



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Planning Board

Thursday, October 16, 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. Garcia

Present 6 - Mr. Browning, Ms. Compton, 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

Administering the Oath by the Clerk of the Board

Approval of Minutes

1 September 18, 2025

Attachments: [Minutes](#)

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

New Business

2

Variance - 2827 Harris Avenue (RE# 00067390-000000)

- A request for an after the fact variance to building coverage requirements allowing the expansion of building coverage for a second ingress/egress 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](#)

A motion was made by Mr. Warren, seconded by Ms. Compton, that the Planning Resolution be Postponed to November 20, 2025. The motion carried by the following vote:

Absent: 1 - Mr. Garcia

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

Old Business

3

WITHDRAWN BY APPLICANT- Transfer of Transient Unit and License - 525 Simonton Street (RE# 00009240-000000) - 117 Duval Street (RE# 00000530-000000) - A Request to transfer one transient unit and license from a sender site located at 525 Simonton Street in the Historic Neighborhood Commercial (HNC-1) zoning district to a receiver site located at 117 Duval Street in the Historic Residential Commercial Core (HRCC-1) zoning district, pursuant to Section 122-1338, 122-1339, and 122-687 of the Land Development Regulations of the Code of Ordinance of Key West, Florida.

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

Withdrawn

4

Text Amendment of the Land Development Regulations - An Ordinance of the City of Key West, Florida to amend Chapter 90, entitled “Administration”, Section 90-301 entitled “Enforcement Authority” of the Land Development Regulations; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

Attachments: [Staff Report](#)
 [Draft Resolution](#)

A motion was made by Mr. Browning, seconded by Vice Chair Varela, that the Planning Resolution be Approved. The motion failed by the following vote:

No: 2 - Ms. Compton, and Mr. Warren

Absent: 1 - Mr. Garcia

Yes: 4 - Mr. Browning, Vice Chair Varela, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-51

5

Text Amendment of the Land Development

Regulations - An Ordinance of the City of Key West, Florida, amending Chapter 110 of the Code of Ordinances entitled "Resource Protection", Article III entitled "Environmental Resources", establishing Division 5, entitled "Green Building"; establishing requirements for Green Building Certification as a requirement; establishing an Green Building Fee for projects that do not achieve the required Green Building Certification Level, authorizing property owners and developers to pay a Green Building Fee, or in the alternative, post a bond for the project into the City's Adaptation and Sustainability Fund, which bond or funds are reimbursable to the property owner or developer pursuant to the level of Green Building compliance achieved by the project; designating the Adaptation and Sustainability Fund (Fund 108) for the deposit of the Green Building Fees generated through the Green Building Program, and providing the uses for which the fees can be used; providing for severability; providing for an effective date.

Attachments: [Staff Report](#)
 [Draft Resolution](#)

Postponed to November 20, 2025

New Business - Cont'd

6

Variance - 1100 Grinnell Street (RE# 00031480-000000)

- Applicant requests a variance to the maximum required rear yard accessory coverage from the required 30% maximum to a proposed 50.23% to reconstruct an accessory structure in the rear yard at an existing residential property located in the Historic Medium Density Residential Zoning District (HMDR) pursuant to sections 90-395, 122-1181, and 122-596 through 122-610 of the Code of Ordinances of the City of Key West, Florida.

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

A motion was made by Vice Chair Varela, seconded by Ms. Compton, that the Planning Resolution be Postponed to November 20, 2025. The motion carried by the following vote:

Absent: 1 - Mr. Garcia

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

7

Variance - 812 Carsten Lane (RE# 00011530-000000) -

Applicant requests a variance to the minimum rear yard setback from the required 20 feet to a proposed 5 feet to construct additional habitable space on the primary structure at an existing residential property located in the Historic High Density Residential Zoning District (HHDR) pursuant to sections 90-395 and 122-626 through 122-655 of the Code of Ordinances of the City of Key West, Florida.

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

A motion was made by Vice Chair 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 subject to the conditions as outlined in the Staff Report The motion carried by the following vote:

No: 2 - Ms. Compton, and Mr. Warren

Absent: 1 - Mr. Garcia

Yes: 4 - Mr. Browning, Vice Chair Varela, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-52

8

Variance - 1208 Virginia Street (RE# 00033944-000000)

- A request for variances to the minimum required rear setback, side setback, and pool setback requirements in order to build a pool at a property located in the Historic Medium Density Residential zoning district, pursuant to Sections 90-395, 122-600(4)a and b, and 600(6)b and c of the Code of Ordinances of the City of Key West, Florida.

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

Postponed to November 20, 2025

9

Transfer of Transient License - 719 South Street (RE# 00038260-000000) to 524 Front Street (RE# 00000330-000000)

- A request to transfer one transient license from a property located at 719 South Street in the Historic Residential Office (HRO) zoning district to a property located at 524 Front Street in the Historic Residential Commercial Core - 1 (HRCC-1) zoning district, pursuant to Sections 122-1336 through 122-1370 of the Land Development Regulations of the City of Key West, Florida.

Attachments: [Staff Report](#)
 [Draft Resolution](#)
 [Planning Package](#)
 [Noticing Package](#)
 [Comments - Keys Energy](#)

A motion was made by Vice Chair Varela, seconded by Mr. Browning, that the Planning Resolution be Approved with conditions as outlined in the Staff Report. The motion carried by the following vote:

Absent: 1 - Mr. Garcia

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

Enactment No: PB Resolution 2025-53

Action Items

10

Approve Proposed 2026 Meeting Dates

Attachments: [Proposed 2026 Meeting Dates](#)

A motion was made by Vice Chair Varela, seconded by Mr. Browning, to Approve with meeting dates as amended with changing March's date from the 17th to the 12th. The motion carried by the following vote:

Absent: 1 - Mr. Garcia

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

Public Comment

Board Member Comment

Adjournment - 6:24 P.M.