



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, February 20, 2025

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:** 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 - 5:00 P.M.**

#### Roll Call

**Absent** 1 - Mr. Garcia

**Present** 6 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

#### 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 13, 2025 (Special)

**Attachments:** [Minutes](#)

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

2 January 16, 2025 (Regular)

Attachments: [Minutes](#)

A motion was made by Mr. Wallace, seconded by Vice Chair Varela, that the Minutes be Approved. The motion passed by unanimous vote.

**Old Business**

3 **Variance - 0 Duval - (RE# 00000120-018800)** - A request for a variance to the minimum required shoreline setback to allow for a setback of 10', pursuant to Sections 122-1148 and 90-395 of the Land Development Regulations of the City of Key West.

Attachments: [Staff Report - MDP & Variance. Revised 2.12.24](#)  
[Staff Report - MDP & Variance](#)  
[Noticing Package](#)  
[Planning Package](#)

A motion was made by Vice Chair Varela, seconded by Mr. Browning, 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 revised (2/19/25) Staff Report. The motion carried by the following vote:

**No:** 1 - Mr. Warren

**Absent:** 1 - Mr. Garcia

**Yes:** 5 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-06

4

**Major Modification to a Major Development Plan and Landscape Waiver - 0 Duval Street (RE# 00000120-018800)** - A request for a Major Modification to a Major Development Plan and Landscape Waiver to remodel portions of an existing hotel in the Historic Residential Commercial Core - 1 zoning district. The proposed work would result in redevelopment of 3,500 square feet of lobby, retail and office area, a modified vehicular circulation and parking plan, and modifications to the landscape plan including a landscape waiver, pursuant to Sections 108-91 and 108-517 of the Code of Ordinances of Key West, Florida.

- Attachments:**
- [Staff Report - MDP & Variance. Revised 2.12.25](#)
  - [Staff Report - MDP & Variance](#)
  - [Conceptual Landscape Plan Approval](#)
  - [Building Sprinkler Criteria Analysis](#)
  - [Planning Package](#)
  - [Keys Energy - Comments](#)
  - [Urban Forestry- Comments](#)
  - [Noticing Package](#)

**A motion was made by Mr. Wallace, seconded by Vice Chair Varela, to approve the Major Dev Plan and Landscape Waiver with conditions set forth in the revised (2/19/25) Staff Report, including the fire/safety additional condition. The motion carried by the following vote:**

- Absent:** 1 - Mr. Garcia
- Yes:** 6 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-07

**5**                    **Minor Development Plan - 218 Duval Street (RE# 00001400-000000) -** A request for a Minor Development Plan to allow for the expansion of food service to the existing rear yard consumption area and construction of a wood-framed pavilion, located in the HRCC-1 zoning district, pursuant to Section 108-91 and Chapter 122, Article IV, Division 7, Subdivision II of the Land Development Regulations of the City of Key West, Florida.

- Attachments:**    [Staff Report](#)  
                              [Planning Package](#)  
                              [Lind - Public Comment - Against](#)  
                              [Lopez - Public Comment - Against](#)  
                              [Brawn Letter of Opposition](#)  
                              [Schultz - Public Comment - Support](#)  
                              [Noticing Package](#)

**A motion was made by Mr. Wallace, seconded by Vice Chair Varela, that the Minor Dev Plan be Approved with the conditions as outlined in the Staff Report. The motion carried by the following vote:**

- No:**    1 - Mr. Warren
- Absent:**  1 - Mr. Garcia
- Yes:**    5 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-08

**New Business**

6

**Variance - 907 Caroline Street (RE# 00072082-004505) -**

A request for variances to allow increases in the maximum impervious surface ratio from 70% to 85.9% and decrease in the minimum open space from 20% to 13% to permit the construction of a two-story mixed-use building with commercial and institutional uses on the first floor and four affordable workforce housing units on the second floor on property located within the Historic Residential Commercial Core Key West Bight (HRCC-2) Zoning District pursuant to Sections 90-395, 122-720, and 108-346 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 Mr. Warren, seconded by Mr. Browning, 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:** 1 - Mr. Garcia

