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## **Historic Architectural Review Commission Staff Report for Item 9**

To: Chairman Haven Burkee and Historic Architectural Review  
Commission Members

From: Matthew Crawford  
Historic Architectural Preservationist

Meeting Date: May 26, 2026

Applicant: Carlos Rojas

Application Number: C2026-0028

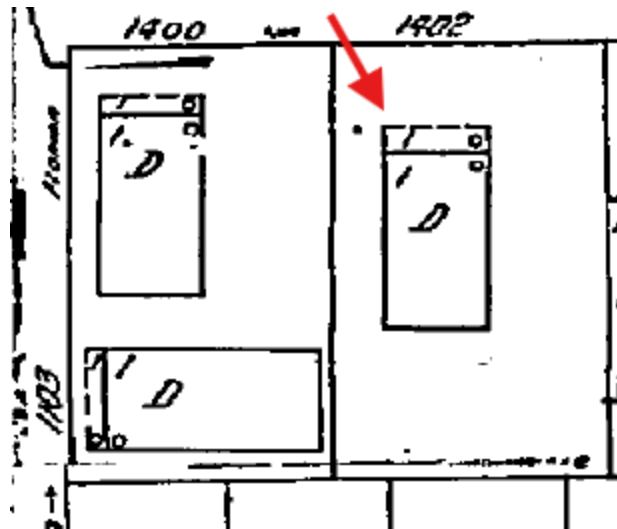
Address: 1402 Virginia Street

### **Description of Work:**

Renovations to altered contributing structure. Enclosure of northeast covered deck and new one-story vestibule addition on southwest elevation.

### **Site Facts:**

The property under review is altered contributing and was built in 1928 per tax assessor data; however this date is incorrect. The property is not visible in the 1948 Sanborn Map but is visible in the 1962 Sanborn Map. The property contains a one-story wood-framed structure with a northeast elevation covered porch.



*1962 Sanborn Map*



*Front of Property Under Review.*



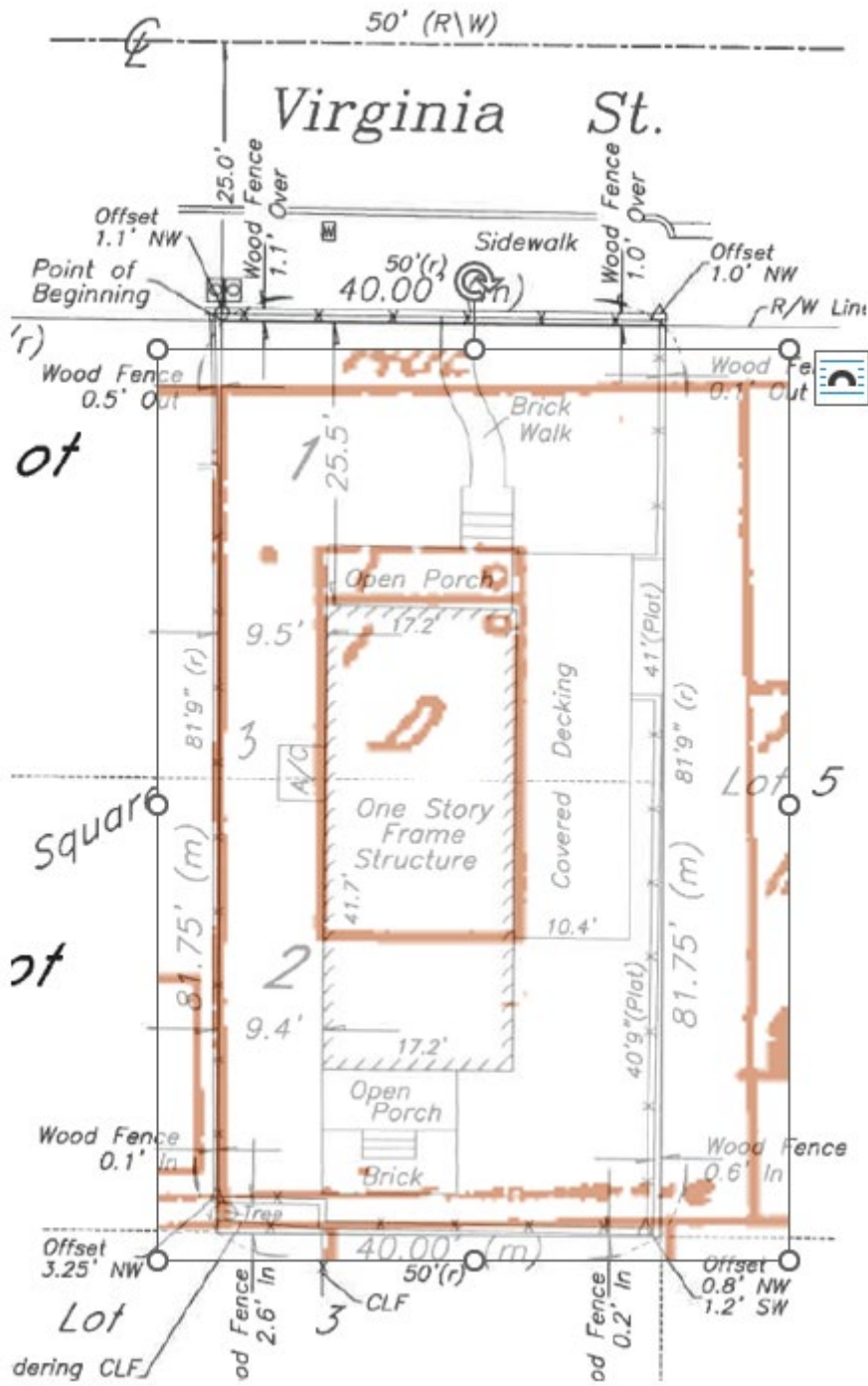
*View of West Elevation of Property Under Review.*



*View of Rear of Covered Porch on Property Under Review.*



*View of Rear of Property Under Review.*



1962 Sanborn Map and current survey

### **Guidelines Cited on Review:**

- Guidelines for Roofing (page 26), specifically guidelines 2 and 3.
- Guidelines for Windows (pages 29a-1), specifically guidelines A (3, 4, 5, 6, 9) and B (1, 3, 4).
- Guidelines for Additions (pages 37a-37k), specifically guidelines 1, 11, 13, 14 (first sentence), 19, and 26.
- Guidelines for New Construction (pages 38a-38q), specifically guidelines 1, 3, 8, 9, 11, 12, 14, 17, 18, 22, 23, 24, and 25.

