



# City of Key West, FL

Old City Hall  
510 Greene Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, April 21, 2016

6:00 PM

Old 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 305-809-3731 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

#### Call Meeting To Order

6:05 P.M.

#### Roll Call

**Absent** 2 - Mr. Browning, and Mr. Pike

**Present** 5 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., Mr. Klitenick, and Mr. Holland

#### Pledge of Allegiance to the Flag

#### Approval of Agenda

*It was moved by Mr. Gilleran and seconded by Ms. Spottswood to approve the agenda as changed; Mr. Klitenick would be recused from the vote on Items 7 and 11 and Ms. Spottswood would be recused from the vote on Items 10, 11, 12 and 13. City Planner Cohen asked that Item 13 be heard before Item 12. There were no objections.*

#### Approval of Minutes

1 March 17, 2016 (regular)

**Attachments:** [Minutes](#)

A motion was made by Vice Chair Klitenick, seconded by Ms. Spottswood, that the Minutes be Approved. The motion passed by a unanimous vote.

#### Resolutions

**2** An Ordinance of the City of Key West, Florida, amending Chapter 86 the Code of Ordinances entitled “Definitions” by amending Section 86-9; amending Chapter 122 entitled “Zoning” by amending Section 122-1336 to allow the transfer of excess residential units; amending 122-1341 establishing criteria governing the transfer of excess units; renumbering existing sections 122-1340, 1341, 1342, 1242, 1344, and 1345; amending existing Section 122-1344 to allow transfer of excess units; amending existing Section 122-1345 to mortgagee consent when excess units are transferred; Providing for severability; Providing for repeal of inconsistent provisions; Providing for and effective date.

- Attachments:**     [Proposed Draft Ordinance](#)  
                                  [Staff Summary](#)  
                                  [Trepanier Hand out](#)  
                                  [Hendrick Hand out](#)

**A motion was made by Vice Chair Klitenick, seconded by Ms. Spottswood, that the Ordinance be Postponed to the June 16, 2016 meeting. The motion carried by the following vote:**

- Absent:** 2 - Mr. Browning, and Mr. Pike
- Yes:** 5 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

**3** **Proposed Revisions to the Historic District Signage Ordinance -**  
 An Ordinance of the City Of Key West, Florida, amending Chapter 114 of the City of Key West Code of Ordinances Land Development Regulations entitled “Signs” by amending Section 114-1 “Definitions” and amending Division 3 of Chapter 114 “Historic District”; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

- Attachments:**     Resolution  
                                  Staff Report  
                                  Proposed Draft Ordinance

**A motion was made by Mr. Gilleran, seconded by Vice Chair Klitenick, that the Resolution be Passed. The motion carried by the following vote:**

- Absent:** 2 - Mr. Browning, and Mr. Pike
- Yes:** 5 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

Enactment No: 2016-17

**4**                    **Proposed Revisions to the Historic Architectural Guidelines for Banners, Flags, Signage and Lighting** - Consideration of a Resolution of the City of Key West Planning Board recommending an Ordinance of the City of Key West, Florida, amending the Historic Architectural Review Commission guidelines for Signage and Lighting as referenced in Section 90-142 of the City of Key West Code of Ordinances Land Development Regulations; Providing for an effective date.

- Attachments:**     Resolution  
                             Staff Report  
                             Proposed Draft Ordinance  
                             Attachment to Proposed Draft Ordinance

**A motion was made by Mr. Varela, Sr., seconded by Ms. Spottswood, that the Resolution be Passed. The motion carried by the following vote:**

- Absent:** 2 - Mr. Browning, and Mr. Pike
- Yes:** 5 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

Enactment No: 2016-18

**5**                    **Proposed Revisions to the Historic Architectural Guidelines for New Construction** - Consideration of a Resolution of the City of Key West Planning Board recommending an Ordinance of the City of Key West, Florida, amending the Historic Architectural Review Commission guidelines for New Construction as referenced in Section 90-142 of the City of Key West Code of Ordinances Land Development Regulations; Providing for an effective date.

- Attachments:**     Resolution  
                             Staff Report  
                             Proposed Draft Ordinance

**A motion was made by Vice Chair Klitenick, seconded by Mr. Gilleran, that the Resolution be Passed. The motion carried by the following vote:**

- Absent:** 2 - Mr. Browning, and Mr. Pike
- Yes:** 5 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

Enactment No: 2016-19

**6 Proposed Revisions to the Historic Architectural Guidelines for Additions and Alterations** - Consideration of a Resolution of the City of Key West Planning Board recommending an Ordinance of the City of Key West, Florida, amending the Historic Architectural Review Commission guidelines for Additions and Alterations as referenced in Section 90-142 of the City of Key West Code of Ordinances Land Development Regulations; Providing for an effective date.

- Attachments:** Resolution  
 Staff Report  
 Proposed Draft Ordinance

**A motion was made by Mr. Gilleran, seconded by Mr. Varela, Sr., that the Resolution be Passed. The motion carried by the following vote:**

- Absent:** 2 - Mr. Browning, and Mr. Pike
- Yes:** 5 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland
- Enactment No: 2016-20

**7 Variance - 1441 Thompson Street (RE # 00042420-000000; AK # 1043061)** - A request for variances to expand existing front, rear and street side setbacks in order to construct a one story addition, on property located within the Single-Family Residential (SF) Zoning District.

