



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Historic Architectural Review Commission

Tuesday, August 26, 2025

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

Absent 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Present 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended, including the Request to Withdraw Items 12 & 13 and Move Item 16 to the first New Business Item.

Administering the Oath by the Clerk of the Commission

Approval of Minutes

1 July 22, 2025

Attachments: [Minutes](#)

The July 22, 2025 Meeting Minutes were unanimously approved.

HARC Planner's Report

City Attorney's Report

Old Business

- 2 Second Reading: Demolition of rear historic sawtooth, demolition of small shed in north elevation, partial demolition of a section of shed in the rear, demolition of covered porch on south elevation, and reduction of pool size - **906 Grinnell Street - Jeff Burnham (C2025-0039)**

Attachments: [*Large Item* 906 Grinnell Street - Demolition - Second Reading](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Perez, that the Item be Approved. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 3 Second Reading: Partial demolition of covered Florida room on south elevation to extend gable roof, removal of deck in north elevation, partial demolition of walls in north elevation to accommodate new addition, and demolition of existing pool - **417 Elizabeth Street Rear - William Rowan (C2025-0057)**

Attachments: [*Large Item* 417 Elizabeth Street rear - Demolition - Second Reading](#)

A motion was made by Commissioner Nations, seconded by Commissioner Perez, that the Item be Approved. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 4 New two-story single-family residence, ~~one and a half story~~
~~accessory structure~~, pool, and site improvements - **704**
Russell Lane - Bert Bender, Architect (C2025-0062)

Attachments: [*Large Item* 704 Russell Lane - Design](#)
[Public Comment - 704 Russell Lane.pdf](#)
[704 Russell Lane opposition letter - HARC](#)
[704 Russell Lane Opposition Letter Aug 26 2025](#)
[Professional Letter](#)

Chairman Burkee recused himself from this Item which created a loss of quorum. As a result, no action could be taken at this time.

- 5 Demolition of non-historic carport and brick paving - **704**
Russell Lane - Bert Bender, Architect (C2025-0062)

Attachments: [*Large Item* 704 Russell Lane - Demolition](#)
[Public Comment - 704 Russell Lane.pdf](#)

Chairman Burkee recused himself from this Item which created a loss of quorum. As a result, no action could be taken at this time.

- 6 Second Reading: Partial demolition of existing historic rear
sawtooth and rear second story wall on main structure - **620**
Dey Street - Rob Delaune (C2025-0063)

Attachments: [*Large Item* 620 Dey Street - Demolition](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Nations, that the Item be Approved. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and
Chairman Burkee

- 7 New accessory structure at rear of property - **726**
Poorhouse Lane - Carlos Rojas (C2025-0065)

Attachments: [*Large Item* 726 Poorhouse Lane - Design](#)

A motion was made by Commissioner Nations, seconded by Commissioner Osborn, that the Item be Approved. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and
Chairman Burkee

8 Demolition of 12x12 shed at rear of property - **726
Poorhouse Lane - Carlos Rojas (C2025-0065)**

Attachments: [*Large Item* 726 Poorhouse Lane - Demolition](#)

A motion was made by Commissioner Nations, seconded by Commissioner Perez, that the Item be Approved. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and
Chairman Burkee

New Business

9 Replacement of historic amber glass with clear glass at
sanctuary doors on east and west elevations. Two new
doors at sides of contributing structure, new ADA ramp at
side entry, and relocation of condenser units - **1010
Windsor Lane - T.S. Neal Architects (C2025-0071)**

Attachments: [*Large Item* 1010 Windsor Lane - Design](#)
[Public Comment - Thompson](#)
[Public Comments - 1010 Windsor Lane.pdf](#)
[Andrea Weitz Opposition](#)

The Commission determined that the interior shutter doors and glass replacement, specific to the installation as installed in this specific project, are not within the jurisdiction of the Historic Architectural Review Commission.

A motion was made by Commissioner Osborn, seconded by Commissioner Perez, to Approve the two new doors at sides of contributing structure, new ADA ramp at side entry, and relocation of condenser units with fencing. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and
Chairman Burkee

10 New addition on north elevation of new construction. New
pool, pool deck, and site improvements - **1318 William
Street - Sandbar Design Studio Inc. (C2025-0073)**

Attachments: [*Large Item* 1318 William Street - Design](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Nations, that the Item be Approved. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 11 Renovations to contributing structure. New addition at rear, new accessory structure, new pool, new pool deck, and site improvements - **1118 Watson Street - Sandbar Design Studio Inc. (C2025-0074)**

Attachments: [*Large Item* 1118 Watson Street - Design](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Perez, that the Item be Approved with the condition that the applicant lower the eave height and remove the hip roof and replace it with gable. All changes must be staff reviewed and approved. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 12 Demolition of rear sawtooths and shed roofs. Demolition of rear shed, concrete pad, and cistern - **1118 Watson Street - Sandbar Design Studio Inc. (C2025-0074)**

Attachments: [*Large Item* 1118 Watson Street - Demolition](#)

A motion was made by Commissioner Perez, seconded by Commissioner Nations, that the Item be Approved and move to second reading on September 23, 2025. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 13 Reconfiguration of front portion of roof. Conversion from ~~gable to hip roof~~ to gable roof and addition of upper gable end window - **510 Fleming Street - Gary the Carpenter (C2025-0075)**

Attachments: [*Large File* 510 Fleming Street-Design](#)

Withdrawn

14 Partial demolition of front portion of roof - **510 Fleming Street - Gary the Carpenter (C2025-0075)**

Attachments: [*Large Item* 510 Fleming Street-Demolition](#)

Withdrawn

15 New two-story wood frame residence, new pool, and site improvements - **612 Petronia Street Rear - T.S. Neal Architects (C2025-0035)**

Attachments: [*Large Item* 612 Petronia Street Rear - Design](#)

A motion was made by Commissioner Perez, seconded by Commissioner Osborn, that the Item be Approved with the condition that the shingles are removed and replaced with lap siding and that the applicant work with staff to reduce the size of the brackets. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and
Chairman Burkee

16 Demolition of existing one-story wood and CMU structure and site features - **612 Petronia Street Rear - T.S. Neal Architects (C2025-0035)**

Attachments: [*Large Item* 612 Petronia Street Rear-Demolition](#)

A motion was made by Commissioner Nations, seconded by Commissioner Osborn, that the Item be Approved. The motion carried by the following vote:

Absent: 3 - Commissioner Green, Commissioner Moody, and Commissioner Oropeza

Yes: 4 - Commissioner Nations, Commissioner Osborn, Commissioner Perez, and
Chairman Burkee

17 Renovations to contributing structure. New addition at rear, new accessory storage structure and site improvements at Lighthouse Museum - **938 Whitehead Street - T.S. Neal Architects (C2025-0072)**

Attachments: [*Large Item* 938 Whitehead Street-Design](#)

Chairman Burkee recused himself from this Item which created a loss of quorum. As a result, no action could be taken at this time.

Public Comment

Commissioner Comment

Adjournment - 7:04 P.M.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>BENJAMIN HAYES</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>None</i>	
MAILING ADDRESS <i>410 ADAMS ST.</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>KEY WEST</i>	COUNTY <i>MONROE</i>	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>8.26.25</i>		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: ☐ ELECTIVE ☒ APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME BALKEE HASEL	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE IFAC
MAILING ADDRESS 410 ALGERIA ST	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY KEN WEST	COUNTY MCCLURE
DATE ON WHICH VOTE OCCURRED 8.26.25	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE

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* * * * *

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* * * * *

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