



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Planning Board

Thursday, August 17, 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: For City Commission meetings the City Clerk's Office will need a copy of all presentations for the agenda at least 7 days before the meeting.

Call Meeting To Order - 5:01 P.M.

Roll Call

Absent 1 - Mr. Browning

Present 6 - Mr. Batty, Mr. Gilleran, Ms. Henderson, Mr. Russo, Vice Chair 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 July 19, 2023

Attachments: [Minutes](#)

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

Presentations

- 2 **Building Permit Allocation System (BPAS) Annual Report** - Presentation of the tracking and monitoring requirements as required by Section 108-995 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida

Attachments: [Year 10 BPAS Annual Report](#)

Received and Filed

Old Business

- 3 **Conditional Use Amendment - 114 Simonton Street (RE# 00000290-000000)** - A request for an amendment to a conditional use approval for an existing recreational rental vehicle operation, to allow for the addition of fifty (50) golf carts at a property located at 114 Simonton Street in the Historic Residential Commercial Core (HRCC-1) zoning district pursuant to Sections Sec. 18-358, 122-62(b), 122-62(c), 122-63(e), and 122-688 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)
[Applicant's Traffic Impact Analysis](#)
[2021 Traffic Study by KCI for the City of Key West](#)
[Noticing Package](#)
[Planning Board Resolution 2019-40 - Conditional Use Amendment](#)
[Planning Board Resolution 2016-60 Conditional Use Approval](#)
[Multimodal Transportation Comments](#)
[Engineering Comments](#)
[Utilities Comments](#)
[Keys Energy Comments](#)
[Urban Forestry Comments](#)
[Public Comment](#)

Postponed to September 21, 2023

New Business

4 **Variance - 709 Whitmarsh Lane (RE# 00015540-000000)** - A request for variances on impervious surface, open space, building coverage, side setbacks, and rear setbacks for renovation of a nonconforming structure for property located within the Historic High Density Residential (HHDR) Zoning District pursuant to Sections 90-395 and 122-630 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments: [Staff Report](#)
 [Planning Package](#)
 [Noticing Package](#)
 [Public Comment - No Objection Gironet](#)

A motion was made by Mr. Gilleran, seconded by Vice Chair Varela, 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, striking Conditions #2, #4, and #6 from the conditions as outlined in the Staff Report and adding that the applicant shall maintain a 5 foot clear pathway between the historic home and the existing multi-unit structure and that a contact phone number will be provided on-site during construction. The motion carried by the following vote:

- No:** 1 - Ms. Henderson
- Absent:** 1 - Mr. Browning
- Yes:** 5 - Mr. Batty, Mr. Gilleran, Mr. Russo, Vice Chair Varela, and Chairman Holland

Enactment No: PB Resolution 2023-014

5:24 P.M. - Mr. Russo left Meeting

5

Variance - 5 Catholic Lane (RE# 00010630-000000) - A request for a variance on side setbacks for addition of a second floor to a noncomplying structure for property located within the Historic High Density Residential (HHDR) Zoning District pursuant to Sections 90-395 and 122-630 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Staff Report](#)
 [Planning Package](#)
 [Noticing Package](#)

A motion was made by Ms. Henderson, seconded by Mr. Batty, 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:

Absent: 2 - Mr. Browning, and Mr. Russo

Yes: 5 - Mr. Batty, Mr. Gilleran, Ms. Henderson, Vice Chair Varela, and Chairman Holland

Enactment No: PB Resolution 2023-015

6

Variance - 11 Hutchinson Lane (RE# 00015150-000400)

- A request for variances on maximum building coverage and minimum open space for an addition to an existing single-family home for property located within the Historic Medium Density Residential (HMDR) Zoning District pursuant to Sections 90-395 and 122-600 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:** [Staff Report](#)
[Planning Package](#)
[Noticing Package](#)
[Public Comment - No Objection Fracyon](#)
[Public Comment - No Objection Van Anda](#)
[Public Comment - No Objection Latham](#)

A motion was made by Vice Chair Varela, seconded by Mr. Batty, 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 (except condition #3 which is hereby struck from report). The motion carried by the following vote:

Absent: 2 - Mr. Browning, and Mr. Russo

Yes: 5 - Mr. Batty, Mr. Gilleran, Ms. Henderson, Vice Chair Varela, and Chairman Holland

Enactment No: PB Resolution 2023-016

7 **Transfer of a Transient Unit License** - A request to transfer one (1) transient license from a sender site located at 1901 S. Roosevelt Blvd, Unit 308N (RE# 00064700-000324) in the Coastal Medium Density Residential zoning district, to a receiver site located at 507 Amelia Street (RE# 00027730-000000) in the Historic Residential Commercial Core - 3 zoning district, pursuant to Sections 122-1339 and 122-747 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:** [Staff Report](#)
[Planning Package](#)
[Noticing Package](#)
[Utilities Comments 7.27.23](#)
[Urban Forester Comments](#)
[Keys Energy Comments](#)
[Utilities Comments](#)
[Public Comment - Concerns - Clayton](#)

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

- Absent:** 2 - Mr. Browning, and Mr. Russo
- Yes:** 5 - Mr. Batty, Mr. Gilleran, Ms. Henderson, Vice Chair Varela, and Chairman Holland

Enactment No: PB Resolution 2023-017

Reports

Public Comment

Board Member Comment

Adjournment - 5:43 P.M.