



THE CITY OF KEY WEST
PLANNING BOARD
Staff Report

To: Chair and Planning Board Members

Through: Jim Singelyn, Acting Planning Director

From: Ben Gagnon, Planner II

Meeting Date: September 18th, 2025

Agenda Item: **Minor Development Plan – 601 Howard England Way (RE# 00001630-000200)** – A request for a Minor Development Plan to construct a modular office building at Fort Zachary Taylor State Park located in the Historic Public and Semipublic Services (HPS) zoning district, pursuant to Section 108-91 and 122-956 through 122-965 of the Land Development Regulations of the City of Key West, Florida.

Request: The applicant proposes to construct a modular office building at Fort Zach State Park.

Owner: State of Florida C/O Dep Division of State Lands

Applicant: Florida Department of Environmental Protection

Location: 601 Howard England Way (RE# 00001630-000200)

Zoning: Historic Public Services (HPS)

SITE MAP



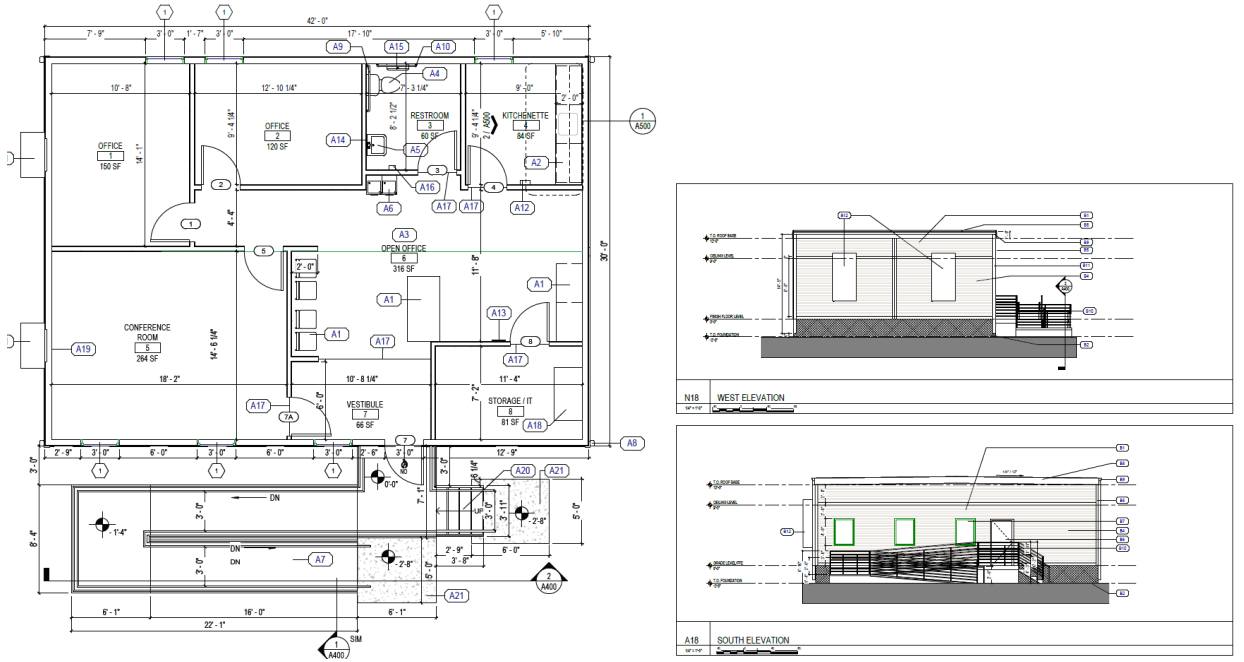
BACKGROUND:

The subject property is a 406,169 square-foot parcel located at 601 Howard England Way in the Historic Public Services (HPS) zoning district. The principal use is a Florida State Park known as Fort Zachary Taylor. The site includes a beach, historic fort, walking trails, a restaurant and retail structure with bathrooms. The site also includes office space not accessible to the public and for use by park staff only.

