



PROJECT BRIEF – BZVCU-25-5

Application Date: 03/18/2025

Meeting Date: 04/14/2025

Application Description:

An application has been filed for a Conditional Use Permit (Cat. 121) to house a maximum of ten (10) residents - nine (9) Transitional Services residents and one (1) manager. Transitional Services rules to be maintained.

Current Zoning: Historic District Residential (HDR)	Project Location: 515 E Second St
Applicant: Kimberly S Taylor for Jefferson County Transitional Services	Owner: Jefferson County Transitional Services

Preliminary Staff Recommendation: Approve with Conditions

Conditions:

1. Renewal Term: 3 Years
2. Transitional Services rules to be maintained.
3. maximum of ten (10) residents - nine (9) Transitional Services residents and one (1) manager.

Reasoning:

Since the initial approval in 2020, staff has received no complaints.

History, Relevant Information, & Prior Approvals:

History:

CUP obtained by Kim Taylor in 2020. In 2022 ownership of the property changed from Taylors to Jefferson County Transitional Services. Staff discussed CUP with Ms. Taylor in 2024 as she asked for the permit to expire so that it can be issued in Jefferson County Transitional Services' name. Staff never received a new application until March 2025.

Prior Approvals:

CUP obtained by Kim Taylor in 2020

Surrounding Zoning and Land Use:

North: Historic District Residential (HDR)
South: Historic District Residential (HDR)
East: Historic District Residential (HDR)
West: Historic District Residential (HDR)



Comprehensive Plan, Ordinances, & Finding of Fact

Comprehensive Plan:

Future Land Use Designations (pg. 74-78)

NEIGHBORHOOD MIXED-USE

Neighborhood Mixed-Use refers to traditional neighborhoods with a historic development pattern such as those in the southern section of Madison generally between the bluff and the Ohio River. It is primarily a mix of single and two-family homes and small multifamily buildings with minimal setback from the street. This land use also includes some mixed-use commercial/residential properties. Some are on alleys with rear-loaded garages and in some cases only on-street parking, but typically these homes do not have front-loading garages unless at the rear of the lot. This designation surrounds the core around Main Street and much lies within the Historic District. There is a continuous network of blocks connected by streets and sidewalks that lead to parks, the central business and civic area. Vacant lots should be redeveloped with compatible infill that reflects the desired character of the neighborhood. This designation can also serve as a transition between lower density residential and commercial or business activities. Development should be connected to City utilities and public services.

Ordinance:

SECTION 6.15 – HISTORIC DISTRICT RESIDENTIAL (HDR) (Page 63-67)

A. General restrictions

1. Floor Area Ratio – No restriction
2. Lot Area – No restriction
3. Lot Width – No restriction
4. Side Yard and Rear Yard Setback – Minimum of three feet
5. Height Restriction – 45 feet
6. Signage within the Historic district – All signs within the Historical District require a Certificate of Appropriateness and must comply with the signage requirements of the City's Historic Ordinance 151.36.

C. Restrictions for Conditional Uses

All Conditional Uses permitted in the Official Schedule of Uses shall conform to the General Restrictions. In addition, the following restrictions, as appropriate, shall be observed:

1. Rooming and Boarding Houses, Fraternity, Sorority Houses, Residence Halls and Dormitories, Apartments, Condominiums and Tourist Homes (110, 111, 121, 122, 124, and 130)
 - a) For all apartments adjacent to single family structures side and back yards must be 20 feet.
 - b) Parking lots shall be placed behind or alongside the principal building and shall be screened from the view of the surrounding dwelling units. Further, no parking area shall be located within fifteen (15) feet of surrounding dwelling units.
 - c) Necessary lighting should not adversely affect any adjacent property. Such devices should be approved by the Plan Commission prior to installation.

Finding of Fact:

Finding of Fact #1 - Do you agree this is in fact a conditional use as established under the provisions of Article V and appears on the Official Schedule of Uses adopted by Section 7.00 for the zoning district involved?

The applicant has provided the following response:	Yes, In accordance with the Madison City Planning Commission Official Schedule of District Regulations, Category 121 is an approved use in Historic District Regulations contingent upon receiving a Conditional Use Permit.
Staff Response:	Yes, this type of use falls within Cat. 121 for room and boarding.

Finding #1 has been satisfied.

