



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Meeting Minutes - Action Only

### Planning Board

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Thursday, September 16, 2021

5:00 PM

City Hall

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**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**

**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 August 19, 2021

A motion was made by Ms. Brew, seconded by Ms. Henderson, that the Minutes be Approved. The motion passed by unanimous vote.

**Presentations**

2 **Variance calculation demonstration**

Received and Filed

**Old Business**

- 3                    **Conditional Use - 1122 Watson Street (RE# 00031840-000000)** - A request for approval of a Conditional Use Permit to convert a portion of a multi-family structure currently used for storage into a civic and cultural use as an office space for archival work on a parcel located in the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 122-62 and Section 122-598.

A motion was made by Mr. Lloyd, seconded by Ms. Henderson, that the applicant has failed to demonstrate the proposed use of this property meets the criteria set forth in code section 122-62(c) and that the proposed conditional use is adverse to the public's interest. The motion carried by the following vote:

Enactment No: PB Resolution 2021-43

- 4                    **Variance - 3528 Eagle Avenue (RE # 00052620-000000)** - A request for variances to the minimum rear-yard setback, maximum allowable impervious surface and maximum allowable building coverage requirements in order to convert a rear non-complying accessory structure into an affordable housing unit in the Single Family (SF) zoning district pursuant to Sections 90-395, 122-233, 122-238 (6) a.3., and 122-238 (4) b.1. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

A motion was made by Ms. Henderson, seconded by Ms. Brew, that the Board finds that the Applicant has failed to demonstrate all the standards of code Section 90-395 (A) and that the application be Denied. The motion carried by the following vote:

Enactment No: PB Resolution 2021-44

- 5                   **Variance - 322-324 ½ Truman Avenue (RE# 00025530-000000, 00025520-000000, and 00025500-000000)** - A request for a variance to the minimum rear setback, maximum impervious surface, maximum lot coverage, minimum open space, and off-street parking requirements for a major development plan to redevelop eighteen (18) residential units consisting of fourteen (14) affordable units and four (4) market rate units in the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 90-395, 108-346, 122-600 (4), and 122-600 (6) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

A motion was made by Mr. Lloyd that the Planning Resolution be Denied. The motion failed for lack of a second.

A motion was made by Vice Chair Gilleran, seconded by Ms. Brew, that the Planning Resolution be Postponed to November 18, 2021. The motion carried by the following vote:

- 6                   **Major Development Plan and Landscape Waiver - 322-324 ½ Truman Avenue (RE# 00025530-000000, 00025520-000000, and 00025500-000000)** - A request for approval of a major development plan to redevelop eighteen (18) residential units consisting of fourteen (14) affordable units and four (4) market rate units, as well as a landscape waiver, and a request for an exemption to the minimum size of affordable workforce housing units in the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 108-91, 108-517, 122-596, 122-597, and 122-1467(2)a. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

A motion was made by Vice Chair Gilleran, seconded by Ms. Brew, that the Planning Resolution be Postponed to November 18, 2021. The motion carried by the following vote:

- 7 **Official Zoning Map Amendment - 700 Front Street (RE # 00000210-000000)** - A request for approval of an amendment to the Official Zoning map to rezone the subject property from Historic Residential Commercial Core - Key West Bight (HRCC-2) to Historic Residential Commercial Core - Duval Gulfside District (HRCC-1); pursuant to Sections 90-516, 90-521, and 122-93 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida; Providing for severability; Providing for an effective date.

Postponed to October 21, 2021

**New Business**

- 8 **Text Amendment of the Land Development Regulations** - A resolution of the City of Key West Planning Board recommending approval of an ordinance to the City Commission to amend Chapter 110 of the Code of Ordinances, entitled "Resource Protection" by amending Section 110-323 entitled "Application" to provide for an application fee for applications to the Tree Commission and Urban Forestry Manager; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

**A motion was made by Mr. Lloyd, seconded by Ms. Brew, that the Planning Resolution be Approved. The motion carried by the following vote:**

Enactment No: PB Resolution 2021-45

**9**                                    **Text Amendment of the Comprehensive Plan - A**  
Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission creating or amending Comprehensive Plan sections - II. Glossary of Terms, Chapter 1: Future Land Use Element Policies 1-1.1.1, 1-1.1.16, 1-1.10.4 and 1-1.10.5; Chapter 1A Historic Preservation Element, Policies 1A-1.3.1, and 1A-1.5.3; Chapter 3 Housing Element Objective 3-1.2.1, and Policy 3-1.2.2; Chapter 4 Public Facilities Element Policies 4-3.1.5, and 4-3.1.6; Chapter 5 Coastal Management Element Objective 5-1.7 and Policies 5-1.1.3, 5-1.3.2, 5-1.5.2, 5-1.5.3, 5-1.7.1, 5-1.7.2, and 5-1.7.4; Chapter 6 Conservation Element Policies 6-1.2.1, 6-1.2.19, and 6-1.3.1; Chapter 8 Intergovernmental Element Objective 8-1.6, and Policies 8-1.6.1, and 8-1.6.2; Pursuant to Chapter 90, Article VI, Division 3; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**A motion was made by Mr. Lloyd, seconded by Ms. Henderson, that the Planning Resolution be Approved. The motion carried by the following vote:**

