



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Planning Board

Thursday, December 18, 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 - Mr. Browning

Present 6 - Ms. Compton, Mr. Garcia, Mr. Varela, Mr. Warren, Mr. Wiggins, and Chairman Batty

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended.

Approval of Minutes

1 November 20, 2025

Attachments: [Minutes](#)

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

Old Business

2

**REQUEST FOR POSTPONEMENT BY APPLICANT TO
JANUARY - 2827 Harris Avenue (RE# 00067390-000000) -**
A request for an after the fact variance to maximum building coverage requirements to allow for the renovation of a single family home at a property located in the Single Family (SF) Zoning District pursuant to Sections 90-395, 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 Package](#)
[Noticing Package](#)
[Applicant Presentation](#)
[Applicant Letter](#)
[Letters of Support](#)
[Letter of Objection](#)

Withdrawn by Applicant.

3

Variance - 1208 Virginia Street (RE# 00033940-000000) -

Applicant requests a variance to the minimum required ~~accessory rear yard setback, accessory side yard setback,~~ and minimum open space requirement in order to build a pool at a property located in the Historic Medium Density Residential (HMDR) zoning district, pursuant to Sections 90-395, 122-600, 108-346, and 122-1185 of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Staff Report](#)

[Draft Resolution](#)

[Planning Package](#)

[Noticing Package](#)

[Letter of Objection](#)

[Letter of Support- Faustos](#)

A motion was made by Mr. Varela, seconded by Mr. Wiggins, that the Item be Postponed until the January 15, 2026 meeting. The motion passed by unanimous vote.

4

Variance - 906 Packer Street (RE# 00021550-000100) -

Applicant requests a variance to the minimum required front yard setback and both side yard setback requirements in order to build a second story addition within the setbacks at a property located in the Historic High Density Residential (HHDR) zoning district, 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](#)[Life Safety Update](#)

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:

Absent: 1 - Mr. Browning

Yes: 6 - Ms. Compton, Mr. Garcia, Vice Chair Varela, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-57

5

WITHDRAWN BY STAFF - Variance - 626 Samaritan Lane

(RE# 00016170-000000) - Applicant requests a variance to the minimum rear yard setback requirement in order to allow for the construction of an addition over the existing structure at an existing residential property located in the Historic Residential Office (HRO) Zoning District pursuant to Sections 90-395, 122-32, and 122-926 through 122-955 of the Code of Ordinances of the City of Key West, Florida.

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

Withdrawn

6

REQUEST FOR POSTPONEMENT BY STAFF - Text

Amendment of the Land Development Regulations - A
resolution of the City of Key West Planning Board
recommending an Ordinance to the City Commission to
amend the Land Development Regulations Chapter 2,
entitled "Administration", Article VIII, entitled "City Property",
Division 3, entitled "Real Property Disposition," Section
2-940, entitled "Summary Procedure," to allow for increased
administrative authority over the approval for easements at
the staff level; pursuant to sections 90-486 through 90-585
of the Land Development Regulations of the City of Key
West, Florida.

Postponed to January 15, 2026.

7

Text Amendment of the Comprehensive Plan - A

Resolution of the City of Key West Planning Board
recommending an Ordinance to the City Commission to
amend Comprehensive Plan Chapter 1, Future Land Use,
Objective 1-1.1, "Future Land Use Map" and the map in
Policy 1-1.1.4; and Table 1-1.1.5 to add an additional zoning
subcategory in the Historic Public & Semipublic Future Land
Use District, and Policy 1-1.1.10: "Allowed Uses in Historic
Public and Semi-Public"; pursuant to Section 90-555 of the
Land Development Regulations of the City of Key West,
Florida.

Attachments:[Staff Report](#)[Draft Resolution](#)[Letter of Support](#)[Letter of Opposition - Cates](#)

Mr. Varela recused himself from Items 7, 8 & 9 and left the dais.

