



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Historic Architectural Review Commission

Tuesday, February 25, 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

Present 6 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended, to include the proposed add-on presentation

Administering the Oath by the Clerk of the Commission

Approval of Minutes

1 January 28, 2025

Attachments: [Minutes](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Nations, to approve the Minutes. The motion passed by a unanimous vote.

HARC Planner's Report

City Attorney's Report

Presentations

2 Mallory Square Master Plan Presentation - The Sasaki Group

Received and Filed

New Business

3 Resolution to approve the proposed Mallory Square Master Plan - Sasaki Group / City of Key West

This item was postponed indefinitely upon agenda approval.

4 Major Development Plan - New additions and entryway including stairs and elevator. Extension of northwest second-floor porch. New pergola and parking entry reconfiguration - **0 Duval Street - Johan Amneus (H2025-0001)**

Attachments: [*Large File* 0 Duval Street - Design](#)

Commissioner Perez recused himself from items 4, 5, 6 & 7 and left the dais.

A motion was made by Commissioner Green, seconded by Commissioner Oropeza, to approve the Major Development Plan, subject to further staff review and approval of detailed materials and design of slats. The motion carried by the following vote:

Recuse: 1 - Commissioner Perez

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, and Chairman Burkee

5 Major Development Plan - Demolition of one-story front lobby and retail structure and partial demolition of second floor of north elevation - **0 Duval Street - Johan Amneus (H2025-0001)**

Attachments: [*Large File* 0 Duval Street - Demolition](#)

A motion was made by Commissioner Osborn, seconded by Commissioner Oropeza, to approve the Demolition. The motion carried by the following vote:

Recuse: 1 - Commissioner Perez

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, and Chairman Burkee

6 Major Development Plan - New two-story mixed-use building with housing on second floor - 907 Caroline Street - Bender & Associates Architects / City of Key West (H2025-0002)

Attachments: [*Large Item* 907 Caroline Street](#)

Chairman Burkee recused himself from items 6 & 7, passed the gavel to Vice-Chair Oropeza and left the dais.

A motion was made by Commissioner Osborn, seconded by Commissioner Nations, to approve the Major Development Plan. The motion carried by the following vote:

Recuse: 2 - Commissioner Perez, and Chairman Burkee

Yes: 4 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, and Commissioner Osborn

7 Major Development Plan - Demolition of existing building - 907 Caroline Street - Bender & Associates Architects / City of Key West (H2025-0002)

Attachments: [*Large Item* 907 Caroline Street - Demolition](#)

A motion was made by Commissioner Green, seconded by Commissioner Osborn, to approve the Demolition. The motion carried by the following vote:

Recuse: 2 - Commissioner Perez, and Chairman Burkee

Yes: 4 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, and Commissioner Osborn

8 Raise existing building 2 feet to meet current FEMA regulations. Renovations to building including restitution of front porch and modifications to existing second story balcony and site improvements - 409 Frances Street - A2O Architecture (H2025-0003)

Attachments: [*Large Item* 409 Frances Street](#)

Chairman Burkee and Commissioner Perez returned to the dais.

Commissioner Osborn recused herself from items 8, 9, 10 & 11 and left the dais.

A motion was made by Commissioner Green, seconded by Commissioner Oropeza, to approve to Raise and Renovate the existing building. The motion carried by the following vote:

Recuse: 1 - Commissioner Osborn

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

- 9 Demolition of sheds and partial demolition of front elevation. Partial demolition of second floor side porch. Partial demolition of rear roof over property line - **409 Frances Street - A2O Architecture (H2025-0003)**

Attachments: [*Large Item* 409 Frances Street - Demolition](#)

A motion was made by Commissioner Oropeza, seconded by Commissioner Perez, to approve the Demolition and Partial Demolitions. The motion carried by the following vote:

Recuse: 1 - Commissioner Osborn

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

- 10 Renovations to existing house. New second-story porch at side elevation with new door and shed roof - **210 Elizabeth Street - A2O Architecture (H2025-0004)**

Attachments: [*Large Item* 210 Elizabeth Street](#)

A motion was made by Commissioner Green, seconded by Commissioner Perez, to approve renovations to existing house. New second-story porch at side elevation with new door and shed roof, subject to the narrative that the second-story porch is being relocated and is not a new addition. The motion carried by the following vote:

Recuse: 1 - Commissioner Osborn

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

- 11 Demolition of front façade roof deck and partial demolition of gable roof on north elevation - **210 Elizabeth Street - A2O Architecture (H2025-0004)**

Attachments: [*Large Item* 210 Elizabeth Street - Demolition](#)

A motion was made by Commissioner Oropeza, seconded by Commission Nations, to approve the Demolition. The motion carried by the following vote:

Recuse: 1 - Commissioner Osborn

Yes: 5 - Commissioner Green, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

Discussion Items

12 Revisions to doors guidelines

Postponed upon Agenda Approval to the March 25, 2025 HARC meeting.

Commissioner Comments

Adjournment - 6:05 P.M.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Osborn, Aileen, Alexy	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HARC
MAILING ADDRESS 3706 N. Roosevelt Blvd	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Key West FL Monroe	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 2/25/25	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Aileen Osborn, hereby disclose that on Feb 25, 20 25:

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Architect of Record.
409 Frances
210 Elizabeth

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2/25/25
Date Filed

Aileen Osborn
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME BURKE HANEY		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HALL	
MAILING ADDRESS 410 ALBERTA ST		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY LEW JEST FL	COUNTY MANATEE	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, HARVEY BURLOW, hereby disclose that on FEBRUARY 25TH, 20 25:

(a) ☒ measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

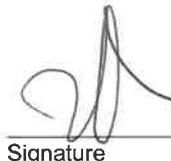
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

ARCHITECT OF RECORD

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2.25.25

Date Filed



Signature

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FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Boles, Allan</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>HARC</i>	
MAILING ADDRESS <i>1010 KENNEDY DRIVE, SUITE 202</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Koy West</i>	COUNTY <i>Monroe</i>	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>2/25/25</i>		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, ALLAN PEREZ, hereby disclose that on 2/25/, 2025:

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Items 3, 4, 5, And 6. I provide CIVIL ENGINEERING SERVICES FOR THOSE ITEMS.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

2/25/25

Signature

ALLAN PEREZ

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