

**BOARD OF ADJUSTMENT
BOONE COUNTY PLANNING COMMISSION**

R E C E I V E D
95371
AUG 21 2026

BOONE COUNTY
PLANNING COMMISSION

One (1) scaled copy and one (1) 11 x 17 reduction of submitted drawings are required

Site Plan Review is not granted by the appropriate Board of Adjustment

An application consists of all fees paid in full, submitted drawings, and a completed application form

SECTION A: (To be completed by applicant)

1. Check One ☐ Boone ☒ Florence ☐ Walton ☐ Union
2. Check One ☒ Conditional Use Permit ☐ Variance ☐ Appeal
☐ Change in Non-Conforming Use
3. Applicant: MARY KAY CLAY
Address: 209 CENTER PARK DRIVE
FLORENCE KY 41042
City State Zip Code
Phone Number: 859 801 6913 Fax Number: _____
Email: mkclay52@gmail.com
4. Description of Request: SHORT term RENTAL
5. Name of Development: 209 CENTER PARK DR.
6. Location of Development: 209 CENTER PARK DR.
FLORENCE KY 41042
City State Zip Code
7. Acreage Under Review: 0.26
8. Lot Number and Name of Subdivision (if part of a subdivision): LOT 70 CENTER PARK Division
9. Current Owner: MARY KAY CLAY
Address: 209 CENTER PARK DRIVE
FLORENCE KY 41042
City State Zip Code
Phone Number: 859 801 6913 Fax Number: _____
Email: mkclay52@gmail.com

10. Proposed Use(s) on Site: SHORT TERM RENTAL
11. Total Square Footage of Existing and/or Proposed Buildings: 1262
12. Current Zoning: SR-1/PO
13. D 1088 1094 380 147 2041 B
Deed Book Page Group Number
14. Is the site subject to a zone change: ☐ Yes ☒ No
If yes, date of approval: _____
15. Have you submitted a Site Plan with this request: ☒ Yes ☐ No
16. Have you submitted a list of adjoining property owners with this request: ☒ Yes ☐ No
17. I, or we, understand and agree that this application and drawing(s) are being filed in accordance with the Boone County Zoning Regulations.

Property Owner's Signature:

Mary Kay Clay

Applicant's Signature:

Mary Kay Clay

SECTION B: (To be completed by Planning Commission staff)

1. Date Received: 8/21/26 Fee Received: \$816 Receipt #: 95391
2. Is application complete: ✓
3. Staff Reviewer: Star Jeff
4. Scheduled Board Action Date: 10/15/26
5. Board Action: 10/15/26
- ☐ Approved
- ☒ Approved with Conditions (see #6)
- ☐ Denial (See #7)
6. Conditions of Approval: Occupancy shall be limited to the
requested five (5) guests.
7. Reasons for Denial: _____

Boone County Planning Commission
Boone County Administration Building
2950 Washington Street, Room 317
P.O. Box 958
Burlington, Kentucky 41005
Phone: 859-334-2196
plancom@boonecountky.org
www.boonecountky.org

STAFF REPORT

#1

APPLICANT: Mary Kay Clay

LOCATION: 209 Center Park Drive, Florence, Kentucky

ZONING: Suburban Residential One/Parkway Corridor Study (SR-1/PO)

DATE: October 15, 2026

PROPOSAL

- A. The applicant is requesting a Conditional Use Permit to allow the existing single-family residential dwelling to be used as a Short-Term Rental.

SITE HISTORY

- 1964 The subject site was approved as Lot 70 of Center Park Subdivision, Second Addition on May 20, 1964. According to historic aerial photography, the existing single-family home was constructed between 1964 and 1969.
- 1980 The subject site has been zoned SR-1 since 1980.
- 1986 The Parkway Corridor Study was adopted by the City of Florence.

APPLICABLE REGULATIONS

- A. Section 202.C of the Boone County Zoning Regulations states that one of the duties of the Board of Adjustment is to grant conditional uses permits to allow the proper integration into the community of uses which are specifically named in the zoning regulations which may be suitable only if specific locations in the district and only if certain conditions are met.
- B. The Board should evaluate the request as it relates to the criteria necessary for granting a Conditional Use Permit as stated in Section 205.H of the Boone County Zoning Regulations.
1. Findings listed in Section 205.H (Findings for all Conditional Uses):
 - a. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the County's comprehensive plan, a specific corridor plan and/or the zoning order.
 - b. Will 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 shall not change the essential character of the same area.
 - c. Will be hazardous to existing or future neighboring uses.
 - d. Will 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.
- e. Will create excessive additional requirements at public cost for public facilities and services and will be detrimental to the economic welfare of the community.
 - f. Will involve uses, activities, process, 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, dust, fumes, glare or odors.
 - g. Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares.
- C. Section 505.2 of the Boone County Zoning Regulations identifies 'Short Term Rental' as Conditional Uses within the SR-1 district.
- D. Section 903.2 of the Boone County Zoning Regulations states that uses which are conditionally permitted in the SR-1 district, subject to the approval and qualifications of the Board of adjustment, provided: a) the activity is an integral and subordinate function of a permitted use; b) the activity will not contradict the low density character of the district; and c) the arrangement of uses, buildings, or structures will be compatible with the organization of permitted and accessory uses to be protected in the district.
- E. Section 910 A of the Boone County Zoning Regulations states that the purpose of the Residential One Family is to provide low density urban residential development that is single-family residential in character. Such districts will be located within established or proposed urban entities where adequate infrastructure facilities and services are available or proposed.
- F. Section 1800.B of the Boone County Zoning Regulations states that The intent of the Central Florence Strategic Plan, An Update of the Parkway Corridor Study is to further develop the city's central neighborhoods and to link existing and/or planned business, civic, recreational, entertainment, and residential attributes of the study area together to create a vibrant, inter-related city center. The Plan is also intended to fulfill the following objectives:
1. Develop each neighborhood's unique assets and amenities, and establish each area as an identifiable neighborhood within the city center.
 2. Provide a detailed strategy for creating the "urban center" envisioned by the Parkway Corridor Study and identified in the 2005 Boone County Comprehensive Plan.
 3. Create architectural identity unique to the city center.
 4. Enhance quality of life through improvement of the physical environment.
 5. Create employment, recreation, and entertainment opportunities within the study area.
 6. Create a mixed-use service and retail environment which will primarily serve current

