



PDS

Planning and Development
Services of Kenton County

TO: Kenton County Planning Commission Members

FROM: Andy Videkovich, AICP
Director of Planning

RE: Staff Recommendations for the August 06, 2026, Public Hearing

DATE: July 29, 2026

PDS submits the attached report and recommendation for your review prior to the **scheduled August 06, 2026**, public hearing. This information relates to the following agenda item:

FILE: PC-26-0009-TX

APPLICANT: City of Ludlow

REQUEST: Proposed text amendments to the Ludlow Zoning Ordinance (1) adding language establishing procedures for designating historic landmarks and districts; (2) amending Urban Design Review Board conflict-of-interest provisions and reporting responsibilities; (3) removing duplicative procedural language; and (4) defining related terms.

Staff will be prepared to address your comments and/or questions regarding the project during the public hearing. If you need additional information or clarification prior to that time, don't hesitate to contact me.

Cc: Mayor Sarah Thompson – City of Ludlow

Joshua R. Wice, Ed.D., Executive Director

1840 Simon Kenton Way, Suite 3400 • Covington, Kentucky 41011-3693 • (859) 331-8980 • pdskc.org

Text Amendment

File No: PC-26-0009-TX

Jurisdiction: Ludlow

Applicant: City of Ludlow

Project Manager: Patrick Denbow, AICP
Senior Planner

GENERAL CASE INFORMATION

1. **Request:** Proposed text amendments to the Ludlow Zoning Ordinance (1) adding language establishing procedures for designating historic landmarks and districts; (2) amending Urban Design Review Board conflict-of-interest provisions and reporting responsibilities; (3) removing duplicative procedural language; and (4) defining related terms.

HISTORY & BACKGROUND

1. In 2021, the City of Ludlow adopted text and map amendments establishing an Urban Design Review Board, the Historic Preservation Overlay Zone, as well as ordinances adopting historic design guidelines.
2. In 2025, the City of Ludlow adopted a new zoning ordinance, including new text and a new zoning map. The new ordinance carried over all historic related provisions from the previous zoning ordinance.
3. The City of Ludlow has been working with the State Historic Preservation Office (the Kentucky Heritage Council) on attaining the Certified Local Government (CLG) designation. The requested language comes from suggestions from the Kentucky Heritage Council to help Ludlow achieve this designation. The following is information on the CLG program from the Kentucky Heritage Council:
 - a. The Certified Local Government (CLG) Program, jointly administered by the Kentucky Heritage Council (State Historic Preservation Office) and the National Park Service, fosters collaboration among local, state, and federal entities to help communities achieve their preservation goals. Through the CLG Program, [a city will] take the initiative to understand and address historic preservation issues at the local level, integrating seamlessly into [a] community's planning and decision-making processes.
 - b. Why become a CLG?
 - i. Eligibility to compete annually for matching grants for approved projects. According to federal law, at least 10% of the state's annual federal Historic Preservation Fund [HPF] allotment must be allocated to the Certified Local Government fund.
 - ii. Access to expert technical advice from the Kentucky State Historic Preservation Office as well as the National Park Service.
 - iii. CLGs have a formal role in the National Register nomination review process.
 - iv. Participation in the establishment of regional and state historic preservation objectives.
 - v. Partnerships with the National Alliance of Preservation Commissions, Preserve America, the National Trust for Historic Preservation, and the National Main Street Center.
4. The City of Ludlow has adopted the historic preservation ordinances as part of the City Code of Ordinances in addition to the Zoning Ordinance. In 2026, the city adopted these requested amendments to the City Code of Ordinances. They are now seeking to amend the Zoning Ordinance to reflect these changes.

PETITION REVIEW

1. **Requests 1 & 2** - Amending Article 12 Administrative Roles and Responsibilities (**See Attachment A**):
 - a. Adding language establishing procedures for designating historic landmarks and districts:
 - i. Establishing that the following entities can initiate a request to have the Urban Design Review Board (UDRB) study a property or an area and make a recommendation on its qualifications.
 - a) The Urban Design Review Board
 - b) City Council
 - c) A property owner
 - d) An individual
 - e) A neighborhood organization
 - ii. Establishing that the UDRB hold a public hearing on their findings and establishing notification for this public hearing. This notification must include direct mail and a posted sign.
 - iii. Establishing that prior to establishing a landmark or district, historic design guidelines must be adopted.
 - iv. Establishing specific criteria for designation.
 - v. Establishing that the UDRB recommendation be forwarded to the City Council and the Planning Commission.
 - vi. Establishing that the UDRB provide notification to all property owners of the decision related to designating their property, as well as relevant government offices, and that any change be recorded.
 - vii. Establishing that any rescission of a designation be subject to the same process.
 - viii. Establishing provisions for the UDRB to review all National Register nominations in accordance with the Certified Local Government program.
 - ix. Establishing that the UDRB work with federal, state, and local governments, groups, and individuals on historic preservation issues.
 - x. Establishing that the UDRB has the right to receive, hold, and spend funds.
 - b. Adding additional provisions related to declaring conflicts of interest by members of the UDRB.
 - c. Establishing that the UDRB must keep and prepare annual reports of its activities.
2. **Request 3** - Changes to Article 13 Processes and Procedures (**see Attachment B**):
 - a. Deleting redundant language that was mistakenly repeated. This language is already located in Article 12.
3. **Request 4** - Changes to Article 14 Definitions (**see Attachment C**):
 - a. Establishing a separate list of definitions to be used exclusively for those sections pertaining to the Urban Design Review Board.
 - i. This list will function in a similar manner to the existing separate definitions lists for Flood Protection and Sexually Oriented Businesses.

