



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, November 20, 2025

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

*Mr. Batty attended the meeting virtually via media technology. His absence was determined to be due to an exceptional circumstance and he was therefore permitted to vote. Mr. Varela served as Chairman Pro Tem for the duration of the meeting.*

**Absent** 1 - Mr. Wiggins

**Present** 6 - Mr. Browning, Ms. Compton, Mr. Garcia, Mr. Varela, Mr. Warren, and Chairman Batty

#### Pledge of Allegiance to the Flag

#### Approval of Agenda

*The agenda was unanimously approved as amended*

#### Administering the Oath by the Clerk of the Board

#### Approval of Minutes

1 October 16, 2025

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

A motion was made by Mr. Browning, seconded by Ms. Compton, that the Minutes be Approved. The motion passed by unanimous vote.

**Old Business**

- 2                    **WITHDRAWN BY APPLICANT - Variance - 1100 Grinnell Street (RE# 00031480-000000)** - Applicant requests a variance to the maximum required rear yard accessory coverage to reconstruct an accessory structure in the rear yard at an existing residential property located in the Historic Medium Density Residential Zoning District (HMDR) pursuant to sections 90-395, 122-1181, and 122-596 through 122-610 of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**     [Staff Report](#)  
                              [Draft Resolution](#)  
                              [Planning Package](#)  
                              [Noticing Package](#)  
                              [Letters of Support](#)

Withdrawn

- 3                    **2827 Harris Avenue (RE# 00067390-000000)** - A request for an after the fact variance to maximum building coverage requirements to allow for the renovation of a single family home at a property located in the Single Family (SF) Zoning District pursuant to Sections 90-395, 122-238(4)a of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**     [Staff Report](#)  
                              [Draft Resolution](#)  
                              [Planning Package](#)  
                              [Noticing Package](#)  
                              [Applicant Presentation](#)  
                              [Applicant Letter](#)  
                              [Letters of Support](#)  
                              [Letter of Objection](#)

Postponed to December 18, 2025

4

**Variance - 1208 Virginia Street (RE# 00033940-000000) -**

Applicant requests a variance to the minimum required accessory rear yard setback, accessory side yard setback, and minimum open space requirement in order to build a pool at a property located in the Historic Medium Density Residential (HMDR) zoning district, pursuant to Sections 90-395, 122-600, 108-346, and 122-1185 of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**    [Staff Report](#)  
                              [Draft Resolution](#)  
                              [Planning Package](#)  
                              [Noticing Package](#)  
                              [Letter of Objection](#)

**Postponed to December 18, 2025**

5

**Text Amendment of the Land Development Regulations -**

An Ordinance of the City of Key West, Florida, amending Chapter 110 of the Code of Ordinances entitled "Resource Protection", Article III entitled "Environmental Resources", establishing Division 5, entitled "Green Building"; establishing requirements for Green Building Certification as a requirement; establishing an Green Building Fee for projects that do not achieve the required Green Building Certification Level, authorizing property owners and developers to pay a Green Building Fee into the City's Adaptation and Sustainability Fund, which bond or funds are reimbursable to the property owner or developer pursuant to the level of Green Building compliance achieved by the project; designating the Adaptation and Sustainability Fund (Fund 108) for the deposit of the Green Building Fees generated through the Green Building Program, and providing the uses for which the fees can be used; providing for severability; providing for an effective date.

**Attachments:**     [Staff Report](#)  
                                 [Draft Resolution](#)

**A motion was made by Mr. Warren, seconded by Ms. Compton, that the Planning Resolution be Approved. The motion carried by the following vote:**

**No:**    1 -    Chairman Batty

**Absent:**   1 -    Mr. Wiggins

**Yes:**    5 -    Mr. Browning, Ms. Compton, Mr. Garcia, Vice Chair Varela, and Mr. Warren

Enactment No: PB Resolution 2025-54

6

**WITHDRAWN - Text Amendment of the Land**

**Development Regulations** - A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission amending Chapter 122 Of The Land Development Regulations, entitled "Zoning", Article IV, entitled "Districts", Division 11 entitled "Historic Public And Semipublic Services District", establishing Subdivision IV, entitled "Historic Public And Semipublic Services District-3"(HPS-3), to establish a new zoning category for the Historic Public And Semipublic Service District for Mallory Square, and providing amendments to Article IV, Division 1 entitled "Generally", Section 122-92, entitled "Future Land Use Map Designations And Zoning Districts", and Article V, entitled Supplementary District Regulations, Division 2 entitled "Uses", Section 122-1111, entitled "Table Of Land Use By Districts", Section 122-1112, entitled "Table Of Permitted And Conditional Commercial Retail Uses By Districts", And Division 3 entitled "Area Requirements", Section 122-1151, entitled "Size And Dimension"; Providing For Intent, Permitted Uses, Conditional Uses, Prohibited Uses, And Dimensional Requirements; Pursuant To Chapter 90, Article VI Section 90-521 Of The Land Development Regulations; Providing For Severability; Providing For Repeal Of Inconsistent Provisions; Providing For An Effective Date.