and future market needs east of I-75 and will not compete with the regional market west of I-75.

7. Recommend public improvements and actions for strengthening identities of individual neighborhoods – such as was done in the Dream Street Study.
8. Subdivide the study area into sections – existing characteristics and recommendations for land use, vehicle and pedestrian access, site design, etc.
9. Determine how future development proposals will be reviewed, such as Planned Development Overlay(s) (PD) and/or short review/long review/technical design review/or other processes.

- G. Section 4000 of the Boone County Zoning Regulations defines 'Short Term Rental' as follows:

The rental of a residential dwelling unit, or a portion thereof, for a period of less than thirty (30) days. This term does not include:

- A. A unit that is used for nonresidential purposes, including an educational, health care, retail, restaurant, banquet space, or event center purpose or another similar use.
- B. A bed and breakfast.
- C. A hotel/residence hotel.

- H. Section 3191 of the Boone County Zoning Regulations provides for the following supplemental regulations/standards for 'Short Term Rentals':

1. Except as provided for in ARTICLE 34, there shall be no external on-site or off-site advertising signs or displays indicating the property is a short term rental.
2. Short term rentals shall not be allowed in any area not considered a primary dwelling (i.e., recreational vehicles, tents, garages, boats, etc.).
3. There shall be no more than two (2) adult guests per bedroom, plus no more than two (2) additional adult guests, except for the following:
 - a. There shall be a maximum occupancy of ten (10) persons, adult or children.
 - b. Bedrooms under one hundred twenty (120) square feet shall be limited to only one (1) adult occupant.
4. Parking requirements shall be as follows:
 - a. When the short term rental is located in a portion of the dwelling unit, two (2) parking spaces shall be provided for the residence and a minimum of one (1) parking space shall be provided per guest room or suite.
 - b. When the short term rental is located within the entire dwelling unit, a minimum of one (1) parking space shall be provided per guest room or suite.
 - c. All parking for a short term rental, whether required by these regulations or in excess of these regulations, shall be provided off-street.

5. Any advertisement of the property as a short term rental and all rental contracts must contain language that specifies the allowed maximum number of occupants and maximum number of vehicles.
6. The property on which the short term rental is to be located shall not be located closer than 1,000 feet, measured in a straight line from the nearest property line to the nearest property line of any other approved short term rental. Such permits shall be given on a first come, first serve basis.
7. When located in a residential district, a short term rental shall use the existing, main building entrance for access and the construction of additional exterior ingress/egress doorways shall be prohibited. Access to individual guest rooms or suites shall be from the interior of the structure.
8. It shall be unlawful:
 - a. To operate, or to allow to be operated, a short term rental without first obtaining a Permit for the property in which the rental is to occur with the City in accordance with Ordinance Number O-20-20. (Applies to the City of Florence Only)
 - b. To operate, or to allow to be operated, a short term rental without first obtaining a Permit for the property in which the rental is to occur with the Boone County Fiscal Court. (Applies to Unincorporated Boone County Only)
 - c. To advertise or offer a short term rental without first registering the property in which the short term rental is to occur with the City in accordance with Ordinance Number O-20-20. Documented advertising of the subject property as a short term rental, online or offline, shall be considered evidence of a violation of this regulation. (Applies to the City of Florence Only)
 - d. To advertise or offer a short term rental without first registering the property in which the rental is to occur with the Boone County Fiscal Court. Documented advertisement of the subject property as a short term rental, online or offline, shall be considered evidence of a violation of this regulation. (Applies to Unincorporated Boone County Only)
 - e. To operate a short term rental that does not comply with all applicable city, county, and state laws and codes.
 - f. To operate a short term rental without paying the required hotel occupancy taxes.
 - g. To offer or allow the use of a short term rental in a manner which violates the City Noise Ordinance (O-16-95). (Applies to the City of Florence Only).
 - h. To fail to include a written prohibition against the use of a short term rental for having a party in every advertisement, listing, or other publication offering the premises for rent.

- i. Permit the use of the short term rental for any illegal purposes or any use not permitted by the residential zoning regulations.
9. Depending on the scope of improvements, a Zoning Permit or Tenant Finish Permit per ARTICLE 4, or a Minor Site Plan or Major Site Plan per ARTICLE 30, shall be submitted to and approved by the Planning Commission prior to constructing any improvements and operating a short term rental.

