



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Historic Architectural Review Commission

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Tuesday, April 22, 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** 1 - Commissioner Osborn

**Present** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

#### Pledge of Allegiance to the Flag

#### Approval of Agenda

*The agenda was unanimously approved as presented.*

#### Administering the Oath by the Clerk of the Commission

#### Approval of Minutes

1 March 25, 2025

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

A motion was made by Commissioner Oropeza, seconded by Commissioner Perez, to approve the Minutes. The motion passed unanimously.

#### HARC Planner's Report

#### City Attorney's Report

## Old Business

- 2                    **New two-story residential unit and carport at rear of property  
- 724 Olivia Street - T.S. Neal Architects (C2025-0004)**

**Attachments:**     [Item 2 - 724 Olivia Street - Design](#)

Commissioner Oropeza recused himself from this item and left the dais.

A motion was made by Commissioner Green, seconded by Commissioner Perez, to approve the new two-story residential unit and carport at rear of property. The motion carried by the following vote:

**Recuse:** 1 - Commissioner Oropeza

**Absent:** 1 - Commissioner Osborn

**Yes:** 5 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Perez, and Chairman Burkee

- 3                    **Two new carports at front and side of property over existing  
parking spaces - 1218 Duval Street - Moshe Gvili  
(C2025-0005)**

**Attachments:**     [\\*Large Item\\* 1218 Duval Street](#)

Commissioner Oropeza returned to the dais.

A motion was made by Commissioner Green, seconded by Commissioner Moody, to postpone this item to the May 27, 2025 HARC meeting. The motion carried by the following vote:

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

## New Business

- 4                    **Request for Postponement by Staff: New diesel  
generator with pad and fence - 525 Southard Street - Kyle  
Kalwary (C2025-0025)**

**Attachments:**     [\\*Large Item\\* 525 Southard Street](#)

Postponed upon Agenda Approval to the May 27, 2025 HARC meeting.

- 5                    **Request for Postponement by Staff: Demolition of existing pad and fence structure. Removal of temporary generator - 525 Southard Street - Kyle Kalwary (C2025-0025)**

Attachments:    [\\*Large Item\\* 525 Southard Street - Demolition](#)

Postponed upon Agenda Approval to the May 27, 2025 HARC meeting.

- 6                    New one and a half story concrete block structure with pool, pool deck, and lanai in rear as well as site improvements - **323 Petronia Street - Serge Mashtakov P.E. (C2025-0030)**

Attachments:    [\\*Large Item\\* 323 Petronia Street](#)

A motion was made by Commissioner Moody, seconded by Commissioner Green, to approve the new one and a half story concrete block structure with pool, pool deck, and lanai in rear as well as site improvements. The motion carried by the following vote:

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

- 7                    Demolition of existing one-story non-historic duplex, small portion of driveway, concrete wall, and deck - **323 Petronia Street - Serge Mashtakov P.E. (C2025-0030)**

Attachments:    [\\*Large Item\\* 323 Petronia Street - Demolition](#)

A motion was made by Commissioner Oropeza, seconded by Commissioner Nations, to approve the demolition of existing one-story non-historic duplex, small portion of driveway, concrete wall and deck. The motion carried by the following vote:

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

- 8                    New canopy over existing walkways - **700 Truman Ave - Robert Wright (C2025-0031)**

**Attachments:**    [\\*Large Item\\* 700 Truman Ave](#)

A motion was made by Commissioner Green, seconded by Commissioner Perez, to approve the new canopy over existing walkways. The motion carried by the following vote:

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

9

**Major Development Plan - New two and a half story building, new one-story building, pool and site improvements - 1321-1325 Simonton Street & 625 South Street - **Bender & Associates Architects (C2025-0032)****

**Attachments:**    [\\*Large Item\\* 1321-1325 SimontonSt & 625 South](#)

Chairman Burkee and Commissioner Perez recused themselves from Items 9 & 10 and left the dais.

