



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Planning Board

Thursday, July 17, 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 - 5:01 P.M.

Roll Call

Absent 1 - Chairman Batty

Present 6 - Mr. Browning, Mr. Garcia, Mr. Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended

Approval of Minutes

1 May 29, 2025 (Special)

Attachments: [Minutes](#)

A motion was made by Mr. Wallace, seconded by Mr. Browning, that the Minutes be Approved. The motion passed by unanimous vote.

New Business

2

Conditional Use - 1023-1025 White Street (RE# 00033820-000100) - A request for conditional use approval to allow a change in use from commercial retail to educational institution, located in the Historic Neighborhood Commercial - 1 Truman/Simonton (HNC-1) zoning district, pursuant to Chapter 122, Article III and Section 122-808 of the Land Development Regulations of the City of Key West, Florida.

Attachments: [Staff Report](#)
[Draft Resolution](#)
[Planning Package](#)
[Noticing Package](#)
[Public Comment - Support](#)
[Applicant Presentation](#)

A motion was made by Mr. Browning, seconded by Mr. Wallace, that the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved subject to conditions as outlined in the Staff Report. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-28

Old Business

3

Variance - 2400 North Roosevelt Boulevard

(RE#00065220-000100) - Applicant seeks a parking variance to accomodate the addition of 10 golf cart rentals at an existing hotel located in the General Commercial (CG) zoning district, pursuant to Sections 108-572 and 90-395 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](#)

A motion was made by Mr. Garcia, seconded by Mr. Browning, 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: 1 - Chairman Batty

Yes: 5 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, and Mr. Wiggins

Enactment No: PB Resolution 2025-29

4

Conditional Use - 2400 North Roosevelt Boulevard (RE#00065220-000100) - Applicant seeks a conditional use permit to allow for the addition of ten (10) golf cart rentals to a small recreational power-driven equipment rental operation located at an existing hotel located in the General Commercial (CG) zoning district, pursuant to Sections 122-418 and 122-62 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](#)
[Applicant Email Addressing MultiModal Comments](#)

A motion was made by Mr. Garcia, seconded by Mr. Browning, that the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved subject to conditions as outlined in the Staff Report. The motion carried unanimously.

At the end of the meeting and at the request of the representative, Mr. Browning made a motion, seconded by Mr. Wallace, to re-consider the item and conditions. That motion carried with Mr. Warren voting No and Messrs. Browning, Garcia, Wallace, Wiggins, and Chair Varela voting Yes.

A motion was then made by Mr. Wallace, seconded by Mr. Browning, that the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved subject to conditions as outlined in the Staff Report but striking Condition #2 - requiring electric golf carts.

The motion carried by the following vote:

No: 1 - Mr. Warren

Absent: 1 - Chairman Batty

Yes: 5 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, and Mr. Wiggins

Enactment No: PB Resolution 2025-30

5

Final Determination of Award for Year 12 Building Permit Allocation System (BPAS) Applications pursuant to Sections 108-995 and 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [BPAS Staff Report - Year 12](#)
[Draft Resolution](#)
[Supplemental Memo to PB June 10th 2025](#)
[Final Ranking](#)
[510 Southard Final Planning Package](#)
[1114 White Street Final Planning Package](#)
[5555 College Rd Affordable Final Package](#)
[5555 College Rd Market Rate Final Planning Package](#)
[Presentation](#)

A motion was made by Mr. Wallace, seconded by Mr. Warren, that the Planning Resolution be Approved as set forth by staff. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-31

New Business - Cont'd

6

WITHDRAWN BY APPLICANT - Conditional Use - 601 Fleming Street (RE# 00006350-000000) - Applicant seeks a conditional use to allow for the interior remodel of a commercial space to open a proposed coffee shop (restaurant) located in the Historic Neighborhood Commercial (HNC-1) zoning district, pursuant to Section 122-62, Section 122-836 through Section 122-808 and Section 108-573 of the City of Key West Land Development Regulations.

