



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Development Review Committee

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Thursday, November 30, 2023

10:00 AM

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.

**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 - 10:02 A.M.**

#### Roll Call

**Absent** 4 - Mr. Ramsingh, Mr. Smith, Mr. Stachurski, and Mr. Willman

**Present** 7 - Mr. Anderson, Ms. DeMaria, Ms. Halloran, Ms. Ignoffo, Mr. McDowell, Ms. Torregrosa, and Mr. Turner

#### Pledge of Allegiance to the Flag

**Approval of Agenda - The agenda was unanimously approved as presented.**

#### Approval of Minutes

1                      October 26, 2023

Attachments:      [Minutes](#)

A motion was made by Karen DeMaria, seconded by Enid Torregrosa, to approve the Minutes. The motion passed unanimously.

#### Discussion Items

2                      **Minor Development Plan - 1500 Reynolds Street (RE# 00037160-000100)** - A request for minor development plan approval for the development of pedestal rooftop and pergola systems to allow for outdoor second floor dining on property located within the Historic Commercial Tourist

(HCT) zoning district pursuant to Chapter 108, Section 108-91 and 108-196; and Chapter 122, Article IV, Division 9; of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**     [Planning Package](#)  
                              [Urban Forester Comments](#)  
                              [Utilities Comments](#)

Discussed

3

**Major Modification to a Minor Development Plan - 3228 Flagler Avenue (RE# 00069040-000000)** - A request for a major modification to a minor development plan approval for the development of three deed-restricted affordable residential units and five market rate residential units, in addition to affordable housing linkage provisions associated with proposed development at 638 United Street, on property located within the Limited Commercial (CL) zoning district pursuant to Chapter 108, Section 108-91; Chapter 122, Article IV, Division 4; and Chapter 122, Article V, Division 10, entitled "Work Force Housing", of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**     [Planning Package](#)  
                              [GIS Comments](#)  
                              [Utilities Comments](#)

Discussed

4

**Transfer of a Transient Unit License - 610 Duval St (RE# 00012600-000000)** - A request to transfer two (2) transient units and licenses from a sender site located at 1004 Eaton Street (RE# 00005290-000000) in the Historic Medium Density Residential (HMDR) zoning district, to a receiver site located at 610 Duval Street (RE# 00012600-000000) in the Historic Residential Commercial Core - 1 (HRCC-1) zoning district, pursuant to Sections 122-1338, 122-1339 and 122-687 of the Land

Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)  
[Utilities Comments](#)

Discussed

- 5           **Transfer of a Transient Unit License - 921 Windsor Lane (RE# 00020110-000103)**- A request to transfer one (1) transient unit and license from a sender site located at 1004 Eaton Street (RE# 00005290-000000) in the Historic Medium Density Residential (HMDR) zoning district, to a receiver site located at 921 Windsor Lane (RE# 00020110-000103) in the Historic Neighborhood Commercial-1 (HNC-1) zoning district, pursuant to Sections 122-1338, 122-1339 and 122-807 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)  
[Utilities Comments](#)

Discussed

- 6           **Transfer of a Transient Unit and License** - A request to transfer two transient units and licenses from a sender site located at 1004 Eaton Street (RE# 00005290-000000) in the Historic Medium Density Residential district to a receiver site located at 1128-1130 Duval Street (RE# 00027950-000000) in the Historic Residential Commercial Core - 3 zoning district, pursuant to Section 122-1338, 122-1339, and 122-747 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)  
[Utilities Comments](#)

Discussed

7

**Change of Nonconforming Use - 3438 Duck Avenue (RE# 00053120-000101)** - A request for a change of nonconforming use to allow for the conversion of a business and professional office to a medical office for property located at 3438 Duck Avenue in the Single-Family zoning district, pursuant to Sections 122-32, 122-235, 122-236, and 108-572 of the Land Development Regulations of the Code of Ordinance of Key West, Florida.

**Attachments:**    [Planning Package](#)  
                              [Utilities Comments](#)  
                              [Multimodal Comments](#)

**Discussed**

**Reports**

**Adjournment - 10:54 A.M.**