COMPREHENSIVE PLAN

1. Although compliance with the adopted comprehensive plan is not required by state statute for text amendments, staff has identified relevant Goals, Objectives, and Recommendations from *Direction 2030: Your Voice. Your Choice*. Below is a summary of staff's review.
 - a. Consistent
 - i. **Goals and Objectives**

- ii. Community Facilities Element
- iii. Sub Areas (Urban) Element

Staff findings: The proposed text amendments will help to strengthen the vitality of the urban core through historic preservation and will advance programs that encourage historic preservation such as expansion of Historic Preservation Overlay Zones, Kentucky Historic Preservation Tax Credits, and local incentives. Strengthening the language to achieve Certified Local Government status will add to the variety of historic preservation strategies and incentives to preserve vulnerable buildings and maintain the character that draws people to urban areas.

STATE STATUTE

1. Kentucky Revised Statute (KRS) 100.203 (1) states the allowable content of zoning regulations which cities and counties may enact.

STAFF RECOMMENDATION: Favorable recommendation on the proposed amendments to the Ludlow Zoning Ordinance (1) adding language establishing procedures for designating historic landmarks and districts; (2) amending Urban Design Review Board conflict-of-interest provisions and reporting responsibilities; (3) removing duplicative procedural language; and (4) defining related terms; subject to the following conditions;

1. Changing all references to “Planning and Zoning Commission” to “Planning Commission”
2. Removing provisions requiring the Planning Commission to amend the comprehensive plan and clarifying the Planning Commission’s role in the process.

SUPPORTING INFORMATION/BASES FOR STAFF RECOMMENDATION

1. The proposed text amendments, as conditioned, are appropriate and reasonable. These changes will add clarification to the Urban Design Review Boards specific roles and responsibilities and helps to formalize specific processes of historic preservation.
2. The recommended conditions will more accurately reflect the Kenton County Planning Commission and it’s role within the process.
 - a. Changing all references to “Planning and Zoning Commission” to read just “Planning Commission”
 - i. More accurately reflects local nomenclature
 - ii. This change will be required in the following sections:
 - i. Section 12.08, E., 6., c.
 - ii. Section 12.08, E., 6., e.
 - iii. Section 12.08, E., 6., f.
 - iv. Section 12.08, E., 6., g.
 - b. Removing language requiring the planning commission to amend the comprehensive plan
 - i. The Kenton County Comprehensive Plan does not provide any mapping of historically designated properties or districts. Removing provisions related to amending the comprehensive plan will remove any future confusion regarding the role of the planning commission and more accurately reflect the content of the comprehensive plan.
 - ii. Section 12.08, E., 6., f. and g. should be amended to remove all language requiring or referencing amendments to the comprehensive plan.

- c. Changing the language to clarify the established role of the planning commission in the process.
 - i. Section 12.08, E., 6., f. should be amended to clarify that the planning commission's role is to make recommendations to the City Council regarding map amendment requests (Historic Preservation Overlay Zones) and not to "approve" map amendments or take any action on historic landmark designations.
 - ii. Section 12.08, E., 6., g. should be further amended to remove language regarding requesting reconsideration by the planning commission. This section should reflect the established map amendment process.
- 3. The proposed text amendment is consistent with the comprehensive plan which calls for furthering efforts related to historic preservation. Adopting recommended language from the State Historic Preservation Office will help to further historic preservation by helping the City to achieve Certified Local Government designation.

ADDITIONAL INFORMATION

- 1. The City of Ludlow has agreed to adopt the recommended conditions as stated in the submission letter (attached).

General Attachment Notice:

For ease of viewing, only those portions of the Zoning Ordinance pertaining to the requests within the submitted application have been included within these attachments. The complete zoning code can be viewed online at: www.pdskc.org

ATTACHMENT A

Proposed Text Amendments to the Ludlow Zoning Ordinance
Words to be **deleted** are lined through - Words to be **added** are underlined.