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

Withdrawn

7

Minor Development Plan - 601 Howard England Way (~~RE#000016300-000100~~)(RE# 00001630-000100) - A request for a Minor Development Plan to demolish and reconstruct a new, larger visitor center at Fort Zachary Taylor State Park located in the Historic Public and Semipublic Services (HPS) zoning district, pursuant to Section 108-91 of the Land Development Regulations of the City of Key West, Florida.

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

A motion was made by Mr. Browning, seconded by Mr. Warren, that the Minor Development Plan be Approved. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-32

8

Variance - 3820 N Roosevelt Boulevard (RE# 00065530-000000) - A request for a variance to hotel minimum parking requirements to allow for the replacement of existing parking spaces with pickle ball courts on property located within the General Commercial (CG) Zoning District pursuant to Sections 90-395 and 108-572 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](#)
[Presentation](#)

A motion was made by Mr. Garcia, seconded by Mr. Browning, 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: 1 - Chairman Batty

Yes: 5 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, and Mr. Wiggins

Enactment No: PB Resolution 2025-33

9

WITHDRAWN - Variance - 1619 Atlantic Boulevard (RE# 00061590-000000) - A request for a variance to allow a reduction of the rear setback from the required 25 feet to a proposed 13’5” for a rear bathroom addition to an existing single family home, on property located within the Single-family Residential District (SF) Zoning District pursuant to Chapter 122, Article IV, Division 3, Subdivision III, Sec. 122-238 and Sec. 90-395 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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

Withdrawn

10

Variance - 1119 Varela Street (RE# 00032850-001000) -

Applicant requests a variance to the maximum required impervious surface ratio from the required 60% to the proposed 71% and minimum open space from the required 35% to the proposed 29% to construct a pool 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 Package](#)
 [Noticing Package](#)

A motion was made by Mr. Browning, seconded by Mr. Wallace, 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: 1 - Chairman Batty

Yes: 5 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, and Mr. Wiggins

Enactment No: PB Resolution 2025-34

11

Conditional Use - 207 Petronia Street (RE# 00013740-000000) - Applicant seeks a conditional use to allow for the continued operation and expansion of seating area of a restaurant located in the Historic Neighborhood Commercial (HNC-3) zoning district, pursuant to Sections 122-62 and 122-868 of the City of Key West Land Development Regulations.

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

A motion was made by Mr. Browning, seconded by Mr. Garcia, to postpone the item to August 21, 2025. After discussion, those motions were withdrawn.

Then, a motion was made by Mr. Warren, seconded by Mr. Browning, that the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved subject to conditions as outlined in the Staff Report. The motion carried by the following vote:

No: 2 - Mr. Browning, and Mr. Garcia

Absent: 1 - Chairman Batty

Yes: 4 - Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-35

12

Transfer of a Transient Unit and License - 623-627 Truman Avenue (RE# 00018400-000000, 00018390-000000) / 1128-1130 Duval Street (RE# 00027950-000000) - A request to transfer two transient units and licenses from a sender site located at 623-627 Truman Avenue (RE# 00018400-000000, 00018390-000000) in the Historic Neighborhood Commercial (HNC-1) zoning district to a receiver site located at 1128-1130 Duval Street (RE# 00027950-000000) in the Historic Residential Commercial Core - 3 (HRCC-3) zoning district, pursuant to Section 122-1338, 122-1339, and 122-747 of the Land Development Regulations of the Code of Ordinance of Key West, Florida.

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

A motion was made by Mr. Wallace, seconded by Mr. Warren, that special conditions exist at the receiver site to allow for two rooms and the transfer is Approved. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-36

Meeting went into Recess - 6:48 P.M.

Meeting Reconvened - 6:55 P.M.

13

Major Development Plan & Conditional Use - 1620

Truesdale Ct (RE# 00064740-000000) - A request for a Major Development Plan and Conditional Use to allow for the construction of an approximately 8,600 square-foot structure to accommodate assisted living at property located at 1620 Truesdale Court in the Medium Density Residential - 1 zoning district, pursuant to Sections 108-91, 122-62, and 122-278 of the Land Development Regulations of the City of Key West.

