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Memorandum

To: Vanessa Sellers, Planner I, City of key West

From: Donald Ieland Craig, AICP Land Use Director 

Date: May 7, 2018

Subject: 425 Caroline Street – Transient Unit and License Transfer

Attachments: None

Copy to: Erica Sterling

Requested Response: Amended Staff Report

Ms. Sellers – Good Morning. In regard to your recent email requesting an inspection of the receiver site for the transient BPAS unit and license application, my client will make the property available at your convenience.

More importantly however, is our request for a small modification in regard to the application. After some discussion and decisions made by the owners, we would like to amend the current application to direct the BPAS unit and license to the “pool house” structure on the site. There are currently three structures on the site, as shown on the survey submitted – the main residence, the pool house and the carriage house.

Being zoned HRCC-1 the property, given its size can accommodate multiple units, so there should be no problem with density. Additionally, the pool house meets all the criteria for a transient license transfer receiver site.

Please reflect this requested change in our application and let me know date and time you would like to inspect the property.

Thank you