



THE CITY OF KEY WEST  
PLANNING BOARD  
Staff Report

**To:** City of Key West Planning Board

**From:** Jim Singelyn, Senior Planner

**Meeting Date:** February 19<sup>th</sup>, 2026

**Process:** Development Review Committee - 12/18/2025  
Planning Board – 2/19/2026  
Board of Adjustment – TBA 2026  
City Commission – TBA 2026

**RE:** Bayview Park Minor Development Plan

**Agenda Item:** **Minor Development Plan – 1320 Truman Avenue (RE# 00033910-000000)** This application is for a Minor Development Plan at 1320 Truman Avenue, located in the Historic Public and Semipublic Services (HPS) zoning district per code Sec. 122-956. Per code Sec. 108-91(A)(b) this project qualifies as a Minor Development Plan.

**Request:**

The applicant proposes a Minor Development Plan on behalf of the City of Key West (applicant) for the redevelopment of a portion of Bayview Park. The redevelopment will involve the reconstruction of the existing pro shop and bathrooms, as well as the installation of new playground areas, a splash pad, resurfacing of tennis and basketball courts, and irrigation improvements, all located at the city's central community park, within the Historic Public and Semi-public (HPS) zoning district.

**Project Description:**

Bayview Park is located along Truman Avenue, one of the major thoroughfares from new town to historic downtown (old town). Bayview Park is in the Historic Public and Semipublic Services (HPS) zoning district and bound by Truman Avenue on the North, Virginia Street on the South, Jose Marti Drive on the East and Georgia Street on the West. The HPS zoning district was established to implement comprehensive policies for areas designated “HPS” on the future land use map. The HPS district shall accommodate existing public and semipublic services and deed restricted affordable housing.

**Background:**

Spearheaded by the Key West Rotary Club in the 1920’s, six acres of vacant land was transformed into what we call Bayview Park today. In 1924 that pavilion and bandstand were built and dedicated by the United States Daughters of the Confederacy. The park also includes a Jose Marti Memorial and a Key West Veterans Memorial Garden, which honors Vietnam veterans. Bayview is home to the Boys and Girls Club which moved to the park in 2002.

The park continues to be a very popular recreational space and serves as a community center where organizations use open space for many types of events such as concerts and different types of festivals. Lastly, local youth sports organizations use the softball field, tennis and basketball courts.

**Analysis:**

**Minor Development Plan:**

Per code Sec. 108-91; Sec. 108-91(A)(B) this project qualifies as a minor development plan as it involves between 500 to 2,499 sq. ft. of gross non-residential floor area within a historic district. The proposal falls within this threshold, anything higher than 2,500 square feet would make the proposal an major development plan.

**Development Plan, Article II. Division 7.**

**Sec. 108-227. Title Block**

Name of Development:	Bayview Park
Property Owner:	City of Key West
Developer:	City of Key West
Scale:	As noted on plans
Preparation & revision dates:	As noted on plans

Location:

1310 Truman Avenue



**Sec. 108-228. Identification of additional key persons.**

Authorized Agent: Richard McChesney/Spottswood, Spottswood, Spottswood & Sterling

Architect: David Salay, Bender Architecture

Engineer: Allen Perez, Perez Engineering

Surveyor: Avirom & Associates, Inc.

Landscape Architect: Keith Oropeza, GAI Consultants

**Sec. 108-229. Project description.**

The proposed minor development plan focuses on improving the current conditions of the park. The existing tennis and basketball courts will be resurfaced. The existing sunshade covering the bleachers is deteriorating and will be reconstructed with a more permanent covering. The existing bathrooms and tennis pro shop will be demolished and reconstructed into a new facility.

The existing children’s playground area will be improved and the children’s play equipment will be replaced and upgraded. A splashpad is also proposed to the site improvements. The project is to be completed in phases dictated by the yearly budget approval process and available funds.