ARTICLE 12 ADMINISTRATIVE ROLES AND RESPONSIBILITIES

Contents:

- 12.01 Zoning Administrator**
- 12.02 Floodplain Administrator**
- 12.03 Technical Review Committee**
- 12.04 Planning Commission**
- 12.05 PDS Staff**
- 12.06 Board of Adjustment**
- 12.07 Legislative Body**
- 12.08 Urban Design Review Board**

12.08 Urban Design Review Board

A. PURPOSE

1. The Board and the procedures for which it is responsible for implementing are intended to protect, develop and promote the educational, cultural, travel, industrial, commercial, and other economic development and growth opportunities associated with the City's neighborhoods, areas, squares, streetscapes, sites, places, structures having a special or distinctive character or a special historic, aesthetic architectural, archaeological, special, or cultural significance to the City. It is the unique character of the City's residential neighborhoods and commercial districts that imparts distinctiveness to the City and which serve as visible reminders of the history and cultural heritage of the City, the State, and the Nation. The protection of these resources is in the interest of the economic well-being, prosperity, health, safety and general welfare of the people.
2. The Board is established for the purpose of creating and maintaining an Inventory of Historic Properties and Sites, assisting with the Section 106 review process of the National Historic Preservation Act for undertakings occurring in the City, reviewing City-funded activities when the activity may affect historical properties identified in the Inventory and Preservation Plan, marketing any historic properties that the City may surplus in the future, stabilizing and improving property values in the City and encouraging new buildings and developments that will be harmonious with the existing historic buildings and districts but will not necessarily be of the same architectural style. Regulations in such areas are intended to protect against destruction of or encroachment upon such areas, structures, or sites, to encourage uses which will

lead to their continuance, conservation, and improvement in a manner appropriate to the preservation of the cultural, social, economic, political, architectural, or archeological heritage of the city; to prevent creation of environmental influences and adverse conditions to such purposes; and to assure that new structures and uses in such areas will be in keeping with the character to be preserved and enhanced. The purpose is to develop the City not as a museum but as a vital living area in which each succeeding generation may build with the quality and sensitivity of past generations.

B. ESTABLISHMENT AND MAKE-UP

1. The Board shall consist of five members, with the City Administrative Officer or his/her designee having a by-right position in the group to represent the City and provide staffing support. The five members of the board will be recommended by Mayor and approved by Council. The following criteria will be met to satisfy the minimum requirements for the board. More than one criteria may be fulfilled by the same appointed member.
2. The membership shall meet the following criteria:
 - a. One member shall represent the Ludlow Historic Society, Inc.
 - b. One member shall represent the Ludlow Heritage Museum, Inc.
 - c. Two members that have training, education or experience in preservation-related fields, that include architecture, landscape architecture, history, archaeology, architectural history, planning/zoning, building materials, real estate appraisal, economic/community development, or related fields. One of these two may not be a resident, so long as they have working knowledge of the community and their expertise are not found amongst the citizenry willing to serve.
 - d. Two members will be representing the community at large. A Ludlow business owner, that is not a resident, may be appointed as one of the Members At-Large.
3. Members should be Ludlow residents, unless otherwise noted above, or in special circumstances.
4. The Board shall keep accurate attendance figures and report annually on the attendance of members. In the event that any member of the Board is absent for more than one-fourth of the regularly scheduled meetings per calendar year, the Mayor has the right to reconsider such Board member's appointment and to recommend to Council a replacement for such Board member for the reason of excessive absenteeism. Such replacement must be in accordance with the general appointive guidelines of this section.
5. Each Board member shall attend at least one informational or educational meeting biennially that has been approved by the State Historic Preservation Office (hereinafter "SHPO") or attend training that would aid in the performance of their duties and responsibilities. Training not previously approved by the SHPO shall be submitted to the City to be approved by the Mayor.

C. TERMS OF OFFICE

1. The members of the Board shall serve a term of four years and shall serve without pay but may be reimbursed by the City for necessary expenses incurred in connection with their duties subject to prior approval by the Mayor.
2. Vacancies on the Board shall be filled within 60 days, with the replacement completing the term of the previous member.
3. Three members of the Board will begin with four-year terms and two members of the Board will begin with a two-year term before beginning full four-year terms.