Finding of Fact #2 - Do you agree this will be harmonious with and in accordance with the general objectives, or with any specific objectives of the City's Comprehensive Plan and/or the Zoning Ordinance?

The applicant has provided the following response:	Yes. The planned usage of the property in question will be harmonious with and in accordance with the general objectives or with any specific objectives of the City's Comprehensive Plan and/or the Zoning Ordinance.
Staff Response:	The use of this property as room and boarding is allowed by conditional use and is therefore in accordance with the general objectives of the Zoning Ordinance. The Comprehensive plan lists this area as mixed use.

Finding #2 has been satisfied.

Finding of Fact #3 - Do you agree this will be designed, constructed, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area?

The applicant has provided the following response:	Yes. The desired use will be harmonious and appropriate in appearance with the character of the general vicinity and there will be no changes to the outside of the building and there will be no signage placed on the outside of the building.
Staff Response:	Yes, there will be no exterior changes to the existing building.

Finding #3 has been satisfied.

Finding of Fact #4 - Do you agree this will not be hazardous or disturbing to existing or future neighboring uses?

The applicant has provided the following response:	Yes. There will be no hazardous or disturbing impact to the neighborhood, currently nor planned for the future.
Staff Response:	Assuming the residents adhere to the rules provided, this should not be hazardous or disturbing to neighboring uses.

Finding #4 has been satisfied with the proposed conditions.

Finding of Fact #5 - Do you agree this will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structure, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services?

The applicant has provided the following response:	Yes. There will be no need to change any essential public facilities such as roadways, police or fire protection, drainage, schools or any other City of Madison provided services due to the intended usage of the property.
Staff Response:	Yes, public facilities already exist for this property.

Finding #5 has been satisfied.

Finding of Fact #6 - Do you agree this will not create excessive requirements at public expense for public facilities and services and will not be detrimental to the economic welfare of the community?

The applicant has provided the following response:	Yes. The intended usage of the property will not create additional requirements at public expense for public facilities and services and will not be detrimental to the economic welfare of the community.
Staff Response:	Since public facilities and services already exist, there will be no excessive requirements at the public's expense.

Finding #6 has been satisfied.

Finding of Fact #7 - Do you agree this will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors?

The applicant has provided the following response:	Yes. The intended usage will not include any activities, processes, materials, equipment and conditions of operations that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
Staff Response:	Given the mixed-use of the area, this use should not be of a detriment to the general welfare.

Finding #7 has been satisfied.

Finding of Fact #8 - Do you agree this will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares?

The applicant has provided the following response:	Yes. There will be no vehicular approaches to the property - curb parking only. The intended use of the property will not impact the surrounding community greater than that of the usage of a single family home since most residents will not have a vehicle while living at the property.
Staff Response:	Vehicular approaches to the property will not interfere with traffic. This property is located on the corner and has several on-street parking spaces along its property lines.

Finding #8 has been satisfied.

Finding of Fact #9 - Do you agree this will not result in the destruction, loss or damage of natural, scenic, or historic features of major importance?

The applicant has provided the following response:	Yes. There will be no destruction, loss or damage of the natural, scenic or historic features of the property or neighborhood as there will be no outward changes to the appearance of the building and no signage placed on the exterior.
Staff Response:	Since there will be no modifications to the exterior, this use will not result in loss or damage of historic features.

Finding #9 has been satisfied.

BZCU-25-6

Conditional Use Permit
Status: Active
Submitted On: 3/17/2025




Primary Location

515 E SECOND ST
MADISON, IN 47250

Owner

Jefferson County Transitional Services
INC
2ND ST 515 MADISON, IN 47250

Applicant

 Kimberly Taylor
 502-241-5483
 ruthhaven@gmail.com
 117 Presbyterian St.
Madison, IN 47250

General Information

Are you the property owner?*

Yes

Permit Information

Type of Application

Initial Application

Zoning Classification

Historic District Residential (HDR)

Legal Description of Property

011-03626-00 73 1/2 FT BY 59.8 FT OFF PT LOT 5 BLK 3 M I ADD E 11-125-57 (309 ST. MICHAELS AVE & 515 E 2ND ST)

Description of Existing Use

Property is currently used for housing (up to 10 women) for women who participate in recovery programming through the Ruth Haven program, administered by Jefferson County Transitional, Services, Inc. This property has been in use for this purpose since April 2020. A Conditional Use program was issued in 2020 in the name of Kimberly and Steven Taylor as they had originally purchased the property for this intended use until Jefferson County Transitional Services, Inc could secure a mortgage for the property.

