City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Planning Board

Thursday, March 12, 2026 | **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.

A motion was made by Mr. Garcia, seconded by Ms. Compton, to appoint Mr. Browning Chairman Pro Tem for this meeting. The motion passed unanimously.

Call Meeting To Order - 5:00 P.M.

Roll Call

Absent 2 - Mr. Varela, and Chairman Batty

Present 5 - Mr. Browning, Ms. Compton, Mr. Garcia, Mr. Warren, and Mr. Wiggins

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended.

Administering the Oath by the Clerk of the Board

Approval of Minutes

1 February 19, 2026

Attachments: Minutes

A motion was made by Mr. Warren, seconded by Ms. Compton, that the Minutes be Approved. The motion passed by unanimous vote.

Old Business

2 **After-The-Fact Variance - 712 Eaton Street (RE# 00006090-000000)** - Applicant requests a variance to the required accessory rear yard setback from the required 5 feet to the proposed 0 feet 0 inches to move a pavilion that is currently 2 feet 4 inches over the property line at 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 Packet
Noticing Packet

A motion was made by Mr. Garcia, seconded by Ms. Compton, that the Board finds that the Applicant has failed to demonstrate all the standards of code Section 90-395 (A) and that the application be Denied. The motion carried by the following vote:

Absent: 2 - Vice Chair Varela, and Chairman Batty

Yes: 5 - Mr. Browning, Ms. Compton, Mr. Garcia, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2026-08

New Business

3 **Minor Development Plan - 1010 Windsor Lane (RE# 00030040-000000)** - A request for a minor development plan approval for a one story rear addition of an existing sanctuary building more commonly known as the “Basilica of St. Mary Star of the Sea” located at 1010 Windsor Lane within the Historic Public Services (HPS) zoning district pursuant to Sections 108-91 and 122-956 through 122-965 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
Keys Energy - Comment
Multimodal - Comment

A motion was made by Mr. Garcia, seconded by Ms. Compton, that the Minor Development Plan be Approved (as presented with conditions outlined in the Staff Report). The motion carried by the following vote:

Absent: 2 - Vice Chair Varela, and Chairman Batty

Yes: 5 - Mr. Browning, Ms. Compton, Mr. Garcia, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2026-09

4 **Transfer of Transient ~~Unit &~~ License - 719 South Street (RE# 00038260-000000) to 1128-1130 Duval Street (RE# 00027950-000000)** - A request to transfer one transient license from a property located at 719 South Street in the Historic Residential Office (HRO) zoning district to a mixed-use property located at 1128-1130 Duval Street in the Historic Residential Commercial Core - 1 (HRCC-1) zoning district, pursuant to Sections 122-1336 through 122-1370 of the Land Development Regulations of the City of Key West, Florida.

Attachments: Staff Report
Draft Resolution
Planning Package
Noticing Package
Keys Energy - Comment
Multimodal - Comment

A motion was made by Mr. Garcia, seconded by Mr. Warren, that the Planning Resolution be approved as presented and with the conditions as outlined in the Staff Report. The motion carried by the following vote:

Absent: 2 - Vice Chair Varela, and Chairman Batty

Yes: 5 - Mr. Browning, Ms. Compton, Mr. Garcia, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2026-10

5 **Variance - 1507 18th Street (RE # 00071390-000000)** - A request for a variance to maximum building coverage, in order to construct a rear yard accessory structure on a property located within the Single-Family Residential (SF) Zoning District pursuant to Sections 90-395 and 122-238(4)a of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: Staff Report
Draft Resolution
Planning Packet
Noticing Packet
Neighbor Consent Letter

A motion was made by Mr. Garcia, seconded by Mr. Wiggins, that the Board finds that all the standards set forth in code Section 90-395(A) have been met by the Applicant, that the Applicant has demonstrated a "Good Neighbor Policy" and that the Variance (exception) be Granted subject to the conditions as outlined in the Staff Report. The motion carried by the following vote:

No: 2 - Ms. Compton, and Mr. Warren

Absent: 2 - Vice Chair Varela, and Chairman Batty

Yes: 3 - Mr. Browning, Mr. Garcia, and Mr. Wiggins

Enactment No: PB Resolution 2026-11

6 **Variance - 1401 Albury Street (RE# 00024210-000000)** - Applicant requests a variance to the minimum required rear yard setback and maximum required building coverage to add an addition to the rear of the property at an existing residential property located in the Historic Medium Density 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 Packet
Noticing Packet

A motion was made by Ms. Compton, seconded by Mr. Warren, that this Item be Postponed to April 16, 2026. The motion carried by the following vote:

Absent: 2 - Vice Chair Varela, and Chairman Batty

Yes: 5 - Mr. Browning, Ms. Compton, Mr. Garcia, Mr. Warren, and Mr. Wiggins

7 **Variance - 1402 Virginia Street (RE# 00034220-000000)**
- Applicant requests a variance to the minimum required side setback to enclose a porch at an existing residential property located in the Historic Medium Density 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 Packet
Noticing Packet

A motion was made by Ms. Compton, seconded by Mr. Wiggins, that the Board finds that all the standards set forth in code Section 90-395(A) have been met by the Applicant, that the Applicant has demonstrated a "Good Neighbor Policy" and that the Variance (exception) be Granted subject to the conditions as outlined in the Staff Report. The motion carried by the following vote:

No: 1 - Mr. Warren

Absent: 2 - Vice Chair Varela, and Chairman Batty

Yes: 4 - Mr. Browning, Ms. Compton, Mr. Garcia, and Mr. Wiggins

Enactment No: PB Resolution 2026-12

Reports

Public Comment

Board Member Comment

Adjournment - 6:02 P.M.