SITE CHARACTERISTICS

- A. The approximate 0.27-acre area is located along the southwest side of Center Park Drive, approximately 0.3 mile south of Burlington Pike.
- B. The site has approximately one hundred and fifty-five (80) feet of frontage along Central Park Drive.
- C. Access to the site is provided by a single curb cut onto Central Park Drive.
- D. The site is currently occupied by three-bedroom detached single-family residential structure, with an attached one-car garage.
- E. The site can accommodate parking for one (1) car in the garage and two (2) cars on the driveway.
- F. Topographically, the site is relatively flat with a backyard that is sloped to the west.

SURROUNDING LAND USES AND ZONING

North: Single-family residential dwelling (SR-1)
South: Single-family residential dwelling (SR-1)
East: Single-family residential dwelling (SR-1)
West: Single-family residential dwelling (SR-1)

PROPOSED DEVELOPMENT

- A. The applicant is proposing to use the three (3) bedroom house as a short-term rental.

CITY OF FLORENCE COMMENTS

The City of Florence supports short-term rentals when they comply with all applicable regulations and ordinances. As a result, we would like the applicant to address the following:

1. We would like the applicant to address letters A-I in Section 3191 of the Zoning Regulations.
2. Are rental agreements for the entire household?

3. Can a better floor plan be provided? Is the floor plan showing 3 bedrooms, which are 12' x 14', 12' x 14' and ? The plan should clearly label the bedrooms and provide the square footage of each.
4. The sample rental agreement contains a section regarding house rules (see Section 3 and Appendix A). Can the applicant provide more information regarding her house rules (parties, pets, garbage)?
5. Would the applicant or Evolve deal with issues, like parties? Who would get contacted and respond?
6. Are there any outside security monitors proposed?

STAFF COMMENTS

- A. The site is located along Center Park Drive, a local street maintained by the City of Florence.
- B. The site is located approximately 5,107 feet from the nearest approved short-term rental.
- C. It takes about three turning movements to get to the site in question from the nearest arterial street, Burlington Pike.
- D. The applicant stated that they do not want to exceed five (5) occupants per rental.
- E. The existing home has three (3) bedrooms, and each exceeds 120 square feet in size. Section 3191.C of the Zoning Regulations would allow a maximum of eight (8) occupants.
- F. Should the Board take action to approve the submitted request, Staff is suggesting the following conditions be considered as part of that action:
 1. Occupancy shall be limited to the requested five (5) guests.

CONCLUSION

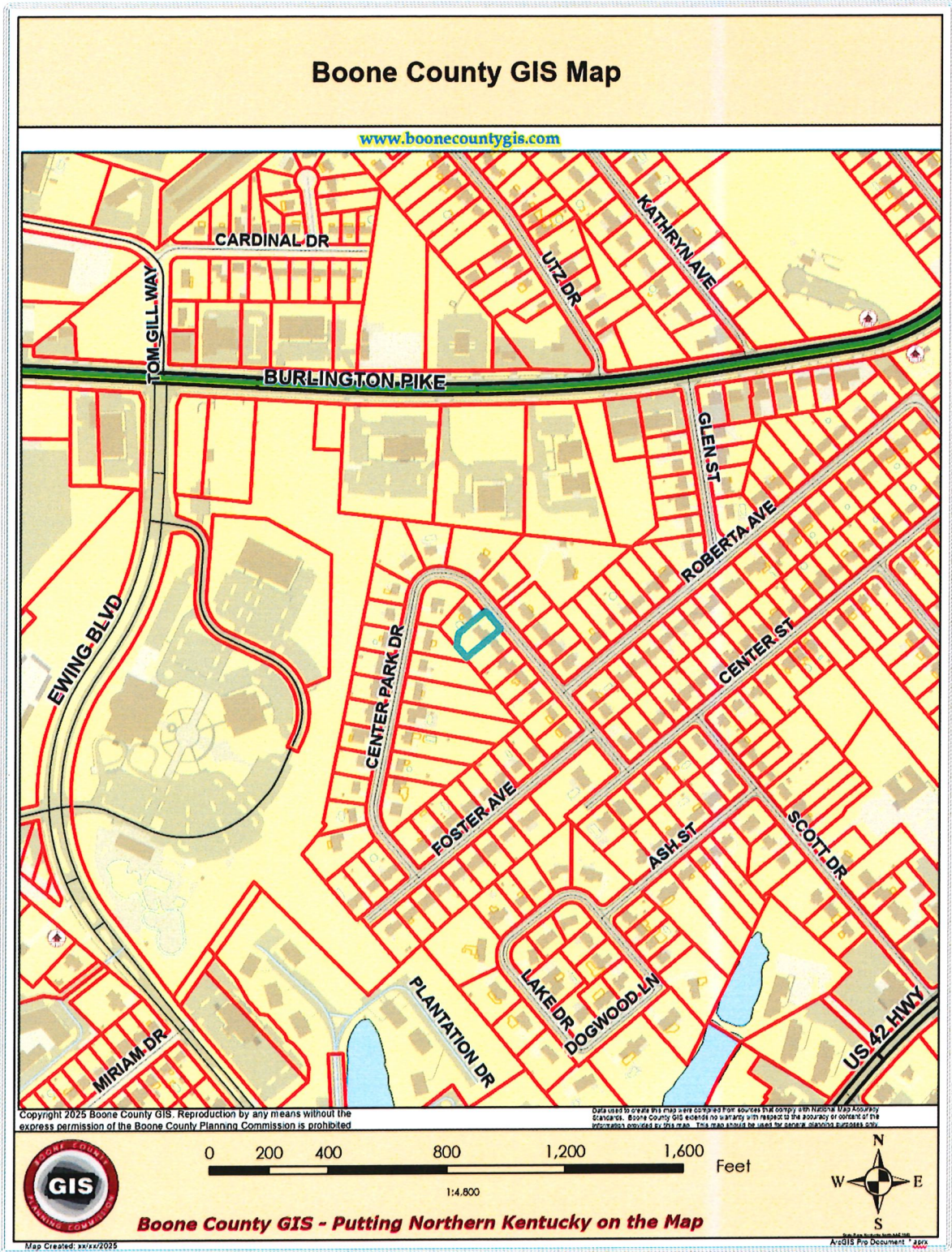
- A. KRS 100.237 and Section 202.C of the Boone County Zoning Regulations give the Boone County Board of Adjustment and Zoning Appeals the authority to act on the Conditional Use Permit request.

