



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Historic Architectural Review Commission

Tuesday, October 28, 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

Present 7 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as presented

Administering the Oath by the Clerk of the Commission

Approval of Minutes

1 September 23, 2025

Attachments: [Minutes](#)

A motion was made by Commissioner Moody that the Minutes be Approved.
The motion passed by unanimous vote.

HARC Planner's Report

City Attorney's Report

Old Business

- 2 **Request for Postponement by Applicant** - New two-story single-family residence, new pool, pool deck, and site improvements - **309 William Street - Sandbar Design Studio Inc (C2025-0077)**
- Attachments: [309 William Street - Structural Report - 9.1.2025 SS.pdf](#)
 [*Large Item* 309 William Street](#)
- This Item was Postponed to the November 18, 2025 meeting upon agenda approval.
- 3 **Request for Postponement by Applicant** - Demolition of existing contributing single-family residence and rear sheds - **309 William Street - Sandbar Design Studio Inc (C2025-0077)**
- Attachments: [309 William Street - Structural Report - 9.1.2025 SS.pdf](#)
 [*Large Item* 309 William Street - Demolition](#)
- This Item was Postponed to the November 18, 2025 meeting upon agenda approval.

New Business

- 4 New two-story structure in rear of property - **1011 Windsor Lane - Nautilus Drafting & Design Services (H2024-0012)**
- Attachments: [*Large Item* 1011 Windsor Lane](#)
- A motion was made by Commissioner Moody, seconded by Commissioner Oropeza, that the Item be Approved. The motion carried by the following vote:
- Yes: 7 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee
- 5 **Request for Postponement by Staff** - New one-story accessory structure, new pool, pool deck, and concrete driveway. Demolition of one-story non-historic shed. Demolition of pool and pool deck - **1100 Grinnell Street - Heather Korth (C2025-0080)**

This Item was Postponed to the November 18, 2025 meeting upon agenda approval.

- 6 New prefabricated modular administrative building.
Demolition of existing modular administrative building - **601 Howard England Way - CPH Consulting, LLC (C2025-0081)**

Attachments: [*Large Item* 601 Howard England Way](#)

A motion was made by Commissioner Green, seconded by Commissioner Oropeza, that the Item be Postponed indefinitely. The motion carried by the following vote:

Yes: 7 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 7 Change to previous design. Extension of left side of north elevation of house. Elevation increase by 7.5" ~~2'5"~~. Pool size reduction to 16' x 9' - **1222 Seminary Street - Sandbar Design Studio Inc. (C2025-0082)**

Attachments: [*Large Item* 1222 Seminary Street](#)

Commissioner Oropeza recused himself for this Item and left the dais.

A motion was made by Commissioner Green, seconded by Commissioner Moody, that the Item be Approved with the condition that the applicant install screening around the air conditioning unit. The motion carried by the following vote:

Recuse: 1 - Commissioner Oropeza

Yes: 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 8 New one-story accessory structure on side of contributing structure - **1410 Olivia Street - Serge Mashtakov, PE (C2025-0084)**

Attachments: [*Large Item* 1410 Olivia Street](#)

Commissioner Oropeza returned to the dais.

A motion was made by Commissioner Moody, seconded by Commissioner Green, that the Item be Postponed to the November 18, 2025 meeting. The motion carried by the following vote:

Yes: 7 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 9 Renovations to contributing structure. Extension of portion of rear wall. New pool pavers and site improvements. Demolition of existing wood deck, brick driveway, brick walkway, and rear walls. Relocation of A/C unit - **1122 Margaret Street - Sandbar Design Studio Inc. (C2025-0085)**

Attachments: [*Large Item* 1122 Margaret Street](#)

A motion was made by Commissioner Oropeza, seconded by Commissioner Perez, that the Item be Approved with the condition that the applicant install a window at bath # 2. The motion passed unanimously.

Subsequently, a motion was made by Commissioner Green, seconded by Commissioner Oropeza, that the demolition be Approved. The motion carried by the following vote:

Yes: 7 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 10 New mural at Ocean Key Resort - **0 Duval Street - Ocean Key Resort (C2025-0087)**

Attachments: [*Large Item* 0 Duval Street](#)

Commissioner Perez recused himself for this Item and left the dais.

A motion was made by Commissioner Oropeza, seconded by Commissioner Green, that the Item be Approved. The motion carried by the following vote:

Recuse: 1 - Commissioner Perez

Yes: 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, and Chairman Burkee

- 11 After the fact - New outdoor display for two t-shirt racks - **407 Front Street Unit C - Aidan Wilcox (C2025-0089)**

Attachments: [*Large Item* 407 Front St Unit C](#)

Commissioner Perez returned to the dais.

A motion was made by Commissioner Oropeza, seconded by Commissioner Moody, that the Item be Approved. The motion carried by the following vote:

Yes: 7 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

- 12 After the fact - New outdoor display for t-shirt rack - **122**

Duval Street - Ana Maximciuc (C2025-0090)

Attachments: [*Large Item* 122 Duval Street](#)

A motion was made by Commissioner Moody, seconded by Commissioner Osborn, that the Item be Approved. The motion carried by the following vote:

Yes: 7 - Commissioner Green, Commissioner Moody, Commissioner Nations,
 Commissioner Oropeza, Commissioner Osborn, Commissioner Perez, and
 Chairman Burkee

Discussion Item

13 New arch at Duval Street and Petronia Street

Attachments: [Discussion - New arch on Duval and Petronia Street](#)

Discussed

Public Comments

Commissioner Comments

Adjournment - 6:44 P.M.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Oropetza, Gregory S.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HAKC	
MAILING ADDRESS 271 smonton st		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
CITY Key West	COUNTY Monroe	NAME OF POLITICAL SUBDIVISION: Key West	
DATE ON WHICH VOTE OCCURRED 10-28-25		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Gregory J. Orapella, hereby disclose that on October 28, 20 25:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☒ inured to the special gain or loss of the property owner, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Item # 7 ^{DP}

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

10-28-2025
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME PEREZ, ALAN		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HARC	
MAILING ADDRESS		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY	COUNTY	<input checked="" type="checkbox"/> CITY	<input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 10/28/25		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Allen Ponce, hereby disclose that on OCTOBER 28TH, 20 25:

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Item #10

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Date Filed

10/28/25

Signature

Allen Ponce

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