**Attachments:**     [Staff Report](#)  
                              [Draft Resolution](#)

Withdrawn

**New Business**

7

**Variance - 906 Packer Street (RE# 00021550-000100) -**

Applicant requests a variance to the minimum required front yard setback and both side yard setback requirements in order to build a second story addition within the setbacks at a property located in the Historic High Density Residential (HHDR) zoning district, pursuant to Sections 90-395 and 122-630 of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**     [Staff Report](#)  
                              [Draft Resolution](#)  
                              [Planning Package](#)  
                              [Noticing Package](#)  
                              [Letter of Support](#)

Postponed to December 18, 2025

8

**Variance - 1600 Bahama Drive (RE# 00070290-000000) -**

Applicant requests a variance to the minimum required front yard setback, side yard setback, maximum building coverage, maximum impervious surface ratio, and minimum open space requirements in order to demolish and reconstruct an elevated single family home at a property located in the Single Family (SF) zoning district, pursuant to Sections 90-395 and 122-238 of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**     [Staff Report](#)  
                              [Draft Resolution](#)  
                              [Planning Package](#)  
                              [Noticing Package](#)

A motion was made by Ms. Compton, seconded by Mr. Browning, that the Board finds that all the standards set forth in code Section 90-395(A) have been met by the Applicant, that the Applicant has demonstrated a "Good Neighbor Policy" and that the Variance (exception) be Granted subject to the conditions as outlined in the Staff Report. The motion carried by the following vote:

**Absent:** 1 - Mr. Wiggins

**Yes:** 6 - Mr. Browning, Ms. Compton, Mr. Garcia, Vice Chair Varela, Mr. Warren, and Chairman Batty

Enactment No: PB Resolution 2025-55

9

**Variance - 417 Simonton Street (RE# 00006330-000000) -**

Applicant requests variances to reduce the rear yard setback, north side setback and south side setback in order to demolish and reconstruct an addition at an existing residential property located in the Historic Neighborhood Commercial-1 (HNC-1) Zoning District, pursuant to Sections 90-395, 122-32, and 122-806 through 122-835 of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**    [Staff Report](#)  
                          [Draft Resolution](#)  
                          [Planning Package](#)  
                          [Noticing Package](#)  
                          [Neighbor Letter](#)

A motion was made by Mr. Browning, seconded by Ms. Compton, that the Board finds that all the standards set forth in code Section 90-395(A) have been met by the Applicant, that the Applicant has demonstrated a “Good Neighbor Policy” and that the Variance (exception) be Granted subject to the conditions as outlined in the Staff Report and with an additional condition that there shall be gutters all along the south side roof line. The motion carried by the following vote:

**Absent:** 1 - Mr. Wiggins

**Yes:** 6 - Mr. Browning, Ms. Compton, Mr. Garcia, Vice Chair Varela, Mr. Warren, and Chairman Batty

Enactment No: PB Resolution 2025-56

10

**Variance - 626 Samaritan Lane (RE# 00016170-000000) -**

Applicant requests a variance to the minimum rear yard setback requirement in order to allow for the construction of an addition over the existing structure at an existing residential property located in the Historic Residential Office (HRO) Zoning District pursuant to Sections 90-395, 122-32, and 122-926 through 122-955 of the Code of Ordinances of the City of Key West, Florida.

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

Postponed to December 18, 2025

11

**Text Amendment of the Land Development Regulations -**

A resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission to amend the Land Development Regulations Chapter 2, entitled "Administration", Article VIII, entitled "City Property", Division 3, entitled "Real Property Disposition," Section 2-940, entitled "Summary Procedure," to allow for increased administrative authority over the approval for easements at the staff level; pursuant to sections 90-486 through 90-585 of the Land Development Regulations of the City of Key West, Florida.

Postponed to December 18, 2025



12

**Text Amendment of the Land Development Regulations -**

A resolution of the Planning Board of the City of Key West recommending an Ordinance, amending Land Development Regulation Chapter 122, entitled “Zoning”, Article IV, entitled “Districts”, Division 11, entitled “Historic Public and Semipublic Services District”, establishing Subdivision IV, entitled “Historic Public and Semipublic Services District - 3” to establish a new zoning category for the Historic Public and Semipublic Service District for Mallory Square, pursuant to Section 90-522 of the Land Development Regulations of the City of Key West, Florida.

Attachments:     [Staff Report](#)  
                             [Draft Resolution](#)

Postponed to December 18, 2025

13

**Text Amendment of the Comprehensive Plan - A**

Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission to amend Comprehensive Plan Chapter 1, Future Land Use, Objective 1-1.1, “Future Land Use Map” and the map in Policy 1-1.1.4; and Table 1-1.1.5 to add an additional zoning subcategory in the Historic Public & Semipublic Future Land Use District, and Policy 1-1.1.10: “Allowed Uses in Historic Public and Semi-Public”; pursuant to Section 90-555 of the Land Development Regulations of the City of Key West, Florida.

Attachments:     [Staff Report](#)  
                             [Draft Resolution](#)  
                             [Letter of Support](#)

Postponed to December 18, 2025

- 14                    **Amendment to the Official Zoning Map** - A resolution of the Planning Board of the City of Key West recommending an Ordinance amending the Official Zoning Map to establish a new zoning category for the Historic Public and Semipublic Service District for Mallory Square, pursuant to Section 90-521 of the Land Development Regulations of the City of Key West Florida.

**Attachments:**     [Staff Report](#)  
                             [Draft Resolution](#)  
                             [Letter of Support](#)

Postponed to December 18, 2025

### **Action Items**

- 15                    Amending Planning Board 2026 Meeting Dates

**Attachments:**     [Proposed 2026 Meeting Dates](#)

A motion was made by Mr. Garcia, seconded by Ms. Compton, that the amended meeting dates be Approved. The motion passed by unanimous vote.

### **Discussion Items**

- 16                    Planning Department FY26 Fee Schedule

**Attachments:**     [FY26 Planning Fee Schedule](#)

Discussed

### **Reports**

### **Public Comment**

### **Board Member Comment**

### **Adjournment - 6:15 P.M.**