	Allowed	Existing	Proposed	Compliance
Zoning	HPS (Historic Public and Semi-public)	PS	No Change	Complies
Use	Public Park/Active Recreation	Public Park/Active Recreation	No Change	Complies
Flood	X zone and AE-6	X zone and AE-6	No Change	Complies
Site Size	5,000 sq ft	272,590 sq ft (6.25 acres)	No Change	Complies
Height	25'-0"	25' -7"	New structures: 13'- 10"	Complies
Density	NA	NA	NA	Complies
Floor Area	1.0	(6299/272590) 0.023	(7020/272590) 0.25	Complies
Open Space Minimum	20% (54,518 sq ft)	74.3% (22,409 sq ft)	72.8% (198,505 sq. ft.)	Complies
Max Impervious Surface	50% (136,295 sq ft)	25.7% (70,181 sq ft)	27.2% (74,085 sq ft)	Complies
Max Building Coverage	40% (109,036 sq ft)	2.31% (6,299 sq ft)	2.57% (7,020 sq ft)	Complies
Front Setback	20 ft	+20 ft.	23' - 6" ft.	Complies
Jose Marti Side Setback	10 ft	+10'	No Change	Complies
Georgia St. Side Setback	10 ft	+10'	No Change	Complies
Rear Setback	20 ft	9' -10" ft.	No Change	Legal Noncompliance
Auto Parking (1 sp/150 sf of floor area)	7,020/150= 46.8 (47)	7	No Change	Legal Noncompliance
Bicycle Parking (20% auto)	46.8 x .20 = 9.36 Sp	28	28 spaces	Complies

**Sec. 108-230. Other project information.**

1. The project is proposed to be developed in multiple phases dictated by available funds.
2. Commencement is intended to immediately follow entitlement approvals and

d is anticipated to be completed within two (2) years following entitlement approvals.

3. The expected date of completion is within two (2) years of commencement. Per Sec. 108-203 extensions to approvals can be requested and granted.
4. The proposed development plan for the site is included in the attached plans.
5. The proposed development plan is a multi-phase project, and written descriptions of characteristics of the proposed development are contained herewith.
6. The proposed development is not a planned unit development.
7. The proposed redeveloped building will comply with federal flood regulations.
8. The property to the North and South of the project site is primarily residential and zoned HMDR, to the East is Horace O'Bryant Middle School zoned PS, and immediately to the West is HNC-1 zoning.

### **Sec. 108-231. Residential developments.**

There is no residential development currently existing on the site and no residential development is proposed.

### **Sec. 108-232. Intergovernmental coordination.**

Coordination will occur through the development review process of the City of Key West and as otherwise required. The anticipated development approval schedule is below.

1. Minor Development Plan application submittal
2. Development Review Committee (DRC)
3. Tree Commission application submittal
4. Tree Commission application (Conceptual design and tree removal approval)
5. Tree Commission final approval
6. Planning Board hearing
7. City Commission hearing
8. Local appeal period (30 days)
9. Rendering to Department of Commerce (DOC)
10. DOC review period (max 45 days)

### **Sec. 108-233. Concurrency facilities and other utilities or services.**

Levels of Service (LOS) - The impacts of the proposed project are generally summarized as follows:

Trip Generation: The proposed improvements to Bayview Park are not expected to increase trip generation. See policy 2-1.1.1 below for a complete discussion on trip generation.