D. ORGANIZATION

1. The Board shall elect from its membership a Chairperson, a Vice Chairperson, and a Secretary who shall serve for terms of one year and who shall be eligible for reelection. The Chairperson shall preside over the Board meetings and shall have the right to vote. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.
2. The Board shall adopt and make public a set of bylaws for the transaction of its business which shall provide for the time and place of regular meetings and for the calling of special meetings. Special meetings shall only be called by the Chairperson or by at least two members of the Board.
3. Meetings of the Board shall be conducted as follows:
 - a. A simple majority of the membership of the Board shall constitute a quorum.
 - b. Regular meetings of the Board shall be held on the third Thursday of each month at 7:00 p.m. in the Meeting Room of the Ludlow Municipal Building. All meetings of the Board shall be open to the public and a public record must be kept of the Board's resolutions, proceedings and actions. All meeting shall have a previously available agenda and shall comply with the Kentucky Open Meetings Statute, KRS 61.805 to 61.850.
 - c. Notice of special meetings of the Board shall be made as follows:
 1. Published pursuant to Kentucky Revised Statutes, Chapter 424, not less than seven nor more than twenty-one days prior to regular meetings or received no less than twenty-four hours prior to special meetings; and
 2. At least fifteen days prior written notice given by first class mail to the owners of property and owners of property immediately adjacent to property affected by matters under consideration by the Board.
4. The recommendations of the Board shall be considered "approved" upon a majority vote of the Board members present and voting, if a quorum is present. These recommendations shall be signed by the Chairperson and the Secretary.
5. The Board shall cause full minutes of its meetings to be kept, and upon approval by the Board, they shall be filed with the Secretary of the Board, who shall make them available for public inspection and shall file and maintain them in a manner similar to that provided for minutes of City Council meetings.
6. No member of the Board shall vote on any matter that may affect the property, income, or business interest of that member or their family members, employees, agents, partners, or associates. Board members are not allowed to participate in discussions at Board meetings about any property in which they or a family member, employees, agents, partners, or associate have an interest and they shall disqualify themselves prior to the beginning of a discussion about property in which they have an interest.
7. The Board shall prepare and keep on file, available for public inspection, written annual report of its activities, cases and decisions, qualifications of members and other work.

E. DUTIES AND POWERS

1. The Board shall conduct a continuing survey of historic and cultural resources according to SHPO guidelines for purposes of determining those of a distinctive character or special historic, aesthetic, architectural, archeological, or cultural significance or value. The Board shall prepare and maintain an inventory of these resources within the City for use by public agencies and private owners. This inventory shall be referred to as the Inventory of Historic Properties and Sites. The inventory shall identify historic properties throughout the city and prioritize or rank these identified properties and sites based on eminent risk of loss and historical value. The format and content of and subsequent additions or changes to the Inventory of Historic Properties and Sites shall be approved by the Board and submitted to Council for approval.

2. The Board, after completion of the initial Inventory of Historic Properties and Sites, shall prepare and submit its recommendations for a preservation plan for historic sites and structures in the City to the appropriate planning agency of the City for its consideration, review, and alteration for proposed adoption by the City.
3. The Board shall assist the City in its consultation with the Kentucky SHPO for the Section 106 Review on all projects which are deemed federal undertaking. The Board's review and comments shall be included in all Section 106 submissions to the SHPO.
4. For purposes of Section 106 Review and where appropriate, the Board, in consultation with the City and the SHPO, may expand the definition for what will be considered "historic properties" at the local level from the federal definition outlined in 36 CFR §800.16 (I)(1) and (I)(2) to include other resources with local significance deemed worthy of preservation.
5. The Board shall review and comment on any plans for new construction prior to demolition of or alteration to identified historic properties (buildings, streetscapes, structure, or sites) to help ensure appropriateness and compatibility of design of new construction and consider alternatives for rehabilitation and adaptive reuse of existing historic properties. The Inventory and Preservation Plan established through Section E. 1. and 2. will inform this review. When the City is unable to implement recommendations made by the Board, the City will continue to consult with the Board in the development of alternatives.
6. The Board shall assist the City in surplus of city-owned historic properties to prospective owners interested in historic preservation prior to these properties being listed on the open market, auctioned, or demolished. The Board may, upon request by the City, propose plans to prospective owners for the rehabilitation and adaptive reuse of individual historic structures.
 - a. Initiation of Designations – The Board may study a property or an area in order to make a recommendation on whether it qualifies for designation as a landmark or a historic district. The City Council, a property owner, an individual, or a neighborhood organization may also request the Board to make a study and recommendation.
 - b. Public Hearing and Notice – The Board shall assemble information about the property or area being considered for designation and shall schedule a public hearing on the proposed designation. Advertised notice shall be given, including conspicuous posting on the property or in the proposed district for fifteen (15) consecutive days immediately prior to the hearing. Written notice of the hearing shall be given at least fifteen (15) days in advance of the hearing to the owners of property under consideration and the owners of all adjoining property. Written notice shall be considered sufficient when it is mailed to the person listed in the records maintained by the Property Valuation Administrator.
 - c. Guidelines – Before its first public hearing on a designation, the Board shall adopt general guidelines that will apply to the City's landmarks and historic districts and will assist owners in the preservation and rehabilitation of their property. The general guidelines shall include the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings and may include other guidelines that will apply to all designated properties in the City. The guidelines shall not limit new construction to any one architectural style but shall seek to preserve the character and integrity of the landmark or the historic district. The guidelines shall suggest changes that would be appropriate for landmarks or for property in historic districts. After a designation, the Board may expand or amend the guidelines it has adopted provided it holds a public hearing on the changes and submits the proposed changes to the Planning and Zoning Commission and the City Council for their comments.

