



THE CITY OF KEY WEST PLANNING BOARD Staff Report

To: Chair and Planning Board Members

Through: Taylor Brown, Planning Director

From: Sheetal Almas, Planner I

Meeting Date: January 15th, 2025

Agenda Item: **Conditional Use – 2801 North Roosevelt Boulevard (RE#00065220-000100)**
applicant seeks a conditional use permit for small recreational power-driven equipment rentals, specifically six (6) golf carts at an existing hotel located in the General Commercial (CG) zoning district, pursuant to Sections 122-418 and 122-62 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Request: The applicant is requesting a conditional use permit to allow six (6) electric golf carts to be located on-site for rental to hotel guests. Golf carts are currently being rented and operated from an off-site Stock Island location. The applicant seeks to relocate the six (6) golf carts to the subject property at 2801 North Roosevelt Boulevard to reduce vehicle trips between the hotel and the Stock Island facility. Two (2) existing parking spaces are proposed to park for the golf carts rental.

Owner: HHLP Key West One Associates, LLC

Applicant: Oropeza Stones & Cardenas

Location: 2801 North Roosevelt Boulevard (RE# 00002410-000400)

Zoning: General Commercial (CG)

SITE MAP



BACKGROUND:

The subject property is located at 2801 North Roosevelt Boulevard within the General Commercial (CG) zoning district. The principal use of the site is an existing hotel resort approved for seventy-four (74) transient lodging units, converted from one hundred forty-eight (148) hotel rooms pursuant to a Major Development Plan approved by the City Commission under Resolution No. 06-265 (2006). The 2006 approval included a reconfiguration of the site layout and parking configuration.

The property fronts North Roosevelt Boulevard and is surrounded by a mix of commercial and visitor-serving uses. Commercial properties are located to the east and west, waterfront and marina uses are located north of the site across North Roosevelt Boulevard, and residentially zoned properties are located to the south.

Planning files do not indicate any subsequent development plan amendments or approved parking variances that modify the approved unit count established in 2006.

Recreational rental vehicle uses are classified as conditional uses within the General Commercial (CG) zoning district. In 2021, the City adopted Ordinance No. 21-12, which established additional review standards and performance criteria for recreational rental vehicle permits, including considerations related to traffic circulation, parking impacts, and nuisance prevention. The proposed request is subject to review under these criteria.



REQUEST:

The applicant is requesting a Conditional Use Permit to allow the on-site rental of six (6) golf carts as an accessory use to the existing hotel located at 2801 North Roosevelt Boulevard.

The proposed golf carts are intended for use by hotel guests only. All six (6) golf carts will be stored within an existing paved area on site. In addition, two (2) parking spaces are proposed to be designated to accommodate customer parking associated with the golf cart rental use, consistent with the applicable Conditional Use standards set forth in Sections 122-418 and 122-62 of the Land Development Regulations.

A signed and sealed parking survey verifies that the site currently contains seventy-seven (77) parking spaces, consisting of seventy-one (71) regular spaces and six (6) ADA spaces. The hotel is approved for seventy-four (74) transient lodging units, which requires a minimum of seventy-five (75) off-street parking spaces. With the designation of two (2) parking spaces to serve the golf cart rental activity, the site continues to meet the minimum parking requirements for the approved hotel use.

A traffic statement prepared by a licensed professional engineer indicates that no increase in the number of transient lodging units is proposed and that the on-site placement of the golf carts is expected to result in negligible traffic impacts, with a potential reduction in daily trips due to the elimination of vehicle deliveries from an off-site storage location.

Total minimum parking required pursuant to Resolution No. 06-265 (2006)	75
Total parking required for existing + proposed gold cart use	2 (1 space per 3 scooters/golf carts)
Total parking required for proposed use	77
Total parking proposed	77
Parking variance required	Not Applicable

SITE PLAN



SURROUNDING ZONING AND USES:

North: Open Waters

South: Single Family (SF)

East: General Commercial (CG)

West: Medium Density Residential District (MDR)

PROCESS:

Development Review Committee:

October 23rd, 2025

Planning Board:

November 20th, 2025 – *Postponed by Applicant*

Planning Board:

December 18th, 2025 – *Postponed by Applicant*

Planning Board:

January 15th, 2026

Local Appeal Period:

10 days

DEO Review:

Up to 45 days



DEVELOPMENT REVIEW COMMITTEE:

This application appeared before **October 23, 2025, Development Review Committee (DRC)**. Committee members' comments, questions, and applicant responses are summarized below.