Respectfully Submitted,

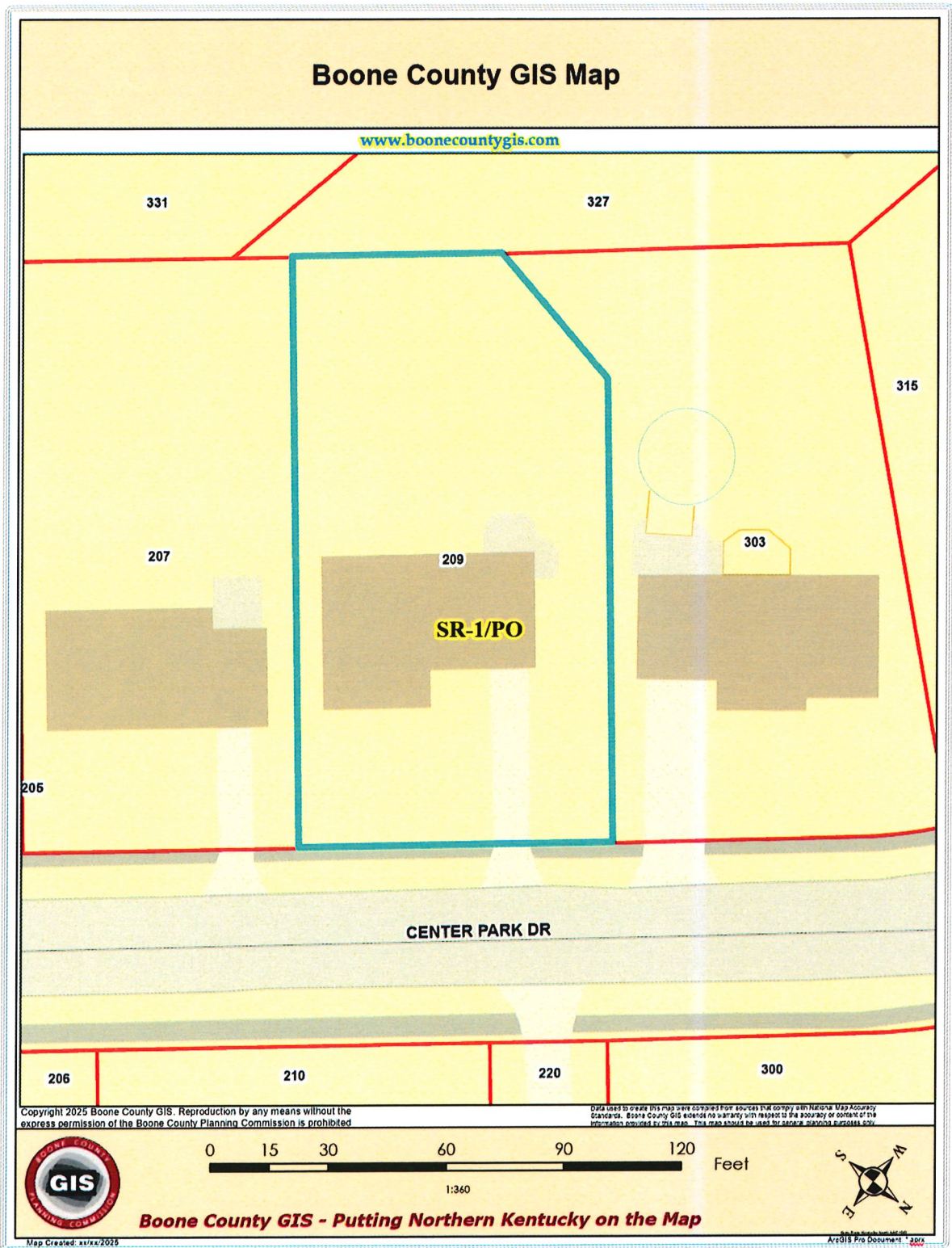


Steven C. Lilly, PLS
Planner, Zoning Services

Vicinity Map



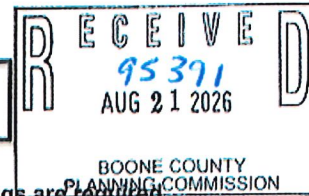
Zoning Map



Boone County GIS Map

This is an aerial map of Boone County, Kentucky, showing property boundaries and a highlighted parcel. The map includes several labeled parcels: 205, 206, 207, 208, 209, 210, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400. The highlighted parcel is 209, which is outlined in red. The map also shows a road labeled 'CENTER PARK DR' and a scale bar indicating distances from 0 to 120 feet. A north arrow is located in the bottom right corner. The map is titled 'Boone County GIS - Putting Northern Kentucky on the Map'.