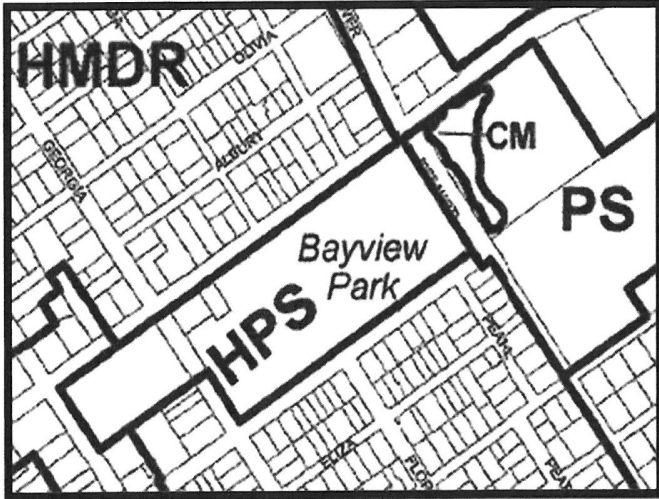
- Parking: The proposed improvements will not change parking demand. The reconstruction of existing structures of the same use will not increase parking demand.
- Potable Water: The proposed improvements are not expected to increase potable water. See policy 4-1.1.2.C below for a complete discussion on potable water.
- Wastewater: The proposed improvements are not expected to increase wastewater. See policy 4-1.1.2.A below for a complete discussion on wastewater.
- Recycling: The proposed improvements are not expected to increase recycling. See policy 4-1.1.2.D below for a complete discussion on recycling.
- Solid Waste: The proposed improvements are not expected to increase solid waste. See policy 4-1.1.2.D below for a complete discussion on solid waste.
- Stormwater: The expected impacts to stormwater LOS is as depicted on the stormwater management plans. Changes to the existing stormwater management system are depicted on the attached plans. See policy 4-1.1.2.E and article VIII below for a complete discussion on stormwater.
- Parks & Open Space: The impacts to the recreation LOS complies with comprehensive plan policy 7-1.1.9, inclusive of all three types of parks identified: urban open spaces neighborhood, and community.
- Fire Protection: The team will coordinate with FKAA to ensure the water pressure and flow will be adequate for fire protection for the type of construction proposed.
- Nearshore Waters: No adverse impacts to quality of receiving waters are anticipated before, during, and after construction.

**Sec. 108-234. Appearance, design and compatibility.**

The proposed improvement plan satisfies criteria established in Chapter 102; Articles III, IV, and V of Chapter 108; Section 108-956; and Article II of Chapter 110 of the land development regulations in the following manner:

- Chapter 102 - This property is located within the historic district and any required HARC review will follow due process.
- Article III, IV, and V of Chapter 108- As demonstrated by the site plan, LOS analysis, and the site data calculations, the project complies with the requirements of these Articles.
- Chapter 110 - As demonstrated in this application, the proposed development complies with the resource protection requirements of Chapter 110.

**Sec. 108-235. Site location and character of use.**



(a) Compliance: The development plan complies with the requirements set forth in the land development regulations as they pertain to Concurrency Management, Outdoor Displays and Nuisances, Resource Protection, Signs, and Articles I and III to IX of Chapter 108 of the Key West land development regulations.

(b) Vicinity Map: The vicinity map is depicted as part of the attached plans.

(c) Land Use Compatibility: The project site is located in the Historic Public and Semi Public (HPS) zoning district. The purpose and intent of the HPS district is to implement comprehensive plan policies for areas designated "HPS" on the future land use map.

The HPS district shall accommodate existing public and semipublic services and deed restricted workforce affordable housing.

(d) Historic and Architectural Resource Protection: Any historic and/or archeological finds will be protected as required.

(e) Subdivision of Land: No subdivisions are proposed with this application.

**Sec. 108-236. Appearance of site structures.**

The attached site plan complies with Section 108-278 through 108-288 of the land development regulations.

**Sec. 108-237. Site plan.**

The site plan is enclosed with this application.

**Sec. 108-238. Architectural drawings.**

All architectural or engineering drawings were prepared and sealed by a professional architect or engineer registered in the state pursuant to F.S. Ch. 471 and 481, respectively, consistent with the provisions of this Section.

**Sec. 108-239. Site amenities.**

The attached site plan includes existing and proposed amenities which are required to comply with appearance, design, and compatibility regulations outlined in chapter 102; articles III, IV, and V of this chapter; section 108-956; and article II of chapter 110.

The project proposes to comply with base flood elevation by proposing an elevation of approximately 5.5 ft. within a designated X Flood zone.

Proposed Elevation and Height Analysis for Pro Shop and Bathrooms

	Proposed
Base Flood Elevation (BFE)	<b>Xzone</b>
Crown Of Road	6.53'
Finished First Floor Habitable Space	5' - 5"
Top Of Roof	13' - 10"
Height permitted	25' - 0"

**Sec. 108-240. Site Survey.**

The site survey is attached.

**Sec. 108-241. Soil Survey.**

Soil surveys will be performed as needed.

