



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Planning Board

Thursday, February 16, 2023

5:00 PM

City Hall

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

FOR VISUAL PRESENTATIONS: Individuals are responsible to share their presentation at the meeting on their laptop through Zoom. For City Commission meetings the City Clerk's Office will need a copy for the agenda at least 6 days before the meeting.

Call Meeting To Order - 5:00 P.M.

Roll Call

Present 7 - Mr. Browning, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, Mr. Russo, Mr. Varela, and Chairman Holland

Pledge of Allegiance to the Flag

Approval of Agenda - The agenda was unanimously approved as amended

Administering the Oath by the Clerk of the Board

Approval of Minutes

1 January 19, 2023 (Regular)

Attachments: [Minutes](#)

A motion was made by Mr. Russo, seconded by Mr. Browning, that the Minutes be Approved. The motion passed by unanimous vote.

2 January 24, 2023 (Workshop)

Attachments: [Minutes](#)

A motion was made by Mr. Browning, seconded by Mr. Russo, that the Minutes be Approved. The motion passed by unanimous vote.

Old Business

3

Withdrawn by Applicant - Variance - 10 Lowes Lane (RE# 00007530-000000) - A request for a variance to the minimum required front, side, and rear setbacks, and the minimum required open space in order to remodel an existing single-family home on a parcel located within the Historic High Density Residential (HHDR) zoning district pursuant to Section 90-395, 122-630(6)a., 122-630(6)b., 122-630(6)c., and 108-346(b) of the Land Development Regulations of the City of Key West, Florida.

Attachments: [Staff Report 01.19.23](#)
[Planning Package](#)
[Noticing Package 12.19.22](#)
[1013 Southard Letter of Objection 01.10.23](#)
[Staff Report 12.19.22](#)
[Noticing Package 11.17.22](#)
[1009 Southard Street Statement 11.10.2022](#)
[1009 Southard Street Statement 11.11.2022](#)
[1009 Southard Street Statement 11.14.2022](#)
[Request for Postponement](#)
[1013 Southard Street Objection 11.14.2022](#)
[1017 Southard Street Objection Comments 11.21.2022](#)
[1017 Southard Street Statement 11.21.2022](#)
[1017 Southard Street Postponement Request](#)
[1013 Southard Street Postponement Request](#)
[Applicant Response to Postponement Requests](#)
[Request for Postponement 12/13/2022](#)
[Letter of Support - 1 Lowes Lane](#)
[Letter of Support - 11 Lowes Lane](#)
[1017 Southard Objection](#)
[1017 Southard Follow Up Objection](#)
[Photos From 1017 Southard](#)
[Letter of Support - 3 Lowe Lane](#)
[Letter of Support - 4 Lowe Lane](#)
[Letter of Support - 6 Lowe Lane](#)
[Letter of Support - 521 Grinnell](#)
[1013 Southard Street Email with Applicant](#)
[Applicant Request for Postponement 1.18.23](#)

Withdrawn

4 Request for Postponement by Applicant- Variance - 1905 Staples Avenue (RE# 00046930-000000) - A request for variance approval for non-complying front, side and rear setbacks, and building coverage, to allow a single family residence, located in the Limited Commercial (CL) Zoning District, pursuant to Sections 90-395, 122-390 and 108-346 of the City of Key West Land Development Regulations.

- Attachments:
- [STAFF REPORT 2.16.23](#)
 - [Planning Package 02.16.23](#)
 - [1904 Staples Ave. Comments](#)
 - [1907 Staples & Applicant Communications](#)
 - [1907 Staples - Comment 1](#)
 - [1907 Staples - Comment 2](#)
 - [Staff Report](#)
 - [Request for postponement](#)
 - [Planning Package](#)
 - [Noticing Package](#)

Postponed to April 20, 2023

5 Request for Postponement by Applicant- Conditional Use - 1905 Staples Avenue (RE# 00046930-000000) - A request for conditional use approval to allow a single family residence, located in the Limited Commercial (CL) zoning district, pursuant to Sections 122-61, 122-62 and 122-388(1) of the City of Key West Land Development Regulations.

- Attachments:** [STAFF REPORT 2.16.23](#)
 [Planning Package 02.16.23](#)
 [1904 Staples Ave.Comments](#)
 [1907 Staples & Applicant Communications](#)
 [1907 Staples - Comment 1](#)
 [1907 Staples - Comment 2](#)
 [Staff Report](#)
 [Request for postponement](#)
 [Additional utilities comments](#)
 [Planning Package](#)
 [Noticing Package](#)
 [Utilities Comments](#)

Postponed to April 20, 2023

New Business

6 Text Amendment of the Land Development Regulations -
 A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission to amend Land Development Regulations Chapter 102, entitled “Historic Preservation”, by amending Section 102-217, entitled “Required public meetings and staff approval”, by amending the requirements to obtain approval to demolish historic but non-contributing buildings or structures in the Historic District after conclusion of one regular Historic Architectural Review Commission Meeting; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

- Attachments:** [Staff Report](#)
 [Resolution](#)
 [Ordinance](#)

A motion was made by Vice Chair Gilleran, seconded by Mr. Varela, that the Planning Resolution be Approved. The motion carried by the following vote:

No: 1 - Ms. Henderson

Yes: 6 - Mr. Browning, Vice Chair Gilleran, Mr. Lloyd, Mr. Russo, Mr. Varela, and Chairman Holland

Enactment No: PB Resolution 2023-02

- 7 **Text Amendment of the Land Development Regulations -**
 A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission to modify the membership of the Development Review Committee (DRC) and transfer the responsibility to vote on lot splits from the DRC to the Planning Board, by amending the City of Key West Land Development Regulations Chapter 90, entitled "Administration", Article II, entitled "Boards, Committees, Commissions", Division 2, entitled "Planning Board", Section 90-55, entitled "Functions and Powers"; Chapter 108, entitled "Planning and Development", Article II, entitled "Development plan", Division 2, entitled "Development Review Committee", Section 108-61 entitled "Established and membership." and Section 108-63, entitled "Powers and duties."; and Chapter 118, entitled "Subdivisions", Article III, entitled "Plats and plans", Division 2 entitled "Lot split and minor subdivision procedures", Section 118-169, entitled "Lot splits."

Attachments: [STAFF REPORT](#)
 [RESOLUTION](#)

A motion was made by Mr. Russo, seconded by Mr. Browning, that the Planning Resolution be Approved. The motion carried by the following vote:

Yes: 7 - Mr. Browning, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, Mr. Russo, Mr. Varela, and Chairman Holland

Enactment No: PB Resolution 2023-03

Discussion Items

- 8 Discuss scheduling regular Planning Board Workshops

Discussed

Reports

Public Comment

Board Member Comment

Adjournment - 5:37 P.M.