



**THE CITY OF KEY WEST
PLANNING BOARD**

Staff Report

To: Chairman and Planning Board Members

Through: Jim Singelyn, Acting Planning Director

From: Ben Gagnon, Planner II

Meeting Date: September 18th, 2025

Application: **Variance – 2015 Staples Avenue (RE# 00046820-000000)** – Applicant requests a variance to the maximum required impervious surface ratio from the required 50% to the proposed 58%, maximum building coverage from the required 35% to the proposed 48.3% and minimum rear yard setback from the required 25 feet to 6 feet 2.5 inches to construct additional habitable space on the primary structure at an existing residential property located in the Single Family Zoning District (SF) pursuant to sections 90-395 and 122-238 of the Code of Ordinances of the City of Key West, Florida.

Request: The subject property proposes to add an addition on the existing single-family home to add more living space for a growing family.

Applicant: Jonathan Tavaréz

Property Owner: Vicki Lockwood

Zoning: Single Family



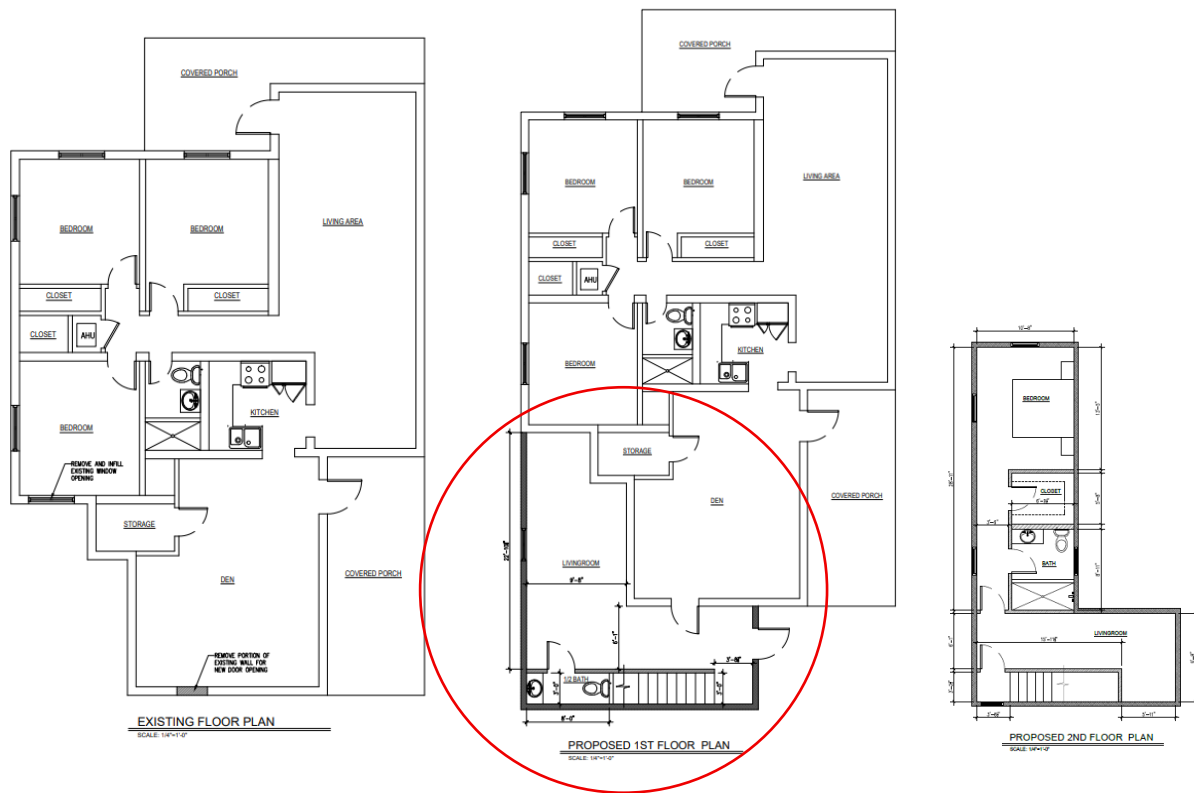
Background & Request

The subject property is a 5,000 square-foot parcel located at 2015 Staples Ave, within the Single-Family Zoning District. The site is currently developed with a one-story single-family residence. The applicant is requesting a variance to add an addition to the home to expand habitable living space. The addition will exceed impervious surface, building coverage, and the rear setback thresholds. The addition also adds a second floor to the home; however, height will stay under the maximum limit. The work will include demolishing two non-compliant accessory sheds in the backyard.