Description of Proposed Use

There are no intended changes to the use of the property. In April 2024, a Conditional Use Permit application was submitted by Jefferson County Transitional Services, Inc. to change the applicant information and obtain a new Conditional Use Permit under their name. The organization was never notified as to the disposition of the application and was told in 2025 that a new application would need to be completed and submitted by March 21, 2025.

Proposed Schedule of Uses Category #

121

Narrative

Is this use in fact a conditional use as established under the provisions of Article V and appears on the Official Schedule of District Regulations adopted by Section 7.00 for the zoning district involved?*

Yes, In accordance with the Madison City Planning Commission Official Schedule of District Regulations, Category 121 is an approved use in Historic Distric Regulations contingent upon receiving a Conditional Use Permit.

Will this use be harmonious with and in accordance with the general objectives, or with any specific objective of the City's Comprehensive Plan and/or the Zoning Ordinance?*

Yes. The planned usage of the property in question will be harmonious with and in accordance with the general objectives or with any specific objectives of the City's Comprehensive Plan and/or the Zoning Ordinance.

Will this use be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area?*

Yes. The desired use will be harmonious and appropraite in appeanance with the character of the general vicinity and there will be no changes to the outside of the building and there will be no signage placed on the outside of the building.

Will this use not be hazardous or disturbing for existing or future neighboring uses?*

Yes. There will be no hazardous or disturbing impact to the neighborhood, currently nor planned for the future.

Will this use be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services?*

Yes. There will be no need to change any essential public facilities such as roadways, police or fire protection, drainage, schools or any other City of Madison provided services due to the intended usage of the property.

Narrative (Continued)

Will this use not create excessive additional requirements at public expense for public facilities and services and will not be detrimental to the economic welfare of the community?*

Yes. The intended usage of the property will not create additional requirements at public expense for public facilities and services and will not be detrimental to the economic welfare of the community.

Will this use not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors?*

Yes. The intended usage will not include any activities, processes, materials, equipment and conditions of operations that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

Will this use have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares?*

Yes. There will be no vehicular approaches to the property - curb parking only. The intended use of the property will not impact the surrounding community greater than that of the usage of a single family home since most residents will not have a vehicle while living at the property.

Will this use not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance?*

Yes. There will be no destruction, loss or damage of the natural, scenic or historic features of the property or neighborhood as there will be no outward changes to the appearance of the building and no signage placed on the exterior.

