



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, May 20, 2021

5:00 PM

City Hall

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**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.

**ALL VISUAL PRESENTATIONS (POWER POINT ONLY) FOR AGENDA ITEMS MUST BE RECEIVED IN THE CITY CLERK'S OFFICE (24) TWENTY-FOUR HOURS PRIOR TO THE MEETING.**

**Call Meeting To Order - 5:05 P.M.**

#### Roll Call

**Absent** 2 - Mr. Browning, and Mr. Varela

**Present** 5 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, and Chairman Holland

#### Pledge of Allegiance to the Flag

**Approval of Agenda - The agenda was approved as amended.**

#### Administering the Oath by the Clerk of the Board

#### Approval of Minutes

1 April 22, 2021

Attachments: [Minutes](#)

A motion was made by Mr. Lloyd, seconded by Ms. Henderson, that the Minutes be Approved. The motion passed by unanimous vote.

#### Presentations

- 2 Post Disaster Recovery and Reconstruction Plan & proposed Comprehensive Plan Updates

Attachments: [Presentation](#)

Received and Filed

### Discussion Items

- 3 Post Disaster Recovery and Reconstruction Plan & proposed Comprehensive Plan Updates

Received and Filed

### Old Business

- 4 **Text Amendment of the Comprehensive Plan - A** Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission replacing Appendix C: City of Key West Water Supply Facilities Work Plan, as well as amending Comprehensive Plan sections - Chapter 1: Future Land Use Element Objectives 1-1.7 and 1-1.12, and Policies 1.1.12.6, 1.1.12.7 and 1.1.12.8; Chapter 4: Public Facilities Element Objectives 4-1.2, and Policies 4-1.2.1 and 4-1.2.2; Chapter 5: Coastal Management Element Policy 5-1.2.2; Chapter 6: Conservation Element Policies 6-1.2.5, 6-1.2.8, 6-1.2.9, 6-1.2.11, 6-1.2.12, 6-1.2.14 and 6-1.2.19; Chapter 8: Intergovernmental Coordination Element Policies 8-1.3.5 and 8-1.3.7; and Chapter 9: Capital Improvements Element Policies 9-1.6.1, 9-4.1.1 and 9-4.1.3. as well as amendments to the section entitled, Data and Analysis, Chapter 5, Section 5.2 Potable Water.

Postponed to June 17, 2021

5

**Transient License Transfer - One (1) license in Unassigned Status to 536 Fleming Street (RE# 00009440-000000)** - A request to transfer one (1) transient license in unassigned status located within the Historic Neighborhood Commercial (HNC-1) zoning district pursuant to Sections 122-776 and 122-1338 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**    [Staff Report](#)  
[Staff Presentation](#)  
[Planning Package](#)  
[\\*Large File\\* Application](#)  
[Revision to Application](#)  
[Second Revision to Application](#)  
[Floodplain Comments](#)  
[Utilities Comments](#)  
[Keys Energy Comments](#)  
[Noticing Package](#)  
[Public Comments - Jacob](#)  
[11.19.20 Noticing Package](#)  
[Public Comments - Ford](#)  
[Public Comments - Crowley](#)  
[Public Comments - Elitcher](#)  
[2.18.21 Noticing Package](#)  
[Public Comments - Hinkle](#)  
[Public Comments - Brakebill](#)  
[Public Comments - Haskell](#)  
[5.20.21 Noticing Package](#)

**Withdrawn**

6

**Major Modification to a Major Development Plan and Conditional Use - 951 Caroline Street (RE# 00002970-000000)** - A request to amend a parking agreement for a Major Development Plan and Conditional Use approval on property located within the Key West Bight (HRCC-2) Zoning District per Sections 108-91 C.3 and 122-62 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

**Attachments:**    [Staff Report](#)  
[\\*Large File\\* Planning Package](#)  
[\\*Large File\\* Application Package](#)  
[\\*Large File\\* Exhibits](#)  
[Multimodal Transportation Comments](#)  
[Response to Multimodal Transportation Coordinator](#)  
[Floodplain Comments](#)  
[Keys Energy Comments](#)  
[951 Caroline St-Planning Board Presentation](#)  
[9.17.20 Noticing Package](#)  
[10.15.20 Noticing Package](#)  
[\\*Large File\\* Memo to City 10.06.20](#)  
[5.20.21 Noticing Package](#)  
[Staff Report Rebuttal - Trepanier](#)  
[West Marine Parking Summary - Trepanier](#)

**A motion was made by Mr. Lloyd, seconded by Ms. Henderson, that the Planning Resolution be Denied. The motion carried by the following vote:**

**Absent:** 2 - Mr. Browning, and Mr. Varela

**Yes:** 5 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2021-18

## **New Business**

7

**Variance - 1011 Truman Avenue**

**(RE#00021000-000000)** - A request for a variance to the minimum side setback and minimum open space to expand a bedroom, bathroom, and office in the Historic Neighborhood Commercial (HNC-1) zoning district pursuant to Sections 90-395, 108-346, and 122-810 (6) b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**    [Staff Report](#)  
                                   [Planning Package](#)  
                                   [Noticing Package](#)

**A motion was made by Vice Chair Gilleran, seconded by Ms. Brew, 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 with the conditions as outlined in the staff report. The motion carried by the following vote:**