**Yes:** 6 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-09

7

**Major Development Plan - 907 Caroline Street (RE# 00072082-004505)** - A request for a major development plan approval for construction of a two-story mixed-use building with commercial and institutional uses on the first floor and four affordable workforce housing units on the second floor on property located within the Historic Residential Commercial Core Key West Bight (HRCC-2) Zoning District pursuant to Chapter 108, Section 108-91, and Article III through IX; and Chapter 122, Article IV, Division 7, Subdivision III of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**
- [Staff Report](#)
  - [Planning Package](#)
  - [Conceptual Landscape Plan Approval Letter & Map](#)
  - [Keys Energy- Comments](#)
  - [Urban Forestry- Comments](#)
  - [Noticing Package](#)

**A motion was made by Mr. Warren, seconded by Mr. Browning, that the Maj Dev Plan be Approved with the conditions as outlined in the Staff Report. The motion carried by the following vote:**

**Absent:** 1 - Mr. Garcia

**Yes:** 6 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-10

**8**                                **Major Development Plan - 3200 N. Roosevelt Boulevard - Real Sub, LLC** - Applicant seeks a Major Development Plan pursuant to Section 108-91 (B)(2)(b) and Conditional Use approval pursuant to Section 122-418 (Commercial retail high intensity greater than 5,000 square feet) to redevelop an existing shopping center in the General Commercial (CG) Zoning District.

- Attachments:**     [Staff Report](#)  
                                  [Planning Package](#)  
                                  [Keys Energy - Comments](#)  
                                  [Urban Forestry- Comments](#)  
                                  [Utilities- Comments](#)  
                                  [Noticing Package](#)

**A motion was made by Mr. Browning, seconded by Vice Chair Varela, that the Maj Dev Plan be Approved with conditions as outlined in the Staff Report. The motion carried by the following vote:**

- Absent:** 1 - Mr. Garcia
- Yes:** 6 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty
- Enactment No: PB Resolution 2025-11

**9**                                **Text Amendment to the Historic Architectural Review Commission’s Guidelines - An Ordinance of the City of Key West, Florida, to amend the Historic Architectural Review Commission Guidelines for Foundations and Lattice Infill, specifically Section VI (m.) Foundations and Lattice Infill, as referenced in Chapter 90 (Administration), Article II, Division 4 - Historic Architectural Review Commission of the City of Key West Land Development Regulations; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.**

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

**A motion was made by Mr. Warren, seconded by Mr. Browning, that the Text Amendment be Approved. The motion carried by the following vote:**

- Absent:** 1 - Mr. Garcia

**Yes:** 6 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-12

10

**Text Amendment to the Land Development Regulations**, Amending Chapter 110 of the Code of Ordinances entitled "Resource Protection", Article III Entitled "Environmental Resources", Establishing Division 4, entitled "Green Building", Establishing requirements for green building certification during zoning review, establishing and adaptation and sustainability fee program and policy; pursuant to Section 90-518 of the Land Development Regulations.

**Postponed to March 27, 2025**



11

**Text Amendment of the Land Development**

**Regulations** - An amendment to Land Development Regulations Chapter 122, entitled “Zoning”, Article V, entitled “Supplementary District Regulations”, Division 10, entitled “Work Force Housing” pursuant to Section 90-518 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida. The amendment would modify Section 122-1466, entitled “Definitions” by amending definitions regarding annual income, family size, workforce housing classifications. The amendment would modify Section 122-1467, entitled “Requirements of affordable work force housing”.

- Attachments:    [Staff Report](#)  
                           [Draft Ordinance](#)  
                           [Text Amendment](#)

The board unanimously agreed to hear amendments to sections separately. With that, a motion was made by Vice Chair Varela, seconded by Mr. Browning, to strike proposed Subsection 14 from Section 122-1466. That motion passed with Mr. Warren voting No and Messrs. Browning, Varela (Vice Chair), Wallace, Wiggins, and Chairman Batty voting Yes.