A motion was made by Commissioner Nations, seconded by Commissioner Moody, to approve the new two and a half story building, new one-story building, pool and site improvements. The motion carried by the following vote:

**Recuse:** 2 - Commissioner Perez, and Chairman Burkee

**Absent:** 1 - Commissioner Osborn

**Yes:** 4 - Commissioner Green, Commissioner Moody, Commissioner Nations, and Commissioner Oropeza

10

**Major Development Plan - Demolition of existing commercial buildings, parking lot, and pools - 1321-1325 Simonton Street & 625 South Street - **Bender & Associates Architects (C2025-0032)****

**Attachments:**    [\\*Large Item\\* 1321-1325 SimontonSt & 625 South - Demolition](#)

A motion was made by Commissioner Moody, seconded by Commissioner Nations, to approve the demolition of existing commercial building, parking lot, and pools. The motion carried by the following vote:

**Recuse:** 2 - Commissioner Perez, and Chairman Burkee

**Absent:** 1 - Commissioner Osborn

**Yes:** 4 - Commissioner Green, Commissioner Moody, Commissioner Nations, and Commissioner Oropeza

**11 New open carport, dormer, and site improvements - 1300  
Tropical Street - Richard J. McChesney (C2025-0033)**

**Attachments:** [\\*Large Item\\* 1300 Tropical Street](#)

**Chairman Burkee and Commissioner Perez returned to the dais.**

**A motion was made by Commissioner Green, seconded by Commissioner Oropeza, to approve the new open carport and dormer as submitted, the exception being this is in front of a non-historic building and adjacent to other carports in the area. The motion carried by the following vote:**

**No:** 1 - Commissioner Nations

**Absent:** 1 - Commissioner Osborn

**Yes:** 5 - Commissioner Green, Commissioner Moody, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

**12 Partial demolition of roof for dormer installation - 1300  
Tropical Street - Richard J. McChesney (C2025-0033)**

**Attachments:** [\\*Large Item\\* 1300 Tropical Street - Demolition](#)

**A motion was made by Commissioner Moody, seconded by Commissioner Oropeza, to approve the partial demolition of roof for dormer installation. The motion carried by the following vote:**

**Absent:** 1 - Commissioner Osborn

**Yes:** 6 - Commissioner Green, Commissioner Moody, Commissioner Nations, Commissioner Oropeza, Commissioner Perez, and Chairman Burkee

**Public Comments**

**Commissioner Comments**

**Adjournment - 5:59 P.M.**

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Bropera Greg A</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>HARC</i>	
MAILING ADDRESS <i>221 Simonson 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>Ky West Fl</i>	COUNTY <i>Monroe</i>	NAME OF POLITICAL SUBDIVISION: <i>Ky West</i>	
DATE ON WHICH VOTE OCCURRED <i>4-22-25</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, Gregory J. Proff, hereby disclose that on April 22, 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 property owner, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, 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:

#2

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.

4-22-25  
Date Filed

[Signature]  
Signature

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.

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

LAST NAME—FIRST NAME—MIDDLE NAME <u>Burke-Deans</u>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <u>Isac</u>	
MAILING ADDRESS <u>460 ALBEM ST</u>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
CITY <u>KEE WEST</u>	COUNTY <u>FL</u>	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED		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.

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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.

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## APPOINTED OFFICERS (continued)

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## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Harold Dunlap, hereby disclose that on April 22nd, 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 \_\_\_\_\_, 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:

ARCHITECT OF RECORD.

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.

4.22.25  
Date Filed

[Signature]  
Signature

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.

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Porter, Allen</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>HARC</i>
MAILING ADDRESS <i>1010 Kounoudy Drive, Suite 202</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>4/22/25</i>	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

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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:

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## APPOINTED OFFICERS (continued)

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## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Alan Poroz, hereby disclose that on 4/22/, 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 \_\_\_\_\_, 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:

Items 9 & 10

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.

4/22/25  
Date Filed

Alan Poroz  
Signature

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