**Sec. 108-242. Environmentally sensitive areas.**

The project is not located within an environmentally sensitive area.

**Sec. 108-243. Land clearing, excavation and fill, tree protection, landscaping and irrigation plan.**

Any proposed clearing, excavation, and landscaping are depicted on attached plans. The existing and proposed landscaping far exceeds the 20% required.

**Sec. 108-244. On-site and off-site parking and vehicular, bicycle, and pedestrian circulation.**

There are seven (7) on-site parking spaces that are currently used by Wesley House Family Services staff. There is ample on-street parking available that surrounds the park. There are parallel spaces that run along most of Truman and Virginia Streets and angled parking along Jose Marti Drive and Georgia Street. The site provides two locations for bicycle racks. The City is proposing to add some additional bicycle racks on the site.

**Sec. 108-245. Housing.**

No housing is proposed.

**Sec. 108-246. Economic resources.**

- Ad Valorem Estimates: Not applicable.
- Construction Expenditure: To be determined.

**Sec. 108-247. Special considerations.**

The proposal complies with the goals, objectives, and policies of the comprehensive plan.

**Sec. 108-248. Construction management plan and inspection schedule.**

See attached Construction Management Plan and Inspection Schedule.

**Sec. 108-249. Truman Waterfront Port facilities.**

The project is not located at the Truman Waterfront Port.

**ARTICLE III. SITE PLAN**

**Sec. 108-276. Scope.**

This site plan conforms to all necessary and applicable sections of land development regulations.

**Sec. 108-277. Site Location and Character of Use.**

As depicted, the site has sufficient size, adequate specifications, and infrastructure to accommodate the proposed uses in the manner proposed. The park is centrally located along a main corridor, easily accessible by auto, scooter or bike by residents of the surrounding neighborhoods and the community as a whole.

**Sec. 108-278. Appearance of Site and Structures.**

This proposed development plan exhibits harmonious overall design characteristics in compliance with the performance standards stipulated in sections 108-278 through 108-288.

**Sec. 108-279. Location and Screening of Mechanical Equipment, Utility Hardware and Waste Storage Areas.**

All mechanical equipment and utility hardware will be appropriately screened. Any waste storage areas will be screened from adjacent properties.

**Sec. 108-280. Front-Ended Loaded Refuse Container Requirements.**

Any front-end loaded refuse container as required will be located in such a manner to facilitate convenient access.

**Sec. 108-281. Roll-Off Compactor Container Location Requirements.**

Any required roll-off container will meet the requirements of this section, as depicted

on the site plan.

**Sec. 108-282. Utility Lines.**

Any required installation of new utility services will be coordinated with the appropriate utility agencies and in accordance with this section.

**Sec. 108-283. Commercial and Manufacturing Activities Conducted in Enclosed Buildings.**

No new commercial activities are proposed for this development.

**Sec. 108-284. Exterior Lighting.**

All proposed lighting will be shielded, and lighting sources shall be arranged to eliminate glare from roadways and streets and shall direct light away from properties lying outside the district. Shielding of lighting elements shall be accomplished by using directional fixtures or opaque shades.

**Sec. 108-285. Signs.**

Any new signage proposed will adhere to this section and be approved by HARC.

**Sec. 108-286. Pedestrian Sidewalks.**

The project, as proposed, complies with this section. Refer to plans for existing and proposed interior pedestrian paths and walkways.

**Sec. 108-287. Loading Docks.**

No loading docks are required or proposed.

**Sec. 108-288. Storage Areas.**

No outdoor storage is proposed as part of this project.

**Sec. 108-289. Land Clearing, Excavation, and Fill.**

Land clearing is for demolition of existing structures as shown on attached site plan. Any protected trees and/or landscaping and subsequent landscape infill will be reviewed and approved by the City's Urban Forester and the Tree Commission if required.

**Sec. 108-571. Waivers or Modifications.**

No waiver or modification is proposed at this time.

**ARTICLE VII. OFF-STREET PARKING AND LOADING.**

In reference to Sec. 108-244, "On-site and off-site parking and vehicular, bicycle, and pedestrian circulation" please see above for a complete discussion regarding parking.

