



# 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 29, 2025

5:00 PM

City Hall

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#### Special

**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 - Chairman Batty

**Present** 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

#### 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 March 27, 2025

**Attachments:** [Minutes](#)

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

#### Old Business

2

**Variance - 2400 North Roosevelt Boulevard**

**(RE#00065220-000100)** - Applicant seeks a parking variance to accomodate the addition of 10 golf cart rentals at an existing hotel located in the General Commercial (CG) zoning district, pursuant to Sections 108-572 and 90-395 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 Mr. Garcia, seconded by Mr. Warren, that the Planning Resolution be Postponed to June 18, 2025. The motion carried by the following vote:

**No:** 1 - Mr. Browning

**Absent:** 1 - Chairman Batty

**Yes:** 5 - Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

3

**Conditional Use - 2400 North Roosevelt Boulevard**

**(RE#00065220-000100)** - Applicant seeks a conditional use permit to allow for the addition of ten (10) golf cart rentals to a small recreational power-driven equipment rental operation located 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.

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

A motion was made by Mr. Garcia, seconded by Mr. Warren, that the Planning Resolution be Postponed to June 18, 2025. The motion carried by the following vote:

**Absent:** 1 - Chairman Batty

**Yes:** 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

4

**Text Amendment to the Land Development**

**Regulations** - An resolution of the Planning Board of the City of Key West recommending 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 during zoning review of new projects; Establishing an Adaptation And Sustainability Fee program for projects that do not achieve the required green building certification level, authorizing property owners and developers to pay an adaptation and sustainability 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 Adaptation and Sustainability fees generated through the Adaptation and Sustainability fee program, and providing the uses for which the fees can be used; providing for severability; providing for an effective date.

**Attachments:**     [Staff Report](#)  
                              [Ordinance](#)

**Postponed Indefinitely**

5

**Text Amendment of the Land Development**

**Regulations** - A resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission to amend the Land Development Regulations Chapter 90, Article VIII entitled, 'Public Hearings' Division 2 entitled 'Notice' and Chapter 90, Article II entitled 'Boards, Committees, Commissions' Division 2 entitled 'Planning Board' to expand public notice procedures for legislative and quasi-judicial hearings; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

Postponed Indefinitely

**New Business**

6

**Final Determination of Award for Year 12 Building Permit Allocation System (BPAS) Applications** pursuant to Sections 108-995 and 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**

[BPAS Staff Report - Year 12](#)

[Final Ranking](#)

[510 Southard Final Planning Package](#)

[1114 White Street Final Planning Package](#)

[5555 College Rd Affordable Final Package](#)

[5555 College Rd Market Rate Final Planning Package](#)

[BPAS Draft Resolution](#)

A motion was made by Mr. Browning, seconded by Mr. Garcia, that the Planning Resolution be Postponed to June 18, 2025. The motion carried by the following vote:

**Absent:** 1 - Chairman Batty

**Yes:** 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

7

**Variance - 1605 Bahama Drive (RE# 00070270-000000)**

- A request for variances to maximum building coverage, maximum impervious surface, minimum rear setbacks, and minimum side setbacks, allowing 53% building coverage compared to 30% required, 58% impervious surface compared to 50% required, a 2'8" rear setback compared to 25' required, and a 1'7" side setback compared to 5' required, to allow for the reconstruction of a rear covered terrace at an existing single-family home for property located within the Single-Family zoning district, pursuant to Sections 90-395 and 122-238 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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

**A motion was made by Mr. Browning, seconded by Mr. Garcia, 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:**

**Absent:**    1 -    Chairman Batty

**Yes:**    6 -    Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-22

8

**Variance - 920 Caroline St (RE# 00002790-000000) - A** request for a variance to minimum parking requirements, to allow 0 proposed spaces in lieu of the 46 required spaces; for an existing commercial building located within the Historic Residential Commercial Core Key West Bight (HRCC-2); pursuant to section 90-395 and Article VII, Sec. 108-572 of the Code of Ordinances of the City of Key West, Florida.

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

A motion was made by Mr. Garcia, seconded by Mr. Browning, 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:

**Absent:** 1 - Chairman Batty

**Yes:** 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-23

9

**Minor Development Plan - 920 Caroline St (RE# 00002790-000000)** - A request for a Minor Development Plan for the addition of 609 square feet of outdoor restaurant consumption area, including 40 seats, on a recorded easement on the adjacent property at 300 Grinnell Street (RE# 00002780-000000), located within the Historic Residential Commercial Core - 2 zoning district, pursuant to Section 108-91, and Article III through IX of the Land Development Regulations of the City of Key West, Florida.

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

**A motion was made by Mr. Garcia, seconded by Mr. Warren, that the Minor Development Plan be Approved as presented. The motion carried by the following vote:**

**Absent:** 1 - Chairman Batty

**Yes:** 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-24

10

**Bicycle Parking Substitution Variance - 1671 Dunlap Drive (RE# 00054250-000000)** - A request for a bicycle substitution variance to allow for the 128 bicycle parking spaces in lieu of 32 of the required vehicular parking spaces for a proposed 54-unit multi-family affordable housing development at property located in the Medium Density Residential - 1 zoning district, pursuant to Sections 90-395, 108-572 and 108-574 of the Land Development Regulations of the City of Key West, Florida.

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

A motion was made by Mr. Browning, seconded by Mr. Wiggins, 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:

**Absent:** 1 - Chairman Batty

**Yes:** 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-25

11

**Major Development Plan & Landscape Waiver- 1671 Dunlap Drive (RE# 00054250-000000)** - A request for a Major Development Plan and landscape waiver to allow for a 54-unit, two-building affordable housing development on a property located within the Medium Density Residential District zoning district pursuant to Section 108-91, Section 108-517, Chapter 108 Articles III through IX; and Chapter 122, Article IV, Division 3, Subdivision IV.1. of the Land Development Regulations of the City of Key West, Florida.

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

A motion was made by Mr. Browning, seconded by Mr. Wallace, that the Major Development Plan be Approved as presented. The motion carried by the following vote:



**Absent:** 1 - Chairman Batty

**Yes:** 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-26

12

**Text Amendment of the Land Development**

**Regulations - A Resolution of the City of Key West**

Planning Board recommending an Ordinance to the City Commission to modify the membership of the Development Review Committee (DRC) and transfer the responsibility to vote on lot splits from the DRC to the Planning Board, by amending the City of Key West Land Development Regulations Chapter 90, entitled "Administration", Article II, entitled "Boards, Committees, Commissions", Division 2, entitled "Planning Board", Section 90-55, entitled "Functions and Powers"; Chapter 108, entitled "Planning and Development", Article II, entitled "Development plan", Division 2, entitled "Development Review Committee", Section 108-61 entitled "Established and membership." and Section 108-63, entitled "Powers and duties."; and Chapter 118, entitled "Subdivisions", Article III, entitled "Plats and plans", Division 2 entitled "Lot split and minor subdivision procedures", Section 118-169, entitled "Lot splits.", pursuant to Chapter 90, Article VI, Division 2 of the Land Development Regulations of the City of Key West, Florida.

**Postponed Indefinitely**

**Action Items**

13

Recommending the City Commission approve the Planning Department's proposed staffing request for FY 2025/2026 as appears in "Exhibit A Personnel Allocation" attached hereto and made a part of this Resolution; Authorizing the City Clerk to transmit a certified copy of this Resolution to the City Commission of the City of Key West, Florida.

**Attachments:**     [Resolution](#)  
                                 [Exhibit A Position Reclassifications](#)

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

**Absent:**    1 -    Chairman Batty

**Yes:**     6 -    Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-27

## **Adjournment**