



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Historic Architectural Review Commission

Tuesday, December 16, 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 Osborn

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

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended, to include Postponement of Discussion Item 12 to January 27, 2026.

Administering the Oath by the Clerk of the Commission

Approval of Minutes

1 November 18, 2025

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

A motion was made by Commissioner Green, seconded by Commissioner Moody, 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 Staff to January 27, 2026:** 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 January 27, 2026 meeting upon agenda approval.
- 3 **Request for Postponement by Staff to January 27, 2026:** 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 January 27, 2026 meeting upon agenda approval.
- 4 **Request for Postponement by Applicant to January 27, 2026:** 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 January 27, 2026 meeting upon agenda approval.

New Business

- 5 Renovations to rear historic addition. New covered wood deck, stairs, and brick pavers in rear. Demolition of existing non-historic rear balcony, deck, and pavers. - **412 Elizabeth Street - Serge Mashtakov, PE (C2025-0096)**

Attachments: [*Large Item* 412 Elizabeth Street](#)

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

Subsequently, a motion was made by Commissioner Green, seconded by Commissioner Perez, that the demolition be Approved. The motion carried by the following vote:

Absent: 1 - Commissioner Osborn

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

- 6 New monument sign at hotel entrance located at intersection of Duval Street and Wall Street - **0 Duval Street - Johan Amneus (C2025-0097)**

Attachments: [*Large Item* 0 Duval Street](#)

Commissioner Perez recused himself from this Item and left the dais.

A motion was made by Commissioner Moody, seconded by Commissioner Nations, that the Item be Approved with the condition that staff confirms that setback requirements are met with the final design. The motion carried by the following vote:

Recuse: 1 - Commissioner Perez

Absent: 1 - Commissioner Osborn

Yes: 5 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, and Chairman Burkee

- 7 New two-story accessory structure, roof modifications to the existing hip and flat roofs, and new gable roof cover over side entry door. Demolition of existing accessory structure and partial demolition of hip and flat roofs to accommodate new design - **1301 Whitehead Street - Peter Janker (C2025-0098)**

Attachments: [*Large Item* 1301 Whitehead Street](#)

Commissioner Perez returned to the dais.

This Item was Withdrawn by the Applicant.

- 8 New metal pergola in rear at pool deck - **719 Poorhouse Lane - T.S. Neal Architects, Seth Neal (C2025-0099)**

Attachments: [*Large Item* 719 Poorhouse Lane](#)

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

Absent: 1 - Commissioner Osborn

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

- 9 Renovations, relocation and elevation of contributing structure. New one-story rear addition, pool, pool deck, wood pergola, and site improvements. Demolition of historic rear porch, shed roof addition, and non-historic front porch - **624 United Street - T.S. Neal Architects, Seth Neal (C2025-0100)**

Attachments: [*Large Item* 624 United Street](#)

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

Subsequently, a motion was made by Commissioner Green, seconded by Commissioner Perez, that the demolition be Approved and moved to second reading. The motion carried by the following vote:

Absent: 1 - Commissioner Osborn

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

- 10 Renovations and relocation of contributing structure, new side deck, new gable roof over rear non-historic addition, and site improvements. Elevation of structure by 1' above existing finished floor. Demolition of exterior staircase, rear shed roof, concrete walkways, and cistern - **1428 Virginia Street - Nautilus Drafting & Design Services (C2025-0104)**

Attachments: [*Large Item* 1428 Virginia Street](#)

A motion was made by Commissioner Moody, seconded by Commissioner Perez, that the Item be Approved with the condition that the proposed sliding glass door is replaced with a 6-foot Divided Lite French door. The motion passed unanimously.

Subsequently, a motion was made by Commissioner Moody, seconded by Commissioner Perez, that the demolition be Approved. The motion carried by the following vote:

Absent: 1 - Commissioner Osborn

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

Discussion Items

- 11 Memo for Rainbow fences in the historic district

Attachments: [Memo for Rainbow Fences](#)

Discussed

- 12 Window replacements in the historic district

Attachments: [Memo for Windows in Historic District](#)
[HARC Windows public comment.pdf](#)

This Item was Postponed to the January 27, 2026 meeting upon agenda approval.

Public Comments

Commissioner Comments

Adjournment - 6:41 P.M.

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

LAST NAME—FIRST NAME—MIDDLE NAME Perez, Allen	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HARC
MAILING ADDRESS 1010 KAWOOD DRIVE, SUITE 202	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 Kuy West	COUNTY MONROE
DATE ON WHICH VOTE OCCURRED 12/16/25	NAME OF POLITICAL SUBDIVISION: 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 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 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 would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a 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 (CRAs) 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 are not prohibited by Section 112.3143 from otherwise participating 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 page 2)

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, Allen Perez, hereby disclose that on 12/16, 20 25:

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

- ☒ 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 subsidiary, or sibling 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:

Item No. 6 - ZERO DUAL MONUMENT SIGN

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

12/16/25

Signature

[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.