

**PLANNING BOARD
RESOLUTION NO. 2026-____**

A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING A REQUEST FOR CONDITIONAL USE – 604 WHITEHEAD STREET (RE# 00012950-000000) – A REQUEST FOR A CONDITIONAL USE TO ALLOW THE OPERATION OF A MUSEUM (CULTURAL AND CIVIC ACTIVITY) AT A PROPERTY LOCATED IN THE HISTORIC RESIDENTIAL / OFFICE (HRO) ZONING DISTRICT, PURSUANT TO SECTIONS 122-926 AND 122-62 OF THE CODE OF ORDINANCES OF THE CITY OF KEY WEST, FLORIDA.

WHEREAS, pursuant to Section 122-926 of the Land Development Regulations (the “LDRs”) of the Code of Ordinances (the “Code”) of the City of Key West, Florida (the “City”) cultural and civic activity is a conditional use in the HRO zoning district; and

WHEREAS, pursuant to Code Section 122-62, conditional use applications shall be reviewed in accordance with the criteria established in the Land Development Regulations; and

WHEREAS, the real property located at 604 Whitehead Street and identified by RE# 00012950-000000 is located in the Historic Residential/Office (HRO) zoning district; and

WHEREAS, the applicant filed an application for conditional use approval to allow the operation of a museum (cultural and civic activity) within an existing structure located at 604 Whitehead Street; and

WHEREAS, the request represents a change of use from a law office to a museum (cultural and civic activity) within the Historic Residential/Office (HRO) zoning district, with no expansion

_____ Chairman

_____ City Planner

of floor area, and includes accessory retail in the form of a small gift shop and event programming associated with the museum use; and

WHEREAS, this matter came before the Planning Board at a duly noticed public hearing on May 21st, 2026; and

WHEREAS, the Planning Board found that the request for a conditional use complies with the criteria in Sections 122-62 (b) and (c) and 122-926 of the Land Development Regulations of the City of Key West; and

WHEREAS, the approval of the conditional use application would be in harmony with the general purpose and intent of the Land Development Regulations, and would not be injurious to the neighborhood, or otherwise detrimental to the public welfare;

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the City of Key West, Florida:

Section 1. That the above recitals are incorporated by reference as fully set forth herein.

Section 2. That a request for a conditional use to allow the operation of a museum (cultural and civic activity) within an existing structure located at 604 Whitehead Street is hereby approved, pursuant to Sections 122-62 and 122-926 of the Code of Ordinances of the City of Key West, Florida with the following conditions:

1. Conditional Use approval is limited to a museum (cultural and civic activity) within the existing structure. Any expansion or change in use shall require further review and

approval.

2. Event activities shall remain consistent with the operational characteristics described in the application and approved by the Planning Board.
3. The gift shop shall remain an accessory use to the museum and shall be limited to the sale of items directly related to the museum and the life and work of Tennessee Williams. The gift shop shall not operate as a standalone retail establishment.
4. The gift shop shall be located within the building and shall not have a separate entrance or operate independently from the museum use.
5. Event space rental shall remain incidental to the primary museum use and shall not function as an independent venue or commercial event space.
6. Existing off-street parking spaces shall be maintained, including 3 standard and 1 accessible parking space. No reduction on the existing parking spaces is permitted.
7. 1 bicycle rack shall be provided and maintained on site.
8. This approval is based on the existing 1,484 square-foot structure. Any increase in floor area shall require additional review and may result in additional parking requirements pursuant to Section 108-572.
9. The use shall comply with all applicable federal, state, and local regulations, including but not limited to building, fire, and life safety codes.

Section 3. This conditional use resolution does not constitute a finding as to ownership or right to possession of the property, and assumes, without finding, the correctness of applicant's

assertion of legal authority respecting the property.

Section 4. This resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Commission.

Section 5. This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances and Land Development Regulations. After the City appeal period has expired, this permit or development order will be rendered to the Florida Department of Commerce (DOC). Pursuant to Chapter 9J-1, F.A.C., this permit or development order is not effective for forty-five (45) days after it has been properly rendered to the DOC with all exhibits and applications attached to or incorporated by reference in this approval; that within the forty-five (45) day review period the DOC can appeal the permit or development order to the Florida Land and Water Adjudicatory Commission; and that such an appeal stays the effectiveness of the permit until the appeal is resolved by agreement or order.

Read and passed at a regularly scheduled meeting held this 21st day of May, 2026.

Authenticated by the Chairman of the Planning Board and the City Planner;

Fred Varela Jr., Planning Board Vice Chairman

Date

_____ Chairman

_____ City Planner

Attest:

Taylor Brown, City Planner

Date

Filed with the Clerk:

Keri O'Brien, City Clerk

Date

_____ Chairman

_____ City Planner