### **Staff Analysis:**

A Certificate of Appropriateness is currently under review for enclosure of the northeast covered deck and a one-story vestibule addition on the southwest elevation. The porch enclosure will consist of new wood siding that will match the existing siding of the rest of the house. The front elevation proposes 1 6 over 6 window to match the existing windows on the house. The side elevation proposes 3 single pane fixed windows, and the rear elevation proposes sliding glass doors. The proposed vestibule will include wood siding and a 5V-Crimp roof to match the existing house.

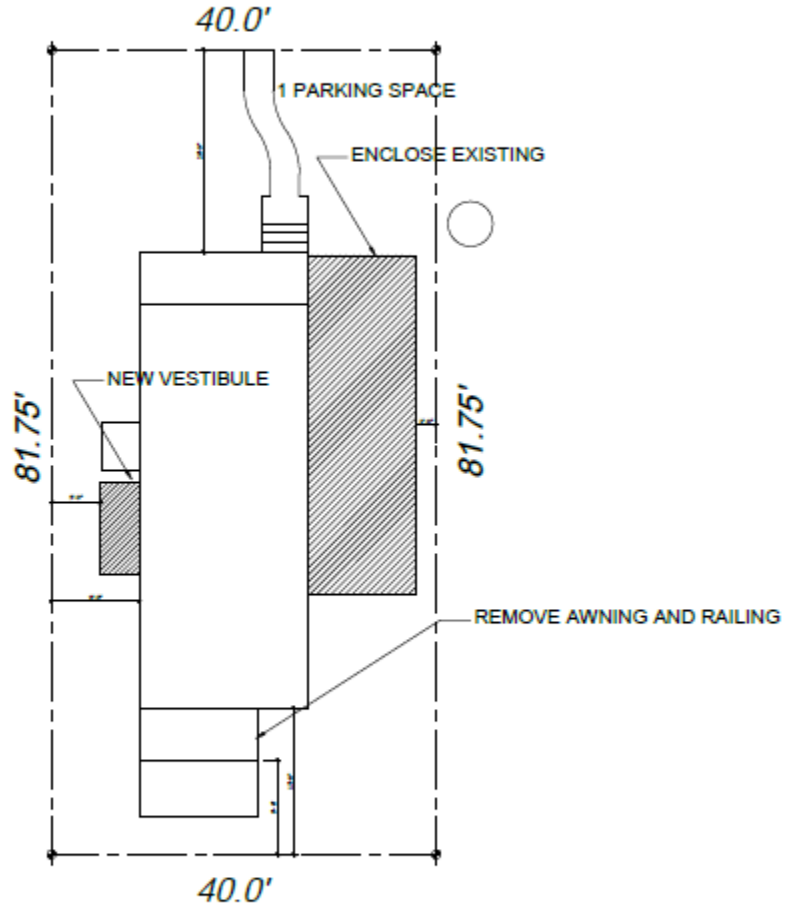
At the rear of the house, the plans propose the removal of the non-historic awning and railing.




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VIRGINIA STREET

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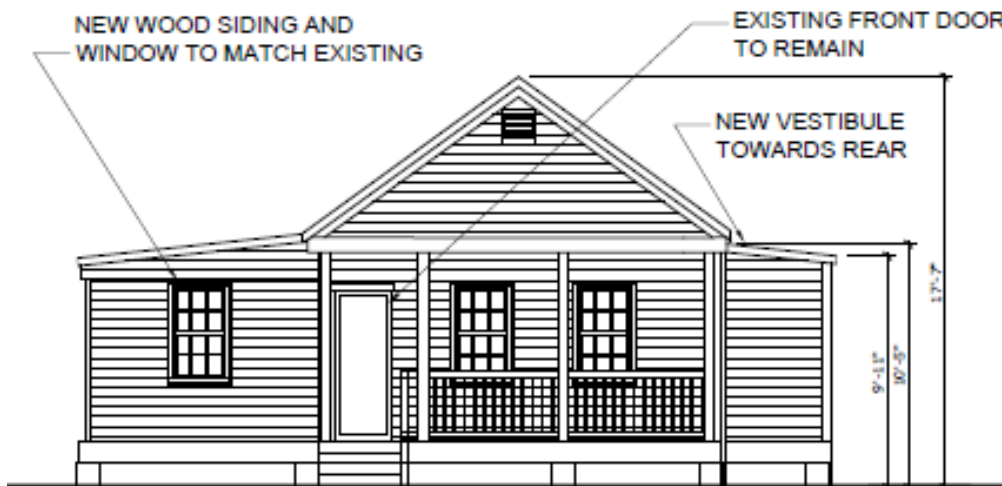