- d. Criteria for Designation – A landmark or historic district shall qualify for designation when it meets one or more of the following criteria that shall be discussed in a Board report making its recommendation to the City Council.
1. Its value as a reminder of the cultural or archeological heritage of the city, state, or nation;
 2. Its location as a site of a significant local, state, or national event;
 3. Its identification with a person or persons who significantly contributed to the development of the city, state, or nation;
 4. Its identification as the work of a master builder, designer, or architect whose individual work has influenced the development of the city, state, or nation;
 5. Its value as a building that is recognized for the quality of its architecture and that retains sufficient elements showing architectural significance;
 6. Its characteristic of an architectural style of a period; or
 7. Its character as a contributing element in a Historic Preservation Overlay zone or in a Historic Designation Report.
- e. Recommendation to the City Council – After evaluation the testimony at its public hearing, survey information, and other material it has assembled, the Board shall make its recommendation to the City Council with a written report on the property or area under consideration. The recommendation and report shall also be sent to the Planning and Zoning Commission.
- f. Review by the Planning and Zoning Commission – The Planning and Zoning Commission shall report on the relationship between proposed designation and existing future plans for the development of the City. If the Planning and Zoning Commission approves of the proposed designation, it shall amend the Comprehensive Plan to include the proposed designation and shall recommend a change in the zoning map to show the proposed historic designation. The Planning and Zoning Commission shall forward its comments, the Comprehensive Plan amendment, and the zoning map change to the City Council. If the Planning and Zoning does not approve of the proposed designation, it shall forward its comments to the City Council.
- g. Action by City Council – The City Council shall approve, modify, or disapprove the proposed designation within sixty (60) days after receiving the recommendation of the Board and the material from the Planning and Zoning Commission. If the City decides to make a designation and no Comprehensive Plan amendment has been adopted and no zoning map change has been recommended, the City Council shall request the Planning and Zoning Commission to reconsider its earlier decision and shall provide that the designation shall take effect after these preliminary steps have been approved.
- h. Notification of Designation – The Board shall notify all owners of the decision relating to their property and shall arrange that the designation of a property as a landmark or as part of a historic district be recorded in the land records of the County. The Board shall also give notice of the decision to the government offices in the city and county which will retain them for future reference.
- i. Amendment or Recission of a Designation – The amendment or recission of any designation shall be accomplished through the same steps as were followed in the original designation.
7. The Board shall assist in determining recommended areas for Historic Preservation Overlay zones and shall make recommendations to the City for the designation of Historic Landmarks.
8. The Board shall make decisions on requests for Certificates of Appropriateness. The Board shall use the Ludlow Historic Design Guidelines or any applicable Chapter 99 Development Plan area guidelines in making

decisions on these requests to alter, demolish, relocate, or add to a designated property, or to build a new structure in designated Historic Preservation Overlay zones or Chapter 99 Development Plan areas. The guidelines may include the United States Secretary of the Interior's Standards for Rehabilitation.

9. The Board shall make decisions on requests for exterior alterations, demolitions, and new construction in Historic Preservation Overlay zones.
10. The Board may initiate plans for the rehabilitation of individual historic structures in the City.
11. The Chairperson of the Board shall have the power to administer an oath to witnesses prior to testifying before the Board on any issue.
12. In the development of the Certified Local Government Program, the City may ask the Board to perform other responsibilities that may be delegated to the City under the National Historic Preservation Act.
13. The Board shall administer the Main Street Facade Program.
14. The Board shall review all proposed National Register nominations for properties within the city limits of Ludlow in accordance with the Kentucky Certified Local Government Program Manual (latest edition) and the National Historic Preservation Amendments Act of 1980. The CLG shall submit a report to the State Historic Preservation Officer regarding the eligibility of each property or district proposed for nomination to the National Register. This report shall include the recommendation of the local preservation commission and the chief elected official and the formal National Register nomination form.
15. The Board shall work with federal, state and local governments and other parts of the city government on historic preservation issues.
16. The Board shall advise and assist individuals or groups about historic preservation.
17. The Board, in addition to any appropriation made by the City, shall have the right to receive, hold, and spend funds that may legally receive from any and every source both in and out of the Commonwealth of Kentucky for the purpose of carrying out the provisions of this Ordinance.

