



MEMORANDUM

Date: May 6, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso, City Manager

From: Katie P. Halloran, Director, Planning Department

Subject: **File #25-3508 - Text Amendment of the Land Development Regulations** – An ordinance of the City Commission of the City of Key West, Florida amending Land Development Regulations Chapter 122, Division 5 entitled 'Specific Use Regulation' Subdivision IV entitled 'Home Occupations', Sections 122-1306 entitled 'Conditions' and 122-1307 entitled 'Issuance of Permit'; providing that the Chief Licensing Official shall have the administrative responsibility to review, process and issue Home Occupation permits; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

Introduction

Chapter 122, Division 5, Subdivision IV of the Land Development Regulations regulates permitting for home occupations, i.e. home-based businesses. It currently states that applications for home occupation permits shall be submitted to and approved by the Chief Building Official. Except for building permits, most regulatory licenses and permits at the City of Key West are processed and issued by the Chief Licensing Official. This amendment would modify Sections 122-1306 and 122-1307 to reassign the duty to issue home occupation licenses from the Chief Building Official to the Chief Licensing Official to better align with the functions of City departments.

Background

The proposed ordinance was proposed by the Code Enforcement Department, drafted in coordination with the Legal Department, and sponsored by the City Manager pursuant to Sec. 90-518 of the Code of Ordinances.

Procurement

This action will not result in expenditures for the City.

Recommendation

The Planning Board recommends that the City Commission **approve** this draft ordinance as indicated through Resolution 2025-020.

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends that proposed text amendment to the Land Development Regulations be **approved** by the City Commission.

Exhibits:

Exhibit A – Draft Ordinance