- Attachments:** [Noticing](#)  
[Package](#)

**A motion was made by Mr. Varela, Sr., seconded by Ms. Spottswood, that the Resolution be Postponed to May 19, 2016. The motion carried by the following vote:**

- Recuse:** 1 - Vice Chair Klitenick
- Absent:** 2 - Mr. Browning, and Mr. Pike
- Yes:** 4 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., and Chairman Holland

**8 Variance - 221 Petronia Street (RE# 00013580-000000; AK# 1013960)** - A request for a variance to rear setback requirements in order to construct a two story residential addition located within the Historic Neighborhood Commercial (HNC-3) Zoning District.

- Attachments:** [Noticing](#)  
[Package](#)

**A motion was made by Ms. Spottswood, seconded by Mr. Varela, Sr., that the Resolution be Postponed to May 19, 2016. The motion carried by the following vote:**

**Absent:** 2 - Mr. Browning, and Mr. Pike

**Yes:** 5 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

**9**                    **Change of Non-Conforming Use - 916 Polhaski Avenue (RE # 00021080-000000; AK # 1021822)** - A request for change of non-conforming use in order to change the use from Commercial Retail to Medical Services on property located within the Historic High Density Residential (HHDR) Zoning District.

**Attachments:**    [Noticing](#)  
    [Package](#)

**A motion was made by Vice Chair Klitenick, seconded by Ms. Spottswood, that the Resolution be Passed. The motion carried by the following vote:**

**Absent:** 2 - Mr. Browning, and Mr. Pike

**Yes:** 5 - Mr. Gilleran, Ms. Spottswood, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

Enactment No: 2016-21

**10**                    **Exception for Outdoor Merchandise Display - 405 Fleming Street (RE # 0000-00006670-000000; AK # 1006904)** - A request for exception for outdoor merchandise display on property located within the Historic Residential/Office (HRO) Zoning District pursuant to Section 106-52 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**    [Noticing](#)  
    [Package](#)  
    [HARC Memo 10-20-14](#)

**A motion was made by Mr. Gilleran, seconded by Mr. Varela, Sr., that the Resolution be Passed as amended, requiring yearly inspection by City Staff. The motion carried by the following vote:**

**Recuse:** 1 - Ms. Spottswood

**Absent:** 2 - Mr. Browning, and Mr. Pike

**Yes:** 4 - Mr. Gilleran, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

Enactment No: 2016-22

11

**Exception for Outdoor Merchandise Display - 540 Greene Street (RE # 00001160-000000; AK # 1001180)** - A request for exception for outdoor merchandise display on property located within the Historic Residential Commercial Core (HRCC-1) Zoning District pursuant to Section 106-52 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments:     [Noticing](#)  
                              [Package](#)

**A motion was made by Mr. Gilleran, seconded by Mr. Varela, Sr., that the Resolution be Passed as amended; that the Outdoor Display be open between the hours of 10:00 A.M. to 7:00 P.M. and that there be no amplified music. The motion carried by the following vote:**

**Recuse:** 2 - Ms. Spottswood, and Vice Chair Klitenick

**Absent:** 2 - Mr. Browning, and Mr. Pike

**Yes:** 3 - Mr. Gilleran, Mr. Varela Sr., and Chairman Holland

Enactment No: 2016-23

12

**Conditional Use - 1664 Dunlap Drive (RE # 00054250-000000; AK # 1054879)** - A request for conditional use to allow for the nursing home, rest home, convalescent home use on property located in the Medium Density District - 1 (MDR-1) Zoning District.

Attachments:     [Noticing](#)  
                              [Package](#)  
                              [Castillo Hand out](#)

**A motion was made by Mr. Gilleran, seconded by Mr. Varela, Sr., that the Resolution be Passed. The motion carried by the following vote:**

**Recuse:** 1 - Ms. Spottswood

**Absent:** 2 - Mr. Browning, and Mr. Pike

**Yes:** 4 - Mr. Gilleran, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

Enactment No: 2016-25

13

**Major Development Plan - 1664 Dunlap Drive (RE # 00054250-000000; AK # 1054879)** - A request for major development plan for the construction of a 108 unit senior living facility on property located within the Medium Density Residential District - 1 (MDR-1) Zoning District.

**Attachments:** [Noticing](#)  
[Package](#)  
[Letter From Anne McLoud](#)  
[Letter From Allan Tidball](#)  
[Castillo Hand out](#)

**A motion was made by Mr. Varela, Sr., seconded by Vice Chair Klitenick, that the Resolution be Passed. The motion carried by the following vote:**

**Recuse:** 1 - Ms. Spottswood

**Absent:** 2 - Mr. Browning, and Mr. Pike

**Yes:** 4 - Mr. Gilleran, Mr. Varela Sr., Vice Chair Klitenick, and Chairman Holland

Enactment No: 2016-24

## Reports

## Citizen Comments

## Board Comments

## Adjournment

8:40 P.M.