



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, August 21, 2025

5:00 PM

City Hall

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**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** 2 - Mr. Browning, and Mr. Warren

**Present** 5 - Mr. Garcia, Mr. Varela, Mr. Wallace, Mr. Wiggins, and Chairman Batty

#### Pledge of Allegiance to the Flag

*Mr. Warren arrived to the Meeting at 5:02 P.M.*

#### Approval of Agenda

*The agenda was unanimously approved as amended.*

#### Administering the Oath by the Clerk of the Board

#### Approval of Minutes

1 July 17, 2025

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

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

#### New Business

2

**Conditional Use - 511 Truman Avenue (RE#**

**00017750-000000) -** Applicant seeks a conditional use to allow for the commercial rental of Class-2 Electric-Bicycles (E-Bikes) located at a property in the Historic Residential Commercial Core -3 (HRCC-3) zoning district, pursuant to Section 122-62, Section 122-747 through Section 122-755 of the City of Key West Land Development Regulations.

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

A motion was made by Mr. Garcia, seconded by Vice Chair Varela, 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 - Mr. Browning

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

Enactment No: PB Resolution 2025-44

3

**Text Amendment of the Land Development Regulations -**

An Ordinance of the City of Key West, Florida to amend Chapter 90, entitled "Administration", Section 90-301 entitled "Enforcement Authority" of the Land Development Regulations; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Attachments:**     [Staff Report](#)  
                              [Draft Resolution](#)

A motion was made by Vice Chair Varela, seconded by Mr. Wallace, that the Planning Resolution be Postponed to September 18, 2025. The motion passed by unanimous vote.

- 4                      Text Amendment of the Land Development Regulations - An Ordinance of the City of Key West, Florida, amending chapter 110 of the code of ordinances entitled "Resource Protection", Article III entitled "Environmental Resources", establishing Division 5, entitled "Green Building"; establishing requirements for green building certification as a requirement; establishing an Green Building fee for projects that do not achieve the required Green Building certification level, authorizing property owners and developers to pay a Green Building fee, or in the alternative, post a bond for the project into the City's adaptation and sustainability fund, which bond or funds are reimbursable to the property owner or developer pursuant to the level of Green Building compliance achieved by the project; designating the adaptation and sustainability fund (fund 108) for the deposit of the green building fees generated through the green building program, and providing the uses for which the fees can be used; providing for severability; providing for an effective date.

Attachments:     [Staff Report](#)  
                         [Draft Resolution](#)

Postponed to September 18, 2025

## Discussion Items

- 5                      **Building Permit Allocation System (BPAS) Annual Report** - Presentation of the tracking and monitoring requirements as required by Section 108-995 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida

Attachments:     [Year 12 Annual Report](#)  
                         [Year 12 Annual Report Final With Attachments](#)

Discussed

## Reports

### 6 Variance Tracking Report

Attachments: [Report](#)

Received and Filed

### Public Comment

### Board Member Comment

Adjournment - 5:37 P.M.