



# 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, March 24, 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

**Present** 7 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

#### Pledge of Allegiance to the Flag

#### Approval of Agenda

*The agenda was unanimously approved as amended.*

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

#### Approval of Minutes

1 February 24, 2026

Attachments: [Minutes](#)

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

#### HARC Planner's Report

2 2025 End of the Year Report

Attachments: [Report](#)

Received and Filed

**Assistant City Attorney's Report**

**Action Item**

3 Selection of Vice Chair

Commissioner Moody was nominated to be Vice Chair. Commissioner Moody accepted the nomination. A motion was then made by Commissioner Green, seconded by Commissioner Osborn, that the nomination be Approved. The motion carried by the following vote:

**Yes:** 6 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

**Abstained:** 1 - Vice Chair Moody

**Old Business**

4 New two-story single-family residence, new pool, pool deck, and site improvements - **309 William Street - Sandbar Design Studio Inc. (C2025-0077)**

Attachments: [309 William Street - Structural Report - 9.1.2025 SS.pdf](#)

[\\*Large Item\\* 309 William Street - Design](#)

This Item was Postponed Indefinitely during agenda approval.

5 Demolition of existing contributing single-family residence and rear sheds - **309 William Street - Sandbar Design Studio Inc. (C2025-0077)**

Attachments: [309 William Street - Structural Report - 9.1.2025 SS.pdf](#)

[\\*Large Item\\* 309 William Street - Demolition](#)

This Item was Postponed Indefinitely during agenda approval.

- 6 New storefront awning along Duval Street façade, extending partially along Amelia Street façade - **1114 Duval Street - Cross Key Marine Canvas (C2026-0004)**

Attachments: [\\*Large Item\\* 1114 Duval Street](#)

This Item was Postponed to the April 28, 2026 meeting during agenda approval.

- 7 **Second Reading:** Demolition of rear two-story wraparound porch, partial demolition of rear walls and rear gable roof - **518 Elizabeth Street - Bender & Associates Architects (C2026-0010)**

Attachments: [\\*Large Item\\* 518 Elizabeth Street](#)

Chairman Burkee recused himself from this Item, passed the gavel to Vice Chair Moody, and left the dais.

A motion was made by Commissioner Green, seconded by Commissioner Archer, that the demolition be Approved. The motion carried by the following vote:

**Recuse:** 1 - Chairman Burkee

**Yes:** 6 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, and Commissioner Perez

## New Business

- 8 **Minor Development Plan - New one-story addition at rear of contributing structure and site improvements (The Basilica of St. Mary Star of the Sea) - 1010 Windsor Lane - T.S. Neal Architects - Seth Neal (C2025-0106)**

Attachments: [\\*Large File\\* 1010 Windsor Lane - Design](#)

Chairman Burkee returned to the dais and Vice Chair Moody passed the gavel back to him.

A motion was made by Commissioner Green, seconded by Commissioner Osborn, that the Item be Approved subject to adding a dimension on the drawings as to the height of the HVAC units and staff to require louvered screening if the height is found to be unacceptable and too visual. The motion carried by the following vote:

**Yes:** 7 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

9                    **New 6' wood picket gate along street frontage - 713-727 Windsor Lane - Island Fence (C2026-0011)**

Attachments:     [713-727 Windsor Lane.pdf](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Perez, that the Item be Approved. The motion carried by the following vote:

Yes: 7 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

10                   **After the fact - Renovations to contributing structure. New wood deck on front façade and within the front yard of the property - 1922 Staples Avenue - Nautilus Drafting & Design Services (C2026-0012)**

Attachments:     [\\*Large File\\* 1922 Staples Ave - Design](#)

A motion was made by Commissioner Moody, seconded by Commissioner Osborn, that the Item be Postponed to the April 28, 2026 meeting. The motion carried by the following vote:

Yes: 7 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

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**Minor Development Plan - New one-story structure, new 3-tennis court complex shade structure and site improvements - 1320 Truman Avenue (Bayview Park) - City of Key West/Keith Bring (C2026-0013)**

Attachments: [\\*Large File\\* 1320 Truman Ave - Design](#)

Commissioner Perez recused himself from Items 11, 12, 14 & 15, and left the dais.