ATTACHMENT B

Proposed Text Amendments to the Ludlow Zoning Ordinance
Words to be **deleted** are lined through - Words to be **added** are underlined

ARTICLE 13 PROCESS AND PROCEDURE

Contents:

- 13.01 General Application Requirements**
- 13.02 Development Plan Review**
- 13.03 Planned Unit Development Requirements**
- 13.04 Map Amendments**
- 13.05 Text Amendments**
- 13.06 Non-Conforming Uses**
- 13.07 Variances**
- 13.08 Conditional Use Permits (CUP)**
- 13.09 Certificate of Zoning Compliance**
- 13.10 Zoning Permits**
- 13.11 Enforcement**
- 13.12 Appeals**
- 13.13 Urban Design Review Board Procedures**

13.13 Urban Design Review Board Procedures

[PURPOSE]

1. The Board and the procedures for which it is responsible for implementing are intended to protect, develop and promote the educational, cultural, travel, industrial, commercial, and other economic development and growth opportunities associated with the City's neighborhoods, areas, squares, streetscapes, sites, places, structures having a special or distinctive character or a special historic, aesthetic architectural, archaeological, special, or cultural significance to the City. It is the unique character of the City's residential neighborhoods and commercial districts that imparts distinctiveness to the City and which serve as visible reminders of the history and cultural heritage of the City, the State, and the Nation. The protection of these resources is in the interest of the economic well-being, prosperity, health, safety and general welfare of the people.
2. The Board is established for the purpose of creating and maintaining an Inventory of Historic Properties and Sites, assisting with the Section 106 review process of the National Historic Preservation Act for undertakings occurring in the City, reviewing City-funded activities when the activity may affect historical properties identified in the Inventory and Preservation Plan, marketing any historic properties that the City may surplus in the future, stabilizing and improving property values in the City and encouraging new buildings and developments that will be harmonious with the existing historic buildings and districts but will not necessarily be of the same architectural style. Regulations in such areas are intended to protect against destruction of or encroachment upon such areas, structures, or sites, to encourage uses which will lead to their continuance,

conservation, and improvement in a manner appropriate to the preservation of the cultural, social, economic, political, architectural, or archeological heritage of the city; to prevent creation of environmental influences and adverse conditions to such purposes; and to assure that new structures and uses in such areas will be in keeping with the character to be preserved and enhanced. The purpose is to develop the City not as a museum but as a vital living area in which each succeeding generation may build with the quality and sensitivity of past generations.

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3. Members should be Ludlow residents, unless otherwise noted above, or in special circumstances.
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5. Each Board member shall attend at least one informational or educational meeting biennially that has been approved by the State Historic Preservation Office (hereinafter "SHPO") or attend training that would aid in the performance of their duties and responsibilities. Training not previously approved by the SHPO shall be submitted to the City to be approved by the Mayor.

C. TERMS OF OFFICE

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D. ORGANIZATION

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3. Meetings of the Board shall be conducted as follows:
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 - c. Notice of special meetings of the Board shall be made as follows:
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 2. At least fifteen days prior written notice given by first class mail to the owners of property and owners of property immediately adjacent to property affected by matters under consideration by the Board.
4. The recommendations of the Board shall be considered "approved" upon a majority vote of the Board members present and voting, if a quorum is present. These recommendations shall be signed by the Chairperson and the Secretary.
5. The Board shall cause full minutes of its meetings to be kept, and upon approval by the Board, they shall be filed with the Secretary of the Board, who shall make them available for public inspection and shall file and maintain them in a manner similar to that provided for minutes of City Council meetings.
6. No member of the Board shall vote on any matter that may affect the property, income, or business interest of that member or their family members. Board members are not allowed to participate in discussions at Board meetings about any property in which they or a family member have an interest and they shall disqualify themselves prior to the beginning of a discussion about property in which they have an interest.

E. DUTIES AND POWERS

1. The Board shall conduct a continuing survey of historic and cultural resources according to SHPO guidelines for purposes of determining those of a distinctive character or special historic, aesthetic, architectural, archeological, or cultural significance or value. The Board shall prepare and maintain an inventory of these resources within the City for use by public agencies and private owners. This inventory shall be referred to as the Inventory of Historic Properties and Sites. The inventory shall identify historic properties throughout the city and prioritize or rank these identified properties and sites based on eminent risk of loss and historical value. The format and content of and subsequent additions or changes to the Inventory of Historic Properties and Sites shall be approved by the Board and submitted to Council for approval.
2. The Board, after completion of the initial Inventory of Historic Properties and Sites, shall prepare and submit its recommendations for a preservation plan for historic sites and structures in the City to the appropriate planning agency of the City for its consideration, review, and alteration for proposed adoption by the City.