 **NEW SITE PLAN**  
1/8" = 1'-0"

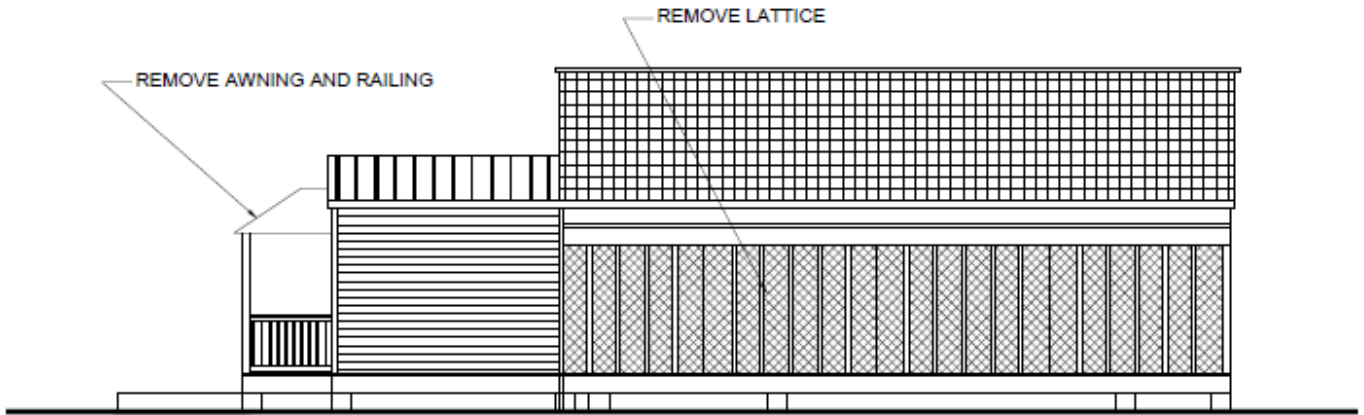
*Proposed Site Plan.*



*Existing Northwest Front Elevation.*

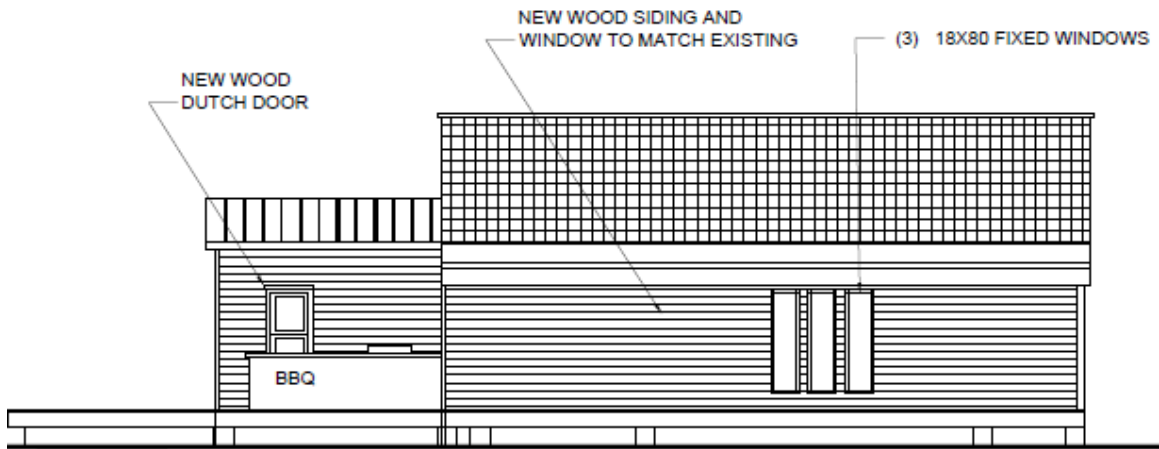


*Proposed Northwest Front Elevation.*

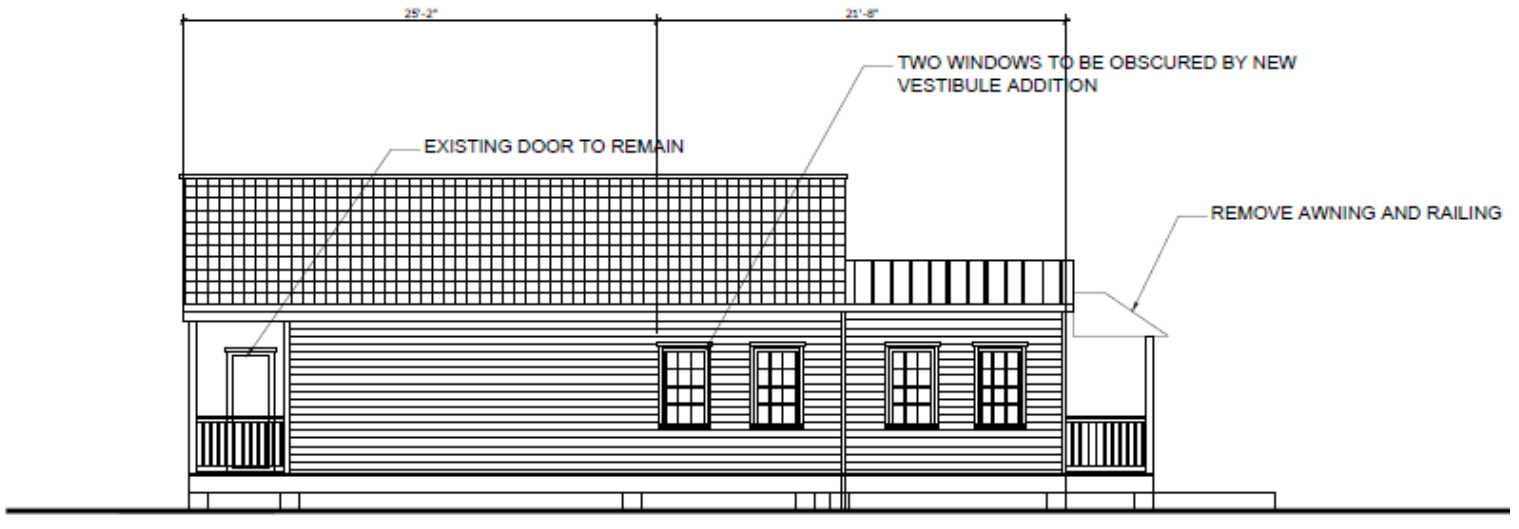


**EXISTING LEFT ELEVATION**  
 1/4" = 1'-0"

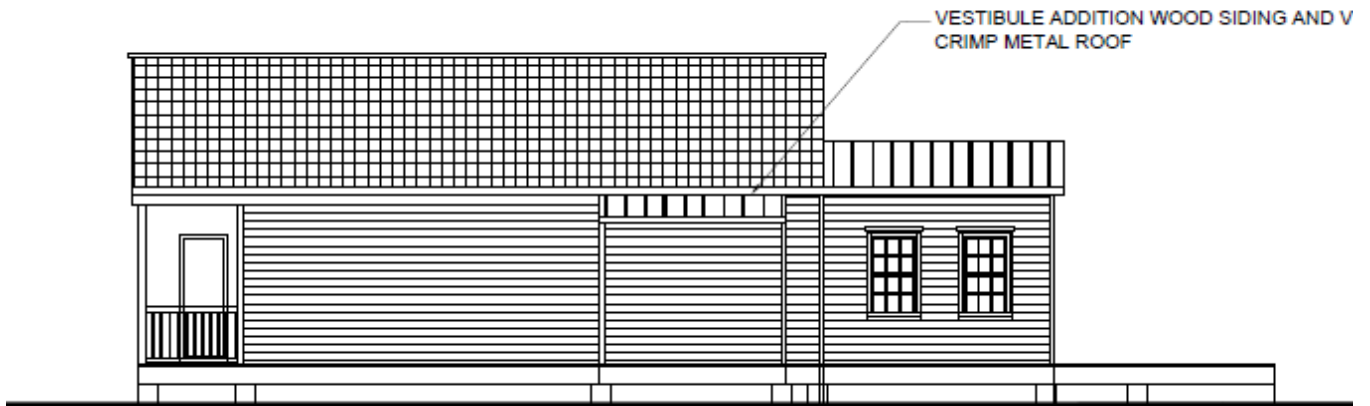
*Existing Northeast Elevation.*



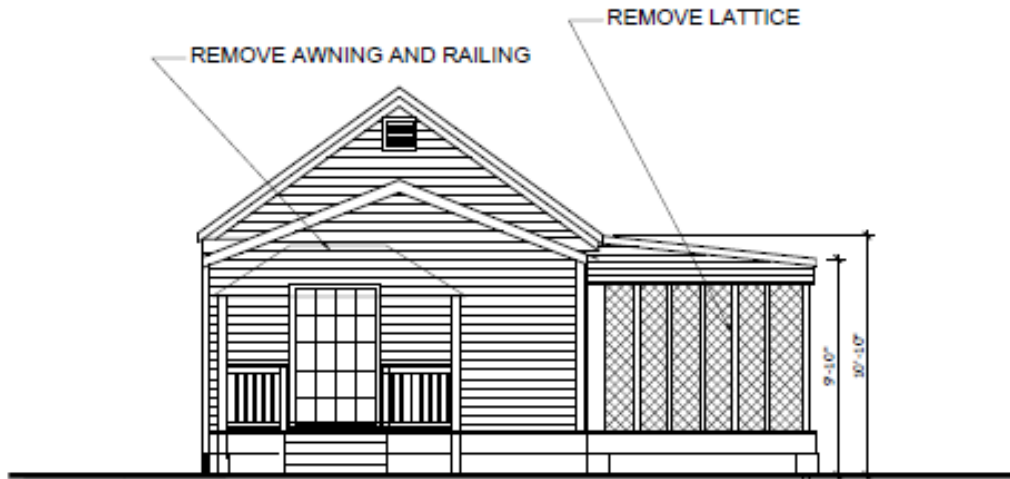
*Proposed Northeast Elevation.*



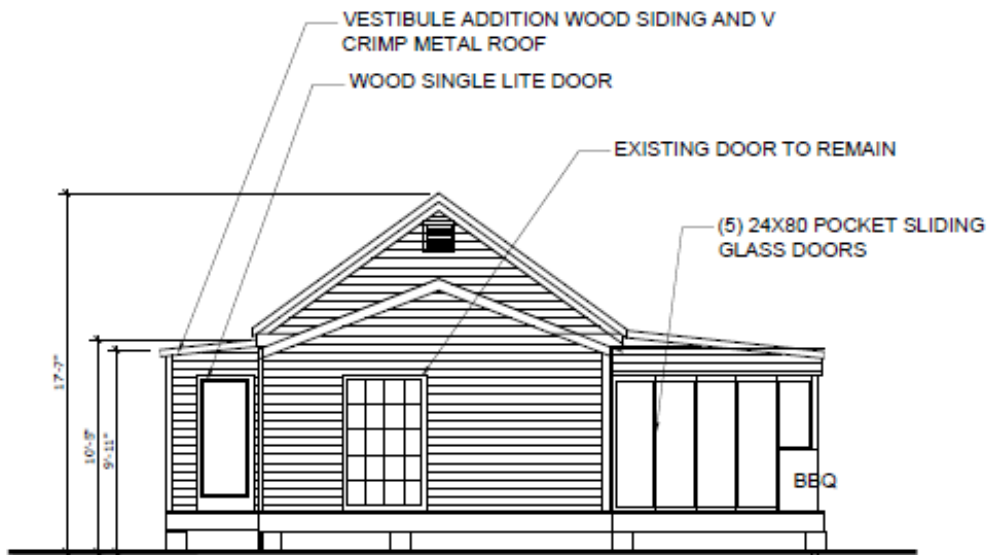
*Existing Southwest Elevation.*



*Proposed Southwest Elevation.*



*Existing Southeast Rear Elevation.*



*Proposed Southeast Rear Elevation.*

### **Consistency with Cited Guidelines:**

Staff finds the design to be generally compatible with the existing structure and surrounding context. Guideline 6 of Additions states “Any proposed addition shall be attached to less public elevations. While this deck enclosure is at the front elevation, the deck is already currently covered with full length lattice. This enclosure will not remove any historic elements or materials as the current covered deck is non-historic. Also, the current roof form will not be altered, and the enclosed deck will be subordinate in size and scale to the rest of the house. The sliding glass doors are allowed as they are at the rear of the property.

The proposed vestibule addition follows all of the Guidelines for Additions and New Construction. The roofline of the proposed vestibule is below the main roofline of the house. The proposed roof and siding materials will both match that of the house on the property. While the proposed vestibule does not include a window on its front elevation, staff finds no issues with the design. The side facing the street is too narrow to accommodate a window appropriately, and including one would result in a visually cramped appearance.

