed within one (1) year of the date of the original filing only if good cause is shown.

ARTICLE VIII
AMENDMENTS

SECTION 1.

These bylaws may be amended at any regular meeting of the Board of Adjustment by a majority vote provided the proposed amendment is submitted to the Board in writing at the previous meeting. Prior to taking a final vote, the Board or, if designated by the Chair, the Zoning Administrator, shall notify the City of Stamping Ground City Commission of the Board's intent to amend their bylaws. Once such requirements are satisfied, a ~~by a~~ vote of simple majority of the total membership of the Board is required to amend the by-laws of the Board.

Passed and approved by _____ vote,

upon motion by _____, with second by _____,

this _____, 20_____.

Attested by:	Approved by:
_____	_____
Board Attorney	Board Chair