



MEMORANDUM

Date: April 1, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Katie P. Halloran
Planning Director

Subject: **File 24-6760 - 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 & Lattice Infill, specifically Section VI (m.) Roofing, 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.

Request: Approval of proposed amendments to the Historic Architectural Review Commission guidelines for Foundations & Lattice Infill as referenced in Section 90-142 of the City of Key West Land Development Regulations.

Applicant: City of Key West

Introduction

On November 18, 2024, the Historic Architectural Review Commission (HARC) reviewed the Foundations & Lattice Infill guidelines as a discussion item. The discussion focused on the increasing number of requests for building elevation, highlighting the need for clear, historically appropriate guidelines for foundation pier materials, design, and lattice infill to ensure compatibility with the architectural character of Key West's Historic District.

Background

During the December 17, 2024, meeting, HARC approved the proposed amendments to the Historic Architectural Guidelines for Foundations & Lattice Infill. These amendments establish clear, historically appropriate standards for foundation materials, pier design, and lattice infill, ensuring that any modifications—particularly for elevated buildings—respect and preserve the historic character of structures while maintaining the district’s traditional streetscape.

Key West’s Historic District, listed on the National Register of Historic Places, includes over 3,000 historic buildings and represents a significant portion of the island’s architectural heritage. Traditionally, these structures were elevated on masonry piers of limestone, brick, or concrete, with wood lattice or vertical strip infill enclosing the crawlspace. These features are critical to the district’s architectural character. The Historic Architectural Guidelines provide the framework for reviewing all projects within the district. These amendments reinforce HARC’s commitment to preservation, ensuring that foundation and lattice treatments remain architecturally appropriate while supporting the integrity of Key West’s built heritage.

Staff Analysis

The proposed amendments, drafted as ordinance, are attached as part of this report. The amendments under review were approved by the Historic Architectural Review Commission on December 17, 2024. These amendments were presented to the Planning Board on February 20, 2025, and include specific language to ensure historically appropriate pier materials, design, and lattice screening. These amendments are recommended for approval by Planning Board through Resolution 2025-12. Historic Architectural Guidelines are adopted by ordinance under Section 90-142 of the Land Development Regulations and any changes require compliance with Section 90-520 of the Code.

Section 90-523 of the Land Development Regulations states that the City Commission shall review and act upon all proposed amendments to the LDRs and the official zoning map. If the Planning Board approves the text amendment the City Commission shall schedule a public hearing on the petition. The City Commission review process requires two readings of the proposed amendments. Absent of any appeals, the ordinance will be rendered to the Florida Department of Commerce, who will have 60 days to issue an order of consistency. The final ordinance will be sent to the Florida Department of State, Division of Historical Resources, as required by the city’s Certified Local Government Agreement of 1991.

Recommendation

The Planning Board recommend that the City Commission **approve** this draft ordinance as indicated through Resolution 2025-12. The Historic Architectural Review Commission recommend approval of the draft ordinance on December 17, 2024.

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends that proposed text amendment to the Land Development Regulations be **approved** by the City Commission.