# APPLICATION

# HARC MAJOR PROJECTS CERTIFICATE OF APPROPRIATENESS



**City of Key West**  
 1300 White Street  
 Key West, Florida 33040

HARC COA #	REVISION #	INITIAL & DATE
FLOOD ZONE	ZONING DISTRICT	BLDG PERMIT #

**A PRE-APPLICATION MEETING WITH HARC STAFF IS REQUIRED PRIOR TO SUBMITTAL**

ADDRESS OF PROPOSED PROJECT:	1402 Virginia Street Key West	
NAME ON DEED:	Yolande Wild	PHONE NUMBER 305849 1338
OWNER'S MAILING ADDRESS:	1402 Virginia Street	EMAIL
APPLICANT NAME:	Carlos Rojas	PHONE NUMBER 3059233567
APPLICANT'S ADDRESS:	2012 Roosevelt Dr	EMAIL architectkw@hotmail.com
APPLICANT'S SIGNATURE:		DATE 4/8/26

**ANY PERSON THAT MAKES CHANGES TO AN APPROVED CERTIFICATE OF APPROPRIATENESS MUST SUBMIT A NEW APPLICATION.**

FLORIDA STATUTE 837.06: WHOEVER KNOWINGLY MAKES A FALSE STATEMENT IN WRITING AND WITH THE INTENT TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS OR HER OFFICIAL DUTY SHALL BE GUILTY OF A MISDEMEANOR OF THE SECOND-DEGREE PUNISHABLE PER SECTION 775.082 OR 775.083. THE APPLICANT FURTHER HEREBY ACKNOWLEDGES THAT THE SCOPE OF WORK AS DESCRIBED IN THE APPLICATION SHALL BE THE SCOPE OF WORK THAT IS CONTEMPLATED BY THE APPLICANT AND THE CITY. THE APPLICANT FURTHER STIPULATES THAT SHOULD FURTHER ACTION BE TAKEN BY THE CITY FOR EXCEEDING THE SCOPE OF THE DESCRIPTION OF WORK, AS DESCRIBED HEREIN, AND IF THERE IS CONFLICTING INFORMATION BETWEEN THE DESCRIPTION OF WORK AND THE SUBMITTED PLANS, THE AFOREMENTIONED DESCRIPTION OF WORK SHALL BE CONTROLLING.

