



**THE CITY OF KEY WEST  
PLANNING BOARD  
Staff Report**

**To:** Chair and Planning Board Members

**Through:** Katie P. Halloran, Planning Director

**From:** Ben Gagnon, Planner II

**Meeting Date:** July 17<sup>th</sup>, 2025

**Agenda Item:** **Conditional Use – 2400 North Roosevelt Boulevard (RE#00065220-000100)**  
applicant seeks a conditional use permit for small recreational power-driven equipment rentals, specifically ten (10) golf carts at an existing hotel located in the General Commercial (CG) zoning district, pursuant to Sections 122-418 and 122-62 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Variance - 2400 North Roosevelt Boulevard (RE#00065220-000100) -**  
Applicant seeks a parking variance to accommodate the addition of 10 golf cart rentals at an existing hotel located in the General Commercial (CG) zoning district, pursuant to Sections 108-572 and 90-395 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Request:** The applicant requests to add 10 golf cart rentals to an existing recreational rental vehicle operation that is currently licensed for 20 scooter rentals. The golf carts would be stored in space that currently comprises 4 required parking spaces.

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**Owner:** RLJ II-F Key West LLC

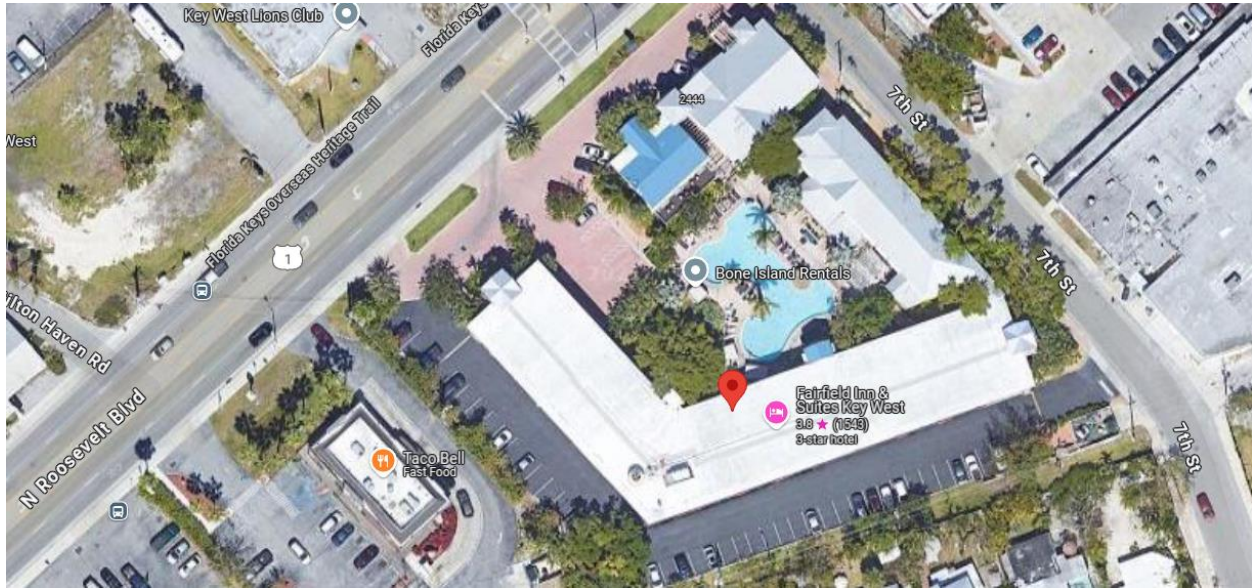
**Applicant:** Richard J. McChesney on behalf of Bone Island Rentals

**Location:** 2400 North Roosevelt Boulevard (RE#00065220-000100)

**Zoning:** General Commercial (CG)



## SITE MAP



### BACKGROUND:

The subject property is a 88,302 square-foot parcel located at 2400 North Roosevelt Boulevard in the General Commercial (CG) zoning district. The principal use is a hotel with 106 transient rooms. Accessory uses include bicycle rentals, and the existing 20 moped rentals. The property is a corner lot adjacent to other commercial properties to the east and west, with single family zoning to the south. There is a marina across the boulevard to the north. A minor development plan was approved for the site per Res. 2014-032, which involved a reconfiguration of the parking area. Planning files do not contain records of a previous development plan or parking variance.