3. The Board shall assist the City in its consultation with the Kentucky SHPO for the Section 106 Review on all projects which are deemed federal undertaking. The Board's review and comments shall be included in all Section 106 submissions to the SHPO.
 4. For purposes of Section 106 Review and where appropriate, the Board, in consultation with the City and the SHPO, may expand the definition for what will be considered "historic properties" at the local level from the federal definition outlined in 36 CFR §800.16 (l)(1) and (l)(2) to include other resources with local significance deemed worthy of preservation.
 5. The Board shall review and comment on any plans for new construction prior to demolition of or alteration to identified historic properties (buildings, streetscapes, structure, or sites) to help ensure appropriateness and compatibility of design of new construction and consider alternatives for rehabilitation and adaptive reuse of existing historic properties. The Inventory and Preservation Plan established through Section E. 1. and 2. will inform this review. When the City is unable to implement recommendations made by the Board, the City will continue to consult with the Board in the development of alternatives.
 6. The Board shall assist the City in surplus of city-owned historic properties to prospective owners interested in historic preservation prior to these properties being listed on the open market, auctioned, or demolished. The Board may, upon request by the City, propose plans to prospective owners for the rehabilitation and adaptive reuse of individual historic structures.
 7. The Board shall assist in determining recommended areas for Historic Preservation Overlay zones and shall make recommendations to the City for the designation of Historic Landmarks.
 8. The Board shall make decisions on requests for Certificates of Appropriateness. The Board shall use the Ludlow Historic Design Guidelines or any applicable Chapter 99 Development Plan area guidelines in making decisions on these requests to alter, demolish, relocate, or add to a designated property, or to build a new structure in designated Historic Preservation Overlay zones or Chapter 99 Development Plan areas. The guidelines may include the United States Secretary of the Interior's Standards for Rehabilitation.
 9. The Board shall make decisions on requests for exterior alterations, demolitions, and new construction in Historic Preservation Overlay zones.
 10. The Board may initiate plans for the rehabilitation of individual historic structures in the City.
 11. The Chairperson of the Board shall have the power to administer an oath to witnesses prior to testifying before the Board on any issue.
 12. In the development of the Certified Local Government Program, the City may ask the Board to perform other responsibilities that may be delegated to the City under the National Historic Preservation Act.
 13. The Board shall administer the Main Street Facade Program.
- [Ord. # 2021-02, 20.0, B., 1., and 20.0, E., 8., adding clarifying language, 02/11/2021.]

ATTACHMENT C

Proposed Text Amendments to the Ludlow Zoning Ordinance
Words to be **deleted** are lined through - Words to be **added** are underlined.

ARTICLE 14 DEFINITIONS

Contents:

- 14.01 Rules for Words and Phrases**
- 14.02 Definitions**
- 14.03 Definitions for Flood Protection Development Standards**
- 14.04 Definitions for Sexually Oriented Businesses**
- 14.05 Definitions for Urban Design Review Board**

14.02 Definitions

Except for Flood Protection Development Standards (Section 8.04), and Sexually Oriented Businesses (Article 9), and Urban Design Review Board (Sections 12.08 and 13.13), the words, phrases and terms used within this ordinance shall be interpreted as stated in this Article. Except as specifically defined herein, all words and phrases used in this Zoning Ordinance shall have their customary meaning as defined in a standard, common dictionary. The definitions for Flood Protection Development Standards (Section 8.04) are in Section 14.03. The definitions for Sexually Oriented Businesses (Article 9) are in Section 14.04. The definitions for Urban Design Review Board (Sections 12.08 and 13.13) are in Section 14.05.

14.05 Definitions for Urban Design Review Board

For the purpose and procedures of Urban Design Review Board (Sections 12.08 and 13.13), the following definitions shall be used for the phrases and terms within those Articles. If a phrase or term is not specifically defined below, then the definitions found in 14.02 shall be used or shall have their customary meaning as defined in a standard, common dictionary.

A

Alteration – Any construction, replacement, or change to the exterior of a BUILDING or structure when it is visible to the public. An ALTERATION shall include a proposed sign or changes to an existing sign. Painting and ORDINARY MAINTENANCE AND REPAIRS shall not be considered ALTERATIONS.

B

Board – The Ludlow Urban Desing Review Board as established in this subchapter.

Building – Any structure designed or constructed for residential, commercial, industrial, agricultural, transportation, or other use.

C

Certificate of Appropriateness – The permit, issued by the BOARD, which gives its approval for work or DEMOLITION to be done in a locally designated HISTORIC DISTRICT or on a LANDMARK.

Certified Local Government – A government meeting the requirements of the National Historic Preservation Act in the implementing regulations of the U.S. Department of the Interior and the Kentucky Heritage Council.

City – The City of Ludlow, Kentucky.

Council – The Ludlow City Council.

D

Demolition – Any act destroying, in whole or in part, or moving, a LANDMARK, BUILDING, or structure deemed by the BOARD to be of historic significance.

Designated Property – A LANDMARK, BUILDING, or structure in a HISTORIC DISTRICT. DESIGNATED PROPERTY shall include all lots within a HISTORIC DISTRICT and the entire lot containing a LANDMARK.