PROJECT INCLUDES: REPLACEMENT OF WINDOWS  RELOCATION OF A STRUCTURE  ELEVATION OF A STRUCTURE   
 PROJECT INVOLVES A CONTRIBUTING STRUCTURE: YES  NO  INVOLVES A HISTORIC STRUCTURE: YES  NO   
 PROJECT INVOLVES A STRUCTURE THAT IS INDIVIDUALLY LISTED ON THE NATIONAL REGISTER: YES  NO

DETAILED PROJECT DESCRIPTION INCLUDING MATERIALS, HEIGHT, DIMENSIONS, SQUARE FOOTAGE, LOCATION, ETC.	
GENERAL:	enclose side storage area on left side. Add vestibule to the rear on right side. Remove canvas awning + railing on rear.
MAIN BUILDING:	
DEMOLITION (PLEASE FILL OUT AND ATTACH DEMOLITION APPENDIX):	

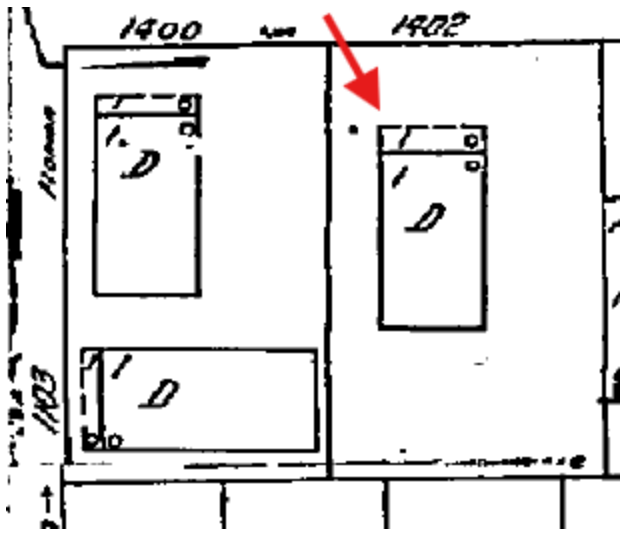
APPLICATIONS MUST BE SUBMITTED IN PERSON WITH HARD COPIES BY 3PM ON THE SCHEDULED DEADLINE  
 PLEASE SEND AN ELECTRONIC COPY OF ALL DOCUMENTS [CITY\\_HARC@CITYOFKEYWEST-FL.GOV](mailto:CITY_HARC@CITYOFKEYWEST-FL.GOV)

ACCESSORY STRUCTURE(S):	
N/A	
PAVERS:	FENCES:
DECKS:	PAINTING:
SITE (INCLUDING GRADING, FILL, TREES, ETC):	POOLS (INCLUDING EQUIPMENT):
ACCESSORY EQUIPMENT (GAS, A/C, VENTS, ETC):	OTHER:

OFFICIAL USE ONLY:	HARC COMMISSION REVIEW	EXPIRES ON:
MEETING DATE:	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> DEFERRED FOR FUTURE CONSIDERATION	INITIAL:
MEETING DATE:	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> DEFERRED FOR FUTURE CONSIDERATION	INITIAL:
MEETING DATE:	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> DEFERRED FOR FUTURE CONSIDERATION	INITIAL:
REASONS OR CONDITIONS:		
STAFF REVIEW COMMENTS:		
FIRST READING FOR DEMO:	SECOND READING FOR DEMO:	
HARC STAFF SIGNATURE AND DATE:	HARC CHAIRPERSON SIGNATURE AND DATE:	

THIS APPLICATION MAY BE REVIEWED BY PLANNING DEPARTMENT STAFF.

# SANBORN MAPS



1962 Sanborn Map

# PROJECT PHOTOS



CARLOS OCTAVIO ROJAS  
ARCHITECT

**Captions for photographs**  
**1402 Virginia Street**  
April 8, 2026

1. View of house from front-left side
2. Front of house
3. Left side wall of house inside the storage area
4. Front and side doors on front of house to remain
5. Right side of house
6. Right side of house
7. Left side showing existing lattice wall
8. Rear of storage area, also lattice