Planning

- The applicant initially requested a Conditional Use Permit for eight (8) golf carts. During the review process, the applicant agreed to reduce the request to six (6) golf carts to avoid the need for a parking variance.
- Planning staff requested a complete and scale site plan identifying the total number of on-site parking spaces and the location of the proposed golf cart storage to verify parking compliance.
- A signed and sealed surveyor's letter was subsequently submitted confirming that the site contains seventy-seven (77) parking spaces, consisting of seventy-one (71) regular spaces and six (6) ADA spaces.
- Based on the revised proposal and submitted documentation, staff evaluated parking compliance pursuant to the Land Development Regulations.

Multimodal

- The site is located along North Roosevelt Boulevard, which is identified within the FDOT SR 5/North Roosevelt Boulevard Pedestrian Safety Study (June 2023) as part of the City's high-injury network.
- Multimodal staff noted that future safety improvements recommended by FDOT are currently in design and may include signage or circulation modifications along the corridor.
- Multimodal staff recommended that the applicant be required to comply with any future signage or circulation requirements implemented by FDOT related to the Pedestrian Safety Study, as applicable.

Traffic

- A traffic statement prepared by a licensed professional engineer was submitted with the application.
- The traffic statement concludes that the proposed on-site placement of the golf carts, intended for hotel guest use only, will not result in a measurable increase in average daily or peak-hour traffic volumes and may reduce trips associated with off-site vehicle delivery from Stock Island.



Fire Department

- The Fire Department noted that required fire safety equipment, including extinguishers, must remain accessible and compliant with applicable fire codes.

Police Department

- The Police Department noted that golf cart tags must be converted to Conditional Use tags, as applicable.

Tree Division

- The Tree Division requested clarification regarding whether the proposal would result in any impacts to existing trees.

Utilities

- Utilities staff requested confirmation that all proposed parking and storage areas are paved and code-compliant.
- Utilities staff also noted that all golf carts must be accommodated within designated areas and may not be stored in unapproved locations on site.

SECTION 18-358 REVIEW: TRAFFIC IMPACTS ON LEVEL OF SERVICE AND NUISANCE PREVENTION.

Traffic Impacts

Sections 122-418 and 122-62 of the Land Development Regulations require that Conditional Uses be evaluated to determine whether the size, location, and operational characteristics of the proposed use are compatible with surrounding development and do not result in adverse impacts.

A traffic statement prepared by a licensed professional engineer was submitted with the application. The traffic statement concludes that the proposed rental of six (6) golf carts, intended for use by hotel guests only, is not expected to result in a measurable increase in average daily traffic or peak-hour traffic volumes. The statement further indicates that the on-site storage of the golf carts may reduce vehicle trips associated with off-site delivery and retrieval of rental vehicles. Based on the submitted traffic statement, staff finds that the proposed Conditional Use meets the review considerations of Sections 122-418 and 122-62 with respect to traffic impacts.

Nuisance



Sections 122-418 and 122-62 further require that Conditional Uses be operated in a manner that does not create nuisance impacts, including noise, fumes, or other conditions detrimental to nearby properties.

The proposed golf carts are accessories to existing hotel use and are limited in number. While the applicant proposes gas-powered carts, any potential nuisance related to noise or emissions may be addressed through conditions of approval, if deemed necessary by the Planning Board. Based on the scope of the request and the submitted materials, staff finds the proposed use capable of complying with the nuisance prevention considerations set forth in Sections 122-418 and 122-62.

CONDITIONAL USE CRITERIA

Pursuant to Section 122-61 and 122-62(a), conditional uses shall only be permitted on specific sites where the proposed use may be adequately accommodated without generating adverse impacts on properties and land uses within the immediate vicinity. Section 122-26(a) provides the required content of Conditional Use applications. Section 122-26(b) provides specific criteria for approval.

Section 122-62(b): Characteristics of Use Described:

The following characteristics of a proposed conditional use shall be clearly described as part of the conditional use application:

Scale and Intensity:

- **Floor area ratio:** N/A - No change
- **Traffic Generation:** A traffic statement prepared by a licensed professional engineer was submitted with the application. The statement concludes that the proposed rental of **six (6) golf carts**, intended for hotel guest use only, **is not expected to result in a measurable increase in average daily or peak-hour traffic volumes.**
- **Square feet of enclosed building for each specific use:** No additional enclosed building area is proposed. Golf carts will be stored within an existing paved area on site
- **Proposed employment:** No ad
- **Proposed number and type of service vehicles:** None proposed.
- **Off-street parking needs:** No Variance is required. the site continues to meet the minimum off-street parking requirements

On- or off-site improvement needs generated by the proposed conditional use:

- **Utilities:** No needs are identified by the application.
- **Public facilities:** No needs are identified by the application.
- **Roadway or signalization improvements:** No roadway or signalization improvements are proposed. The submitted traffic statement indicates no adverse impact to surrounding roadways.
- **Accessory structures or facilities:** No needs are identified by the applicant and no new accessory structures are proposed.
- **Other unique structures or facilities:** No needs are identified by the applicant.