**ARTICLE VIII. STORMWATER AND SURFACE MANAGEMENT.**

A stormwater management plan has been included with this submittal. All new surface water management systems shall comply with the general criteria per code Sec. 108-794.

The site has split flood zones. The northwestern half of the property is within the "X" flood zone, and the southeastern portion is within the AE -6 (NAVD88).

## **ARTICLE IX. UTILITIES.**

The City's Comprehensive Plan directs the city to ensure that facilities and services needed to support development are available concurrent with the impacts of new development.

The following specific issues are outlined: Roads/Trip Generation; Potable Water; Sanitary Sewer; Solid Waste; Recyclables; Drainage.

### **Policy 2-1.1.1. Transportation.**

Policy 2-1.1.3: Dense Urban Land Area. The City of Key West is a substantially developed dense urban land area and is thereby exempted from transportation concurrency requirements for roadways. The City recognizes that its development characteristics make substantive expansion of capacity of the roadway system prohibitive. The city will therefore prioritize improving the safety and function of existing roads and multi-modal transportation improvements (i.e. transit, air, boat, bicycles, pedestrianism, mixed-use development) as its primary strategies for addressing current and projected transportation needs.

### **Policy 4-1.1.2.C. Potable Water.**

Pursuant to Policy 4-1.1.2.C, the potable water LOS for nonresidential is 100 gal/capita/day. Because daily attendance data for public parks is generally not tracked in real-time or available in a single public database, as reporting methods vary widely between national, state, and local systems. Coupled with the above information and based on the minimal changes outlined in the proposed redevelopment plan, an increase in daily attendance at the park is not anticipated to alter the potable water demand from current use.

Potable water to the City of Key West is provided by the Florida Keys Aqueduct Authority (FKAA). The FKAA has the capacity to provide 23 million gallons per day to Momoe County as a result of: The South Florida Water Management District's issuance of Water Use Permit #13-0005, which allocates 17 million gallons per day in the dry season; 17.79 million gallons per day which can be withdrawn from the Biscayne Aquifer; and six million gallons per day provided by a reverse osmosis treatment plant in Florida City. As documented above, the City is meeting its Level of Service Standard for Potable Water. The City projects a slight permanent population decrease, and only a slight increase in its functional population and non-residential development during short and long-range planning periods, so the current capacity should remain adequate. Ongoing capital improvements will be necessary to maintain and improve standards and service delivery.

**Policy 4-1.1.2.A. Sanitary Sewage.**

Pursuant to Policy 4-1.1.2.A, the sanitary sewer LOS for nonresidential is 660 gal/acre/day. Based on the City of Key West adopted level of service the sanitary sewer demand is not anticipated to change based on non-residential uses.

660 gal x 6.25 acres= 4,125 gal/day.

The City contracts out the operation of the Richard A Heyman Environmental Pollution Control Facility, its wastewater treatment plant (Plant), and the associated collection system to Operations Management International, Inc. (OMI). The Plant currently has the capacity to treat 10 million gallons per day, exceeding the capacity required to achieve the existing Level of Service Standard by approximately seven million gallons per day. Actual daily flow is 4.5 million gallons per day.

This is a reduction from eight (8) million gallons per day due to a 67 million dollars capital improvement to the City's wastewater treatment during the past short-term planning period, including \$56 million for collection system rehabilitation.

As documented above, the city is exceeding its Level of Service Standard for Wastewater. The City projects a slight permanent population decrease, and only a slight increase in its functional population and non-residential development, during the short and long-range planning periods, so the current capacity should remain adequate. Ongoing capital improvements and continuing conservation efforts will continue to maintain and improve service delivery.

**Policy 4-1.1.2.D. Solid Waste.**

Pursuant to Policy 4-1.1.2.D, the solid waste LOS for nonresidential use is 6.37 lbs/capita/day. Based on the City of Key West adopted level of service the solid waste demand is not anticipated to change as the site is proposing to maintain existing non-residential uses.