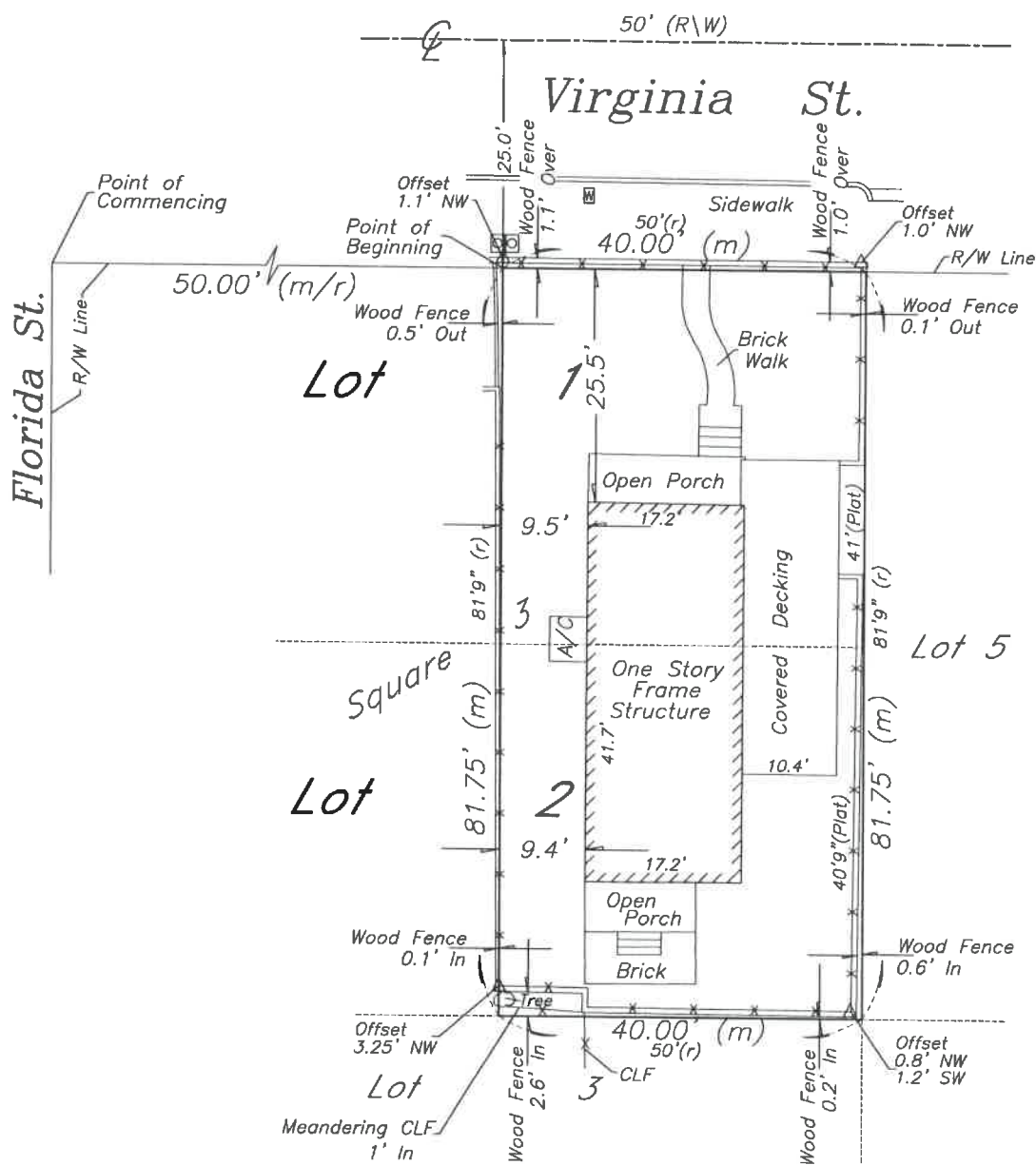






# SURVEY

# Boundary Survey Map of part of Lots 1 & 2, Square 3 F.W. Robert's Plat of Part of Tract 14, Island of Key West



## LEGEND

- ⊙ Found 2" Iron Pipe (Fence Post)
- Set 3/4" Iron Pipe w/cap (6298)
- Found 1/2" Iron Rod (2863)
- ▲ Found Nail & Disc (PTS)
- △ Set Nail & Disc (6298)
- (M) Measured
- (R) Record
- (M/R) Measured & Record
- C.B.S. Concrete Block Structure
- R\W Right of Way
- CLF Chain Link Fence
- ⊕ Centerline
- ⊗ Wood Utility Pole
- ⊠ Concrete Utility Pole
- P- Overhead Utility Lines
- ⊡ Sewer Cleanout
- ⊞ Water Meter

**NOTES:**

1. The legal description shown hereon was furnished by the client or their agent. This survey does not determine or imply ownership.
2. Underground foundations and utilities were not located.
3. All angles are 90° (Measured & Record) unless otherwise noted.
4. Street address: 1402 Virginia Street, Key West, FL.
5. This survey is not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
6. Lands shown hereon were not abstracted for rights-of-way, easements, ownership, or other instruments of record.
7. North Arrow is assumed and based on the legal description.
8. Date of field work: April 10, 2024
9. Ownership of fences is undeterminable, unless otherwise noted.
10. Adjoiners are not furnished.

**BOUNDARY SURVEY OF:** On the Island of Key West and being a part of Tract 14 according to William A. Whitehead's map of Key West delineated in February, A.D. 1829, but better described as being a part of said Tract 14 and being a part of Lots 1 and 2, Square 3, according to F.W. Robert's Plat of part of Tract 14, but more particularly described as follows:  
**COMMENCE** at a point on the Southeast side of Virginia Street 50 feet from the corner of Florida and Virginia Streets and running thence in a Northeasterly direction 40 feet; thence at right angles in a Southeasterly direction 81 feet 9 inches; thence at right angles in a Southwesterly direction 40 feet; thence at right angles in a Northwesterly direction 81 feet 9 inches back to the Point of Beginning.

**BOUNDARY SURVEY FOR:** William Christopher Wild;  
 Truist Bank;  
 Oropeza Stones Cardenas, PLLC;  
 Old Republic National Title Insurance Company;

I HEREBY CERTIFY that this survey was made under my responsible charge and meets the Standard of Practice as set forth by the Florida Board of Professional Surveyors & Mappers in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

J. LYNN O'FLYNN, INC.

J. Lynn O'Flynn, PSM  
 Florida Reg. #6298

April 11, 2024

THIS SURVEY  
 IS NOT  
 ASSIGNABLE

**J. LYNN O'FLYNN, Inc.**



Professional Surveyor & Mapper  
 PSM #6298

3430 Duck Ave., Key West, FL 33040  
 (305) 296-7422 FAX (305) 296-2244

# PROPOSED DESIGN









# NOTICING

# Public Meeting Notice

The Historic Architectural Review Commission will hold a public meeting at 5:00 p.m. May 26, 2026, at City Hall, 1300 White Street, Key West, Florida. The purpose of the hearing will be to consider a request for:

**RENOVATIONS TO ALTERED CONTRIBUTING STRUCTURE.  
ENCLOSURE OF NORTHEAST COVERED DECK AND NEW ONE-  
STORY VESTIBULE ADDITION ON SOUTHWEST ELEVATION.**

**#1402 VIRGINIA STREET**

**Applicant –Carlos Rojas Application #C2026-0027**

If you wish to see the application or have any questions, you may visit the Growth Management Department during regular office hours at 1300 White Street, call 305-809-3973 or visit our website at [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov).

**THIS NOTICE CAN NOT BE REMOVED FROM THE SITE UNTIL HARC FINAL DETERMINATION**

**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 at 800-955-8771 or 800-955-8770 (Voice) 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.

# HARC POSTING AFFIDAVIT

STATE OF FLORIDA:  
COUNTY OF MONROE:

BEFORE ME, the undersigned authority, personally appeared Carlos Rojas, who, first being duly sworn, on oath, depose and says that the following statements are true and correct to the best of his/her knowledge and belief:

1. That a legal notice for Public Notice of Hearing of the Historic Architectural Review Commission (HARC) was placed on the following address: 1403 Virginia Street on the 19 day of May, 2026.

This legal notice(s) contained an area of at least 8.5"x11".

The property was posted to notice a public hearing before the Key West Historic Architectural Review Commission to be held on 26 May, 2026.

The legal notice(s) is/are clearly visible from the public street adjacent to the property.

The Certificate of Appropriateness number for this legal notice is \_\_\_\_\_.

2. A photograph of that legal notice posted in the property is attached hereto.

### Signed Name of Affiant:

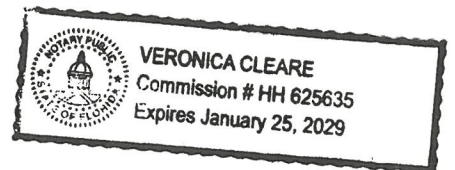
[Signature]  
Date: 5-19-26  
Address: 2012 Roosevelt Dr  
City: Key West  
State, Zip: FL 33040

The forgoing instrument was acknowledged before me on this 19 day of May, 2026.

By (Print name of Affiant) Rojas Carlos Octavio, Jr. who is personally known to me or has produced Florida, Driver License as identification and who did take an oath.