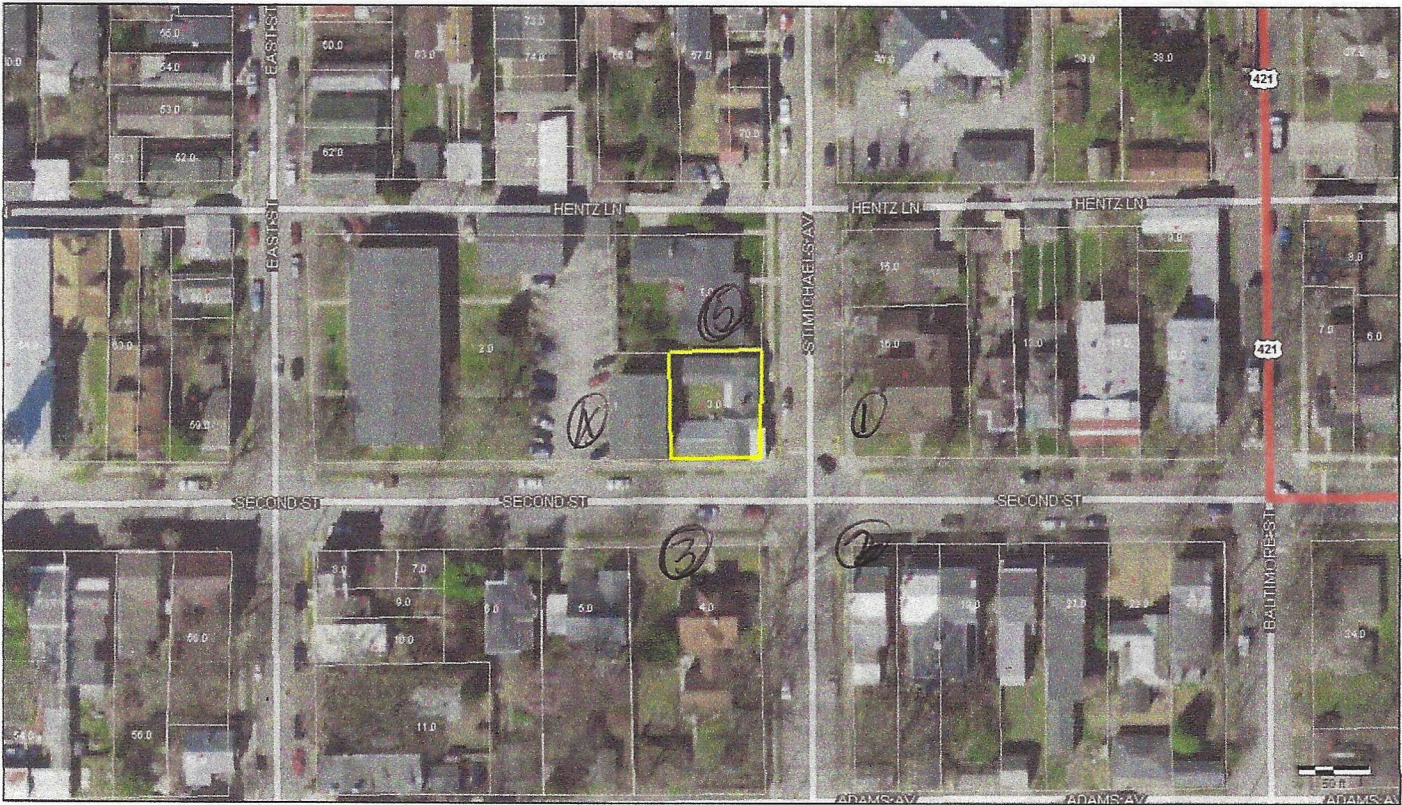
Acknowledgement

Certified letters MUST be mailed to adjoining property owners (includes owners of real estate at corners, accross streets, alleys or easements as well as others who may share a common boundary) at least ten (10) days prior to the meeting. The Planning Office can assist you in obtaining this information. Proof of the Certified Mail receipts and the corresponding returned green cards shall be given to the Planning Office at least one (1) working day prior to the scheduled meeting. The Board will not review the application unless these are received.

I certify that the information provided in this application is true and accurate to the best of my ability and I understand and agree to the Certified mail stipulations.

Digital Signature*

- ✔ Kimberly S Taylor, President Jefferson County
Transitional Services, Inc.
Mar 17, 2025



Type notes here <i>⑤ HENTZ LN/ADAMS AV</i> <i>20 East St Apt 1</i> <i>14051111 47250</i> <i>11-125-57-51-5</i> <i>Parcel 100 Parcel 100</i>	Printed 03/11/2020	The purpose of this map is to display the geographic location of a variety of data sources frequently updated from local government and other agencies. Neither WTH Technology nor the agencies providing this data make any warranty concerning its accuracy or merchantability. And no part of it should be used as a legal description or document.
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- General
- Bills
- Deductions
- Assessments

Owner and General Parcel Information

Property Card	Show Property Card
Tax History Data	Show Tax History
Sketches	Show Sketches(2)
Owner Name	Arvin Karen Sue
State Parcel Number	39-13-02-131-003.000-007
Parcel Number	39-13-02-131-003.000-007
Map Number	13-02-131-003.000-11
Legal Description	011-03626-00 731/2 Ft By 59.8 Ft Off Pt Lot 5 Blk 3 M I Add E 11-125-57 51 5 E Second St
Acreage	0.000000
Instrument Number	
Book Number	2015

March 17, 2025

City of Madison, Indiana
Planning, Preservation and Design Departments
101 W Main St.
Madison, IN 47250

Subject: Supplemental Information for 2025 Application for Conditional Use Permit for property addresses: 309 St. Michaels Ave and 515 E 2nd St. Madison, IN 47250 39-13-02-131-003.000-007

To whom it May Concern:

As an attachment to the Application for a Conditional Use Permit for above reference property, I am including a copy of the Application submitted on April 15, 2024 and this letter explaining the history of this property since acquisition in May 2020.