E

[Reserved]

F

[Reserved]

G

[Reserved]

H

Historic District – An area of architectural, historical, or cultural significance.

I

Inventory of Historic Properties and Sites – A catalogue of historical sites.

J

[Reserved]

K

[Reserved]

L

Landmark – A BUILDING or structure of architectural, historical, or cultural significance which meets one or more of the criteria contained in this subchapter and which has been designated by the CITY.

M

[Reserved]

N

[Reserved]

O

Ordinary Maintenance and Repairs – Any work, the purpose of which is to correct deterioration or to prevent deterioration of a designated historic property. The work shall restore the property to its appearance prior to deterioration or shall result in the protection of its present appearance. The work shall involve the use of the same building materials or available materials that are as close as possible to the original. Work that changes the external appearance of the property shall be considered an ALTERATION for purposes of this subchapter.

P

Preservation Plan– Guidelines and/or regulations for the rehabilitation of certain sites, structures, and/or areas to incorporate them into a livable community.

Q

[Reserved]

R

[Reserved]

S

Section 106 Review – The process set forth in National Historic Preservation Act of 1966, 16 U.S.C. §§ 470, et seq., as amended, and 36 CFR § 800, which requires federal agencies to consider the effect on historic properties of any project carried out by them or that receives federal financial assistance, permits, or approvals.

State Historic Preservation Office or SHPO – The Kentucky program approved by the U.S. Secretary of the Interior for the purposes of carrying out the provisions of the National Historic Preservation Act of 1966, 16 U.S.C. §§ 470a, et seq., and is also the Kentucky Heritage Cabinet established pursuant to KRS 171.381

Surplus Properties – Properties owned by the CITY.

T

[Reserved]

U

Undertaking – As used in SECTION 106 REVIEW, a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a federal agency, including those carried out by or on behalf of a federal agency; those carried out with federal financial assistance; and those requiring a federal permit, license, or approval.

V

[Reserved]

W

[Reserved]

X

[Reserved]

Y

[Reserved]

Z

[Reserved]



CITY OF LUDLOW

51 Elm Street • P.O. Box 16188
Ludlow, KY 41016

Kenton County Planning Commission
kcpc@pdskc.org

RE: City of Ludlow Text Amendment Application

Dear Sir or Madame:

I write you today to request and apply for a zoning text amendment for the City of Ludlow Zoning Ordinance. Please see attached, signed text amendment application and an attachment titled "Proposed Text Amendments to the Ludlow Zoning Ordinance". The City of Ludlow will include this recommendation when it approves the Zoning Code text amendment.

More specifically the requested changes are summarized as follows:

- Add new language to Section 12.08;
- Remove a repeated and redundant section from Section 13.12 (This is removing a section that is repeating what is already stated in Section 12.08);
- Add a new definitions list to match what is in the City Ordinance;
- All references to the "Planning and Zoning Commission" shall be changed to "Planning Commission"; and
- Remove language from Section 12 and 13.

Attached please find correspondence with PDS summarizing the requested changes as well. Please let me know if you have any questions or issues.

Thank You for Your time,

A handwritten signature in blue ink that reads "Sarah Thompson".

Sarah Thompson
Mayor of Ludlow

cc: City Clerk

Patrick Denbow

From: Patrick Denbow
Sent: Monday, June 8, 2026 1:25 PM
To: Laurie Sparks; Jamie West - Ludlow - Code Enforcement Officer
Subject: RE: UDRB Amendment
Attachments: Ludlow UDRB Text Amendments 5.27.26.docx

Laurie and Jamie,

Please see the attached document. These are the changes necessary to the Zoning Ordinance to accommodate the already approved changes to the City Ordinance.

These changes will...

- Add the requested new language to Section 12.08
- Remove a repeated and redundant section from Section 13.12 (This is removing a section that is repeating what is already stated in Section 12.08)
- Add a new definitions list to match what is in the City Ordinance.

We have a couple of questions on the proposed language...

- Several areas make reference to the “*Planning and Zoning Commission*”
 - We believe this should simply be “Planning Commission” to reflect the actual name of the body.
- Section 12.08., 6, f., states “*If the Planning and Zoning Commission approves of the proposed designation, it shall amend the Comprehensive Plan to include the proposed designation and shall recommend a change in the zoning map to show the proposed historic designation.*”
 - The Kenton County Comprehensive Plan does not include a list or map of historic designations. Recommendations to the zoning map is in the prevue of the planning commission, but there would not be anything in the comprehensive plan to amend for this.

Please advise regarding the questions above and please let me know if there are any other changes needed.

Let me know if you have any questions.

As a reminder, tomorrow is the submission deadline for the July KCPC public hearing.

Thank you,



Patrick Denbow, AICP

Senior Planner
Planning and Development Services of Kenton County
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