### NOTARY PUBLIC

Sign Name: [Signature]  
Print Name: Veronica Cleare  
Notary Public - State of Florida (seal)  
My Commission Expires: 1/25/2029



# Public Meeting Notice

As Officer, Architectural Review Commission will hold a public meeting on 1402 Virginia Street, Miami, FL 33139. The purpose of the meeting will be to discuss the proposed renovation of the property located at 1402 Virginia Street, Miami, FL 33139. The proposed renovation includes the following: RENOVATIONS TO ALTERED COVERING STRUCTURE, ENCLOSURE OF NORTH EAST COVERED PORCH AND NEW ONE STORY VESTIBULE ADDITION ON SOUTHWEST ELEVATION. #1402 VIRGINIA STREET. Applicant: Carter Rojas, Application # 2024-0077. For more information on the application or to request a public meeting, please contact the Planning Department at 311 or 311-311-3111. The public meeting will be held on 1402 Virginia Street, Miami, FL 33139. The public meeting will be held on 1402 Virginia Street, Miami, FL 33139. The public meeting will be held on 1402 Virginia Street, Miami, FL 33139.

1402



**BEWARE  
of DOGS**



# PROPERTY APPRAISER INFORMATION

# Monroe County, FL

## \*\*PROPERTY RECORD CARD\*\*

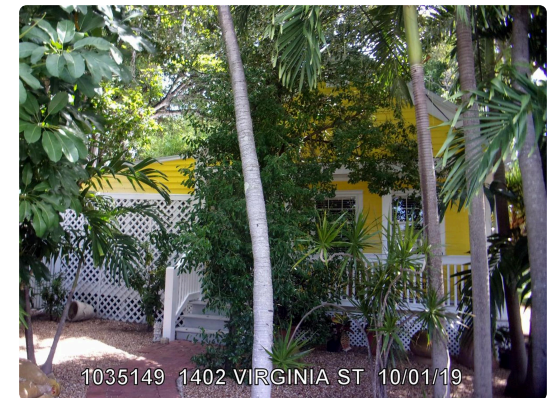
### Disclaimer

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

By continuing into this site you assert that you have read and agree to the above statement.

### Summary

Parcel ID 00034220-000000  
Account# 1035149  
Property ID 1035149  
Millage Group 10KW  
Location Address 1402 VIRGINIA St, KEY WEST  
Legal Description KW ISLAND CITY SUB PB1-26 PT LTS 1-2 SQR 3 TR 14 G39-204 G45-171 OR241-7 OR573-537 OR832-1382 OR861-2113 OR1034-426 OR1063-50 OR1104-1121 OR3268-1882 OR3271-1154 OR3275-2385  
*(Note: Not to be used on legal documents.)*  
Neighborhood 6149  
Property Class SINGLE FAMILY RESID (0100)  
Subdivision  
Sec/Twp/Rng 05/68/25  
Affordable No  
Housing



### Owner

WILD WILLIAM CHRISTOPHER  
1402 Virginia St  
Key West FL 33040

### Valuation

	2025 Certified Values	2024 Certified Values	2023 Certified Values	2022 Certified Values
+ Market Improvement Value	\$130,181	\$126,414	\$120,158	\$123,320
+ Market Misc Value	\$4,101	\$2,681	\$2,807	\$2,933
+ Market Land Value	\$773,813	\$767,142	\$810,502	\$543,670
= Just Market Value	\$908,095	\$896,237	\$933,467	\$669,923
= Total Assessed Value	\$908,095	\$218,917	\$212,541	\$206,351
- School Exempt Value	\$0	(\$25,000)	(\$25,000)	(\$25,000)
= School Taxable Value	\$908,095	\$193,917	\$187,541	\$181,351

## Historical Assessments

Year	Land Value	Building Value	Yard Item Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value	Maximum Portability
2024	\$767,142	\$126,414	\$2,681	\$896,237	\$218,917	\$25,000	\$193,917	\$500,000
2023	\$810,502	\$120,158	\$2,807	\$933,467	\$212,541	\$25,000	\$187,541	\$500,000
2022	\$543,670	\$123,320	\$2,933	\$669,923	\$206,351	\$25,000	\$181,351	\$463,572
2021	\$333,540	\$109,136	\$3,061	\$445,737	\$200,341	\$25,000	\$175,341	\$245,396
2020	\$333,540	\$111,798	\$3,187	\$448,525	\$197,575	\$25,000	\$172,575	\$250,950
2019	\$393,577	\$94,542	\$3,314	\$491,433	\$193,133	\$25,000	\$168,133	\$298,300
2018	\$483,633	\$95,837	\$3,440	\$582,910	\$189,532	\$25,000	\$164,532	\$393,378

The Maximum Portability is an estimate only and should not be relied upon as the actual portability amount. Contact our office to verify the actual portability amount.

## Land

Land Use	Number of Units	Unit Type	Frontage	Depth
RESIDENTIAL DRY (010D)	3,270.00	Square Foot	0	0

## Buildings

<b>Building ID</b>	2727	<b>Exterior Walls</b>	ABOVE AVERAGE WOOD
<b>Style</b>	1 STORY ELEV FOUNDATION	<b>Year Built</b>	1928
<b>Building Type</b>	S.F.R. - R1 / R1	<b>EffectiveYearBuilt</b>	2005
<b>Building Name</b>		<b>Foundation</b>	WD CONC PADS
<b>Gross Sq Ft</b>	1194	<b>Roof Type</b>	GABLE/HIP
<b>Finished Sq Ft</b>	697	<b>Roof Coverage</b>	METAL
<b>Stories</b>	1 Floor	<b>Flooring Type</b>	SFT/HD WD
<b>Condition</b>	AVERAGE	<b>Heating Type</b>	FCD/AIR DUCTED with 0% NONE
<b>Perimeter</b>	116	<b>Bedrooms</b>	2
<b>Functional Obs</b>	0	<b>Full Bathrooms</b>	2
<b>Economic Obs</b>	0	<b>Half Bathrooms</b>	0
<b>Depreciation %</b>	28	<b>Grade</b>	450
<b>Interior Walls</b>	WALL BD/WD WAL	<b>Number of Fire Pl</b>	0

Code	Description	Sketch Area	Finished Area	Perimeter
OPX	EXC OPEN PORCH	425	0	122
FLA	FLOOR LIV AREA	697	697	116
OPU	OP PR UNFIN LL	72	0	36
<b>TOTAL</b>		<b>1,194</b>	<b>697</b>	<b>274</b>

## Yard Items

Description	Year Built	Roll Year	Size	Quantity	Units	Grade
WOOD DECK	1987	1988	4 x 20	1	80 SF	1
FENCES	2013	2014	65 x 4	1	260 SF	2
FENCES	2013	2014	100 x 6	1	600 SF	2