Enactment No: PB Resolution 21-46

**10**                                    **Variance - 1012 Howe Street (RE# 00026830-000000) -**  
A request for variances to the maximum building coverage, maximum impervious surface, and maximum rear yard coverage for an accessory structure, and the minimum open space ratio to construct a detached accessory structure on property located within the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 90-395, 122-600 (4) a., 122-600 (4) b., 108-346, and 122-1181 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**A motion was made by Mr. Lloyd, seconded by Vice Chair Gilleran, that the Board finds that all the standards set forth in code Section 90-395(A) have been met by the Applicant, that the Applicant has demonstrated a "Good Neighbor Policy" and that the Variance (exception) be Granted subject to the conditions as outlined in the Staff Report. The motion carried by the following vote:**

Enactment No: PB Resolution 2021-47

- 11                    **Variance - 408 Greene Street (RE# 00001500-000000) -**  
A request for a variance to the minimum parking requirements in order to create 1,000 square feet of an outdoor venue for yoga classes and other small group retail / therapeutic events on property located within the Historic Residential / Office (HRO) zoning district pursuant to Sections 90-395, 108-573, 108-572 (16), 122-27 and 122-32 (d) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Postponed to October 21, 2021

- 12                    **Transient License Transfer - One (1) transient license in Unassigned Status to 504-506 Catherine Street (RE#00028500-000000) -** A request to transfer one (1) transient license in unassigned status, associated with The Ambrosia House at 425 Frances Street, to a property located at 504-506 Catherine Street within the Historic Residential Commercial Core (HRCC-3) zoning district pursuant to Sections 122-747 and 122-1339 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

A motion was made by Vice Chair Gilleran, seconded by Mr. Lloyd, that the Planning Resolution be Approved with an amendment to remove condition #1 from the staff report, maintain conditions #2 and #3, and adding a condition that the receiver site will surrender 3 units concurrent with the issuance of the Certificate of Occupancy at 504 Catherine Street. The motion carried by the following vote:

Enactment No: PB Resolution 2021-48

- 13**                    **Variance - 1325 Simonton Street (RE#00035950-000000)** - A request for approval of a variance to conform with parking deficiencies, variance to off-street required parking and landscaping requirements, variance to required open space, and a variance to the maximum impervious surface to allow an electronic scooter rental service as an accessory to a hotel use in Historic Commercial Tourist (HCT) zoning district pursuant to Sections 90-395, 108-346, 108-412, 108-414, 108-572, 108-575(5), and 122-900(4)b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.
- Postponed to October 21, 2021**
- 14**                    **Conditional Use - 1325 Simonton Street (RE# 00035950-000000)** - A request for approval of a conditional use to allow an electronic scooter rental service and a food truck as an accessory to a hotel use in the Historic Commercial Tourist (HCT) zoning district pursuant to Sections 18-355, 122-62 and 122-898 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.
- Postponed to October 21, 2021**
- 15**                    **Variance - 1220 Simonton Street (RE# 00028730-000000)** - A request for approval of a variance to conform with parking deficiencies, variance to off-street required parking, and a variance to minimum side setbacks for an accessory structure to allow an electronic scooter rental service as an accessory to a hotel use in the Historic Neighborhood Commercial (HNC-1) zoning district pursuant to Sections 90-395, 108-572, 108-575(5), and 122-810(c) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.
- Postponed to October 21, 2021**

**16**                                **Conditional Use - 1220 Simonton Street (RE# 00028730-000000)** - A request for approval of a conditional use to allow an electronic scooter rental service as an accessory to a hotel use in the Historic Neighborhood Commercial (HNC-1) zoning district pursuant to Sections 18-355, 122-62 and 122-808 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Postponed to October 21, 2021

**17**                                **Variance - 1321 Simonton Street (RE# 00035940-000000)** - A request for approval of a variance to conform with parking deficiencies and a variance to off-street required parking to allow an electronic scooter rental service as an accessory to a hotel use in the Historic Commercial Tourist (HCT) zoning district pursuant to Sections 90-395, 108-572, and 108-575(5) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Postponed to October 21, 2021

**18**                                **Conditional Use - 1321 Simonton Street - (RE# 00035940-000000)** - A request for approval of a conditional use to allow an electronic scooter rental service as an accessory to a hotel use in the Historic Commercial Tourist (HCT) zoning district pursuant to Sections 18-355, 122-62 and 122-898 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Postponed to October 21, 2021



**19**                                    **Variance - 1401 Simonton Street (RE#00036231-000000)** - A request for approval of a variance to conform with parking deficiencies and a variance to off-street required parking to allow an electronic scooter rental service as an accessory to a hotel use in the Historic Commercial Tourist (HCT) zoning district pursuant to Sections 90-395, 108-572, and 108-575(5) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Postponed to October 21, 2021

**20**                                    **Conditional Use - 1401 Simonton Street (RE#00036231-000000)** - A request for approval of a conditional use to allow an electronic scooter rental service as an accessory to a hotel use in the Historic Commercial Tourist (HCT) zoning district pursuant to Sections 18-355, 122-62 and 122-898 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Postponed to October 21, 2021

**Reports**

**Public Comment**

**Board Member Comments**

**Adjournment - 7:49 P.M.**