Recreational vehicle rentals are a conditional use in the CG zoning district. Ordinance 21-12 created additional review and performance criteria for new recreational rental vehicle (RRV) permits related to traffic impacts and nuisance prevention.

### REQUEST:

The applicant proposes to add 10 gas golf carts to their existing stock of 20 mopeds in the rear of the hotel as an accessory to the principal use. This would amount to a total of 30 licensed RRVs, which has an associated parking requirement of 10 spaces. Per Sec. 108-575(5) when a use is expanded such that additional parking is required, any parking deficiency must be brought into conformance concurrently with the expanding use.

The carts will be stored in space that currently comprises 4 of the required parking spaces for the site, which reduces the total parking on-site. The application states that the site currently contains 73 parking spaces which were approved per a 2014 Minor Development Plan (Res. 2014-032). The applicant proposes a total of 69 spaces and has requested a variance for four spaces. However, staff has reviewed the site plan

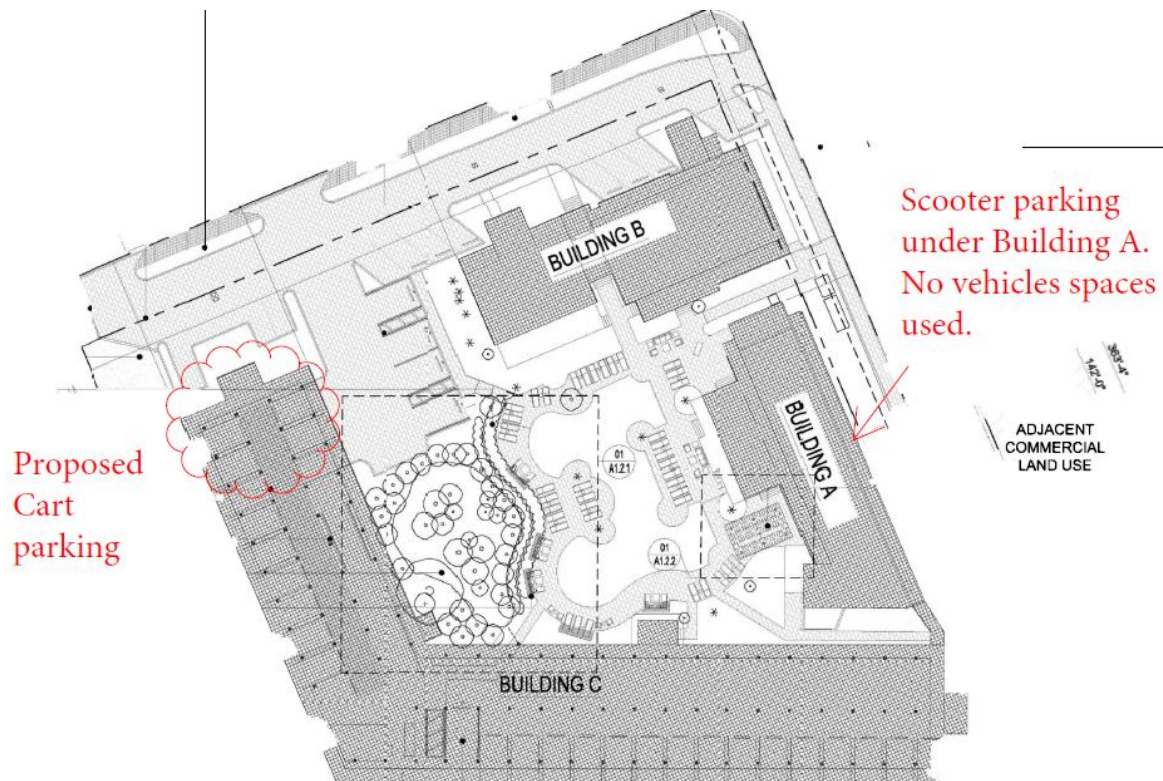


approved per Res. 2014-032 and found that the site plan indicated 81 total vehicular parking spaces. Staff has requested confirmation on how many parking spaces currently exist on-site.