## Sales

Sale Date	Sale Price	Instrument	Instrument Number	Deed Book	Deed Page	Sale Qualification	Grantor	Grantee
5/7/2024	\$1,009,000	Warranty Deed	2461601	3275	2385	19 - Unqualified		
4/15/2024	\$0	Order (to be used for Order Det. Heirs, Probate in	2458103	3271	1154	30 - Unqualified		
8/1/1989	\$168,000	Warranty Deed		1104	1121	Q - Qualified		
8/1/1988	\$100,000	Warranty Deed		1063	50	U - Unqualified		
11/1/1987	\$67,500	Warranty Deed		1034	426	Q - Qualified		
8/1/1982	\$3,800	Warranty Deed		861	2113	U - Unqualified		
4/1/1981	\$49,500	Warranty Deed		832	1382	Q - Qualified		

## Permits

Number	Date Issued	Status	Amount	Permit Type	Notes
24-2062	07/30/2024	Completed	\$6,300	Residential	wire of 3 GFIs, 6 recess lights, 4 switch's, 2 fans
24-1920	07/18/2024	Completed	\$2,500		Re-roof 247sq ft section of roof to 5V Crimp 26ga Metal Roof
13-4914	02/10/2014	Completed	\$475	Residential	1 AWNING APPROX 60"W x 36" PROJECTION, AWNING FABRIC TO BE #6037 FOREST GREEN SUNBRELLA.
13-1821	04/29/2013	Completed	\$4,850	Residential	REPLACE SIDING WITH NEW 1/2" X 6" PINE REMOVE OLD DECK AND BRACE REMAINING 5' X 20" BACK PORCH, REINFORCE SILLS WHERE NEEDED.
12-3703	10/31/2012	Completed	\$8,200	Residential	BUILD 165 LF PICKET FENCH 100 @ 6' AND 65 @ 4' INSTALL 2 ENTRY GATES
12-912	03/12/2012	Completed	\$12,000	Residential	16 SQS RE ROOF METAL SHINGLES
09-3178	09/18/2009	Completed	\$1,850	Residential	REPLACE 65LF OF 4" CAST IRON PIPING WITH 4" PVC PIPING.
07-0378	01/24/2007	Canceled	\$12,000	Residential	REPLACE 832 SF SIDING,TRIM & FRONT PORCH CEILING & PAINT
98-2989	09/29/1998	Completed	\$500	Residential	REPLACE RISER(STORM DAMAG
E95-0991	03/01/1995	Completed	\$800	Residential	200 AMP SERVICE

## View Tax Info

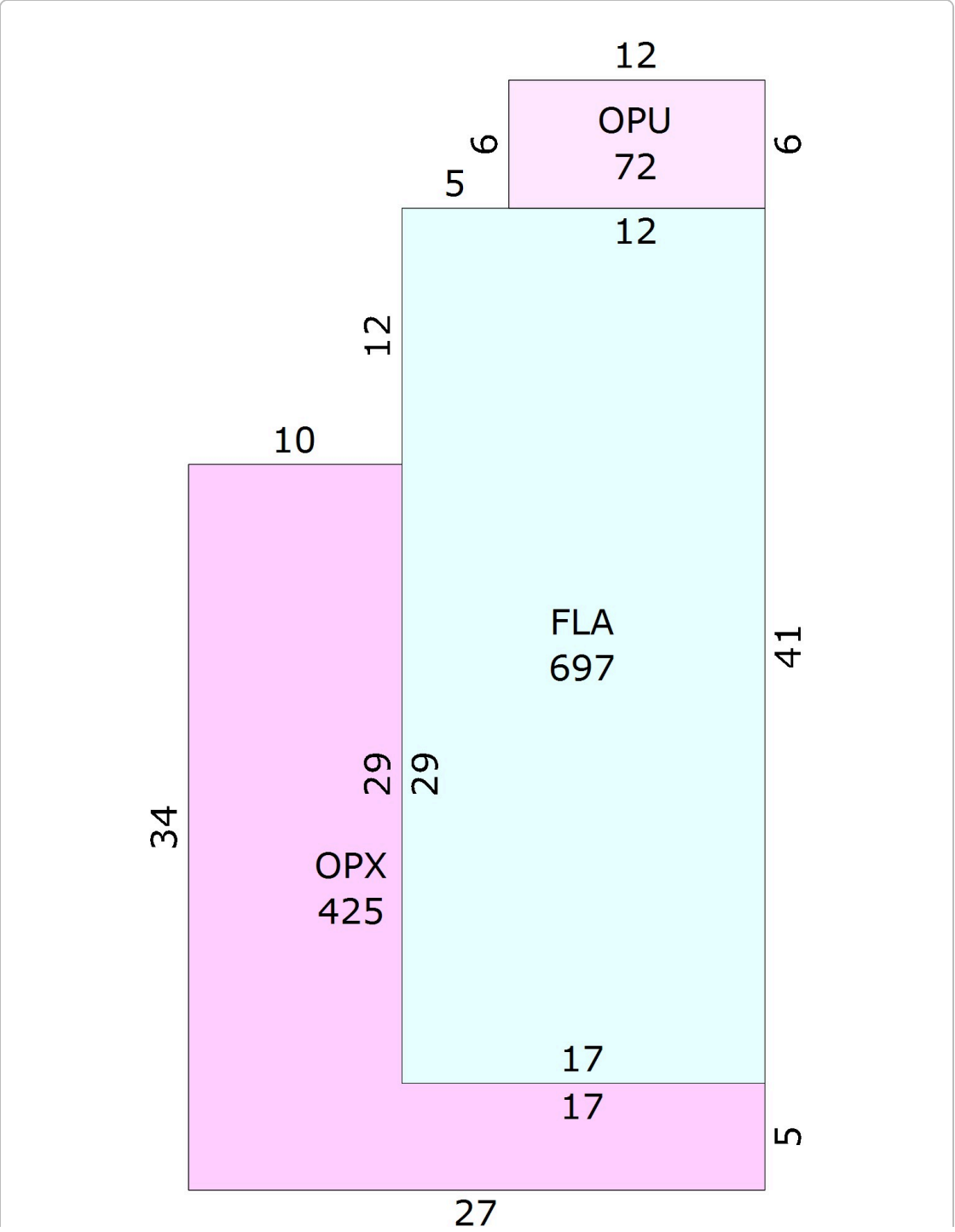
[View Taxes for this Parcel](#)

## Sketches (click to enlarge)











Photos



Map



TRIM Notice

[2025 TRIM Notice \(PDF\)](#)



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| [User Privacy Policy](#) | [GDPR Privacy Notice](#)  
[Last Data Upload: 5/20/2026, 11:13:15 PM](#)

Contact Us

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 **SCHNEIDER**  
G E O S P A T I A L