



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, May 19, 2022

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:** Individuals are responsible to share their presentation at the meeting on their laptop through Zoom. For City Commission meetings the City Clerk's Office will need a copy for the agenda at least 6 days before the meeting.

**Call Meeting To Order - 5:16 P.M.**

#### Roll Call

**Absent** 2 - Ms. Henderson, and Mr. Varela

**Present** 5 - Ms. Brew, Mr. Browning, Vice Chair Gilleran, Mr. Lloyd, and Chairman Holland

**5:17 P.M. - Mr. Gilleran left the Meeting**

**Pledge of Allegiance to the Flag**

**Approval of Agenda - The agenda was unanimously approved as amended.**

**Approval of Minutes**

1 April 21, 2022

Attachments: [Minutes](#)

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

**Action Items**

**2 Election of Planning Board Chair and Vice Chair**

A motion was made by Mr. Browning, seconded by Mr. Lloyd, to re-elect Chairman Holland and Vice Chair Gilleran respectively. The motion carried by the following vote:

**Absent:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela

**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland

**Old Business**

- 3 1311 Grinnell Street (RE# 00039410-000000) - Variance** request for exceeding the allowed maximum building coverage for an existing non-complying building, impervious surface ratio, minimum open space, and street side setback at a residence in the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 108-346 (b) and 122-600 (4)a., Section 122-600 (4)b., Section 122-600(6)d. and Section 122-1145 (1) b. of the City of Key West Land Development Regulations.

**Attachments:** [Postponement Request from Applicant](#)

[Staff Report](#)

[Planning Package](#)

[Noticing Package](#)

[Applicant's Presentation](#)

**Withdrawn**

**4**                                 **Variance - 1010-1012 Olivia Street (RE# 00020850-000100)** - Variance request for exceeding the allowed front yard setback, rear yard setback, and building coverage at a proposed residence in the Historic High Density Residential (HHDR) zoning district pursuant to Sections 90-395, 122-630(6)a, 122-630 (6)c and 122-630 (4)a of the City of Key West Land Development Regulations.

- Attachments:**     [Staff Report](#)  
                                   [Revised Planning Package](#)  
                                   [Noticing Package](#)  
                                   [Public Comment](#)  
                                   [Staff Report 4.21.22](#)  
                                   [Planning Package 4.21.22](#)

**A motion was made by Mr. Browning, seconded by Mr. Lloyd, that the Planning Resolution be Postponed to June 16, 2022. The motion carried by the following vote:**

**Absent:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela

**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland

**5**                                 **Variance - 1202 Royal Street (RE# 00029450-000000)** - A request for a variance to exceed the allowable maximum building coverage, exceed the allowable maximum impervious surface ratio, exceed the maximum rear yard coverage for accessory structures, and a request for a variance from the side and rear setback requirements, for a property located within the Historic Medium Density Residential (HMDR) Zoning District pursuant to Sections 90-395 and 122-600 and 122-1181 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**     [Staff Report](#)  
                                   [Planning Package](#)  
                                   [Noticing Package](#)  
                                   [Planning Package 4.21.22](#)  
                                   [Staff Report 4.21.22](#)

**Postponed to June 16, 2022**

**New Business**

**6**                    **Major Development Plan - 255 Trumbo Road (RE# 00001720-000200)** - A request for approval of a major development plan for the construction of 24 affordable housing residential units on property located within the Historic Residential Commercial Core - Key West Bight (HRCC-2) Zoning District pursuant to Chapter 108, Article III through IX and 122-717(2) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**    [Presentation](#)  
                               [Staff Report](#)  
                               [Revised Planning Package](#)  
                               [Urban Forestry Sec 108 Review](#)  
                               [MCSO Response](#)  
                               [Noticing Package](#)  
                               [DRC Planning Package](#)  
                               [Keys Energy Comments](#)  
                               [Utilities Comments](#)  
                               [Multimodal Transportation Comments](#)  
                               [Letter from Sheriff Ramsey](#)

**A motion was made by Mr. Lloyd, seconded by Ms. Brew, that the Major Development Plan be Approved subject to the conditions outlined in the staff report with the exception of Condition #3 which was removed. The motion carried by the following vote:**

- Absent:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela  
**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland  
 Enactment No: PB Resolution 2022-26

7

**Final Determination of Award for Year 9 Building Permit Allocation System (BPAS) Applications** pursuant to Section 108-995 and 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:    [Staff Report](#)  
                           [Resolution](#)  
                           [700 Front Street Planning Package](#)  
                           [1020 Margaret Street Planning Package](#)  
                           [1501 South Street Planning Package](#)  
                           [913 White Street Planning Package](#)  
                           [1307 & 1309 Whitehead Street Planning Package](#)  
                           [2719 Staples Avenue Planning Package](#)  
                           [704 Russell Lane Planning Package](#)  
                           [1905 Staples Avenue Planning Package](#)  
                           [1110 Truman Avenue Planning Package](#)  
                           [317 Whitehead Street Planning Package](#)  
                           [608 Duval Street Package](#)  
                           [250 Trumbo Road Planning Package](#)  
                           [1618 N Roosevelt Blvd Planning Package](#)  
                           [630 Mickens Lane Planning Package](#)  
                           [BPAS Year-9 Public Record-05.17.2022-10.44AM](#)

