



PROJECT BRIEF – BZCU-25-20

Application Date: September 3, 2025

Meeting Date: October 14, 2025

Application Description:

An application has been filed for a Conditional Use Permit to allow owner to use the duplex as part time short-term rental.

Current Zoning: Historic District Residential(HDR)	Project Location: 815 W Second St.
Applicant: Rachael Headley	Owner: H4 Rentals LLC

Preliminary Staff Recommendation: Approve with Conditions

Conditions:

1. House rules enforced
2. Max Occupants: 2 per bedroom (4 bedrooms) – 8 people
3. Max Vehicles: 4 cars

Reasoning:

To limit cars to the available off-street parking provided. Max occupants limited based on number of bedrooms on Zillow listing. Board should confirm number of bedrooms.

History, Relevant Information, & Prior Approvals:

History:

Relevant Information:

Property is a duplex on one parcel. It is assumed that both sides will be used as a rental.

Prior Approvals:

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 (Page 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)

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, it is.
Staff Response:	Yes, Category 581 for a short term rental is a conditional use within HDR.

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, it does.
Staff Response:	Yes, the Comprehensive Plan includes some mixed-use commercial/residential properties within this district.

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, it has been a duplex for many years and was in a state of disrepair. We've recently finished rebuilding/remodeling the inside of the structure, while keeping as many historical aspects on the inside as possible. We've spruced up the grounds on the exterior and believe that it is a benefit to the neighborhood.
Staff Response:	The property will retain its appearance as a home and will partially retain that historic use. The other times, while it is being used as a short-term rental, assuming the board agrees with staff's recommendations, this should be harmonious with the character of the surrounding area.

Finding #3 has been satisfied with the proposed conditions.

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, it will not be hazardous or disturbing for the existing or future neighboring use, it has been a duplex and will continued to be used as one.
Staff Response:	Assuming the board agrees with staff's recommendations, this should not be hazardous or disturbing to the surrounding area.

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, it has all public utilities.
Staff Response:	Yes this location has access to public facilities and services.

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, it will not create additional hardship on the public, and will not be a detriment but a benefit to the economic welfare.
Staff Response:	Yes, this will not create excessive requirements at the public 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, it will not add to the above listed noxious sounds, sights, and smells. It will be a smoke/vape free property.
Staff Response:	Assuming the house rules are enforced, this should not be detrimental to the general public.

Finding #7 has been satisfied with the proposed conditions.

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 is plenty of street parking available and it is a one way street, we've also added parking in the back that can accommodate up to 4 vehicles.
Staff Response:	Yes this property has access to vehicular approaches.

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, it will not result in taking away from the natural scenery.
Staff Response:	This use will not destroy any features.

Finding #9 has been satisfied.



BZCU-25-20

Conditional Use Permit

Status: Active

Submitted On: 9/3/2025





Primary Location

815 W SECOND ST
MADISON, IN 47250

Owner

H4 Rentals LLC
W 2nd Street 815
VINCENNES, IN 47591

Applicant

 Rachael Headley
 812-890-3385
 rachaelheadley@kw.com
 PO Box 1651
Vincennes, In 47591

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

N	011-04321-00 42 BY 80 FT N END LOT 188 3RD ADD W 11-141-54 & 55 815 W 2nd St
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Description of Existing Use

Duplex

Description of Proposed Use

Duplex – short term rental when current owner isn't using it

Proposed Schedule of Uses Category #

581

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, it is.

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, it does.

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, it has been a duplex for many years and was in a state of disrepair. We've recently finished rebuilding/remodeling the inside of the structure, while keeping as many historical aspects on the inside as possible. We've spruced up the grounds on the exterior and believe that it is a benefit to the neighborhood.

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

Yes, it will not be hazardous or disturbing for the existing or future neighboring use, it has been a duplex and will continued to be used as one.

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, it has all public utilities.

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, it will not create additional hardship on the public, and will not be a detrement but a benefit to the economic welfare.

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, it will not add to the above listed noxious sounds, sights, and smells. It will be a smoke/vape free property.

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 is plenty of street parking available and it is a one way street, we've also added parking in the back that can accomodate up to 4 vehicles.

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

Yes, it will not result in taking away from the natural scenery.

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*



Rachael Headley

Aug 29, 2025



	<div>Printed 08/29/2025</div> <div>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.</div>
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General
Bills

Check in instructions:

Please contact us upon check in of anything that needs attention, or is of concern. 812-890-3385
Internet password:

Safety:

This is a smoke free vape free property.
Fire ladders are located in the 2ndary bedrooms.
Fire extinguishers are located under the kitchen sink.

General Information:

Quiet hours as per city ordinance: 10 pm to 8 am local time.
Only registered guests are allowed.

Housekeeping:

Please squeegee the shower after use.
Spare sheets and blankets are in the closets of the rooms.
Cleaning supplies are located in the kitchen cabinet.
ONLY Hand wash pots, pans, and knives, as they are not dishwasher safe.

Check out instructions:

Check out is 10 am, local time.
Dispose of perishables.
Take out the trash. Cans are out back on the patio.
Wash dishes that need hand washed and/or load dishes in the dishwasher and run it.
Set thermostat back to 76 degrees.
Be sure to sign out of streaming services.
Put dirty towels in the hamper in the bathroom, including kitchen towels.
Make sure the front door is locked, prior to leaving out the side door.
Shut off all lights.

Things of note:

All bedrooms are located UPSTAIRS.
There is a corner shower, no tub.

This is a historical home, we've retained as much of the historical charm as possible while offering modern day functionality. We are excited to share it with you, and ask you to respect the tranquility of the neighborhood and to enjoy your stay in historic Madison, Indiana.