



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Historic Architectural Review Commission

Tuesday, December 17, 2024

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 - 5:00 P.M.

Roll Call

Present 6 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

Pledge of Allegiance to the Flag

Approval of Agenda - The agenda was unanimously approved as presented.

Administering the Oath by the Clerk of the Commission

Approval of Minutes

1 November 18, 2024

Attachments: [Minutes](#)

A motion was made by Commissioner Green, seconded by Commissioner Osborn, to approve the Minutes. The motion passed unanimously.

HARC Planner's Report

City Attorney's Report

Old Business

2 Demolition of rear portion of house - **1315 Newton Street -**

T.S. Neal Architects (H2024-0040) - Second Reading

Attachments: [*Large File* 1315 Newton Street - Demolition](#)

A motion was made by Commissioner Green, seconded by Commissioner Nations, to approve the demolition of the rear portion of a house at 1315 Newton Street. The motion carried by the following vote:

Yes: 6 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

3 Addition of two dormers to a section of the roofline - 1208 Virginia Street - Jonathan Ring (H2024-0043) - Postponed from November 18, 2024

Attachments: [*Large File* 1208 Virginia Street](#)

Chairman Burkee recused himself from this item and Item #4, passed the gavel to Vice Chair Oropeza, and left the dais.

A motion was made by Commissioner Green, seconded by Commissioner Nations, to approve the addition of two dormers to a section of the roofline at 1208 Virginia Street. The motion carried by the following vote:

Recuse: 1 - Chairman Burkee

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, and Commissioner Perez

New Business

4 Partial demolition of roof to accommodate dormers - 1208 Virginia Street - Jonathan Ring (H2024-0043)

Attachments: [*Large File* 1208 Virginia Street - Demolition](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Nations, to approve the partial demolition of the roof to accommodate dormers at 1208 Virginia Street. The motion carried by the following vote:

Recuse: 1 - Chairman Burkee

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, and Commissioner Perez

5 Major Development Plan - Addition of six residential apartment units to rear of property - 619 - 621 Duval Street - William P. Horn (H2024-0057)

Attachments: [619-621 Duval Street - Design](#)

Chairman Burkee rejoined the meeting on the dais and assumed the gavel.

Commissioner Perez recused himself from this item and Item #6 and left the dais.

A motion was made by Commissioner Oropeza, seconded by Commissioner Osborn, to approve the addition of six residential apartment units to the rear of the property at 619-621 Duval Street. The motion carried by the following vote:

Recuse: 1 - Commissioner Perez

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, and Chairman Burkee

6

**Major Development Plan - Partial demolition of rear roof -
619 - 621 Duval Street - William P. Horn (H2024-0057)**

Attachments: [619-621 Duval Street - Demolition](#)

A motion was made by Commissioner Oropeza, seconded by Commissioner Nations, to approve the partial demolition of the rear roof as part of a Major Development Plan at 619-621 Duval Street. The motion carried by the following vote:

Recuse: 1 - Commissioner Perez

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, and Chairman Burkee

7

**Renovations to existing house including new front porch
deck. Elevate home 5.4' to 8.2' from existing elevation, new
staircase, and new foundations - 308 Catherine Street -
Nautilus Drafting & Design Services (H2024-0058)**

Attachments: [*Large File* 308 Catherine Street](#)

Commissioner Perez rejoined the meeting on the dais.

A motion was made by Commissioner Green, seconded by Commissioner Oropeza, to approve renovations to the existing house include a new front porch deck, elevation of the home from 5.4' to 8.2', new staircase, new foundations, and all windows as shown in documents at 308 Catherine Street. The motion carried by the following vote:

Yes: 6 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 8 **Demolition of decks and covered side and rear porches -
308 Catherine Street - Nautilus Drafting & Design
Services (H2024-0058)**

Attachments: [*Large File* 308 Catherine Street - Demolition](#)

A motion was made by Commissioner Oropeza, seconded by Commissioner Osborn, to approve the demolition of decks and covered side and rear porches at 308 Catherine Street. The motion carried by the following vote:

Yes: 6 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 9 **Text amendments to Foundations and Lattice Infill
Guidelines**

Attachments: [Foundations & Lattice Infill Draft](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Oropeza, to approve the text amendments to Foundations and Lattice Infill Guidelines. The motion carried by the following vote:

Yes: 6 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

Public Comments

Commissioner Comments

Adjournment - 5:45 P.M.