The City currently contracts with Waste Management of Florida, Inc. to collect, transfer and dispose of solid waste and residential recyclables. Commercial recyclables and other non-franchised collection services such as construction and demolition debris and yard waste are available on the open market to all licensed haulers. The City owns and operates a solid waste transfer station on Rockland Key that received 45,402.10 tons of solid waste for disposal and 3,607 tons of recyclables in 2009/10. Waste Management disposes of the solid waste collected in Monroe County, including the City of Key West, at its Central Sanitary Landfill in Broward County. In 2009 Waste Management Inc. reported a reserve capacity of 17 years at this facility. There is therefore an estimated reserve capacity of 15 years as of the date of this report.

As documented above, the city is meeting its Level of Service Standard for solid waste. The City projects a slight permanent population decrease, and only a slight increase in its functional population and non-residential development, during the short and long-range planning periods, and the current capacity should remain adequate. Ongoing capital improvements will be necessary to improve standards and service delivery.

**Policy 4-1.1.2.D. Recyclable Waste Generation.**

Pursuant to Policy 4-1.1.2.D, the recyclable waste LOS for nonresidential is 0.25 lbs/capita/day. Based on the City of Key West adopted level of service the recyclable waste demand is not anticipated to change.

**Policy 4-1.1.2. E- Drainage Facilities Level of Service**

Please refer to the attached Stormwater plans for pre- and post-development analysis. The redevelopment will comply with all applicable Federal, state and local standards.

Existing Level of Service Standard

1. Post development runoff shall not exceed the pre-development runoff rate for a 25-year storm event, up to and including an event with a 24-hour duration.
2. Storm water treatment and disposal facilities shall be designed to meet the design and performance standards established in Chapter 62-25 Section 25.025, Florida Administrative Code, with treatment of the runoff from the first one inch of rainfall on-site to meet the water quality standards required by Chapter 62-302, Florida Administrative Code. Storm water facilities which directly discharge into "Outstanding Florida Waters" (OFW) shall provide an additional treatment pursuant to Section 62-25.025 (9), Florida Administrative Code.
3. Storm water facilities must be designed so as to not degrade the receiving water body below the minimum conditions necessary to assure the suitability of water for the designated use of its classification as established in Chapter 62-302 Florida Administrative Code.

**DRC Comments:**

**Keys Energy:** No Objections to the plan. However, an underground line extension will be required to serve the anticipated load by Keys Energy. does not have three-phase power near the project site. To properly determine the transformer size needed, KEYS will require a full set of project plans submitted with a Project View form to ensure the project has adequate power without impacting existing customers.

**Florida Keys Aqueduct Authority:** No comment

**Parking:** No Change

**Landscaping:** Asked that the applicant follow the landscape plan and pull necessary permits.

**Utilities:**

**Storm Water:** No comments

**Sanitary Sewer:** No comments

**Solid Waste:** No Comments

**Engineering:** No comments

**HARC:** The bathroom/tennis building will be a prefabricated structure. HARC would like to be a part of the design process to ensure its compatibility with the historic district.

**Pedestrian ADA/Multimodal:** The existing bike racks are not HARC approved. Please get approval from HARC for buke racks.

**Emergency Services:**

**Fire:** No comments

**Police:** No Comments

## **PLANNING STAFF ANALYSIS:**

### **Minor Development Plan Review**

Per codes Sec.108-91 (a)(b) Pursuant to the LDRs, the proposal qualifies as a **Minor Development Plan** due to:

- The scale and intensity of redevelopment
  - Project is between 500 -2,499 sq. ft. of gross non-residential floor area within the historic district.

Staff finds that the proposed development:

1. It is consistent with the City of Key West Comprehensive Plan, particularly:
2. Improves existing conditions
3. Provides adequate infrastructure capacity

## **RECOMMENDATION:**

Planning staff finds that this proposal is in line with the goals of the city and its citizens by improving the recreational facilities at the long-standing Bayview Park for the enjoyment of all citizens of Key West. Planning staff recommends **APPROVAL** of the **Minor Development Plan**, subject to the following conditions:

1. Substantial compliance with the approved plans and representations made to the Planning Board.
2. Compliance with all Development Review Committee comments prior to issuance of building permits.
3. Final utility, stormwater, solid waste, and ADA plans shall be reviewed and approved by the appropriate department