



THE CITY OF KEY WEST PLANNING
BOARD

Staff Report

To: Chairman and Planning Board Members

Through: Katie P. Halloran, Planning Director

From: Ben Gagnon, Planner II

Meeting Date: July 17, 2025

Agenda Item: **Transfer of a Transient Unit and License - 623-627 Truman Avenue (RE# 00018400-000000, 00018390-000000) / 1128-1130 Duval Street (RE# 00027950-000000)** - A request to transfer two transient units and licenses from a sender site located at 623-627 Truman Avenue (RE# 00018400-000000, 00018390-000000) in the Historic Neighborhood Commercial (HNC-1) zoning district to a receiver site located at 1128-1130 Duval Street (RE# 00027950-000000) in the Historic Residential Commercial Core - 3 (HRCC-3) zoning district, pursuant to Section 122-1338, 122-1339, and 122-747 of the Land Development Regulations of the Code of Ordinance of Key West, Florida.

Request: A request to transfer two transient units and licenses from a guest house at 623 -627 Truman Avenue to a mixed-use building at 1128-1130 Duval Street.

Property Owners: Sender Site: SAMFRA, INC.
Receiver Site: 1128-1130 Duval LLC

Applicant: Sender Site: Richard J. McChesney
Receiver Site: Greg Oropeza

Sender Site Location: 623 - 627 Truman Avenue, HNC-1 Zoning District

Receiver Site Location: 1128-1130 Duval Street, HRCC-3 Zoning District

Background:

The sender site is a historic guest house located at 623 -627 Truman Ave, more commonly known as “The Conch House”. The main building is 625 Truman Ave, and the ‘Delaney Guest Cottage’ is under 623 Truman Ave. However, the Monroe County Property Appraiser lists the property as 627 Truman Ave – all addresses were encompassed for mailing and noticing purposes to ensure no neighbor was left off the mailing list.

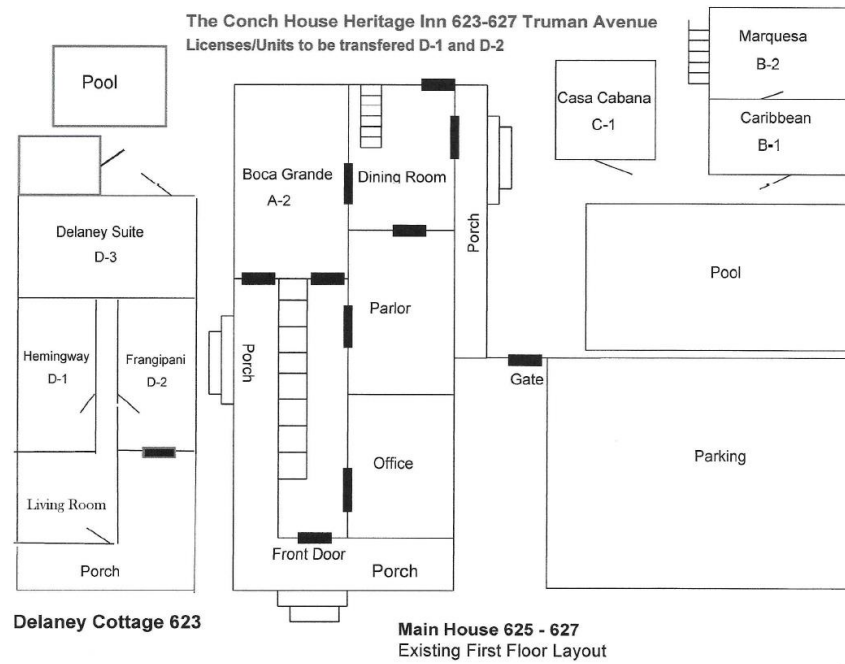
The site holds 10 transient licenses across multiple structures on the property. The applicant is looking to transfer two units and licenses to 1128- 1130 Duval Street, a mixed-use property with commercial on the first floor and residential on the second floor. The sender site will convert two single bedroom hotel rooms into a double bed suite at the main house and remove one license and unit from the guest house – which would remain a guest house with two (2) licenses for four (4) total bedrooms.