This property was identified for purchase in March 2020 to be used as a residential recovery home, under the rules and regulations of the Ruth Haven program for women, administered, as a 501c3 non-profit organization, by Jefferson County Transitional Services, Inc. **This organization is in NO WAY affiliated with any other organizations within the County of Jefferson or the City of Madison, Indiana. This includes one with a similar name and purpose that operates housing and recovery services for men in Madison.**

During the funding process of the acquisition of the property, it was determined that Jefferson County Transitional Services, Inc. would not qualify for a mortgage. Kimberly and Steven Taylor agreed to purchase the property and the property would be utilized in the manner planned. Kimberly and Steven Taylor would receive not monetary or other benefits from the usage of the property. Jefferson County Transitional Services, Inc. operated the property in the exact same manner they operate their property and programming at the Ruth Haven home located at 117 and 119 Presbyterian Ave. Madison, IN (which had been in operation since 2011). In August of 2022, funding became available for Jefferson County Transitional Service, Inc. to refinance the mortgage with German American Bank in the name of Jefferson County Transitional Services, Inc. The deed was changed to reflect the new ownership and subsequently a new application for a Conditional Use Permit was submitted on April 15, 2024. Neither Jefferson County Transitional Services nor Kimberly and Steven Taylor were ever notified as to the status of that application

and when contact was made to the City of Madison as to the renewal of the Permit, they were informed that a new application would need to be made.

Since the acquisition of the above referenced property, women have been housed in this house. They are required to follow rules and regulations, as outlined in a very strict handbook that requires frequent random drug screens, adherence to a zero-tolerance policy related to drug/alcohol use and participation in recovery programming. During the 5 years of operation of the program at the above referenced property, there has never been an issue where the police department had been called to the property nor has there ever been an issue with any neighbors that has caused any inconvenience or problems for any of the neighbors. This home, as with the two other homes operated by Jefferson County Transitional Services, Inc. have been visited by representatives from Parole, Probation, Drug Court and other agencies to determine the cooperation and compliance of the residents to their required commitments with each agency and there has never been an issue of non-compliance or concern.

We respectfully request your consideration of this application and welcome any additional questions related to the use of this property and the administration of our program and its impact within the City of Madison. It is our commitment to be the best neighbors in the neighborhood that they never know.

Respectfully,

Kimberly S Taylor

Kimberly S Taylor
President, Jefferson County Transitional Services, Inc.
(502) 241-5483



MADISON

Indiana
Planning, Preservation and Design

DOCKET ID ASSIGNED:

101 W Main St
Madison, IN 47250
(812) 265-8324

Conditional Use Permit

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at www.madison-in.gov/reporting.

Application Fee	\$ 60.00
Ad Fee (for Legal Notice)	\$ 15.00
Recording Fee	\$ 25.00
Total Due	\$ 100.00
Conditional Permit Renewal Fees	\$ 75.00
Conditional Use Permit Late Renewal Fee	\$ 20.00 per meeting

Purpose: Per the City of Madison Zoning Ordinance, the Official Schedule of District Regulations identifies each land use according to whether it is a permitted use, a conditional use, or a prohibited use within each district. A conditional use permit is granted by the Board of Zoning Appeals to allow a use other than a principally permitted use to be established within the district to the property owner who makes the original application. This permit does not transfer to the new owner if the property changes ownership. The new owner must apply to the Board of Zoning Appeals for a new permit in order to continue the use that was conditionally allowed.

This application must be filed at least 15 days prior to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

APPLICANT INFORMATION

Name: Jefferson County Transitional Services, Inc.
Street: 117 Presbyterian Ave.
City: Madison State: IN Zip: 47250
Phone (Preferred): (502) 241-5483
Phone (Alternate): (812) 274-2907
Email: snktaylor@bellsouth.net

OWNER INFORMATION (IF DIFFERENT*)

Name: Jefferson County Transitional Services, Inc.
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: ruthhaven@ymail.com

* If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.

PROPERTY FOR WHICH A CONDITIONAL USE IS REQUESTED. (Planning Office can assist with this information, if needed)

Address and/or Legal Description of Property: 309 St. Michaels Ave. & 515 E 2nd St.
39-13-02-131-003.000-007

Zoning Classification: HDR

Description of Existing Use: Property currently used for housing up to 10 women who participate in recovery programming through Ruth Haven.

