



## MEMORANDUM

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Date: July 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

CC: Patrick Wright, Growth Management Director

From: Taylor Brown, City Planner

Subject: **File ID# - Minor Development Plan – 601 Howard England Way  
(RE#00001630-000200)**

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### **Introduction**

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. The project has been slightly revised since Planning Board approval to add a pitched roof to comply with HARC. The project was recently approved by the HARC Commission with the new design.

### **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. One of these smaller office buildings is the proposed building to be demolished and replaced with a larger ADA compliant one-story office building.

### **Analysis:**

Staff determined the proposal is in compliance with the Minor Development Review criteria listed under Section 108-91(A)(1)(b). Planning staff and the Planning Board, as required by Chapter 108 of the City Code, reviewed the request for compliance with the Land Development Regulations and the Comprehensive Plan as detailed in the attached Planning Board staff report. The proposed minor development plan was reviewed by the Planning Board on September 18, 2025, whereby they recommended approval through Resolution No. 2025-047

A full planning staff analysis is available in the Planning Board staff report.

### **Procurement**

The proposal is not expected to incur any costs to the City, and no procurement activities are required.

### **Recommendation**

Based upon the criteria established by the Comprehensive Plan and the Land Development Regulations, the Planning Department recommends that the City Commission **APPROVE** the requested Minor Development Plan with the conditions recommended by Planning Board through Res No. 2025-047 and listed below.

1. The proposed development shall be consistent with the plans dated January 10<sup>th</sup>, 2024 with revisions dated April 15<sup>th</sup> 2026 by Kyle M. M. Bechtelheimer as approved by the Key West HARC Commission, and the landscape plans dated June 16<sup>th</sup> 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.