Additionally, the applicant has not agreed to request a parking variance for the required 22 spaces. Instead, the applicant requests a variance for 4 spaces, to address the 4 existing required parking spaces that will be used for golf cart storage.

Total parking approved per Res. 2014-032	81
Total parking required for existing + proposed RRV use	10 (1 space per 3 scooters/golf carts)
Total parking required for proposed use	91
Total parking proposed	69
<b>Parking variance required</b>	<b>22 spaces</b>
<b>Parking variances requested</b>	<b>4 spaces</b>

SITE PLAN



## SURROUNDING ZONING AND USES:

**North:** General Commercial (CG)

**South:** Single Family (SF)

**East:** General Commercial (CG)

**West:** General Commercial (CG)

## PROCESS:

**Development Review Committee:**

February 27<sup>th</sup>, 2025

**Planning Board:**

April 17<sup>th</sup>, 2025 – *Postponed by staff*

**Planning Board:**

May 29<sup>th</sup>, 2025 – *Postponed by the board*



**Planning Board:** July 17<sup>th</sup>, 2025  
**Local Appeal Period:** 10 days  
**DEO Review:** Up to 45 days

## DEVELOPMENT REVIEW COMMITTEE:

This application appeared before the February 27, 2025, Development Review Committee. Committee member comments/questions and the applicant's responses are provided below:

- **Multimodal:**
- FDOT Pedestrian Safety Study of SR5/North Roosevelt Boulevard (FPID 250650-5-32-01) revealed 5 collisions adjacent to the property and has proposed recommendations to reduce future collisions. Currently there may not be movement restrictions at the two driveways that provide direct access to North Roosevelt Boulevard. Recommendations include the following:
  - South driveway: One-way entry only. Install R5-1 sign facing outbound traffic
  - North driveway: One-way exit only. Add R61 panels to the STOP sign
  - Staff could consider recommending electric powered carts to minimize noise and fumes adjacent to residential areas along 7<sup>th</sup> St, 5<sup>th</sup> St, 1<sup>st</sup> St, and Garrison Bight / Palm Ave.
  - *Multimodal sent a final update on May 7<sup>th</sup> stating the following: "The (likely low-cost) modification to the North Roosevelt Blvd frontage by signing one-way in and one-way out reduces pedestrian and bicyclist conflict opportunities. This could be a great way to demonstrate improving the current conditions. Also, I don't recall if a fuel source or decibel rating was provided. I think specifying electric and/or low-decibel vehicles may be appreciated by neighboring residents should users choose to exit south along 7<sup>th</sup> St."* These comments have been incorporated into the conditions in our recommendation.

## SECTION 18-358 REVIEW: TRAFFIC IMPACTS ON LEVEL OF SERVICE AND NUISANCE PREVENTION.

### *Traffic Study*

*Code Section 18-358 stipulates specific performance criteria for motorized RRV permit applicants:*

- *Requires the applicant to submit a traffic analysis to show that the size, location and operation of the facility does not degrade the existing traffic level of service.*
- *If the operation increases average daily or peak hour traffic by 3% or more, the applicant must mitigate the impact through a capital improvement or payment in lieu.*
- *Provides that a 3% or greater impact may serve as one reason to deny the application.*





The subject site is located on North Roosevelt Blvd which has an average daily traffic of 37,000 trips. The site is also on the corner of North Roosevelt Blvd and 7<sup>th</sup> Street. The 7<sup>th</sup> Street segment has an average daily traffic of 1,750 trips per day. It is not expected that the 10 additional golf carts will result in greater than a 3% increase in average daily traffic.