Proposed Schedule of Uses Category(ies) #: 121

Description of Proposed Use: Property will continue to be used in exactly the same manner. The ownership changed from Kimberly and Steven Taylor to Jefferson County Transitional Services, Inc.

Submit property site plan showing structures, setbacks, parking, adjoining streets and neighboring land uses. This Site Plan must include the distance of the closest point from any existing or planned structure to each property line.

Per the City of Madison Zoning Ordinance, the Board of Zoning Appeals shall review the particular facts and circumstances of each proposed use in terms of the established standards and shall find adequate evidence supporting such use at the proposed location. These Findings of Fact are established and required by Indiana Code.

Provide a detailed Narrative statement demonstrating that the requested variance conforms to the following standards. Respond to each question below with Yes/No and why. Use additional pages if necessary.

1. Is this use in fact a conditional use as established under the provisions of Article V and appears on the Official Schedule of District Regulations adopted by Section 7.00 for the zoning district involved?

YES

2. Will this use be harmonious with and in accordance with the general objectives, or with any specific objective of the City's Comprehensive Plan and/or the Zoning Ordinance?

yes

3. Will this use be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area?

YES

4. Will this use be hazardous or disturbing to existing or future neighboring uses?

NO

5. Will this use be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services?

YES

6. Will this use create excessive additional requirements at public expense for public facilities and services and/or will it be detrimental to the economic welfare of the community?

NO

7. Will this involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors?

NO

8. Will this use have vehicular approaches to the property which will be so designed as not to create an interference with traffic on surrounding public thoroughfares?

No vehicular approaches. Curb parking only.

9. Will this use result in the destruction, loss, or damage of natural, scenic, or historic features of major importance?

NO

Include any other documents/information which you feel will aid the Board in making its determination.

Certified letters MUST be mailed to adjoining property owners (includes owners of real estate at corners, across streets, alleys or easements as well as others who may share a common boundary) at least ten (10) days prior to the meeting. The Planning Office can assist you in obtaining this information. Proof of the Certified Mail receipts and the corresponding returned green cards shall be given to the Planning Office at least one (1) working day prior to the scheduled meeting. The Board will not review the application unless these are received.

I certify that the information provided in this application is true and accurate to the best of my ability and I understand and agree to the Certified mail stipulations.

4/15/2024
Date

Kimberly Staylor, President
Signature of Applicant Jefferson County Transitional Services, Inc.

COMPLETED BY PLANNING OFFICE	Meeting Information: Board of Zoning Appeals
Application Accepted on: _____	101 W Main St, Madison, IN 47250 - Council Chambers
Application Accepted by: _____	Meeting Date: _____ Time: 6:00PM

Documentation Review (Completed by Planning Office)

- ___ Owner Authorization provided (if req'd)
- ___ Site plan is adequate
- ___ Narrative Statements completed
(Proposed Use & 1 - 9 above)
- ___ Application is complete
- ___ GIS Information to applicant and attached
- ___ Certified Mail Receipts received (attach)
- ___ Certified Mail Green Cards received (attach)
- ___ Category # Requires Conditional Use

Staff Notes

Madison City Board of Zoning Appeals

Conditional Use Permit Application

Narrative related to Section 11.73 – General Standards Applicable to all Conditional Uses

1. In accordance with the Madison City Plan Commission Official Schedule of District Regulations, category 121 is an approved use in Historic District Regulations contingent upon receiving a Conditional Use Permit.
2. The plan usage of the property in question will be harmonious with and in accordance with the general objectives or with any specific objectives of the City's comprehensive Plan and/or the zoning ordinance.
3. The desired use will be harmonious and appropriate in appearance with the character of the general vicinity as there will be no changes to the outside of the building and on signage placed on the building.
4. There will be no hazardous or disturbing impact to the neighborhood.
5. There will be no need to change any essential public facilities such as roadways, police or fire protection, drainage, schools or any other City provided services due to intended usage of the property.
6. The intended usage of the property will not create additional requirement at public expense for public facilities and services and will not be detrimental to the economic welfare of the community.
7. The intended usage will not include any activities, processes, materials, equipment and conditions of operations that will be detrimental to any persons, property of the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
8. The intended use of the property will not impact the surrounding community greater than the usage of a single family home since most residents will not have a vehicle while living at the property.
9. There will be no destruction, loss or damage of the natural, scenic or historic features of the property or neighborhood as there will be no outward changes to the appearance of the building no any signage placed on the exterior.