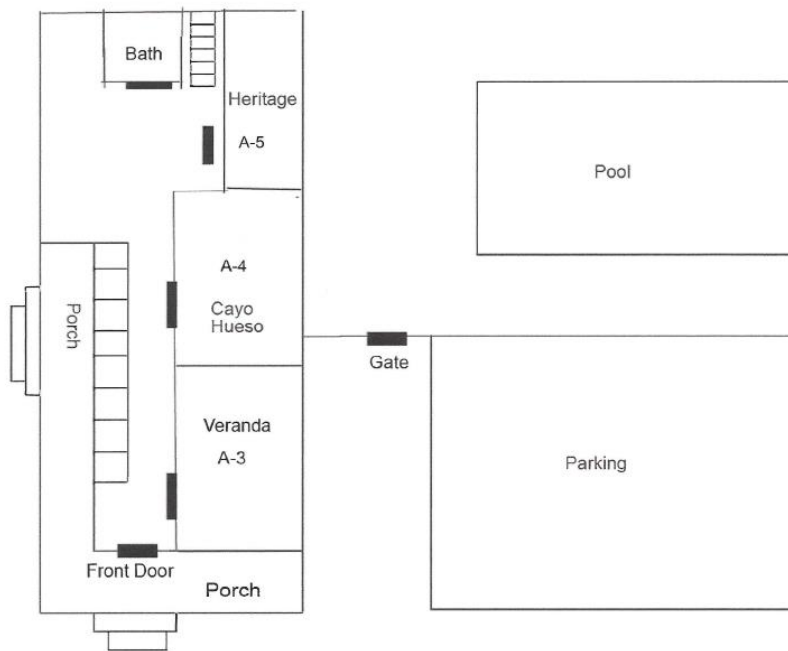
The receiver site is a two-story building with retail on the first floor and a recognized dwelling unit on the second floor. It is located in the Historic Neighborhood Commercial Core – 3 zoning district, where transient use is permitted. The receiver site is immediately adjacent to retail establishments to the north, east, and south while abutting residential properties to the west. The applicant proposes to establish two, two-bedroom units at the receiver site, each with an open kitchen/living area. The receiver site’s density is 2.6 units. The applicant proposes to utilize two transient units, maintaining the rights to the existing non-transient unit, although it will not be utilized at this time.

Transient lodging is permitted at both the sender and receiver site locations.

Sender Site:

Sender site: Existing floor plans:





Main House - 625
Existing Second Floor Layout

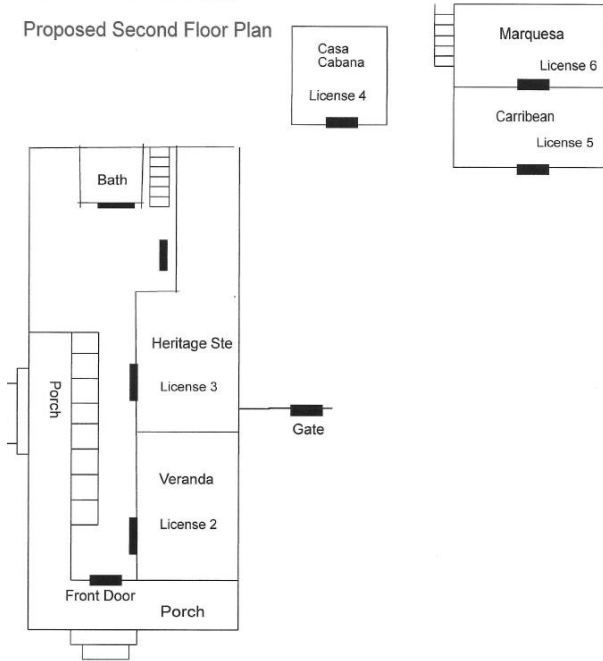
Sender site: Proposed floor plans:

***NO changes proposed on first floor**

***Licenses 7 and 8 will be in the Delaney Cottage**

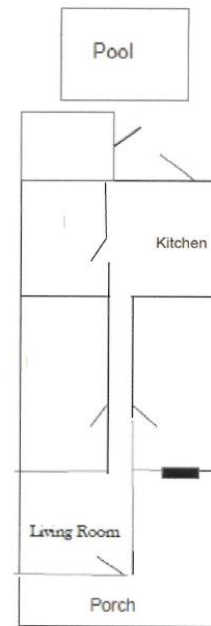
625-627 Truman Avenue

Proposed Second Floor Plan



Main House

Upstairs



Delaney Cottage

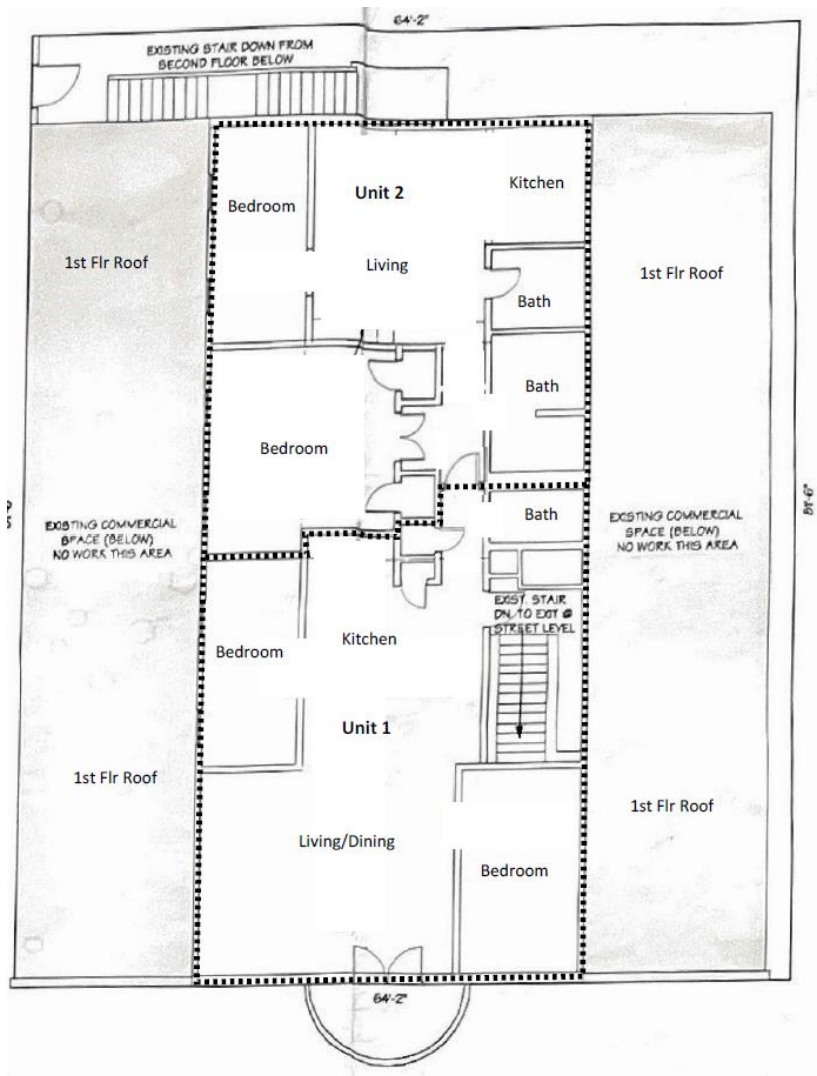
As of June 2024

Two transient licenses - Medallion #165

Receiver Site – 1128-1130 Duval Street



Receiver site floor plans:



Development Review Committee

Utilities Comments:

- Wall of the structure on Catherine Street lies on the property line. Trash and recycling containers are stored adjacent to the building on Catherine Street, on the public right-of-way. Please remove the trash and recycle containers from the right-of-way or obtain an easement for the storage of solid waste containers. Solid waste storage areas must be screened from the adjacent properties and public ways. (Sec 108.279)
- **Applicant Response:** Owner will pull totes into the property in the rear behind the gate.

Fire Department Comments:

- **Life safety:** Property must meet all life safety requirements for transient dwellings.
- **Applicant Response:** Owner will sprinkle the building to satisfy fire.

Process:

DRC Meeting:	May 22, 2025
Planning Board Meeting:	July 17, 2025
Local Appeal Period:	10 days
DEO Review Period:	Up to 45 days

Staff Analysis – Code Criteria

Section 122-1336: Staff has reviewed the proposal for conformance with Section 122-1336, which outlines the purpose of transient transfer provisions in the LDRs.

The subject request is **consistent** with Section 122-1336 in that it would:

- Reduce noncomplying density at the sender site. Current density would only allow 5.6 units at the sender site.

The subject request is **inconsistent** with Section 122-1336 in that it would not:

- Encourage permanent residential housing.
- Allow for redevelopment without increasing the population requiring evacuation during emergencies or increasing the need for other public services.

Section 122-1338: Staff has reviewed the proposal for conformance with Section 122-1338, which outlines criteria for the transfer of transient units and licenses.

- The request complies with subsections (1) through (4), and (7) through (10).
- The request does not comply with subsection (5), which provides that “Unless the planning board determines that special conditions exist at the receiver site that warrant otherwise, the transient unit may not include more than two rooms, excluding bathrooms, and excluding porches and decks that are clearly not enclosed or habitable.” Both units at the receiver site are proposed to have two bedrooms and one common area/kitchen in each unit. Staff has not received any information related to special conditions at the receiver site.
- The request does not comply with subsection (6), which provides that any remodeled or combined transient units at the sender site may not increase the number of rooms. Each unit at the sender site

currently contains one room, excluding bathrooms. The remaining transient units at the sender site are proposed as follows:

- The Delaney cottage will go from three licenses and six rooms (four bedrooms, kitchen, living room) to two licenses and six rooms.
- The Heritage suite and Cayo Hueso suite on the second floor of the receiver site are proposed to be combined into one unit.
- While the number of rooms is proposed to remain the same, the number of units and licenses is proposed to decrease by two.

Recommendation:

The proposed transfer of two transient units and license from 623-627 Truman Avenue to 1128-1130 Duval Street is subject to Section 122-1338: Transfer of transient units.

Based on the criteria of Section 122-1338 outlined above, the Planning Department recommends the request for a transfer of two transient units and licenses be **approved pursuant to the conditions below:**

Conditions:

1. Layout of units and licenses at the sender site shall maintain consistency with those submitted with the application and in the staff report.
2. Floor plans of both units at the receiver site shall maintain consistency with those submitted with the application and in the staff report.
3. The 'Delaney guest cottage' at 623 Truman Avenue must maintain a minimum of two licenses.
4. The applicant shall comply with the requirements of Section 122-1371: Transient living accommodations in residential dwellings; regulations.
5. If the transferee does not complete the purchase and sale of the transient licenses subject to this resolution within 90 days of the effective date of this resolution, the transfer and resolution shall be null and void and of no force or effect.