### *Nuisance*

Both Section 18-358 and Section 122-62, which provides conditional use criteria, speak to minimizing nuisance including noise and fumes.

With regard to RRV applications, Section 18-358 calls on staff to propose conditions for consideration by the Planning Board to minimize potential nuisance including noise and fumes, especially as those impacts may occur in mixed use and residential neighborhoods.

The Planning Department recommends that electric golf carts be utilized to avoid adverse impacts of gas-powered vehicles. The use of electric vehicles as a mitigative technique would be consistent with previous Planning Board Resolutions 2021-63 and 2023-018.

## **CONDITIONAL USE CRITERIA**

Pursuant to Section 122-61 and 122-62(a), conditional uses shall only be permitted on specific sites where the proposed use may be adequately accommodated without generating adverse impacts on properties and land uses within the immediate vicinity. Section 122-26(a) provides the required content of Conditional Use applications. Section 122-26(b) provides specific criteria for approval.

### **Section 122-62(b): Characteristics of Use Described:**

**The following characteristics of a proposed conditional use shall be clearly described as part of the conditional use application:**

#### **Scale and Intensity:**

- **Floor area ratio:** N/A - No change
- **Traffic generation:** An addition of 20 -25 trips if each cart is rented each day.
- **Square feet of enclosed building for each specific use:** No additional indoor space created, approximately 540 square feet of parking lot will be used to store carts.
- **Proposed employment:** 1-2 employees
- **Proposed number and type of service vehicles:** None proposed.
- **Off-street parking needs:** Variance is required.

#### **On- or off-site improvement needs generated by the proposed conditional use:**

- **Utilities:** No needs are identified by the application.
- **Public facilities:** No needs are identified by the application.
- **Roadway or signalization improvements:** None proposed. See previous comments from multimodal coordinator with regard to signalization improvements.
- **Accessory structures or facilities:** No needs are identified by the applicant.



- **Other unique structures or facilities:** No needs are identified by the applicant.
- **Staff Comment:** All fueling and vehicle washing will be taking place off site as confirmed by applicant.

**On-site amenities proposed to enhance site and planned improvements. Amenities including mitigative techniques such as:**

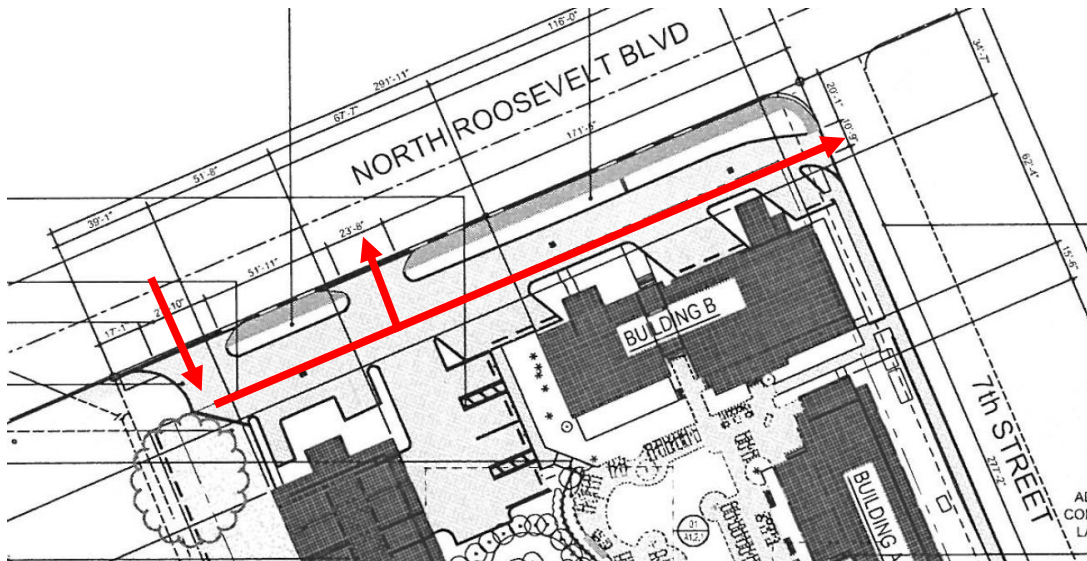
- **Open Space:** Open space is not being changed, not additional landscaping proposed.
- **Screening and buffers:**
  - Per Sec. 108-288, exterior storage areas shall be located to the rear or principal structure and shall not be located in front yards. The proposed use would store the RRVs in the northwest side of the property; the proposed location has a landscape buffer on the property line adjacent to North Roosevelt and is screened by additional landscaping to the west.

