

THE CITY OF KEY WEST
PLANNING BOARD
Staff Report

To: Chairman and Planning Board Members

From: Taylor Brown, Planning Director

Meeting Date: June 18th, 2026

Agenda Item: **Minor Development Plan - 2400 North Roosevelt Boulevard (RE# 00065220-000100)** A request for a Minor Development Plan to allow outdoor commercial activity, including approximately 3,300 square feet of pool deck, at a property located in the General Commercial (CG) zoning district, pursuant to Sections 108-91 and 122-416 through 122-445 of the Code of Ordinances of the City of Key West, Florida.

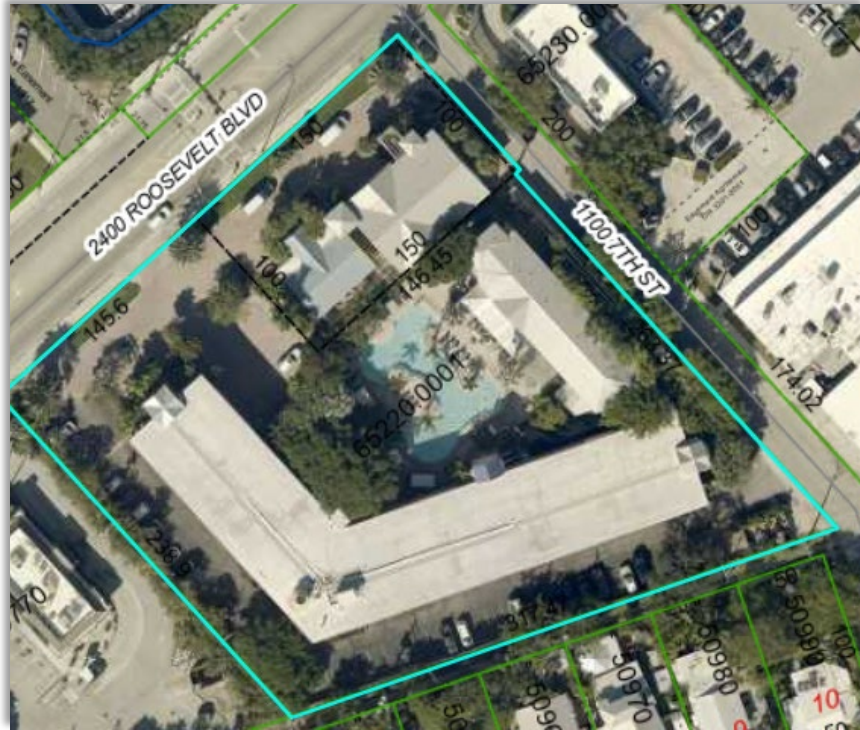
Request: This application proposes a minor development plan to add approximately 3,300 square feet of outdoor pool decking and associated outdoor commercial activity accessory to the existing hotel use.

Applicant: Richard Choate, SCNZ Architecture

Property Owner: RLJ II – F Key West, LLC

Location: 2400 North Roosevelt Boulevard (RE# 00065220-000100)

Zoning: General Commercial (CG)



