

# BOARD OF ADJUSTMENTS

The Madisonville Board of Adjustment (BOA) is comprised of three (3) Madisonville citizens who are appointed by the Mayor & City Council; their main responsibility is hearing requests for Conditional Use Permits and Dimensional Variances. The BOA also approves the replacement of existing mobile homes (not within a mobile home park or subdivision) and hears appeals regarding administrative decisions or interpretations of the Madisonville Zoning Ordinance by the Zoning Administrator. Current members of the BOA are: Kent Waide (Chairman), Jack Morris & Frank Williams.

BOA meetings are held on an "as called for" basis in the second-floor conference room of Madisonville Municipal Building located at 77 North Main Street (corner of Main & Arch); all meetings are open to the public.

## **PUBLIC HEARING PROCESS**

Application and payment is made to the Administrative Official. Notice of the request is given to adjoining property owners, via first class mail no more than 21 days nor less than 7 days in accordance with KRS 424.130(b) before date of said hearing. In cases where the subject property is located within or abutting a residential zoning district, written notice shall be at least 14 days in advance of the public hearing. Notice shall also be published in the local newspaper at least once no more than 21 days nor less than 7 days in advance of the hearing. The public hearing is held; any party may appear in person, or by an agent or attorney. The BOA, based upon the information presented during the hearing, will make a decision to grant or deny the request. Written findings of fact and a copy of the minutes will be sent to the applicant once the BOA has reviewed and officially approved them (this may take a few weeks).

## **LIMITS OF AUTHORITY**

The BOA shall act only within the strict limits of its authority as defined in the Zoning Ordinance and Kentucky Revised Statutes (KRS) Chapter 100. The BOA has no authority to vary the use regulations or other regulations not specifically delegated to it. The BOA shall not hold hearings on applications or appeals seeking decisions that the BOA is not authorized to make.

## **APPEALS FROM THE BOA**

Any person or entity claiming to be injured or aggrieved by the final decision of the BOA may seek relief by appeal to the Hopkins County Circuit Court within 30 days of the final action of the BOA.

*DEBBIE TODD, ZONING ADMINISTRATOR*

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