



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Meeting Agenda Full Detail

### Planning Board

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Thursday, September 18, 2025

5:00 PM

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

#### Roll Call

#### Pledge of Allegiance to the Flag

#### Approval of Agenda

#### Administering the Oath by the Clerk of the Board

#### Approval of Minutes

1 August 21, 2025

Attachments: [Minutes](#)

#### Old Business

2 **Text Amendment of the Land Development Regulations**  
- An Ordinance of the City of Key West, Florida to amend Chapter 90, entitled "Administration", Section 90-301 entitled "Enforcement Authority" of the Land Development Regulations; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

Attachments: [Staff Report](#)

[Draft Resolution](#)

Legislative History

8/21/25

Planning Board

Postponed

**New Business****3****Variance - 2015 Staples Avenue (RE# 00046820-000000)**

- Applicant requests a variance to the maximum required impervious surface ratio from the required 50% to the proposed 58%, maximum building coverage from the required 35% to the proposed 48.3% and minimum rear yard setback from the required 25 feet to 6 feet 2.5 inches to construct additional habitable space on the primary structure at an existing residential property located in the Single Family Zoning District (SF) pursuant to sections 90-395 and 122-238 of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Staff Report](#)

[Draft Resolution](#)

[Planning Package](#)

[Noticing Package](#)

[Letters of Support](#)

**4****Variance - 309 William Street (RE# 00003170-000000) -**

Applicant requests a variance to the maximum building coverage from the required 40% to the proposed 52%, minimum front yard setback from the required 10 feet to the proposed 8 feet, minimum rear yard setback from the required 15 feet to the proposed 5 feet, and minimum street side setback from the required 7 feet 6 inches to the proposed 5 feet to demolish and reconstruct an existing residential property located in the Historic Medium Density Residential Zoning District (HMDR) pursuant to sections 90-395 and 122-600 of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Staff Report](#)

[Draft Resolution](#)

[Planning Package](#)

[Noticing Package](#)

**5****Minor Development Plan - 601 Howard England Way**

**(RE# ~~000016300-000100~~ 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.

**Attachments:** [Staff Report](#)  
[Draft Resolution](#)  
[Planning Package](#)  
[Noticing Package](#)  
[Utilities Comments](#)  
[Keys Energy Comments](#)

**Legislative History**

11/21/24	Development Review Committee	Discussed
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6

**WITHDRAWN BY STAFF - Variance - 701 Palm Avenue (RE# 00001761-000000)** - A request for a variance to minimum parking requirements, to allow 5 proposed spaces in lieu of the 52 required spaces; to allow for redevelopment of a marina located within the Public and Semipublic Services (PS) zoning district; pursuant to section 90-395 and Article VII, Sec. 108-572 of the Code of Ordinances of the City of Key West, Florida.

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

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**Minor Development Plan, Conditional Use - 701 Palm Avenue (RE# 00001761-000000)** - A request for a minor development plan to construct a two-story commercial structure and a request for conditional use approval to allow for redevelopment of a marina with the construction of dry storage racks, located in the Public and Semipublic Services (PS) zoning district, pursuant to Section 108-91, Chapter 122, Article III and Article IV, Division 13 of the Land Development Regulations of the City of Key West, Florida.

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

[Keys Energy - Comments](#)[Utilities - Comments](#)**Legislative History**

6/26/25	Development Review Committee	Postponed
7/17/25	Development Review Committee	Postponed
8/28/25	Development Review Committee	Discussed

**8**

**Major Development Plan - 3201 Flagler Avenue (RE# 00052870-000100)** - A request for a major development plan approval to reconstruct a two-story mixed-use commercial and residential structure with landscape waivers on minimum landscape percentage, street frontage, interior, and perimeter landscaping on property located within the Limited Commercial (CL) Zoning District pursuant to Chapter 108, Section 108-91, and Article III through IX, Chapter 122, Article IV, Division 4, Subdivision II, and Section 122-28 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:** [Staff Report](#)[Draft Resolution](#)[Planning Package](#)[Noticing Package](#)**9**

**Transfer of Transient Unit and License - 525 Simonton Street (RE# 00009240-000000) - 117 Duval Street (RE# 00000530-000000)** - A Request to transfer one transient unit and license from a sender site located at 525 Simonton Street in the Historic Neighborhood Commercial (HNC-1) zoning district to a receiver site located at 117 Duval Street in the Historic Residential Commercial Core (HRCC-1) zoning district, pursuant to Section 122-1338, 122-1339, and 122-687 of the Land Development Regulations of the Code of Ordinance of Key West, Florida.

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

Legislative History

7/17/25

Development Review  
Committee

Discussed

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**Text Amendment of the Land Development Regulations**

- 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; establishing an Green Building fee for projects that do not achieve the required Green Building certification level, authorizing property owners and developers to pay a Green Building 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 green building fees generated through the green building program, and providing the uses for which the fees can be used; providing for severability; providing for an effective date.

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

Legislative History

8/21/25

Planning Board

Postponed

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**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, entitled "zoning", Article V, entitled "supplementary district regulations", Division 13, entitled "Tattoo Establishments," Section 122-1543, entitled "Separation Requirements,"; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

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

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**Text Amendment of the Land Development Regulations**

- A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission amending Chapter 122 Of The Land Development Regulations, entitled "Zoning", Article IV, entitled "Districts", Division 11 entitled "Historic Public And Semipublic Services District", establishing Subdivision IV, entitled "Historic Public And Semipublic Services District- 3"(HPS-3), to establish a new zoning category for the Historic Public And Semipublic Service District for Mallory Square, and providing amendments to Article IV, Division 1 entitled "Generally", Section 122-92, entitled "Future Land Use Map Designations And Zoning Districts", and Article V, entitled Supplementary District Regulations, Division 2 entitled "Uses", Section 122-1111, entitled "Table Of Land Use By Districts", Section 122-1112, entitled "Table Of Permitted And Conditional Commercial Retail Uses By Districts", And Division 3 entitled "Area Requirements", Section 122-1151, entitled "Size And Dimension"; Providing For Intent, Permitted Uses, Conditional Uses, Prohibited Uses, And Dimensional Requirements; Pursuant To Chapter 90, Article VI Section 90-521 Of The Land Development Regulations; Providing For Severability; Providing For Repeal Of Inconsistent Provisions; Providing For An Effective Date.

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

**Discussion Items**

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Saving and Holding BPAS Units

**Reports****Public Comment****Board Member Comment**

## Adjournment