



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Historic Architectural Review Commission

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Tuesday, May 26, 2026

5:00 PM

City Hall

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**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** 2 - Commissioner Green, and Vice Chair Moody

**Present** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

#### Pledge of Allegiance to the Flag

#### Approval of Agenda

*The agenda was unanimously approved as amended. Commissioner Osborn was named Vice Chair Pro Tem through unanimous consent.*

#### Administering the Oath by the Clerk of the Commission

#### Approval of Minutes

1 April 28, 2026

Attachments: [Minutes](#)

A motion was made by Commissioner Harrison, seconded by Commissioner Osborn, that the Minutes be Approved. The motion passed by unanimous vote.

#### HARC Planner's Report

## Assistant City Attorney's Report

### Old Business

- 2 New 6' wood picket fence enclosure along the side of the building facing Emma Street - **207 Petronia Street - Island Fence (C2026-0014)**

Attachments: [\\*Large Item\\* 207 Petronia Street](#)

Postponed Indefinitely

- 3 New two-story accessory structure, modifications to main contributing structure's existing ~~hip and flat roofs~~, and new gable roof over the side entry door - **1301 Whitehead Street - Peter Janker (C2026-0024)**

Attachments: [\\*Large Item\\* 1301 Whitehead Street - Design Applicant Presentation](#)

Commissioner Osborn made a motion to approve with conditions to remove second story roof top railing from the application and revising the two story accessory structure with staff. That motion failed for lack of a second.

A motion was then made by Commissioner Perez, seconded by Commissioner Harrison, that approve with a condition to remove the guard rail on the roof area from the application. The motion carried by the following vote:

**No:** 1 - Commissioner Osborn

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 4 - Commissioner Archer, Commissioner Harrison, Commissioner Perez, and Chairman Burkee

- 4 Demolition of existing accessory structure and partial demolition of the main structure's ~~hip and flat roofs~~ - **1301 Whitehead Street - Peter Janker (C2026-0024)**

Attachments: [\\*Large Item\\* 1301 Whitehead Street - Demolition Applicant Presentation](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Archer, to approve the demolition. The motion carried by the following vote:

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

## New Business

- 5                    **New prefabricated modular administrative building - 601 Howard England Way (Fort Zachary Taylor) - CPH Consulting, LLC (C2025-0081)**
- Attachments:**     [\\*Large Item\\* 601 Howard England Way - design](#)
- A motion was made by Commissioner Harrison, seconded by Commissioner Perez, to approve the application with the condition that staff approved landscaping is added in front of the ramp area. The motion carried by the following vote:
- Absent:** 2 - Commissioner Green, and Vice Chair Moody
- Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee
- 6                    **Demolition of existing modular administrative building - 601 Howard England Way (Fort Zachary Taylor) - CPH Consulting, LLC (C2025-0081)**
- Attachments:**     [\\*Large Item\\* 601 Howard England Way - demolition](#)
- A motion was made by Commissioner Harrison, seconded by Commissioner Osborn, to approve the demolition. The motion carried by the following vote:
- Absent:** 2 - Commissioner Green, and Vice Chair Moody
- Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee
- 7                    **Renovations to contributing structures. New one-story hyphen connecting two historic structures - 1400 Virginia Street - Sandbar Design Studio, Inc (C2026-0026)**
- Attachments:**     [\\*Large Item\\* 1400 Virginia Street - design](#)
- A motion was made by Commissioner Archer, seconded by Commissioner Harrison, to approve the application with a condition to revise the window on the east elevation to match the rest of the project windows. The motion carried by the following vote:
- Absent:** 2 - Commissioner Green, and Vice Chair Moody
- Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 8 Demolition of non-historic sheds at rear of property. Removal of existing saloon wall and shed roof between structures - **1400 Virginia Street - Sandbar Design Studio, Inc (C2026-0026)**
- Attachments:** [\\*Large Item\\* 1400 Virginia Street - demolition](#)
- A motion was made by Commissioner Archer, seconded by Commissioner Harrison, to approve the demolition. The motion carried by the following vote:
- Absent:** 2 - Commissioner Green, and Vice Chair Moody
- Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee
- 9 Renovations to altered contributing structure. Enclosure of northeast covered deck and new one-story vestibule addition on southwest elevation - **1402 Virginia Street - Carlos Rojas (C2026-0027)**
- Attachments:** [\\*Large Item\\* 1402 Virginia Street](#)
- A motion was made by Commissioner Archer, seconded by Commissioner Perez, to approve as presented. The motion carried by the following vote:
- Absent:** 2 - Commissioner Green, and Vice Chair Moody
- Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee
- 10 Renovations to contributing structure. New one-story sawtooth additions and covered deck in rear - **705 Chapman Lane - Robert Hulec (C2026-0028)**
- Attachments:** [\\*Large Item\\* 705 Chapman Lane - design](#)
- A motion was made by Commissioner Osborn, seconded by Commissioner Archer, to approve the application with the condition to change the rear open porch roof to an additional sawtooth roof. The motion carried by the following vote:
- Absent:** 2 - Commissioner Green, and Vice Chair Moody
- Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