**A motion was made by Mr. Browning, seconded by Ms. Brew, that the Year 9 BPAS Awards be Approved with an amendment to also allow 1905 Staples Avenue and 1110 Truman Avenue 1 market-rate unit each for Year-9 allocation. The motion carried by the following vote:**

- Absent:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela  
**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland  
 Enactment No: PB Resolution 2022-27

8

**Variance - 532 Margaret Street (RE# 00008110-000000)**

- A request for variances from the required front, side and rear setbacks, and exceedance of maximum building coverage, impervious surface ratio, and minimum open space standards for property located within the Historic Neighborhood Commercial-Truman/Simonton (HNC-2) Zoning District pursuant to Sections 90-395, 122-28(b) and 122-840 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**     [Staff Report](#)  
                              [Planning Package](#)  
                              [Noticing Package](#)  
                              [Public Comment](#)

**A motion was made by Mr. Lloyd, seconded by Ms. Brew, 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:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela

**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2022-28

9

**Minor Development Proposal - 2224 Roosevelt Blvd (RE# 00051100-000000)** A request for approval of a major modification to a property with a previously approved Minor Development Plan to construct a detached office building on a parcel located within the General Commercial (CG) zoning district pursuant to Section 108-91(C)(3) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

- Attachments:    [Staff Report](#)  
                           [Planning Package](#)  
                           [Noticing Package](#)  
                           [DRC Planning Package](#)  
                           [Utilities Comments](#)  
                           [Floodplain Comments](#)  
                           [Keys Energy Comments](#)

A motion was made by Mr. Lloyd, seconded by Ms. Brew, that the Minor Development Proposal be Approved with conditions as outlined in the staff report. The motion carried by the following vote:

**Absent:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela

**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2022-29

10

**Variance - 1618 N. Roosevelt Boulevard (RE# 00064910-000100)** - A request for a variance to the maximum allowed impervious area and open space for a property located within the General Commercial (CG) Zoning District pursuant to Section 90-395 and Section 108-346 and Section 122-420~~Section 108-572 (16)~~, of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:    [Staff Report](#)  
                           [Planning Package](#)  
                           [Noticing Package](#)

A motion was made by Mr. Lloyd, seconded by Ms. Brew, 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:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela

**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2022-30

11

**Major Development Plan and Landscape Waiver - 1618 N. Roosevelt Boulevard (RE# 00064910-000100) -** A request for approval of a major development plan and landscape waiver for the construction of a 15,500 square foot auto dealership consisting of a sales and service area, service workshop (11,750 SF existing), parts department and two affordable housing residential units on the property located within the General Commercial (CG) Zoning District pursuant to Sections 108-91.B.2 (c), Section 108-517 and 122-418 (13) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**
- [Staff Report](#)
  - [Revised Planning Package](#)
  - [Noticing Package](#)
  - [DRC Planning Package](#)
  - [Keys Energy Comments](#)
  - [Engineering Comments](#)

**A motion was made by Mr. Browning, seconded by Mr. Lloyd, that the Major Development Plan be Approved subject to modified conditions in the staff report. The motion carried by the following vote:**

**Absent:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela

**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2022-31

**Old Business - Con't**



12

**Text Amendment of the Code of Ordinances - A** resolution of the City of Key West Planning Board recommending an ordinance to the City Commission to amend Chapter 86 of the Code of Ordinances, entitled “General provisions” by amending Section 86-9, entitled “Definition of terms” to amend the definition of ‘Variance’; by amending Chapter 122 of the Code of Ordinances, entitled “Zoning” by amending Section 122-32, by clarifying when a variance is needed; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

- Attachments:**     [Staff Report](#)  
                                  [Revised Proposed Ordinance](#)  
                                  [Proposed Ordinance Graphic Example](#)  
                                  [Staff Report 4.21.22](#)  
                                  [Proposed Ordinance 4.22.22](#)

**A motion was made by Mr. Lloyd, seconded by Ms. Brew, that the Board finds all criteria has been met as outlined in the Staff Report and that the Text Amendment be Approved with an amendment to change decreasing site non-compliance from 25% of the difference between the Code and existing condition to 10% in order to not need a variance. The motion carried by the following vote:**

- Absent:** 3 - Vice Chair Gilleran, Ms. Henderson, and Mr. Varela  
**Yes:** 4 - Ms. Brew, Mr. Browning, Mr. Lloyd, and Chairman Holland  
 Enactment No: PB Resolution 2022-32

**Reports**

**Public Comment**

**Board Member Comment**

**Adjournment - 7:00 P.M.**