A motion was then made by Vice Chair Varela, seconded by Mr. Browning, to strike proposed Subsection 2 from Section 122-1467. That motion passed with Mr. Warren voting No and Messrs. Browning, Varela (Vice Chair), Wallace, Wiggins, and Chairman Batty voting Yes.

Then, a motion was made by Mr. Wallace, seconded by Mr. Browning, to approve the property linkages as outlined in Sec. 122-1467(4) up to Shark Key Bridge. That motion passed with Mr. Warren voting No and Messrs. Browning, Varela (Vice Chair), Wallace, Wiggins, and Chairman Batty voting Yes.

A motion was then made by Mr. Browning, seconded by Vice Chair Varela, to approve the Ordinance with amended Sec. 122-1466. That motion passed with Mr. Warren voting No and Messrs. Browning, Varela (Vice Chair), Wallace, Wiggins, and Chairman Batty voting Yes.

Finally, a motion was made by Vice Chair Varela, seconded by Mr. Browning, to approve the Ordinance with amended Sec. 122-1467. The motion carried by the following vote:

- No: 1 - Mr. Warren
- Absent: 1 - Mr. Garcia
- Yes: 5 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Wiggins, and Chairman Batty

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Enactment No: PB Resolution 2025-13

12

### **Text Amendment of the Land Development**

**Regulations** - Barton W. Smith, Attorney, on behalf of Stockrock SI LLC, Island-West Investment Corp., Poinciana - Venture II LLC, and Meisel Holdings FL - 1321 Simonton Street, seeks to amend the Land Development Regulations Chapter 122, entitled "Zoning", Article V, entitled "Supplementary District Regulations", Division 10, entitled "Work Force Housing" pursuant to Section 90-518 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida. The amendment would modify Section 122-1466, entitled "Definitions" by amending definitions regarding annual income, family size, workforce housing classifications. The amendment would modify Section 122-1467, entitled "Requirements of affordable work force housing" to eliminate workforce housing requirements for residential redevelopment and modify workforce housing requirements for new residential development, which includes increasing the fee-in-lieu, modifying linkage provisions, allowing required workforce housing units to be constructed on linked sites in unincorporated Monroe County west of Big Pine Key, modifying the spread of required & permitted low-, medium-, and middle-income units, and adding provisions for a maximum sales price of owner-occupied affordable housing units.

**Attachments:**    [Staff Report](#)  
[Draft Ordinance](#)  
[Proposed Text Amendment](#)  
[Applicant's Inclusionary Housing Memo](#)  
[Planning Package](#)  
[Public Comment 2.20.25](#)

A motion was made by Mr. Wallace, seconded by Mr. Browning, that the Text Amendment be Postponed Indefinitely. The motion passed by unanimous vote.

13

**Transfer of Transient Unit & License - 1004 Eaton Street (RE# 00005290-000000) to 512 Amelia Street (RE# 00027810-000000)** - A request for a transfer of one transient unit and license from a property located at 1004 Eaton Street in the Historic Medium Density Residential (HMDR) zoning district to property located at 512 Amelia Street in the Historic Residential Commercial Core - 3 (HRCC-3) zoning district, pursuant to Section 122-1338 of the Land Development Regulations of the City of Key West, Florida.

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

A motion was made by Mr. Browning, seconded by Mr. Wallace, to table this item to the end of the meeting in order for the applicant to be in attendance.

A motion was made by Mr. Browning, seconded by Vice Chair Varela, that the Transfer of Transient Unit and License be Approved without conditions (striking conditions in Staff Report). The motion carried by the following vote:

**Absent:** 1 - Mr. Garcia

**Yes:** 6 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-14

**Reports**

**Public Comment**

**Board Member Comment**

**Adjournment - 7:42 P.M.**