Background and Analysis

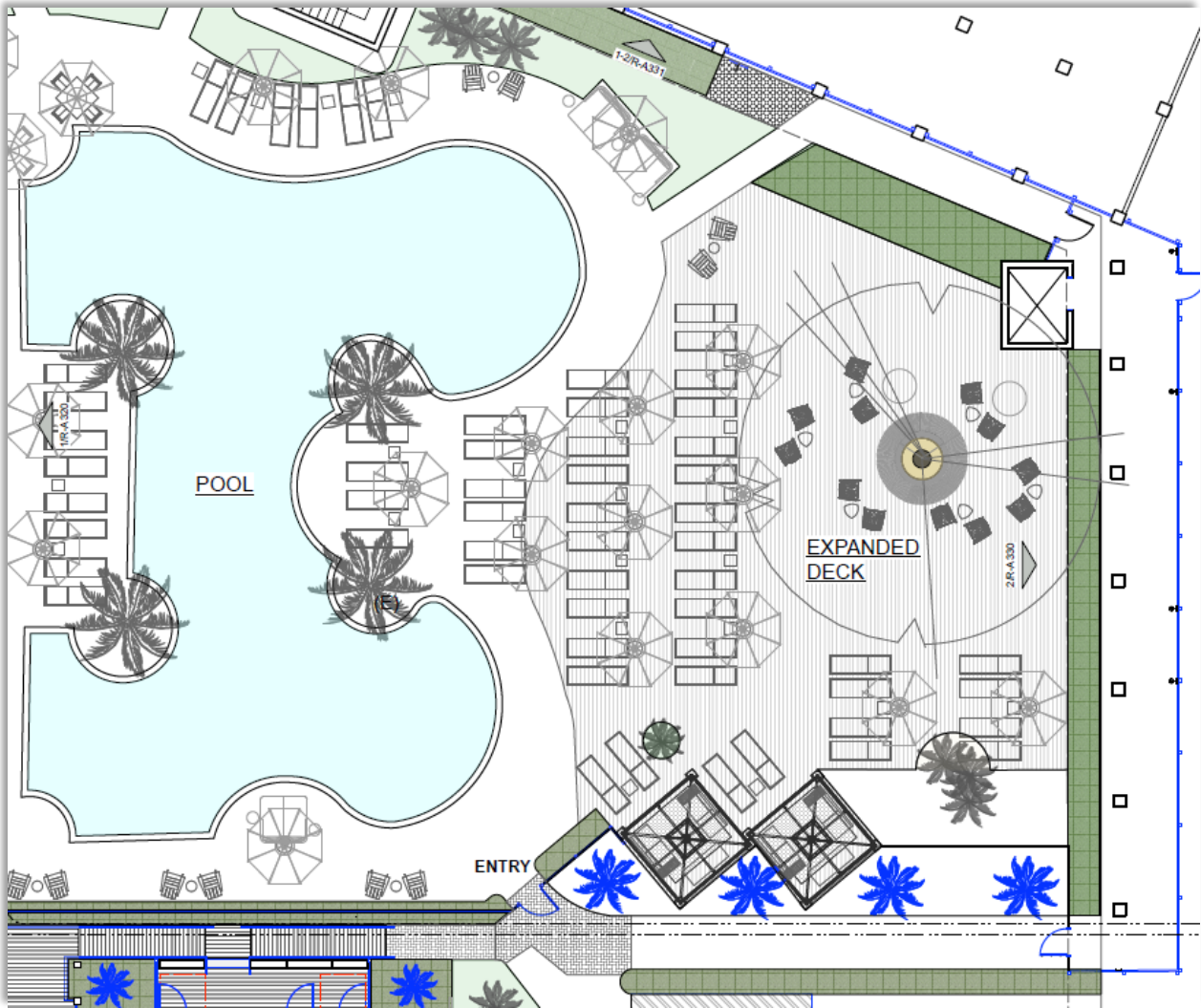
The subject property, located at 2400 North Roosevelt Boulevard (RE#00065220-000100), is improved with an existing hotel. The property is situated primarily within the General Commercial (CG) zoning district. The proposed addition consists of approximately 3,300 square feet of outdoor decking. Section 108-91(B)(1)(c), of the code provides that outside of the historic district, a Minor Development Plan is required for the addition or reconstruction of 1,000 to 4,999 square feet of outdoor commercial activity. Because the proposed deck will be utilized for outdoor commercial activity accessory to the hotel and restaurant operations, the project qualifies as a Minor Development Plan pursuant to Section 108-91(B)(1)(c).

The hotel is undergoing a change in ownership, and the new owners are proposing comprehensive cosmetic renovations along with several ADA improvements. The project includes expanding the existing pool deck with approximately 3,300 square feet of elevated composite decking to better accommodate guests from the 106 guestrooms. Additional upgrades include new wayfinding signage, a new ADA-compliant ramp and modified Lanai decking at the Pool Suites, reconfigured ADA parking spaces at the front of the property, a new passenger loading zone, and a new sidewalk connecting the parking area to the main lobby entrance.

The existing pool bar will remain in place, while the existing hotel restaurant is proposed to undergo operational enhancements in conjunction with the property renovations.

Proposed Development:

Proposed Detailed Additional pool deck including existing deck on the left.

**Surrounding Zoning and Uses:**

North: CG – General Commercial / CM – Conservation Mangroves

East: CG – General Commercial

South: SF - Single Family

West: CG – General Commercial

Process:

Development Review Committee:

May 21st, 2026

Tree Commission Meeting

(Conceptual landscape plan & tree removal approval):

December 9th, 2025

Planning Board Meeting:	June 18 th , 2026
Tree Commission Meeting	
(Final landscape plan approval):	TBD
Local Appeal Period:	10 Days
Planning renders to DOC for review:	Up to 45 days

Landscaping (Code Chapter 108, Article VI)

The item was heard and passed at the December 9th Tree Commission Meeting. The Tree Commission unanimously approved the Landscape Plan, to remove (1) Mahogany Tree & (3) Gumbo Limbo Trees.

A condition of approval was provided that the applicant must collaborate with Urban Forestry on species and location of replacement trees to satisfy the 35.1 Caliper Inches of mitigation.

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. The analysis considers potable water, sanitary sewer, solid waste, drainage, vehicle trip generation and recreation. City Code Section 94-36 requires a concurrency review determination to be made concerning the proposed development. Staff determined that public facilities are expected to accommodate the proposed development at the adopted level of service (LOS) standards. Staff finds that the project meets the adopted level of service standards pursuant to Sec. 108-233

The proposed improvements are not anticipated to significantly increase the number of daily visitors, but rather to enhance the experience of existing patrons. The additional pool decking is intended to add additional space to be able to accommodate every existing guest room at the hotel. The number of anticipated guests is not expected to change as no new rooms are being built.

RECOMMENDATION

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 a Minor Development Plan be **APPROVED** with the conditions listed below.

General conditions:

1. The proposed development shall be consistent with the plans included in the application dated March 30th, 2026 by R. Sean Sullivan.