



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Historic Architectural Review Commission

Tuesday, June 23, 2026

5:00 PM

City Hall

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

The clerk opened the meeting and called for a motion to name a Chair Pro Tem. Commissioner Osborn then made a motion, seconded by Commissioner Perez, to nominate Commissioner Green as Chair Pro Tem. The motion passed unanimously and Commissioner Green took the gavel.

Absent 2 - Vice Chair Moody, and Chairman Burkee

Present 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez

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 May 26, 2026

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

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

HARC Planner's Report

Old Business

- 2 **Second Reading** - 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 Osborn, seconded by Commissioner Archer, to approve the demolition. The motion carried by the following vote:

Absent: 2 - Vice Chair Moody, and Chairman Burkee

Yes: 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez

- 3 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](#)

This item was postponed to the July 29, 2026 meeting during agenda approval.

New Business

- 4 Renovations to rear additions. New one-story addition in rear of property and site improvements - **1211 Watson Street - Robert Hulec (C2026-0035)**

Attachments: [*Large Item* 1211 Watson Street - design](#)

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

Absent: 2 - Vice Chair Moody, and Chairman Burkee

Yes: 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez

- 5 Demolition of non-historic one-story wood frame addition in the rear - **1211 Watson Street - Robert Hulec (C2026-0035)**

Attachments: [*Large Item* 1211 Watson Street - 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 - Vice Chair Moody, and Chairman Burkee

Yes: 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez

- 6 Renovations to altered contributing structure. Roof modifications to historic rear additions and site improvements - **316 Petronia Street - A20 Architecture, LLC (C2026-0036)**

Attachments: [*Large Item* 316 Petronia Street - design](#)

Commissioner Osborn recused herself for the next two items and left the dais.

A motion was made by Commissioner Archer, seconded by Commissioner Harrison, to approve the application excluding the proposed fencing. The applicant shall coordinate with the adjacent property owners regarding the location and height of the proposed fencing and obtain final staff approval of the same. The motion carried by the following vote:

Recuse: 1 - Commissioner Osborn

Absent: 2 - Vice Chair Moody, and Chairman Burkee

Yes: 4 - Commissioner Archer, Commissioner Green, Commissioner Harrison, and Commissioner Perez

- 7 Demolition of non-historic shed structures in the rear - **316 Petronia Street - A20 Architecture, LLC (C2026-0036)**

Attachments: [*Large Item* 316 Petronia Street - demolition](#)

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

Recuse: 1 - Commissioner Osborn

Absent: 2 - Vice Chair Moody, and Chairman Burkee

Yes: 4 - Commissioner Archer, Commissioner Green, Commissioner Harrison, and Commissioner Perez

- 8 Renovations to contributing structure. Enclosure of rear covered porch, new ramp, and site improvements - **329 William Street - One Call Construction, Inc. (C2026-0037)**
- Attachments: [*Large Item* 329 William Street - design](#)
- Commissioner Osborn returned to the dais.
- A motion was made by Commissioner Archer, seconded by Commissioner Harrison, to approve the application as presented. The motion carried by the following vote:
- Absent:** 2 - Vice Chair Moody, and Chairman Burkee
- Yes:** 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez
- 9 Demolition of non-historic shed in the rear - **329 William Street - One Call Construction, Inc. (C2026-0037)**
- Attachments: [*Large Item* 329 William Street - demolition](#)
- A motion was made by Commissioner Osborn, seconded by Commissioner Perez, to approve the demolition. The motion carried by the following vote:
- Absent:** 2 - Vice Chair Moody, and Chairman Burkee
- Yes:** 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez
- 10 Renovations to contributing structure. New covered front porch and site improvements - **907 Virginia Street - Segre Mashtakov, PE (C2026-0038)**
- Attachments: [*Large Item* 907 Virginia Street - design](#)
- A motion was made by Commissioner Archer, seconded by Commissioner Perez, to approve the application with the condition the applicant work with staff for an approval to either replace the existing 6-foot fence with a 4-foot fence or repair the existing 6-foot fence. The motion carried by the following vote:
- Absent:** 2 - Vice Chair Moody, and Chairman Burkee
- Yes:** 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Commissioner Osborn, and Commissioner Perez

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**New carport over front driveway - 813 Waddell Avenue -
Bender & Associates Architects (C2026-0039)**

Attachments: [*Large Item* 813 Waddell Avenue](#)

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

Absent: 2 - Vice Chair Moody, and Chairman Burkee

Yes: 5 - Commissioner Archer, Commissioner Green, Commissioner Harrison,
Commissioner Osborn, and Commissioner Perez

Public Comment

Commissioner Comments

Adjournment - 5:46 P.M.

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Osborn, Aileen</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>HARC</i>
MAILING ADDRESS <i>3706 N. Roosevelt Blvd. #202</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY <i>Key West, FL</i>	NAME OF POLITICAL SUBDIVISION:
COUNTY <i>33040</i>	
DATE ON WHICH VOTE OCCURRED <i>6/23/26</i>	MY POSITION IS: ☐ ELECTIVE ☒ 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, Aileen Osborn, hereby disclose that on June 23, 2026:

(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 Marius Ventner, 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

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.

6/23/26
Date Filed

Aileen Osborn
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.