**Absent:** 2 - Mr. Browning, and Mr. Varela

**Yes:** 5 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2021-19

8

**Final Determination of Award for Year 8 Building**

**Permit Allocation System (BPAS) Applications** pursuant to Section 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**    [Staff Report](#)  
                                   [500 White Street](#)  
                                   [601 Truman & 919 Simonton St](#)  
                                   [610 Duval St](#)  
                                   [700 Duval St](#)  
                                   [1213 14th St](#)  
                                   [1663 Dunlap Dr](#)  
                                   [2822 N. Roosevelt Blvd](#)  
                                   [3450 Duck Ave](#)

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

**Absent:** 2 - Mr. Browning, and Mr. Varela

**Yes:** 5 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2021-20

9

**Variance - 511 Truman Avenue (RE# 00017750-000000)**

- A request for variances to the minimum front yard setback, minimum side yard setbacks, minimum landscape requirements, minimum off-street parking requirements, and to the minimum two-way driveway requirements in order to construct a mixed-use two-story building on property located within the Duval Street Oceanside (HRCC-3) zoning district pursuant to Sections 90-395, 122-750(6)a., 122-750(6)b., 108-412(a), 108-572, and 108-641 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**
- [Staff Report](#)
  - [Package](#)
  - [Noticing Package](#)
  - [Trepanier - Public Comment](#)
  - [511 Truman Avenue - Applicant Presentation](#)

A motion was made by Mr. Lloyd, seconded by Ms. Brew, 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 with the conditions as outlined in the staff report in addition to four (4) voluntary conditions by the Applicant which are:

- 1 - Builder will make every effort to avoid business disruption as well as ensuring all contract vendors are fully and properly insured.
- 2 - Builder will work with utility providers to determine location of infrastructure to avoid any disruption to 925 Duval Street.
- 3 - Gutters will be installed along the roof line on the SW side of the property.
- 4- No trees or shrubs will be planted on the SW side of the property.

The motion carried by the following vote:

**Absent:** 2 - Mr. Browning, and Mr. Varela

**Yes:** 5 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2021-21

10

**Variance - 4 Havana Avenue (RE# 00021180-000000) -**

A request for variances to the minimum rear yard setback, and minimum side yard setback in order to reconstruct the addition, raise the interior ceilings and demolish the rear encroachment over the property line on property located within the Historic High Density Residential (HHDR) zoning district pursuant to Sections 90-395, 122-630 (6) b., and 122-630 (6) c., of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**    [Staff Report](#)  
                              [Package](#)  
                              [Noticing Package](#)

**A motion was made by Vice Chair Gilleran, seconded by Ms. Brew, 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 with the conditions as outlined in the staff report. The motion carried by the following vote:**

**No:** 1 - Mr. Lloyd

**Absent:** 2 - Mr. Browning, and Mr. Varela

**Yes:** 4 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, and Chairman Holland

Enactment No: PB Resolution 2021-22

11

**Variance - 1518 Von Phister Street (RE# 00042620-000000)** - A request for variances to the maximum impervious surface, maximum building coverage, minimum street side setback, and a request for a variance in order to have an accessory structure located within the required front yard in order to construct a side deck, a pool and pool equipment on property located within the Single Family (SF) zoning district pursuant to Sections 90-395, 122-238 (4) a., 122-238 (4) b., 122-238 (6) 4., and 122-1181 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**     [Staff Report](#)  
                                 [Package](#)  
                                 [Noticing Package](#)

**A motion was made by Ms. Brew, seconded by Vice Chair Gilleran, 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 with the conditions as outlined in the staff report. The motion carried by the following vote:**

**No:** 2 - Ms. Henderson, and Mr. Lloyd

**Absent:** 2 - Mr. Browning, and Mr. Varela

**Yes:** 3 - Ms. Brew, Vice Chair Gilleran, and Chairman Holland

Enactment No: PB Resolution 2021-23



12

**Variance - 617 Frances Street (RE# 00010430-000000) -**

A request for variances to the minimum side yard setback, maximum rear yard coverage, and maximum building coverage in order to relocate an existing accessory structure, construct a pool, a pool deck, a covered porch, and an off-street parking space on property located within the Historic High Density Residential (HHDR) zoning district pursuant to Sections 90-395, 122-630 (6) b., 122-630 (4) a., and 122-1181 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**    [Staff Report](#)  
[Package](#)  
[Jack Gosline Disability Summary](#)  
[Letter of Support Will Rice](#)  
[Noticing Package](#)

**A motion was made by Vice Chair Gilleran, seconded by Mr. Lloyd, 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 with the conditions as outlined in the staff report. The motion carried by the following vote:**

**Absent:** 2 - Mr. Browning, and Mr. Varela

**Yes:** 5 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, and Chairman Holland

Enactment No: PB Resolution 2021-24

13

**Variance - 1115 Grinnell Street (RE# 00031810-000000)**

- A request for variances to the maximum building coverage, maximum impervious surface, and minimum open space requirements in order to construct a rear addition on property located within the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 90-395, 122-600 (4) a., 122-600 (4) b., and 108-346 (b) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**    [Staff Report](#)  
[Package](#)  
[Noticing Package](#)  
[Letter of Objection - Willis](#)

**Postponed to June 17, 2021**

**Reports****Public Comments****Board Member Comments****Adjournment - 7:07 P.M.**