**BOARD OF ADJUSTMENT
BOONE COUNTY PLANNING COMMISSION**



One (1) scaled copy and one (1) 11 x 17 reduction of submitted drawings are required

Site Plan Review is not granted by the appropriate Board of Adjustment

An application consists of all fees paid in full, submitted drawings, and a completed application form

SECTION A: (To be completed by applicant)

1. Check One ☐ Boone ☒ Florence ☐ Walton ☐ Union
2. Check One ☒ Conditional Use Permit ☐ Variance ☐ Appeal
☐ Change in Non-Conforming Use
3. Applicant: MARY KAY CLAY
Address: 209 CENTER PARK DRIVE
FLORENCE Ky 41042
City State Zip Code
Phone Number: 859 801 6913 Fax Number: _____
Email: mkclay53@gmail.com
4. Description of Request: SHORT term rental
5. Name of Development: 209 CENTER PARK DR.
6. Location of Development: 209 CENTER PARK DR.
FLORENCE Ky 41042
City State Zip Code
7. Acreage Under Review: 0.26
8. Lot Number and Name of Subdivision (if part of a subdivision): LOT 70 CENTER PARK Division
9. Current Owner: MARY KAY CLAY
Address: 209 CENTER PARK DRIVE
FLORENCE Ky 41042
City State Zip Code
Phone Number: 859 801 6913 Fax Number: _____
Email: mkclay52@gmail.com

Board of Adjustment
Page 2

10. Proposed Use(s) on Site: SHORT TERM RENTAL
11. Total Square Footage of Existing and/or Proposed Buildings: 1262
12. Current Zoning: SR-1/PD
13. 0 1088 380 2041 B
Deed Book Page Group Number
14. Is the site subject to a zone change: ☐ Yes ☒ No
If yes, date of approval: _____
15. Have you submitted a Site Plan with this request: ☒ Yes ☐ No
16. Have you submitted a list of adjoining property owners with this request: ☒ Yes ☐ No
17. I, or we, understand and agree that this application and drawing(s) are being filed in accordance with the Boone County Zoning Regulations.

Property Owner's Signature:

Mary Kay Clay

Applicant's Signature:

Mary Kay Clay



City of Florence Finance Department
8100 Ewing Blvd
Florence, KY 41042

Phone: (859) 647-5413
Fax: (859) 647-5447
www.florence-ky.gov

SHORT TERM RENTAL APPLICATION

PAID
AUG 10 REC'D

Application Fee \$500.00

APPLICANT INFORMATION:

CITY OF FLORENCE, KY

Name/Primary Owner: MARY KAY CLAY
Mailing Address: 209 CENTER PARK DRIVE Phone: 859 801 6913
City: Florence State: Ky Zip: 41042
Email Address: mk clay

EMERGENCY CONTACT: (must live within 20 miles of short term rental property)

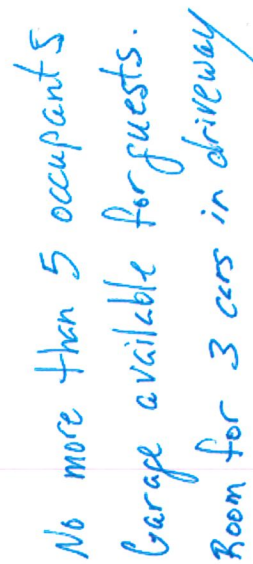
Name/Primary Owner: CHRISSEY HELTON
Mailing Address: 14094 BRIDGESIDE Phone: 859 802 0142
City: Union State: Ky Zip: 42091
Email Address: lemoncrushcleaning@gmail.com