REQUEST:

The applicant proposes to demolish one of the current modular office buildings that is inaccessible to visitors and is used by staff only. The proposed structure will be 1,250 square feet. City of Key West Code Section 108-91 requires a minor development plan in the historic district when there is an addition or reconstruction of 500-2,499 square feet of gross non-residential floor area.

SITE PLAN



SITE DATA

	REQUIRED	EXISTING	PROPOSED
ZONE	HPS		
HEIGHT	25'		12'
BUILDING COVERAGE	40% (162,467 SF)	500 SF OFFICE (PROJECT AREA ONLY)	1,250 SF NEW OFFICE (PROJECT AREA ONLY)
IMPERVIOUS	50% (203,084)	500 SF OFFICE	1,250 SF NEW OFFICE CHANGE IN SITE OF 0.02% ISR
PARKING	4 ADDITIONAL	NOT STRIPED PERVIOUS PARKING	NO CHANGE
SETBACKS NOT APPLICABLE DUE TO SIZE OF SITE AND LOCATION OF STRUCTURE. SEE PLANS FOR FULL SITE DATA TABLE.			

The site data table for the proposed development is shown above. At over nine acres, the setbacks are not of concern and coverages are not close to thresholds. Current setbacks are all compliant from any lot line for the proposed office. Parking is provided to staff around the office although it is not permanently striped there is ample space to accommodate staff vehicles.

SURROUNDING ZONING AND USES:

North: Military (M)
South: Atlantic Ocean
East: Military (M)
West: Atlantic Ocean

PROCESS:

Development Review Committee:	November 21 st , 2024
Tree Commission:	June 17 th , 2025
Planning Board:	September 18 th , 2025
HARC:	TBD
Tree Commission:	TBD
City Commission:	TBD
Local Appeal Period:	10 days
DEO Review:	Up to 45 days

DEVELOPMENT REVIEW COMMITTEE:

This application appeared at the November 21, 2024, Development Review Committee. Staff established that there are no major concerns.

LANDSCAPING (Code Chapter 108 Article VI)

The City of Key West Tree Commission considered the application for conceptual landscape plan approval at the June 17, 2025 meeting. The Commission approved the landscape plan to remove 1 Mahogany Tree, 2 Gumbo Limbo Trees, 1 Buttonwood Tree. Replacement of 39 caliper inches, FL #1 dicot or fruit tree(s) of choice of approved list.

CONCURRENCY FACILITIES AND OTHER UTILITIES OR SERVICES (CITY CODE SECTION 108-233)

Comprehensive Plan Objective 9-1.5 directs the City to ensure that public facilities and services needed to support development are available concurrent with the impacts of new development.

There are no anticipated impacts created by the proposed scope of work. The office is existing and being replaced in the same location with a larger building, the office is for staff only and no accessible to the public.

PUBLIC COMMENT

Staff have received no public comments as of September 10th, 2025. The applicant has not provided any letters in support or against the project as of September 10th 2025, however there are just two neighbors in the noticing vicinity. The US Navy Base, and the Division of State Lands.

RECOMMENDATION:

The project proposes a new office building that will provide improved working environment for staff and will not affect the visitor experience of guests to the park.

As per Sec. 108-94. - Review by staff. - "Each application for development plan approval shall be reviewed by the city planner and transmitted to the development review committee and other staff as may be designated by the city planner based upon the type of development proposed. The city planner shall review each application for compliance with land development regulations."

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board that the request for Minor Development Plan be **APPROVED** with the conditions listed below.

1. The proposed development shall be consistent with the plans dated January 10th, 2024 by Kyle M. M. Bechtelheimer, the landscape plans dated June 16th 2025 by Kyle M. Bechtelheimer; notwithstanding any revisions requested and recommended by staff. Construction drawings for permitting shall be dated as approved herein, with any proposed revisions (modifications) clearly noted. Development plan modifications that do not rise to the status of minor or major plan modifications may be approved by the city planner as per Section 108-91(c)(1). All modifications shall be submitted for review and approval to the Planning Department prior to building permit application. Minor and major development plan modifications are addressed pursuant to Section 108(c) of the City Code.
2. Final landscape plan approval is required from the Tree Commission or the Urban Forestry Manager prior to placement on the City Commission agenda.