



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Planning Board

Thursday, December 18, 2025

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

Absent 1 - Mr. Browning

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

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended.

Approval of Minutes

1 November 20, 2025

Attachments: [Minutes](#)

A motion was made by Mr. Warren, seconded by Mr. Varela, that the Minutes be Approved. The motion passed by unanimous vote.

Old Business

2

**REQUEST FOR POSTPONEMENT BY APPLICANT TO
JANUARY - 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](#)

Withdrawn by Applicant.

3

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](#)
 [Letter of Support- Faustos](#)

A motion was made by Mr. Varela, seconded by Mr. Wiggins, that the Item be Postponed until the January 15, 2026 meeting. The motion passed by unanimous vote.

4

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](#)
 [Life Safety Update](#)

A motion was made by Ms. Compton, seconded by Mr. Wiggins, 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. Browning

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

Enactment No: PB Resolution 2025-57

5

WITHDRAWN BY STAFF - 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](#)

Withdrawn

6

**REQUEST FOR POSTPONEMENT BY STAFF - 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 January 15, 2026.

7

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](#)
 [Letter of Opposition - Cates](#)

Mr. Varela recused himself from Items 7, 8 & 9 and left the dais.

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

No: 1 - Chairman Batty

Recuse: 1 - Vice Chair Varela

Absent: 1 - Mr. Browning

Yes: 4 - Ms. Compton, Mr. Garcia, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-58

8

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](#)
 [Letter of Opposition - Cates](#)

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

No: 1 - Chairman Batty

Recuse: 1 - Vice Chair Varela

Absent: 1 - Mr. Browning

Yes: 4 - Ms. Compton, Mr. Garcia, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-59

9

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](#)
 [Letter of Opposition - Cates](#)

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

Recuse: 1 - Vice Chair Varela

Absent: 1 - Mr. Browning

Yes: 5 - Ms. Compton, Mr. Garcia, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-60

New Business

10

Variance - 304 Truman Avenue (RE# 00025580-000000) -

Applicant requests a variance to the maximum required building coverage to renovate a historic contributing structure located in the Historic Medium Density Residential (HMDR) zoning district, pursuant to Section 90-395 and 122-600 of the Code of Ordinances of the City of Key West, Florida.

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

Mr. Varela returned to the dais.

A motion was made by Mr. Varela, seconded by Mr. Garcia, 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. Browning

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

Enactment No: PB Resolution 2025-61

11

Variance - 328 Whitehead Street (RE# 00004590-002100)

- Applicant requests a variance to the maximum required fence height to add an eight (8) foot tall residential fence at a property located in the Historic Planned Redevelopment District (HPRD) zoning district, pursuant to Section 90-395 and 122-1183 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 Mr. Varela, 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. The motion carried by the following vote.

No: 1 - Mr. Warren

Absent: 1 - Mr. Browning

Yes: 5 - Ms. Compton, Mr. Garcia, Vice Chair Varela, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-62

Discussion Items

12

Planning Department FY26 Fee Schedule

Attachments: [FY26 Planning Fee Schedule](#)
 [Fee Schedule Comparison with Proposed Changes](#)

Discussed

Reports**Public Comment****Board Member Comment****Adjournment - 6:10 P.M.**