**Section 122-62(c): Criteria for conditional use review and approval.**

**Land Use Compatibility:** The scale and intensity, traffic-generating characteristics, and off-site impacts are compatible and harmonious with adjacent land use and will not adversely impact land use activities in the immediate vicinity.

- The Hotel is already operating with a recreational vehicle rental business with 20 mopeds, and the site is adjacent to North Roosevelt Boulevard, one of the largest capacity roadways on the island. The addition of 10 golf carts will have little impact on the land use activities in the immediate vicinity nor will it greatly impact the site itself. The addition will not generate an excessive addition of trips per day as customers will be guests of the hotel only.

**Sufficient site size, adequate site specifications, and infrastructure to accommodate the proposed use:** The site shall be of sufficient size to accommodate the proposed scale and intensity of the use, including urban design amenities such as screening, buffers, landscaping, open space, off-street parking, efficient internal traffic circulation, infrastructure



Red arrows  
indicate egress  
route.

### Internal Circulation:

- The proposed site plan indicates that golf carts will be stored on the southwest side of the property. Egress from the property could happen on to North Roosevelt Boulevard heading east or west, or 7<sup>th</sup> Street heading north immediately to the boulevard or south. The City's Multimodal Coordinator recommends that carts should be directed east and only turn right off the property onto North Roosevelt Boulevard for vehicle safety and to not congest traffic.

The following directional signage as been installed as of June 17<sup>th</sup>, 2025:







**Proper Use of Mitigative Techniques:** The applicant shall demonstrate that the conditional use and site plan have been designed to incorporate mitigative techniques needed to prevent adverse impacts to adjacent land uses, and to ensure that land use activities in the immediate vicinity, including community infrastructure, are not burdened with adverse impacts detrimental to the general public health, safety and welfare.

- **Enhancements to mitigate against potential adverse:** No enhancements are proposed to mitigate against potential adverse impacts.
- **Noise & fumes:** The applicant is proposing that all 10 carts be gas powered.
- **Traffic:** No mitigative techniques are proposed.
- **Multimodal safety:** None proposed.
- **General public health, safety & welfare:** No mitigative techniques are proposed.

## Public Comment

Staff has received no public comments as of July 1<sup>st</sup>, 2025.

## Planning Analysis

The project was postponed by the Planning Board at the May 29<sup>th</sup> hearing. The board wanted the applicant to address conditions presented by staff and reach out to the property owner to discuss condition #4 concerning exit signs. The board also had concerns over the number of spaces requested for a variance. Staff maintains that 22 spaces are required for the site to come into compliance.

Multimodal staff will work with property owner, applicant and FDOT to assist with signage for exiting the property. The applicant also has concerns over their client's ability to satisfy condition #2 that all carts are electric. Staff maintains the position due to the location of the site near single family residences.

