



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Planning Board

Thursday, March 27, 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 - 5:02 P.M.

Roll Call

Absent 1 - Mr. Wiggins

Present 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Chairman Batty

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 February 20, 2025

Attachments: [Minutes](#)

A motion was made by Vice Chair Varela, seconded by Mr. Browning, that the Minutes be Approved. The motion passed by unanimous vote.

Old Business

2

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.

Postponed to May 15, 2025

New Business

3

Planning Board Resolution Revocations - 2719 Staples Avenue (RE#00067790-000000) -

Property owner requests to void the approvals and associated conditions for the variance approved by Planning Board Resolution 2021-065 and BPAS unit awarded by Planning Board Resolution 2022-027 for a property located in the Single-Family Residential zoning district pursuant to the Land Development Regulations of the City of Key West.

Attachments: [Staff Memo](#)
 [Resolution](#)
 [Planning Package](#)

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

Absent: 1 - Mr. Wiggins

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Chairman Batty

Enactment No: PB Resolution 2025-15

4

After-the-Fact Variance - 620 Dey Street (RE# 00000880-000000) -

A request for a variance to the required five foot setback for accessory structures, to allow for a rear setback of 2'1" and a side setback of 1'3" for an existing residential structure located within the Historic Medium Density Residential Zoning District (HMDR) pursuant to Sections 122-1181 and 90-395 of the Code of Ordinances of the City of Key West, Florida.

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

Mr. Wiggins arrived to meeting at 5:22 P.M.

A motion was made by Vice Chair Varela, seconded by Mr. Browning, 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 failed by the following vote:

Yes: 7 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-16

5

Transfer of Transient Unit & License - 1220 Royal Street (RE# 00029370-000000) to 510 Amelia Street (RE# 00027820-000000) - A request for a transfer of one transient unit and license from a property located at 1220 Royal Street in the Historic Medium Density Residential (HMDR) zoning district to property located at 510 Amelia Street in the Historic Residential Commercial Core - 3 (HRCC-3) zoning district, pursuant to Section 122-1338 of the Land Development Regulations of the City of Key West, Florida.

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

Mr. Warren left the Meeting at 5:24 P.M.

Mr. Warren returned to Meeting at 5:38 P.M.

A motion was made by Vice Chair Varela, seconded by Mr. Browning, that Board finds special circumstances and the Transfer of Transient Unit & License be approved subject to amended conditions in the Staff Report wherein Condition 1 shall read:

1) Future alterations to the structure shall not result in additional rooms, excluding bathrooms, or an increase in habitable space.

Condition #2 was struck completely. The motion carried by the following vote:

No: 1 - Mr. Garcia

Yes: 6 - Mr. Browning, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-17

6

Major Development Plan & Landscape Waiver - 3101 N. Roosevelt Blvd (00002360-000000) - A request for a Major Development Plan and landscape waiver to redevelop an existing 81-unit hotel into an 80-unit transient condominium, while maintaining the existing on-site restaurant, retail seafood market, marina, and recreational rental vehicle area, pursuant to Sections 108-91 and 108-517 of the Land Development Regulations of the City of Key West, Florida.

Attachments: [Staff Report](#)
 [Revised Plans](#)
 [Planning Package](#)
 [Keys Energy- Comments](#)
 [Urban Forestry- Comments](#)
 [Multimodal Transportation Comments](#)
 [Utilities Comments](#)
 [Engineering Comments](#)
 [Keys Energy Comments](#)
 [Noticing Package](#)

A motion was made by Mr. Garcia, seconded by Mr. Warren, that the Major Development Plan & Landscape Waiver be Approved with conditions as outlined in the Staff Report. The motion carried by the following vote:

Yes: 7 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-18

- 7 **Major Development Plan - 1321 - 1325 Simonton Street and 625 South Street (RE# 00035940-000000; RE# 00035950-000000; RE# 00038140-000000)** - A request for a major development plan approval for the construction of a 2 1/2 story mixed use structure to house a 59 room hotel, a bar/liquor store and a restaurant, on properties located within the Historic Commercial Tourist District (HCT) Zoning District pursuant to Chapter 108, Section 108-91, and Article III through IX; 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: [Staff Report](#)
 [Resolution](#)
 [Planning Package](#)
 [Noticing Package](#)
 [Comment From Property Owner](#)
 [Public Comment Against - Gregory](#)
 [Public Comment - Karch](#)
 [Public Comment For - Sharpe](#)

A motion was made by Mr. Browning, seconded by Vice Chair Varela, that the Major Development Plan be Approved with conditions as outlined in the Staff Report. The motion carried by the following vote:

Yes: 7 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-19

8

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 to May 15, 2025

9

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 122, Division 5 entitled 'Specific Use Regulation' Subdivision IV entitled 'Home Occupations', Section 1306 entitled 'Conditions' and 1307 entitled 'Issuance of permit' to assign the Chief Licensing Official the responsibility to issue Home Occupation licenses; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

Attachments: [Staff Report](#)
 [Resolution](#)

A motion was made by Mr. Garcia, seconded by Mr. Wallace, that the Text Amendment be Approved. The motion carried by the following vote:

Yes: 7 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-20

Action Items

10 **Recommend Course of Action for Planning Board Zoom Policy**

Attachments: [Zoom Policy First Draft](#)

A motion was made by Mr. Browning, seconded by Vice Chair Varela, that the Recommended Zoom Policy be Approved with an amendment to add verbiage requiring participants to state their name and address and removing the words 'Because any person is allowed to attend the meeting in person' from the third sentence in Section g (top of third page). The motion carried by the following vote:

Yes: 7 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-21

Discussion Items

11 **Mallory Square Rezoning:** Discussing potential future amendments to the Official Zoning Map, Future Land Use Map, and text of the Land Development Regulations to modify zoning regulations for Mallory Square to be consistent with the intent, plans, and vision for the Mallory Square Master Plan.

Reports

Public Comment

Board Member Comment

Adjournment 6:50 P.M.