**A motion was made by Mr. Garcia, seconded by Ms. Compton, that the
Planning Resolution be Approved. The motion carried by the following vote:**

No: 1 - Chairman Batty

Recuse: 1 - Vice Chair Varela

Absent: 1 - Mr. Browning

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

Enactment No: PB Resolution 2025-58

8

Text Amendment of the Land Development Regulations -

A resolution of the Planning Board of the City of Key West recommending an Ordinance, amending Land Development Regulation Chapter 122, entitled "Zoning", Article IV, entitled "Districts", Division 11, entitled "Historic Public and Semipublic Services District", establishing Subdivision IV, entitled "Historic Public and Semipublic Services District - 3" to establish a new zoning category for the Historic Public and Semipublic Service District for Mallory Square, pursuant to Section 90-522 of the Land Development Regulations of the City of Key West, Florida.

Attachments: [Staff Report](#)

[Draft Resolution](#)

[Letter of Opposition - Cates](#)

A motion was made by Mr. Warren, seconded by Ms. Compton, that the Planning Board Resolution be Approved. The motion carried by the following vote:

No: 1 - Chairman Batty

Recuse: 1 - Vice Chair Varela

Absent: 1 - Mr. Browning

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

Enactment No: PB Resolution 2025-59

9

Amendment to the Official Zoning Map - A resolution of the Planning Board of the City of Key West recommending an Ordinance amending the Official Zoning Map to establish a new zoning category for the Historic Public and Semipublic Service District for Mallory Square, pursuant to Section 90-521 of the Land Development Regulations of the City of Key West Florida.

Attachments: [Staff Report](#)

[Draft Resolution](#)

[Letter of Support](#)

[Letter of Opposition - Cates](#)

A motion was made by Ms. Compton, seconded by Mr. Garcia, that the Planning Board Resolution be Approved. The motion carried by the following vote:

Recuse: 1 - Vice Chair Varela

Absent: 1 - Mr. Browning

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

Enactment No: PB Resolution 2025-60

New Business

10

Variance - 304 Truman Avenue (RE# 00025580-000000) -

Applicant requests a variance to the maximum required building coverage to renovate a historic contributing structure located in the Historic Medium Density Residential (HMDR) zoning district, pursuant to Section 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](#)

[Letter of Support](#)

Mr. Varela returned to the dais.

A motion was made by Mr. Varela, seconded by Mr. Garcia, 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.

Absent: 1 - Mr. Browning

Yes: 6 - Ms. Compton, Mr. Garcia, Vice Chair Varela, Mr. Warren, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-61

11

Variance - 328 Whitehead Street (RE# 00004590-002100)

- Applicant requests a variance to the maximum required fence height to add an eight (8) foot tall residential fence at a property located in the Historic Planned Redevelopment District (HPRD) zoning district, pursuant to Section 90-395 and 122-1183 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. Varela, seconded by Ms. Compton, 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. The motion carried by the following vote.

No: 1 - Mr. Warren

Absent: 1 - Mr. Browning

Yes: 5 - Ms. Compton, Mr. Garcia, Vice Chair Varela, Mr. Wiggins, and Chairman Batty

Enactment No: PB Resolution 2025-62

Discussion Items

12

Planning Department FY26 Fee Schedule

Attachments: [FY26 Planning Fee Schedule](#)

[Fee Schedule Comparison with Proposed Changes](#)

Discussed

Reports**Public Comment****Board Member Comment**

Adjournment - 6:10 P.M.

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Varela Freddy M.</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Planning Board</i>
MAILING ADDRESS <i>1024 17th St.</i>	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 <i>Key West</i>	COUNTY <i>Monroe</i>
DATE ON WHICH VOTE OCCURRED <i>12/18/2025</i>	NAME OF POLITICAL SUBDIVISION: <i>Key West</i>
	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, Freddy M. Varela, hereby disclose that on December 18, 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 Historic Tours of America, (HTA), Tropical Shell Gift (TSG), 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:

Agenda items 7,8,9

I am employed as the CFO of HTA and its subsidiaries which TSG is a subsidiary.

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

12/18/2025

Signature

Freddy M. Varela

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.