

**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: December 18th, 2025

Application: **Variance – 304 Truman Avenue (RE# 00025580-000000)** – Applicant requests a variance to the maximum required building coverage to renovate a historic contributing structure located in the Historic Medium Density Residential (HMDR) zoning district, pursuant to Section 90-395 and 122-600 of the Code of Ordinances of the City of Key West, Florida.

Request: The subject property proposes to add an addition to the rear of an existing single-family home.

Applicant: Habitat for Humanity of the Lower Keys & Key West

Property Owner: Housing Authority of the City of Key West

Zoning: Historic Medium Density Residential (HMDR)



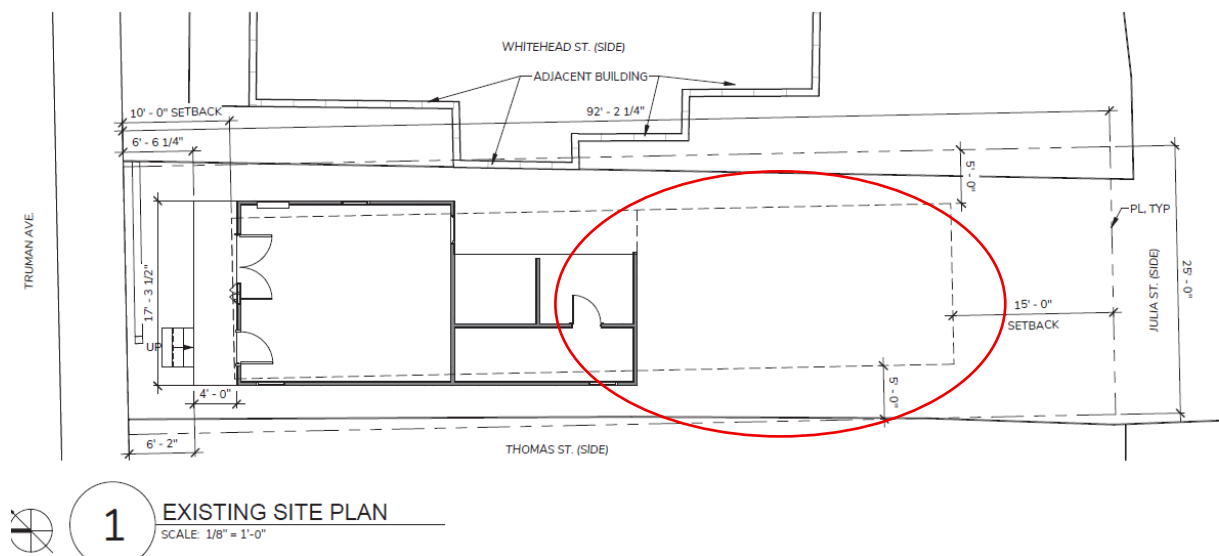
Background & Request

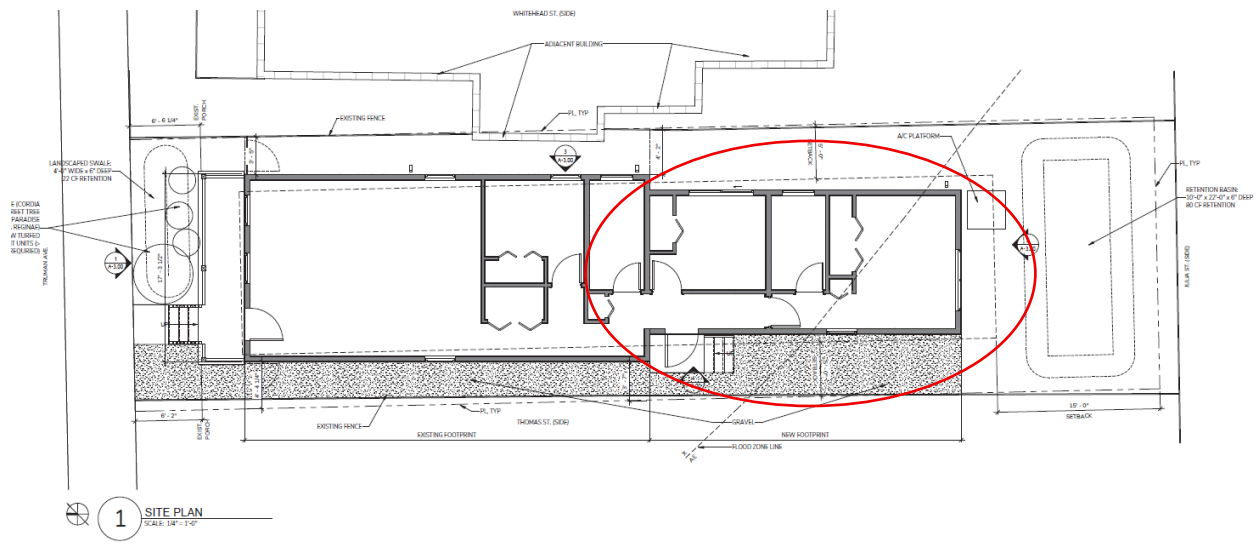
The subject property is a 2,365 square-foot parcel located at 304 Truman Avenue, within the HMDR Zoning District. The variance is triggered by the request to build additional habitable space in the form of a 383 square foot rear addition.

SITE DATA

Zoned	Permitted	Existing	Proposed	Variance?
Lot Size	4,000 sq. ft. MIN	2,365 sq. ft.	No Change	
Building Coverage	40% MAX	641 (27%)	1,111 (47%)	YES
Impervious Surface	60% MAX	809 (34%)	1,206 (51%)	No
Open Space	35% MIN	1,556 (66%)	1,159 (49%)	No
SETBACKS				
Front Setback	10'	6' 2"	6' 2"	No Change
Side Setback	5'	3' 1"	3' 1"	No Change
Side Setback	5'	3' 6"	3' 6"	No Change
Rear Setback	15'	45' 5"	15' 0"	No Change

Existing / Proposed Site Plan





Process:

Planning Board Meeting:

December 18, 2025

Local Appeal Period:

10 Days

Planning renders to DOC for review:

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.*

The lot is far smaller than the minimum lot size and restricts the applicant. The structure is HARC contributing which further restricts what may be done on site.

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.*

The applicant bought the home in its existing condition and is looking to make site improvements.

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.*

The Variance request would confer upon the applicant the ability to increase building coverage over the district maximum requirement, denied by the land development regulations to other lands.

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.*

The property already has an existing dwelling unit that pursuant to code can be continued as a legal nonconforming use.

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 granted, as they are exceeding building coverage by over 7% and a residential home is already existing in place on the property that could be continued.

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 been met by the applicant, the applicant is only in compliance with four of the seven standards.

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 December 11th, staff have received no letters of objection or support for the item.

Recommendation:

The variance request to the maximum required building coverage to renovate a historic contributing structure located in the Historic Medium Density Residential (HMDR) zoning district, pursuant to Section 90-395 and 122-600 of the Code of Ordinances of the City of Key West, Florida.. 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 October 16th, 2025 by Philip D Badalamenti of Little Red Rooster.