SITE DATA

	Permitted	Existing	Proposed	Variance?
Lot Size	6,000 sq. ft.	5,000 sq. ft.	No Change	
Building Coverage	35%	40.74%	48.3%	Yes
Impervious Surface	50%	57.46%	58%	Yes
Open Space	35%	42.54%	41.86%	No
Height	25'	10' 7"	22' 0"	No
SETBACKS				
Front Setback	30'	26' 1"	No Change	No
Side Setback (east)	5'	6' 6.5"	20' .5"	No
Side Setback (west)	5'	6' 10"	No Change	No
Rear Setback	25'	16' 3"	6' 2.5"	Yes

Existing / Proposed Site Plan



Process:

Planning Board Meeting:
Local Appeal Period:
Planning renders to DOC for review:

September 18, 2025
10 Days
Up to 45 days

Staff Evaluation:

The criteria for evaluating a variance are listed in Section 90-395 of the City Code. The Planning Board, before granting a variance, must find all the following:

1. *Existence of special conditions or circumstances. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same zoning district.*

There are no special circumstances which exist that are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same zoning district.

NOT IN COMPLIANCE

2. *Conditions not created by applicant. That the special conditions and circumstances do not result from the action or negligence of the applicant.*

There are no special conditions or circumstances that exist.

NOT IN COMPLIANCE

3. *Special privileges not conferred. That granting the variance requested will not confer upon the applicant any special privileges denied by the land development regulations to other lands, buildings, or structures in the same zoning district.*

Granting the variance would confer on the applicant the ability to increase building coverage, impervious surface, and encroach into the rear setback which is not permitted for other properties in the same zoning district.

NOT IN COMPLIANCE

4. *Hardship conditions exist. That literal interpretation of the provisions of the land development regulations would deprive the applicant of rights commonly enjoyed by other properties in this same zoning district under the terms of this ordinance and would work unnecessary and undue hardship on the applicant.*

Literal interpretation of the provisions of the land development regulations would not deprive the applicant of rights commonly enjoyed by other properties in the same zoning district. All properties in the zoning district are subject to the same site requirements.

NOT IN COMPLIANCE

5. *Only minimum variance granted. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.*

The variance requested is not the minimum variance that will make possible the reasonable use of the land, building or structure. The structure currently functions as a dwelling.

NOT IN COMPLIANCE

6. *Not injurious to the public welfare. That the granting of the variance will be in harmony with the general intent and purpose of the land development regulations and that such variance will not be injurious to the area involved or otherwise detrimental to the public interest or welfare.*

The variance is not likely to be injurious to the area involved or otherwise detrimental to the public interest.

IN COMPLIANCE

7. *Existing nonconforming uses of other property not the basis for approval. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.*

Existing nonconforming uses of other properties are not the basis of this request.

IN COMPLIANCE

Concurrency Facilities and Other Utilities or Service (Section 108-233):

It does not appear that the requested variance will trigger any public facility or utility service capacity issues.

The Planning Board shall make factual findings regarding the following:

1. *That the standards established by Section 90-395 of the City Code have been met by the applicant for a variance.*

Staff has found that the standards established by Section 90-395 of the City Code have not been met by the applicant.

2. *That the applicant has demonstrated a “good neighbor policy” by contacting or attempting to contact all noticed property owners who have objected to the variance application, and by addressing the objections expressed by these neighbors.*

As of September 10th, staff have received no letters of objection and two letters of support for the item.

Recommendation:

The variance request to the maximum required impervious surface ratio from the required 50% to the proposed 58%, maximum building coverage from the required 35% to the proposed 48.3% and minimum rear yard setback from the required 25 feet to 6 feet 2.5 inches for the property located at 2015 Staples Avenue does not meet all the criteria stated in Section 90-395. Therefore, the Planning Department recommends that the request for a variance be **DENIED**.

If the Planning Board chooses to approve the variances, the Planning Department recommends the following conditions:

General Conditions:

1. The proposed work shall be consistent with the attached signed and sealed plans on July 14, 2025 by Robert Hulec.