


RESOLUTION NUMBER 2025-004

A RESOLUTION OF THE CITY OF KEY WEST  
PLANNING BOARD RECOMMENDING AN ORDINANCE  
TO THE CITY COMMISSION TO AMEND THE  
HISTORIC ARCHITECTURAL REVIEW COMMISSION  
DESIGN GUIDELINES FOR ROOFING, AS  
REFERENCED IN SECTION 90-142 OF THE CITY  
OF KEY WEST LAND DEVELOPMENT  
REGULATIONS; PROVIDING FOR SEVERABILITY;  
PROVIDING FOR REPEAL OF INCONSISTENT  
PROVISIONS; PROVIDING FOR AN EFFECTIVE  
DATE.

WHEREAS, the Historic Architectural Review Commission  
initiated the proposed amendments to update the Historic  
Architectural Guidelines relevant to roofing; and

WHEREAS, the Historic Architectural Review Commission finds  
that the roofing guidelines shall incorporate specific language as  
to include standing seam as an approved roofing material for  
certain non-historic or governmental buildings; and

WHEREAS, the Historic Architectural Review Commission held a  
noticed public meeting on October 22, 2024, where the proposed  
text amendment to the roofing guidelines was approved; and

 Chairman  
Planning Director

**WHEREAS**, Section 90-142 of the City of Key West Land Development Regulations adopted the Historic Architectural Guidelines by ordinance; and

**WHEREAS**, amendments to the Historic Architectural Guidelines must follow the same procedural requirements as amendments to the Land Development Regulations as specified in Sections 90-516 through 90-524; and

**WHEREAS**, the Planning Board held a noticed public hearing on January 16, 2025, and based on the consideration of recommendations by the City Planner, City Attorney, and the Historic Architectural Review Commission the board recommended approval of the proposed amendments; and

**WHEREAS**, the Planning Board determined that the proposed amendments are consistent with the Comprehensive Plan; in conformance with all applicable requirements of the Code of Ordinances; are stimulated by changed conditions after the effective date of the existing regulation; will promote land use compatibility; will not result in additional demand on public

  
Chairman  
  
Planning Director

facilities; will have no impact on the natural environment; will not negatively impact property values or the general welfare; will result in more orderly and compatible land use patterns; and are in the public interest.

NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** That the proposed amendments to the Historic Architectural Review Commission Design Guidelines for roofing, are recommended for approval hereby as follows\*:

**ROOFING**

*Many historic structures in Key West have metal shingle roofing. Other common roofing materials include metal V-crimp, and conventional asphalt shingles. Roof replacements should be done on an in-kind basis, with the new roof matching the materials used previously, unless HARC believes the replacement material to be more suitable than the existing roofing material. Roof form and*

*secondary features such as dormers, chimneys, and other details are important in defining the architectural style of the building.*


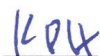
1. Historical roofing materials such as metal shingles should be preserved when possible. If replacement is necessary, similar metal shingles must be used, not inappropriate roofing materials such as V-crimp metal. If a roof can be shown to have been made of another material such as wood shingles or slate, it may be replaced with that material. V-crimp roofs may be replaced with metal shingles.

2. Conventional modern roofing materials such as asphalt shingles, V-crimp, or composition roofing may be used on non-contributing structures, provided that they do not detract from the characteristics of nearby historic properties.

3. Roofing materials and forms used in new construction must be visually compatible with the existing historical and architectural context of the streetscape and neighborhood.

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[\*Coding: Added language is underlined; deleted language is ~~struck through~~.]

  
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Chairman  
  
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Planning Director

4. The form and configuration of a roof must not be altered in pitch, design, materials or shape unless the resulting changes would return the roof to a verifiable and appropriate historical form. Original features such as scuttles, chimneys and roof porches should not be removed or altered.

5. The public view of the roofline should not be altered by the addition of new features such as dormers, scuttles, vents or skylights. Such features may be allowed on roof surfaces not visible from a public right-of-way.

6. Fascia, soffit, cornice and bracket elements shall not be altered or removed unless it can be documented by photographic or other verifiable historical evidence that they were not historically accurate in form and placement.

7. The use of standing seam as a replacement or as a new roof material for non-historic commercial or governmental buildings may be considered by the commission. This consideration will be based on the exposure of the roof to its urban context as the new roof cannot take precedence over historic surrounding buildings. Additionally, the seams must have a low profile with finished side edges and gutters. Low profile seams, which are typically 1 inch or less in height, are designed to be less pronounced compared to



traditional standing seam profiles. This design approach offers a more subtle, less obtrusive appearance while effectively managing water drainage, making it an appropriate choice for buildings within historic contexts where minimal visual impact is preferred. Finish color shall be silver mill or white.

The proposed roof replacement will be assessed in terms of its mass and scale, to ensure compatibility with the surrounding historic fabric. The evaluation will focus on preserving the architectural character of the historic district, as outlined in the city's historic preservation standards. In cases where a standing seam metal roof has been installed without a permit, approval from the HARC Commission is required if seeking to replace in-kind.

**Section 3.** This Resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the city clerk.

Read and passed on first reading at a regular meeting held this January 16, 2025.

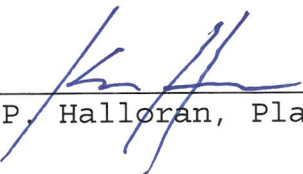
 Chairman  
 Planning Director

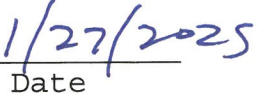
Authenticated by the Chairman of the Planning Board and the Planning Director.

  
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Peter Batty Jr., Planning Board Chairman


  
\_\_\_\_\_  
Date

Attest:


  
\_\_\_\_\_  
Katie P. Halloran, Planning Director


  
\_\_\_\_\_  
Date

Filed with the Clerk:

  
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Keri O'Brien, City Clerk

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Planning Director