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

A motion was made by Mr. Browning, seconded by Mr. Wallace, that the Major Development Plan be Approved and the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved subject to conditions as outlined in the Staff Report. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-37

14

Conditional Use - 1019 White Street (RE# 00033810-000000) - A request for conditional use approval to allow an increase in seating from 50 to 75 seats at an existing restaurant, located in the Historic Neighborhood Commercial - 1 Truman/Simonton (HNC-1) zoning district, pursuant to Chapter 122, Article III and Section 122-808 of the Land Development Regulations of the City of Key West, Florida.

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

A motion was made by Mr. Warren, seconded by Mr. Garcia, that the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved subject to conditions as outlined in the Staff Report. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-38

15

Variance - 1605 N Roosevelt Boulevard (RE# 00023280-000100) - A request for a variance to minimum parking requirements to allow for the expansion of a food service establishment on property located within the General Commercial (CG) Zoning District pursuant to Sections 90-395, 108-572, and 108-575 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](#)

A motion was made by Mr. Wallace, seconded by Mr. Wiggins, 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:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-39

16

Alcohol Sales Special Exception - 325 Duval Street (RE#00004320-000000) - A request for a special exception to add the sale of alcohol at an existing hotel in the Historic Residential Commercial Core - 1 Duval Street Gulfside District (HRCC-1) zoning district pursuant to Chapter 18 (Businesses), Article II (Alcoholic Beverages), Division I (Generally) 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](#)

A motion was made by Mr. Wallace, seconded by Mr. Garcia, that the Board finds that all the standards set forth in code Section 18-28 B (2) have been met by the Applicant, that the Applicant has demonstrated a "Good Neighbor Policy" and that the Alcohol Sales Special Exception be Granted subject to conditions as outlined in the Staff Report with an additional condition that a placard be posted so that exiting patrons will be warned of the City's open container ordinance - language to be approved by the City Attorney. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-40

17

Conditional Use - 325 Duval St (RE# 00004320-000000)

- A request for conditional use approval to allow alcohol sales from a portable service cart, located in the Historic Residential Commercial Core - 1 Duval Street Gulfside (HRCC-1) zoning district, pursuant to Chapter 122, Article III and Section 122-688 of the Land Development Regulations of the City of Key West, Florida.

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

A motion was made by Mr. Wallace, seconded by Mr. Browning, that the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved subject to conditions as outlined in the Staff Report with amending Condition #1 from 5 feet to 10 feet set-back from property line for the beverage cart and with an additional condition that a placard be posted so that exiting patrons will be warned of the City's open container ordinance - language to be approved by the City Attorney. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-41

18

Variance - 1709 Washington Street (RE# 00043100-000000) - Applicant requests a variance to the required rear yard setback from the required 25 feet to the proposed 18 feet 10 inches to ~~construct a pool at~~ enclose an exterior porch for interior habitable space 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](#)

A motion was made by Mr. Browning, 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: 1 - Chairman Batty

Yes: 5 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, and Mr. Wiggins

Enactment No: PB Resolution 2025-42

19

**Variance - 612 Petronia Street, 2 (RE#-
0001637000-000000)-(RE# 00016370-000000)** - Applicant requests a variance to the required front, side, and rear setbacks to reconstruct a single-family dwelling at a property located in the Historic High Density Zoning District (HHDR) pursuant to sections 90-395 and 122-630 of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Staff Report](#)
[Draft Resolution](#)
[Planning Package](#)
[Noticing Package](#)
[Letter of Support - T.Whymys](#)

A motion was made by Mr. Browning, seconded by Mr. Wallace, 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 (Condition #1 amended with correct seal date of July 2, 2025) with the understanding regarding Condition #2 that any change to mass/scale would mean the project would not need to go back before HARC. The motion carried by the following vote:

Absent: 1 - Chairman Batty

Yes: 6 - Mr. Browning, Mr. Garcia, Vice Chair Varela, Mr. Wallace, Mr. Warren, and Mr. Wiggins

Enactment No: PB Resolution 2025-43

Reports

20

Variance Tracking Report

Attachments: [Staff Report](#)

Received and Filed

Public Comment

Board Member Comment

Adjournment - 7:54 P.M.