



THE CITY OF KEY WEST
PLANNING BOARD

Staff Report

To: Chairman and Planning Board Members

Through: Jim Singelyn, Acting Planning Director

From: Ben Gagnon, Planner II

Meeting Date: October 16, 2025

Agenda Item: **Transfer of Transient License - 719 South Street (RE# 00038260-000000) to 524 Front Street (RE# 00000330-000000)** - 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 property located at 524 Front 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.

Request: A request to transfer one transient license from a multi-family property at 719 South Street to a mixed-use building at 524 Front Street.

Property Owners: Sender Site: Red Palm Rentals, LLC
Receiver Site: 524 Front Street, LLC

Applicant: Sender Site: Greg Oropeza
Receiver Site: Greg Oropeza

Sender Site 719 South Street, HRO Zoning District

Receiver Site 524 Front Street, HRCC-1 Zoning District

Background:

The sender site is a multi-family property located in the Historic Residential Office zoning district (HRO). The site consists of a 4 one bedroom, one bathroom transient units, and a non-transient unit as well.

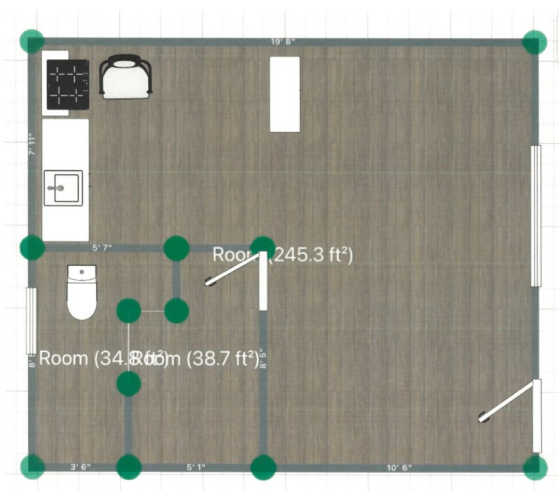
The receiver site is a two-story building with retail on the first floor and two recognized dwelling units on the second floor, one transient, and one non transient. It is in the Historic Residential Commercial Core (HRCC-1) zoning district, where transient use is permitted. The receiver site is immediately adjacent to commercial / retail establishments and a hotel.

The applicant proposes adding the transient license to unit 202, a one bedroom, one bathroom unit.

Sender Site 719 South Street:



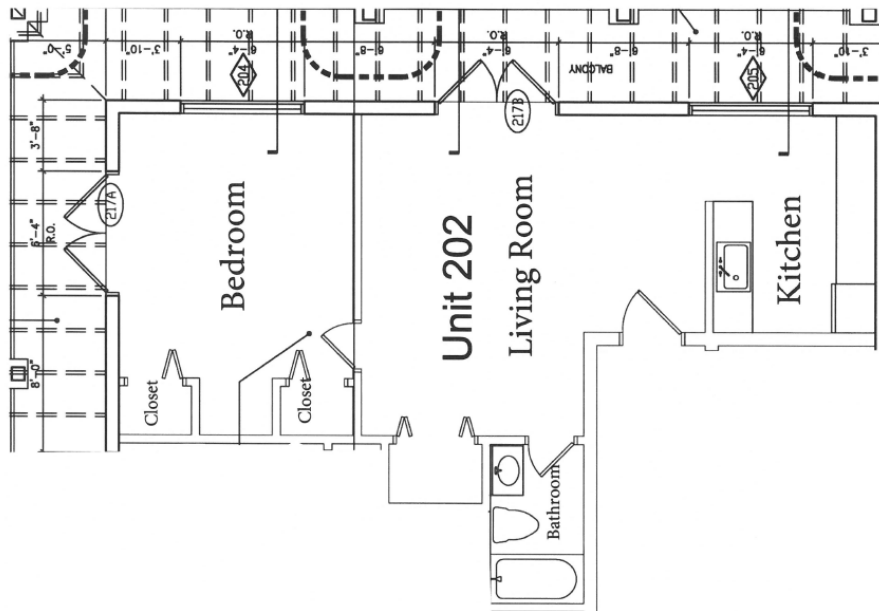
Sender Site: Existing and Proposed floor plans:



Receiver Site – 524 Front Street



Receiver site floor plans:



Development Review Committee

The item was heard at the September 25th DRC hearing. There were no comments or concerns by Staff or Keys Energy.

Process:

DRC Meeting:	September 25, 2025
Planning Board Meeting:	October 16, 2025
Local Appeal Period:	10 days
DEO Review Period:	Up to 45 days

Staff Analysis – Code Criteria

Sec. 122-1339. - Transfer of transient business tax receipt.

(a) A business tax receipt for transient use of a unit may itself be transferred from an area where transient uses are prohibited to a receiver site without the accompanying transfer of the unit. In addition, licenses may be transferred from the HNC-1 and HNC-3 zoning districts. A transfer of a license under this section shall not result in a loss of affordable housing at the receiver site.

(b) Where a license alone is transferred, the planning board shall consider whether the receiver site is suitable for transient use in the zoning district, shall consider the relative size of the unit from which the license is transferred, and shall consider the room configuration of both sites to maintain approximately the same or less net number of occupants.

Staff has reviewed the above code criteria and found that the proposed transfer of a license only is in compliance with subsection (a), where the license is being removed from an area where transient use is prohibited, there is also no loss of affordable housing as the current units at 524 Front are market rate. And, subsection (b) both units are one bedroom, one bathroom units.

Recommendation:

The proposed transfer of one transient license from 719 South Street to 524 Front Street is subject to Section 122-1339. Based on the criteria of Section 122-1339 outlined above, the Planning Department recommends the request for a transfer of one transient license be **approved** with the following **conditions below**:

Conditions:

1. Floor plan of the subject unit at the sender site shall maintain consistency with those submitted with the application and in the staff report.
2. Floor plan of the subject unit at the receiver site shall maintain consistency with those submitted with the application and in the staff report.

3. The applicant shall comply with the requirements of Section 122-1371: Transient living accommodations in residential dwellings; regulations.
4. If the transferee does not complete the purchase and sale of the transient licenses subject to this resolution within 90 days of the effective date of this resolution, the transfer and resolution shall be null and void and of no force or effect.