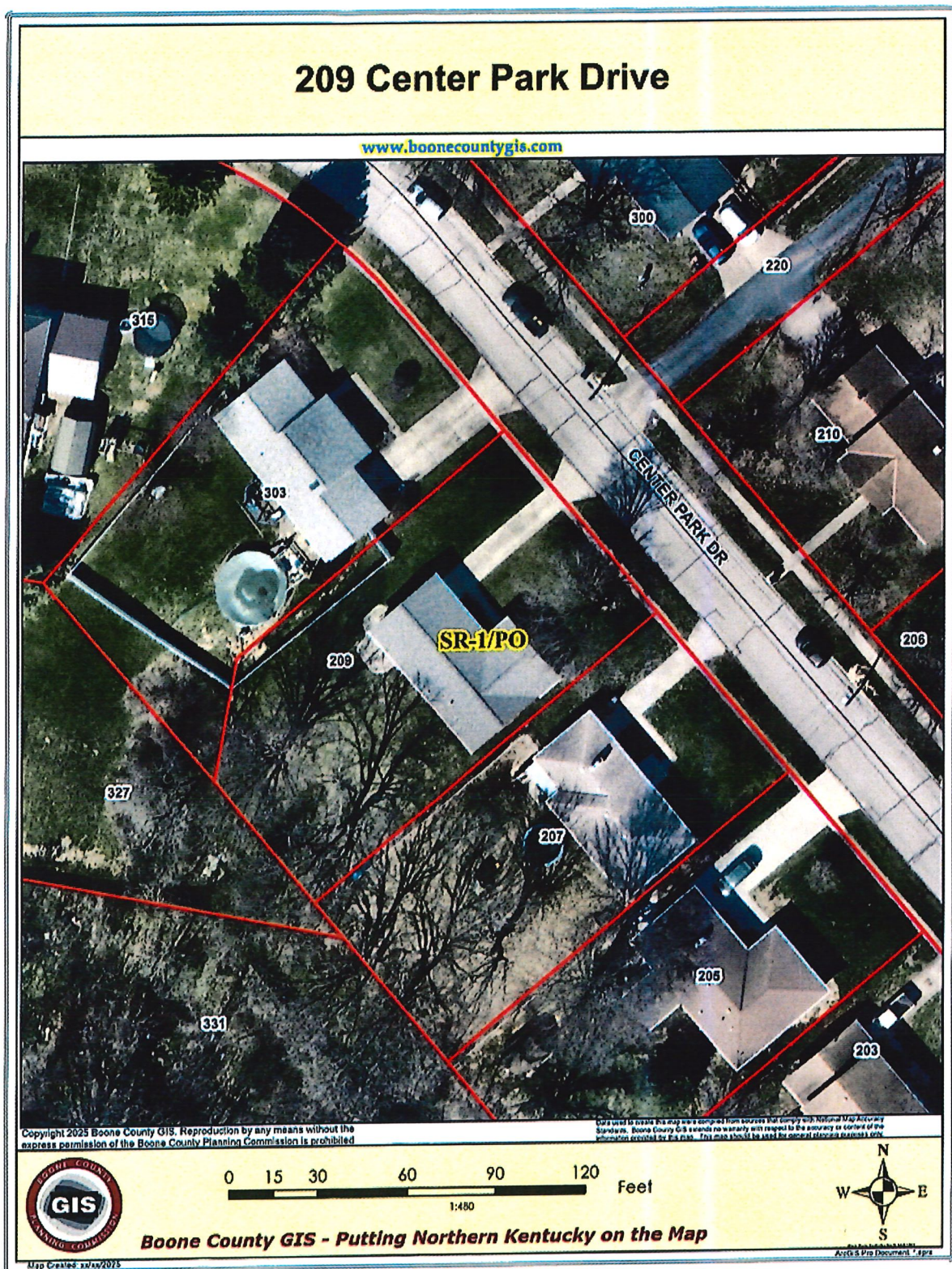
SHORT TERM RENTAL UNIT INFORMATION:

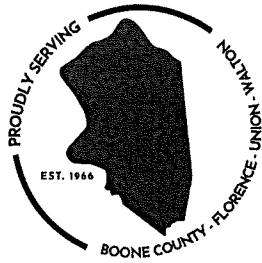
Address of Property: 209 CENTER PARK DRIVE
Number of Bedrooms: 3
Maximum Number of Occupants: 5

The below documents are required prior to processing:

- | | |
|--|--|
| ☒ Property Owner Deed | ☒ Sketched Floor Plan (must include dimensioned room layout) |
| ☒ Self-Safety Inspection Form | ☐ Occupational License (City of Florence and Boone County) |
| ☒ Certificate of Insurance | ☒ Information Brochure (must be provided to guests) |
| ☒ Site Plan/Survey (maximum number of vehicles that can be legally parked) | |







BOONE COUNTY PLANNING COMMISSION

www.bcpcky.org
plancom@boonecountky.org

Boone County Administration Building
2950 Washington Street, Room 317
P.O. Box 958
Burlington, KY 41005

Phone 859-334-2196

**AGENDA
FLORENCE BOARD OF ADJUSTMENT
BUSINESS MEETING
FLORENCE GOVERNMENT CENTER
OCTOBER 15, 2026
6:00 P.M. EST/5:00 P.M. CST**