- **Staff Comment:** None.

Section 122-62(c): Criteria for conditional use review and approval.

Land Use Compatibility: The scale and intensity, traffic-generating characteristics, and off-site impacts are compatible and harmonious with adjacent land use and will not adversely impact land use activities in the immediate vicinity.

- The subject property is an existing hotel resort located along North Roosevelt Boulevard. The proposed rental of six (6) golf carts is accessory to the hotel and limited to guest use. The hotel currently provides golf cart rentals through an off-site Stock Island location; the proposal would relocate this activity on site. A traffic statement prepared by a licensed professional engineer indicates that the on-site placement of the carts is not expected to result in a measurable increase in average daily or peak-hour traffic and may reduce trips associated with off-site vehicle delivery. Based on the limited scope of the request and the site's commercial context, staff finds the proposed Conditional Use will not generate an excessive addition of trips per day as customers will be guests of the hotel only.

Sufficient site size, adequate site specifications, and infrastructure to accommodate the proposed use: The site shall be of sufficient size to accommodate the proposed scale and intensity of the use, including urban design amenities such as screening, buffers, landscaping, open space, off-street parking, efficient internal traffic circulation, infrastructure

Internal Circulation:

The proposed golf carts will be stored within an existing paved area on site. Access to and from the property is provided via North Roosevelt Boulevard consistent with existing site circulation patterns. Based on the limited number of carts and their intended use by hotel guests only, the proposed operation is not expected to adversely affect internal circulation or surrounding roadways.

Proper Use of Mitigative Techniques: The applicant shall demonstrate that the conditional use and site plan have been designed to incorporate mitigative techniques needed to prevent adverse impacts to adjacent land uses, and to ensure that land use activities in the immediate vicinity, including community infrastructure, are not burdened with adverse impacts detrimental to the general public health, safety and welfare.

- **Enhancements to mitigate against potential adverse:** No enhancements are proposed to mitigate against potential adverse impacts.
- **Noise & fumes:** The applicant is proposing that all 6 carts be gas powered.
- **Traffic:** No mitigative techniques are proposed.
- **Multimodal safety:** None proposed.
- **General public health, safety & welfare:** No mitigative techniques are proposed.

Public Comment

Staff has received no public comments as of January 9th, 2026.



Planning Analysis

The application was reviewed by the Development Review Committee on October 23, 2025. During the review process, staff identified concerns related to parking compliance and documentation. The applicant initially requested approval for eight (8) golf carts and subsequently revised the request to six (6) golf carts in order to avoid the need for a parking variance.

At the applicant's request, the item was postponed from the November and December Planning Board hearings to allow additional time to address comments raised at the DRC meeting. The applicant subsequently submitted the requested documentation, including a traffic statement prepared by a licensed professional engineer and a signed and sealed surveyor's letter confirming the number of on-site parking spaces.

The subject property is an existing hotel resort approved for seventy-four (74) transient lodging units. The surveyor's report verifies that seventy-seven (77) off-street parking spaces exist on site, which exceeds the minimum parking required for the approved hotel use. The revised proposal designates two (2) parking spaces to accommodate customer parking associated with the golf cart rental activity while maintaining compliance with off-street parking requirements. Based on the revised proposal and verified parking information, no parking variance is required.

A traffic statement submitted with the application indicates that the proposed on-site rental of six (6) golf carts, intended for hotel guest use only, is not expected to result in a measurable increase in average daily or peak-hour traffic volumes. Staff has reviewed the revised proposal and finds that the site is of sufficient size and configuration to accommodate the Conditional Use without adverse impacts to surrounding properties or land uses.

Based on the foregoing, staff finds that the proposed Conditional Use, as revised, meets the applicable criteria of Sections 122-418 and 122-62 of the Land Development Regulations and can be accommodated on the site.

Conditional Use Recommendation:

Section 122-62 requires that a conditional use approval shall be based on a finding that the use complies with the criteria specified in Section 122-62 and in referenced sections of the Land Development Regulations in order to ensure compliance with the Comprehensive Plan and Land Development Regulations. The Planning Department, based on the criteria of Section 122-62 and 18-358, recommends **approval** of the subject conditional use application for 2801 North Roosevelt Boulevard with the conditions below.

1. Vehicles shall be stored consistent with the plan depicted in the staff report.



2. The owner shall obtain and maintain a Conditional Use Approval Permit, pursuant to City Code Chapter 18, Article II, Division 1. The owner shall be subject to an annual inspection to verify compliance with the conditions of this approval.
3. No vehicle servicing, fueling, fuel storage or washing permitted on site unless appropriate City approvals and site modifications provided.