



## MEMORANDUM

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Date: August 6, 2025

To: Honorable Mayor and Commissioners

Via: Katie Halloran  
Planning Director

From: Stephanie de la Rosa, Stantec

Subject: **File 25-3438 - Minor Development Plan – 920 Caroline St (RE# 00002790-000000) -**  
A request for a minor development plan approval for the addition of 609 square feet (40 seats; 10 tables of 4) of outdoor restaurant consumption area on a recorded easement on the adjacent property (RE# 00002780-000000), for a property located within the Historic Residential Commercial Core Zoning District, HRCC-2 Key West Bight area sub-district, pursuant to Chapter 108, Section 108-91, and Article III through IX; and Chapter 122, Article IV, Division 7, Subdivision III of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida; providing for an effective date.

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### **Introduction**

The Minor Development Plan application submitted for review and approval is for the addition of 609 square feet (40 seats; 10 tables of 4) of outdoor restaurant consumption area, within the Historic Residential Commercial Core Zoning District, HRCC-2 Key West Bight area sub-district,

### **Background**

The property at 920 Caroline Street is located within the Key West Bight district. The property is currently occupied by the Square Grouper restaurant. The business's business tax receipt indicates that the restaurant is authorized for a seating capacity of 150 seats. The applicant reports that the restaurant currently only utilizes 100 seats.

The proposed additional consumption area is located on the adjoining lot which is owned by the Utility Board of the City of Key West. An easement was granted by the Utility Board to the applicant for 1,250 square feet in 2024. A grant of easement agreement entered in November 2024 between the subject property owners and the adjacent property owners allows consumption area within the assessment area in section

3.a. of the document. There is currently no commercial use in the proposed 609 square feet of consumption area.

**Request:**

The proposed scope of work is for the addition of 609 square feet of outdoor restaurant consumption area. While the applicant requests additional floor area, the applicant is not requesting additional seating above what is currently authorized under the current business tax receipt, which is for a restaurant with 150 seats.

**Analysis:**

Staff determined the proposal is in compliance with the Minor Development Review criteria listed under Section 108-91(A) (1)(c). Planning staff and the Planning Board, as required by Chapter 108 of the City Code, reviewed the request for compliance with the Land Development Regulations and the Comprehensive Plan as detailed in the attached Planning Board staff report. The proposed minor development plan was reviewed before the Planning Board on May 29, 2025, where they recommended approval through Resolution No. 2025-24.

A full planning staff analysis is available in the Planning Board staff report.

**Other Matters:**

N/A

**Options / Advantages / Disadvantages:**

**Option 1:**

Approve the minor development plan as recommended by the Planning Board through Resolution No. 2025-24.

**Option 2:**

Deny the minor development plan.

**Recommendation:**

As per Planning Board Resolution No. 2025-24 the Planning Board recommended to the City Commission **Option 1** for the approval of the Minor Development Plan. Planning Department staff support Planning Board Resolution No. 2025-24 to approve.