Code Section 122-62 provides that a "conditional use shall only be permitted on specific sites where the proposed use may be adequately accommodated without generating adverse impacts on properties and land uses within the immediate vicinity." Section 122-62 requires that a conditional use approval shall be based on a finding that the use complies with the criteria specified in Section 122-62 and in referenced sections of the Land Development Regulations, in order to ensure compliance with the Comprehensive Plan and Land Development Regulations. Staff has reviewed the proposed use expansion and finds that it does not comply with the criteria specifies in Section 122-62, and conflicts with provisions of the Land Development Regulations and Comprehensive Plan.

- The size and shape of the site, the proposed access and internal circulation, and the urban design enhancements are adequate to accommodate the proposed scale and intensity of the conditional use requested.
- The proposed use could create conflict between pedestrians utilizing the adjacent sidewalks.
- No site design improvements or mitigation have been proposed, such as landscape buffering, screening, curb cuts, or roadway markings.



## Variance Criteria Evaluation:

The criteria for evaluating a variance are listed in Section 90-395 of the City Code. The Planning Board, before granting a variance, must find all the following:

1. *Existence of special conditions or circumstances. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same zoning district.*
  - *Special conditions do not exist. **Does not comply.***
2. *Conditions not created by applicant. That the special conditions and circumstances do not result from the action or negligence of the applicant.*
  - *The need for the variance is a result of the applicant's request to increase the number of RRVs on site. **Does not comply.***
3. *Special privileges not conferred. That granting the variance requested will not confer upon the applicant any special privileges denied by the land development regulations to other lands, buildings, or structures in the same zoning district.*
  - *This would allow the property owner to expand commercial use without providing required parking, which is required of other property owners. **Does not comply.***
4. *Hardship conditions exist. That literal interpretation of the provisions of the land development regulations would deprive the applicant of rights commonly enjoyed by other properties in this same zoning district under the terms of this ordinance and would work unnecessary and undue hardship on the applicant.*
  - *Literal application of the LDRs would not deprive the applicant of rights commonly enjoyed by other properties. **Does not comply.***
5. *Only minimum variance granted. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.*
  - *The property has been functioning as a hotel with accessory uses. **Does not comply.***
6. *Not injurious to the public welfare. That the granting of the variance will be in harmony with the general intent and purpose of the land development regulations and that such variance will not be injurious to the area involved or otherwise detrimental to the public interest or welfare.*
  - *Granting of the variance will not make a significant impact on the public welfare. **Complies***
7. *Existing nonconforming uses of other property not the basis for approval. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.*
  - *Existing nonconforming uses of other properties is not the basis for the request. **Complies***

## The Planning Board shall make factual findings regarding the following:

- That the standards established by Section 90-395 of the City Code have been met by the applicant for a variance.
- That the applicant has demonstrated a "good neighbor policy" by contacting or attempting to contact all noticed property owners who have objected to the variance application, and by addressing the objections expressed by these neighbors.



- As of July 1<sup>st</sup>, 2025, no objections have been received.

### **Variance Findings:**

Staff finds that the application has not met all of the criteria for a variance as required by Section 90-395. As a result, staff recommends **denial** of the variance.

### **Conditional Use Recommendation:**

Section 122-62 requires that a conditional use approval shall be based on a finding that the use complies with the criteria specified in Section 122-62 and in referenced sections of the Land Development Regulations in order to ensure compliance with the Comprehensive Plan and Land Development Regulations. The Planning Department, based on the criteria of Section 122-62 and 18-358, recommends **approval** of the subject conditional use application for 2400 North Roosevelt Boulevard with the conditions below.

1. Vehicles shall be stored consistent with the attached plans by K2M Architecture, dated April 14, 2014.
2. The golf carts shall be electric carts to minimize nuisance related to noise and fumes per Sec. 18-358.
3. The owner shall obtain and maintain a Conditional Use Approval Permit, pursuant to City Code Chapter 18, Article II, Division 1. The owner shall be subject to an annual inspection to verify compliance with the conditions of this approval.
4. Current directional signage on the property will be maintained as depicted in this report.
5. No vehicle servicing, fueling, fuel storage or washing permitted on site unless appropriate City approvals and site modifications provided.