



MEMORANDUM

Date: October 9, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Jim Singelyn
Acting Planning Director

Subject: **File 25-3959- Minor Development Plan – 601 Howard England Way (RE# 00001630-000200)** – Granting Minor Development Plan approval to demolish and reconstruct a new, larger visitor center at Fort Zachary Taylor State Park located in the Historic Public and Semipublic Services (HPS) zoning district, pursuant to Sections 108-91 and 108-517 of the Land Development Regulations of the City of Key West, Florida. Providing for an effective date.

Introduction

The applicant proposes to demolish the current building that houses the bathrooms towards the entrance of the park and reconstruct a larger building to include a visitor center along with bathrooms. The center will be open for visitors to both the beach and the fort. The proposed structure will be 1,468 square feet larger than the existing building. City of Key West Code Section 108-91 requires a minor development plan in the historic district when there is an addition or reconstruction of 500-2,499 square feet of gross non-residential floor area.

Background

The subject property is a 406,169 square-foot parcel located at 601 Howard England Way in the Historic Public Services (HPS) zoning district. The principal use is a Florida State Park known as Fort Zachary Taylor. The site includes a beach, historic fort, walking trails, a restaurant and retail structure with bathrooms, and a smaller structure with bathrooms which is the structure in question for the development plan.

Analysis:

Staff determined the proposal is in compliance with the Minor Development Review criteria listed under Section 108-91(A)(1)(b). Planning staff and the Planning Board, as required by Chapter 108 of the City Code, reviewed the request for compliance with the Land Development Regulations and the Comprehensive Plan as detailed in the attached Planning Board staff report. The proposed minor development plan was reviewed before the Planning Board on July 17, 2025, where they recommended approval through Resolution No. 2025-032

A full planning staff analysis is available in the Planning Board staff report.

Other Matters:

N/A

Options / Advantages / Disadvantages:

Option 1:

Approve the minor development plan as recommended by the Planning Board through Resolution No. 2025-032.

Option 2:

Deny the minor development plan.

Recommendation:

As per Planning Board Resolution No. 2025-032, the Planning Board recommended to the City Commission **Option 1** for the approval of the minor development plan. Planning Department staff support Planning Board Resolution No. 2025-032 to approve.