A. Call To Order

B. Roll Call

C. Approval of Minutes

September 10, 2026

D. Action on Reviews

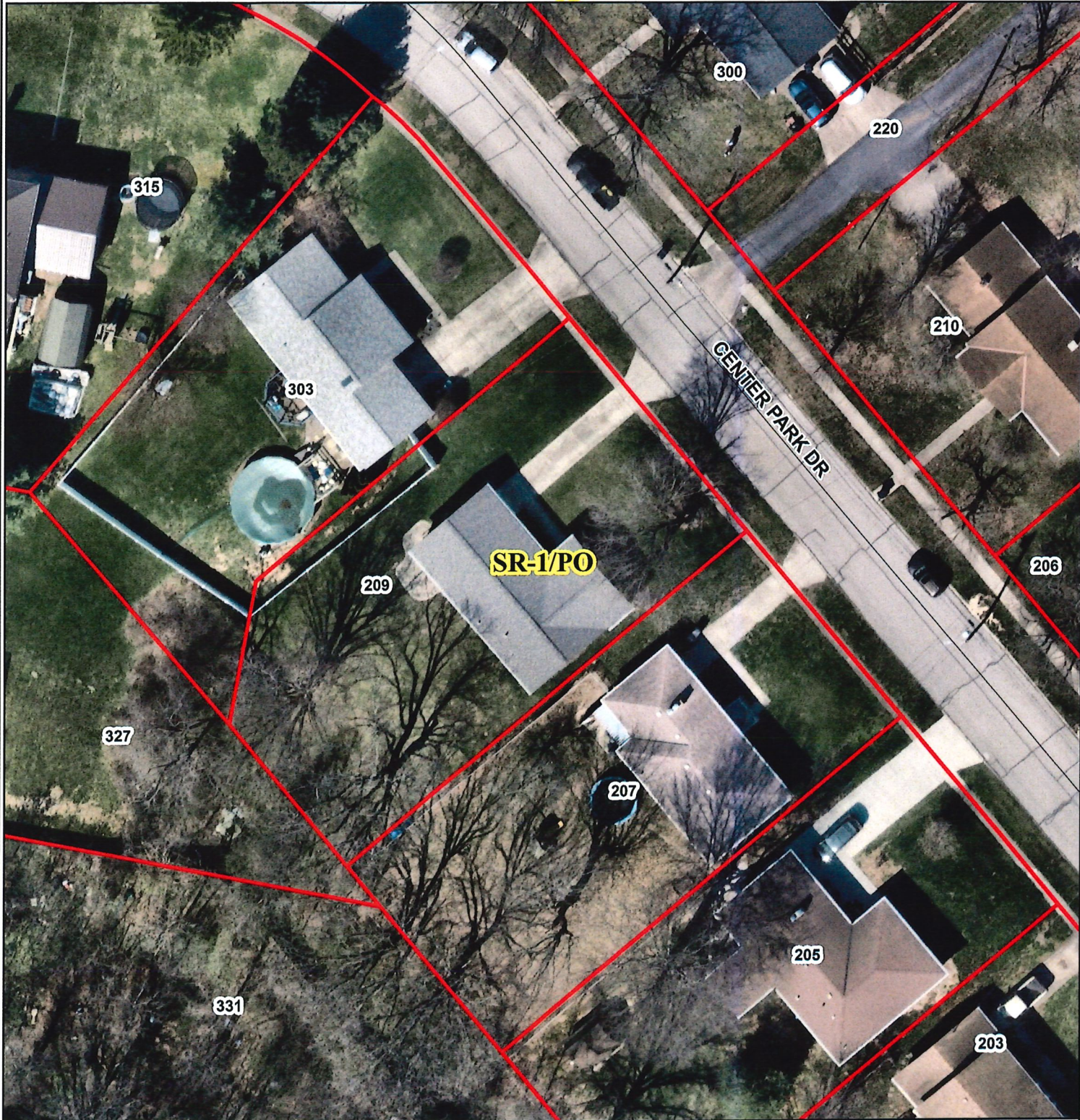
1. Request of **Mary Kay Clay** for a Conditional Use Permit. The Conditional Use Permit is to allow the existing single-family home to be utilized as a short-term rental. The approximate 0.26-acre parcel is located at 209 Center Park Drive, Florence, Kentucky. The parcel is zoned Suburban Residential One/Parkway Corridor Study (SR-1/PO).