11                                    **Demolition of side and rear historic additions - 705  
Chapman Lane - Robert Hulec (C2026-0028)**

**Attachments:**     [\\*Large Item\\* 705 Chapman Lane - demolition](#)

**A motion was made by Commissioner Archer, seconded by Commissioner Perez, to approve the demolition. The motion carried by the following vote:**

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

12                                    **New 8 foot tall folding doors on front elevation - 618 Duval  
Street - Rick Milelli (C2026-0029)**

**Attachments:**     [\\*Large Item\\* 618 Duval Street - design](#)

**A motion was made by Commissioner Osborn, seconded by Commissioner Harrison, to approve the application as presented. The motion carried by the following vote:**

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

13                                    **Demolition of non-historic storefront - 618 Duval Street -  
Rick Milelli (C2026-0029)**

**Attachments:**     [\\*Large Item\\* 618 Duval Street - demolition](#)

**A motion was made by Commissioner Harrison, seconded by Commissioner Archer, to approve the demolition. The motion carried by the following vote:**

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

14                                    **New one-story single-family residence on vacant lot - 904  
Emma Street - Habitat for Humanity (C2026-0030)**

**Attachments:**     [\\*Large Item\\* 904 Emma Street - design](#)

**A motion was made by Commissioner Osborn, seconded by Commissioner Archer, to approve as presented. The motion carried by the following vote:**

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 15 Renovations to contributing structure. New Bahama shutters enclosing existing historic front porch and new louvers on front concrete wall - **409 Catherine Street - Carlos Rojas (C2026-0033)**

Attachments: [\\*Large Item\\* 409 Catherine Street - design](#)

A motion was made by Commissioner Harrison, seconded by Commissioner Osborn, to postpone the item to the June 23, 2026 HARC meeting. The motion carried by the following vote:

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 16 New mono-slope roof on rear additions - **1105 Watson Street - Nautilus Drafting & Design Services (C2026-0034)**

Attachments: [\\*Large Item\\* 1105 Watson Street - design](#)

A motion was made by Commissioner Archer, seconded by Commissioner Harrison, to approve with the condition the applicant will work with staff if additional roof height is required. The motion carried by the following vote:

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 17 Demolition of rear historic mono-slope roofs and removal of CBS side and rear walls - **1105 Watson Street - Nautilus Drafting & Design Services (C2026-0034)**

Attachments: [\\*Large Item\\* 1105 Watson Street - demolition](#)

A motion was made by Commissioner Archer, seconded by Commissioner Harrison, to approve the demolition. The motion carried by the following vote:

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 5 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

**18**                                      **New elevated bathroom structure at pool area - 1400 Duval Street - Bender & Associates Architects (C2026-0031)**

**Attachments:**                      [\\*Large Item\\* 1400 Duval Street](#)

Chairman Burkee recused himself for the next three items and left the dais. Commissioner Osborn took over the gavel as Chair Pro Tem.

A motion was made by Commissioner Archer, seconded by Commissioner Perez, to approve the application as presented. The motion carried by the following vote:

**Recuse:** 1 - Chairman Burkee

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 4 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez

**19**                                      **New one story and a half single-family residence on flag lot. New pool and pool deck - 626 Samaritan Lane - Bender & Associates Architects (C2026-0032)**

**Attachments:**                      [\\*Large Item\\* 626 Samaritan Lane - design](#)

A motion was made by Commissioner Perez, seconded by Commissioner Archer, to approve the application as presented. The motion carried by the following vote:

**Recuse:** 1 - Chairman Burkee

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 4 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez

**20**                                      **Demolition of one-story contributing structure and site features - 626 Samaritan Lane - Bender & Associates Architects (C2026-0032)**

**Attachments:**                      [\\*Large Item\\* 626 Samaritan Lane - demolition](#)

A motion was made by Commissioner Harrison, seconded by Commissioner Archer, to approve the application as presented. The motion carried by the following vote:

**Recuse:** 1 - Chairman Burkee

**Absent:** 2 - Commissioner Green, and Vice Chair Moody

**Yes:** 4 - Commissioner Archer, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez

## Public Comments

*Chairman Burkee returned to the dais and took back the gavel.*

## Commissioner Comments

**Adjournment - 7:05 P.M.**

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Burke David</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>HARC</i>
MAILING ADDRESS <i>410 Auburn St</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY <i>S.26.26</i>	COUNTY <i>Manatee</i>
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:  MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## 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)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, HARLEN BULLOSE, hereby disclose that on MAY 26<sup>TH</sup>, 20 26:

(a) A measure came or will come before my agency which (check one or more)


- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

ARCHITECT OF RECORD FOR ITEMS #18, #19, #20.  
1400 DUNL ST. 3 626 SAMUELSON L.L.C.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed 5/26/26

Signature 

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.