Chairman Burkee recused himself from Items 11 & 12, passed the gavel to Vice Chair Moody, and left the dais.

A motion was made by Commissioner Green, seconded By Commissioner Archer, that the Item be Approved.

Commissioner Osborn then made a motion, seconded by Commissioner Harrison, to amend to include a condition that the applicant work with staff to address the Truman Avenue facing facade. The motion to amend failed by the following vote:

**No:** Commissioner Archer, Commissioner Green and Vice Chair Moody

**Yes:** Commissioner Harrison & Commissioner Osborn

**Recused:** Commissioner Perez & Chairman Burkee

The main motion then carried by the following vote:

**No:** 1 - Commissioner Osborn

**Recuse:** 2 - Commissioner Perez, and Chairman Burkee

**Yes:** 4 - Commissioner Archer, Commissioner Green, Commissioner Harrison, and Vice Chair Moody

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**Minor Development Plan - Demolition of non-contributing tennis pro shop, 3-tennis court complex shade structure and non-historic bathrooms - 1320 Truman Avenue (Bayview Park) - City of Key West/Keith Bring (C2026-0013)**

Attachments: [\\*Large Item\\* 1320 Truman Ave - Demolition](#)

A motion was made by Commissioner Green, seconded by Commissioner Archer, that the demolition be Approved. The motion carried by the following vote:

**Recuse:** 2 - Commissioner Perez, and Chairman Burkee

**Yes:** 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, and Commissioner Osborn

- 13                    **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](#)

This Item was Postponed to the April 28, 2026 meeting during agenda approval.

- 14                    **Major Development Plan - New affordable housing development. Total of 150 units - 241 Trumbo Road - Smith Hawks, PL (C2026-0015)**

Attachments:     [\\*Large Item\\* 241 Trumbo Road - Design](#)

Chairman Burkee returned to the dais and Vice Chair Moody passed the gavel back to him.

A motion was made by Commissioner Archer, seconded by Commissioner Moody, that the Item be Approved. The motion carried by the following vote:

**Recuse:** 1 - Commissioner Perez

**Yes:** 6 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, and Chairman Burkee

- 15                    **Major Development Plan - Demolition of five non-contributing concrete block structures - 241 Trumbo Road - Smith Hawks, PL (C2026-0015)**

Attachments:     [\\*Large Item\\* 241 Trumbo Road - Demolition](#)

A motion was made by Commissioner Moody, seconded by Commissioner Harrison, that the demolition be Approved. The motion carried by the following vote:

**Recuse:** 1 - Commissioner Perez

**Yes:** 6 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, and Chairman Burkee

- 16                    **After the fact - New prefabricated accessory storage shed on rear of property and site improvements - 319 Duval Street - Aundrea Wagner (C2026-0016)**

Attachments:     [\\*Large Item\\* 319 Duval Street After-the-fact](#)

This Item was Postponed to the April 28, 2026 meeting during agenda approval.





**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, Harold Buckner, hereby disclose that on 3.24.24, 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:

ITEMS #7, #11, #12, AND #17 ARE PROJECTS UNDER MY ARCHITECTURAL FIRM'S SUPERVISION.

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.

3.24.24

Date Filed



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.

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

LAST NAME—FIRST NAME—MIDDLE NAME <b>POZZI, ALLEN</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>HARC</b>
MAILING ADDRESS <b>1010 KENNEDY DRIVES, SUITE 202</b>	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      COUNTY <b>Roy West      MONROE</b>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED <b>3/24/26</b>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

## 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, ALAN POLOZ, hereby disclose that on MARCH 24<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:

Items 11, 12, 14, & 15

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.

3/24/26  
Date Filed

[Signature]  
Signature

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