E. Other

F. Adjournment

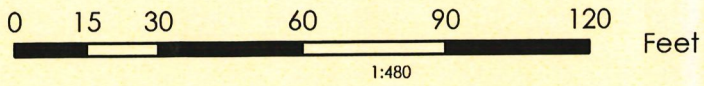
209 Center Park Drive

www.boonecountygis.com



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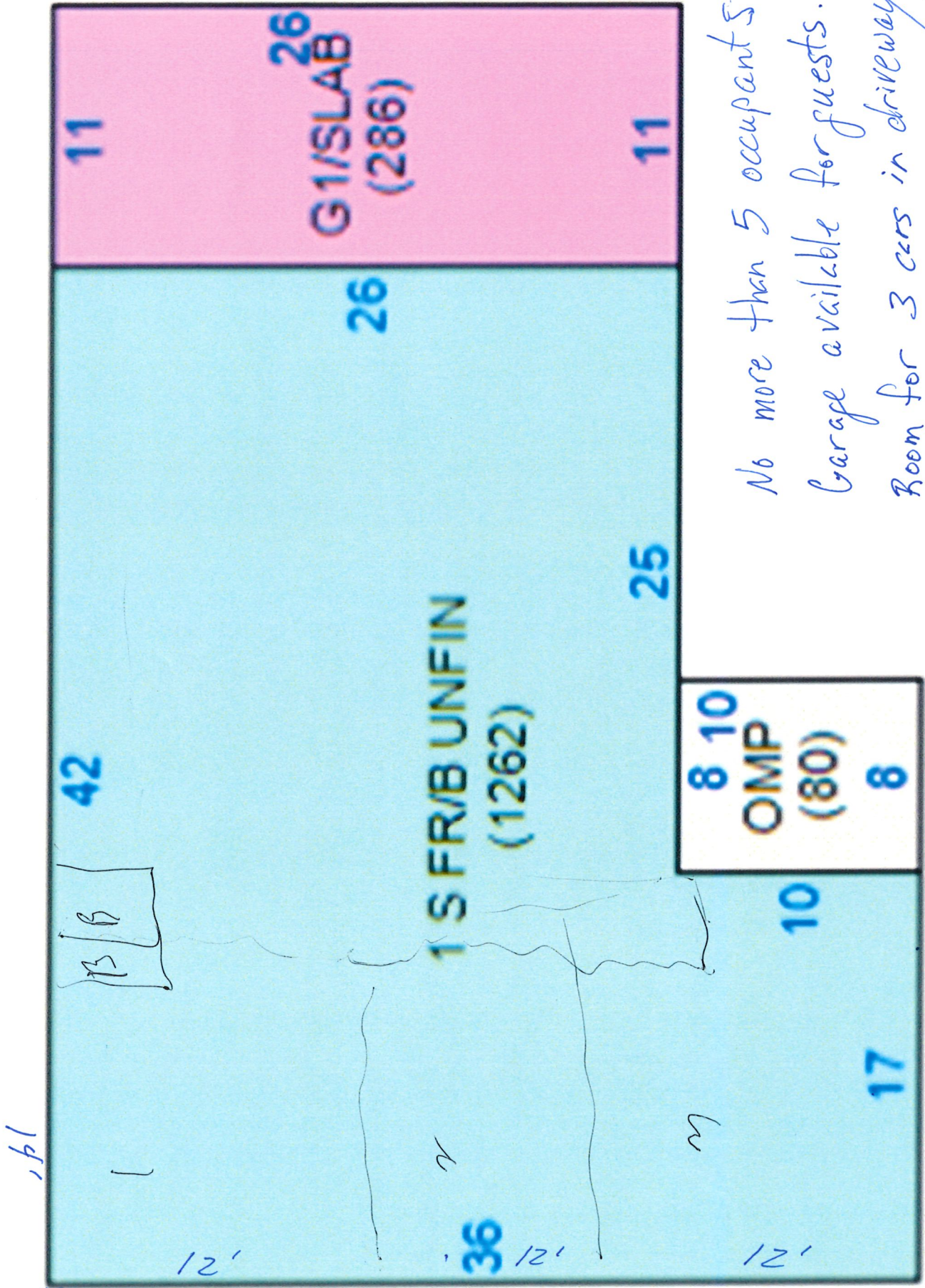
Data used to create this map were compiled from sources that comply with National Map Accuracy Standards. Boone County GIS extends no warranty with respect to the accuracy or content of the information provided by this map. This map should be used for general planning purposes only.



Boone County GIS - Putting Northern Kentucky on the Map

Map Created: xx/xx/2025

ArcGIS Pro Document *.aprx



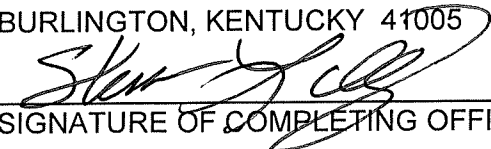
No more than 5 occupants
 Garage available for guests.
 Room for 3 cars in driveway

CERTIFICATE OF LAND USE RESTRICTION

1. NAME AND ADDRESS OF PROPERTY OWNER(S)
Mary Kay Clay
209 Center Park Dr
Florence, KY 41042
2. ADDRESS OF PROPERTY
209 Center Park Dr
Florence, KY 41042
3. NAME OF SUBDIVISION OR DEVELOPMENT (if applicable)
Clay Short Term Rental
4. DEED BOOK 1094 PAGE NO. 147 GROUP NO. 2041B
5. TYPE OF RESTRICTION(S) (Check all that apply)

☐ Zoning Map Amendment: From _____ To _____	☒ Conditional Use Permit
☐ Development Plan	☐ Conditional Zoning
☐ Subdivision Plat (Not Recorded)	☐ Other:
☐ Variance	
6. NAME AND ADDRESS OF PLANNING COMMISSION, BOARD OF ADJUSTMENT, LEGISLATIVE BODY OR FISCAL COURT WHICH MAINTAINS THE ORIGINAL RECORDS CONTAINING THE RESTRICTION

BOONE COUNTY PLANNING COMMISSION
2950 WASHINGTON STREET, ROOM 317
P.O. BOX 958
BURLINGTON, KENTUCKY 41005


SIGNATURE OF COMPLETING OFFICIAL

Steven C. Lilly, Planner
Name and Title of Completing Official

COMMONWEALTH OF KENTUCKY

COUNTY OF BOONE

Subscribed, sworn to, and acknowledged before me by Steven C. Lilly on behalf of the Boone
County Planning Commission this 15th day of October, 2026.

Sara L. Smith
Notary ID KYNP52540
NOTARY PUBLIC, State at Large

My commission Expires:
May 27, 2030

This instrument was prepared for recording purposes only by:



Makayla Kerns
Boone County Planning Commission
2950 Washington Street, Room 317
P.O. Box 958
Burlington, Kentucky 41005

NO TITLE EXAMINATION

(Legal Description and source of Title and Group Number furnished by the applicant)

CONDITIONS OF APPROVAL

The following Conditions of Approval apply to the Conditional Use Permit approved by the Florence Board of Adjustment and in accordance with the current zoning in effect as of October 15th, 2026, Certificate of Land Use Restriction (#26-FBOA-006-A), for Mary Kay Clay, Property Owner(s).

The following conditions will apply:

1. Occupancy shall be limited to the requested five (5) guests.

The approved Conditional Use Permit as well as the preceding conditions apply to the property described in:

DEED BOOK 1094

PAGE NO. 147

GROUP NO. 2041B