



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Historic Architectural Review Commission

Tuesday, November 18, 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

Absent 1 - Commissioner Oropeza

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

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended to include the Add-On Discussion Item.

Administering the Oath by the Clerk of the Commission

Approval of Minutes

1 October 28, 2025

[Attachments:](#) [Minutes](#)

A motion was made by Commissioner Green, seconded by Commissioner Osborn, 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 to December 16, 2025:** 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 - Design](#)

This Item was Postponed to the December 16, 2025 meeting upon agenda approval.

- 3 **Request for Postponement by Applicant to December 16, 2025:** 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 December 16, 2025 meeting upon agenda approval.

- 4 **Request for Postponement by Staff to December 16, 2025:** 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 December 16, 2025 meeting upon agenda approval.

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

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

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

Absent: 1 - Commissioner Oropeza

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

New Business

- 6 New one-story wood frame residence on vacant lot and new pool at rear. Addition of solar panels on roof - **906 Williams Alley - T.S. Neal Architect, Seth Neal (C2025-0091)**

Attachments: [*Large Item* 906 Williams Alley](#)

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

Absent: 1 - Commissioner Oropeza

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

- 7 Renovations to contributing structure. Rear addition to main house, new pool, new pool deck, and new one-story accessory structure in rear of property. Demolition of rear wall of main structure to connect addition - **917 Center Street - Nautilus Drafting & Design Services (C2025-0092)**

Attachments: [*Large Item* 917 Center Street](#)

A motion was made by Commissioner Green, seconded by Commissioner Osborn, that the Item be Approved. The motion passed unanimously.

Subsequently, a motion was made by Commissioner Green, seconded by Commissioner Osborn, that the demolition of the of the rear facade be Approved with a single reading due to the minor extent of the demolition. The motion carried by the following vote:

Absent: 1 - Commissioner Oropeza

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

- 8 Renovations to contributing structure. Reconstruct rear shed roof addition with gable roof. New pool house, new pool, new pool deck, and site improvements. Demolition of non-historic rear cottage. Demolition of existing walkways and concrete stairs - **625 William Street - Justin Henika (C2025-0093)**

Attachments: [*Large Item* 625 William Street](#)

A motion was made by Commissioner Green, seconded by Commissioner Osborn, that the Item be Approved with the condition that the applicant reduce the height of the side entrance and obtain staff approval of the same. The motion carried by the following vote:

Absent - Commissioner Oropeza

No - Commissioner Moody & Commissioner Osborn

Yes - Commissioner Green, Commissioner Nations, Commissioner Perez & Chairman Burkee

Subsequently, a motion was made by Commissioner Green, seconded by Commissioner Nations, that the demolition be Approved with a single reading due to the main contributing roof not being demolished. The motion carried by the following vote:

Absent: 1 - Commissioner Oropeza

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

- 9 New one-story accessory structure in rear of property - **913 Terry Lane - Bender & Associates Architects (C2025-0094)**

Attachments: [*Large Item* 913 Terry Lane](#)

Chairman Burkee recused himself from this Item and left the dais.

Commissioner Moody made a motion to nominate Commissioner Green Chair Pro Tem for this Item, seconded by Commissioner Osborn. The motion passed unanimously.

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

Recuse: 1 - Chairman Burkee

Absent: 1 - Commissioner Oropeza

Yes: 5 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Osborn, and Commissioner Perez

10

Raising existing flat roof and extension of existing gable roof. Relocation of AC units and screening addition.
Demolition of existing flat roof - **1202 Simonton Street - Richard McChesney (C2025-0095)**

Attachments: [*Large Item* 1202 Simonton Street](#)

Chairman Burkee returned to the dais.

A motion was made by Commissioner Green, seconded by Commissioner Osborn, that the Item be Approved with the conditions that the proposed gable roof is reduced by 3" to 6", the air conditioner screening is louvered, painted white, and the applicant coordinate the height of the screening with staff. The motion passed unanimously.

Subsequently, a motion was made by Commissioner Green, seconded by Commissioner Osborn, that the demolition be Approved including the overhang currently impeding the City's ROW. The motion carried by the following vote:

Absent: 1 - Commissioner Oropeza

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

Action Item

11

Approve Proposed 2026 Meeting Dates

Attachments: [2026 Proposed Meeting Dates](#)

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

Absent: 1 - Commissioner Oropeza

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

Discussion Item

12

Rainbow Fences within the Historic District

Discussed

Public Comments

Commissioner Comments

Adjournment - 6:16 P.M.

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>BUNKER</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>NAME</i>	
MAILING ADDRESS <i>410 ALBELA ST.</i>		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 <i>KEY WEST</i>	COUNTY <i>Monroe</i>	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED <i>11.18.25</i>		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 equally 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 the reverse side 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 inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate 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 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 otherwise may participate 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 other side)

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, Harold Baker, hereby disclose that on November 18th, 20 25:

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

- ☒ 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 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:

Allocation of Award for Project.

Item #9 of ABEDA

11.18.25

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.