

# STAFF REPORT

DATE: December 21, 2024

RE: 619-621 Duval Street #TP20240013  
Tree Commission Final Landscape Plan Review

FROM: Karen DeMaria, Consulting Arborist/Senior Environmental Scientist,  
Terramar Environmental Services, Inc.

A request was made for Final Landscape Plan approval for 619-621 Duval Street, regarding a development plan to build housing on the rear portion of the property accessible from Josephine Parker Way. No regulated trees or palms are planned to be removed from the area but the canopy and roots of one, large existing gumbo limbo tree on a neighboring property will be impacted.

The Tree Commission gave approval of the Conceptual Landscape plan on October 1, 2024, with conditions. A memorandum from the urban forestry manager dated October 4, 2024, documented concerns regarding the proposed plans and outlined the conditions and comments from the Tree Commission. The Planning Board approved an amended landscape plan with waivers on November 20, 2024.

The Tree Commission requested that palms proposed to be installed be replaced with subcanopy, native dicot trees in order to satisfy the palm to dicot tree ratio listed in the land the development regulations. It was also noted that the roots and canopy branches from the neighboring gumbo limbo tree would be adversely impacted by the proposed construction but with proper heavy maintenance trimming of the tree prior to construction, root protection, and best management practices, the tree would not be adversely impacted by the proposed work. An application signed and notarized by the ownership of the gumbo limbo tree was required.

On October 9, 2024, the proposed landscape plan was amended that removed the planting of (5) Christmas palms and replaced them with (5) Simpson Stopper trees. On October 16, 2024, an application from the ownership of 620 Josephine Parker Way, owners of the gumbo limbo tree, was submitted to the Tree Commission for heavy trimming of the tree canopy. Therefore, the concerns and conditions requested from the Tree

Commission have been resolved and Final Landscape Plan approval is given with the following conditions.

1. Heavy maintenance trimming of the Gumbo Limbo tree located at 620 Josephine Parker Way shall be done prior to issuance of building permits, by a certified arborist.
2. No impacts shall occur to the root system of the Gumbo Limbo tree during construction. The tree and its trunk and root system shall be protected. Foundation piers must be shifted if roots 4 inches in diameter or greater are within the construction area (permit and certified arborist required-arborist must be onsite during root work).

*Karen DeMaria*

---

Karen DeMaria  
Consulting Arborist/Senior Environmental Scientist  
Terramar Environmental Services, Inc.







### Tree Permit Application

Please Clearly Print All Information unless indicated otherwise. Date: 10/11/2024

Tree Address 620 Josephine Parker Rd.

Cross/Corner Street \_\_\_\_\_

List Tree Name(s) and Quantity Gumbo Limbo (1)

**Reason(s) for Application:**

Remove  Tree Health  Safety  Other/Explain below

Transplant  New Location  Same Property  Other/Explain below

Heavy Maintenance Trim  Branch Removal  Crown Cleaning/Thinning  Crown Reduction

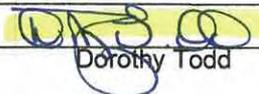
Additional Information and Explanation Gumbo Limbo located adjacent to property line extends into adjacent property significantly. Adjacent property owner needs to trim the tree. City wants the tree trimmed in a balanced manner on both sides of the property line.

Property Owner Name 615 Duval Street Condominium Association

Property Owner Email Address 615 Duval Street Condominium Association - dajtodd@protonmail.com

Property Owner Mailing Address 615 Duval Street Condominium Association, P.O. Box 4706, KW, FL 33041

Property Owner Phone Number 615 Duval Street Condominium Association - 305-731-3620

Property Owner Signature 615 Duval Street Condominium Association President  Dorothy Todd

\*Representative Name Trepanier & Associates, Inc.

Representative Email Address Owen@OwenTrepanier.com

Representative Mailing Address 1421 First Street, Unit 101, Key West, FL 33040

Representative Phone Number 305-293-8983

\*NOTE: A Tree Representation Authorization form must accompany this application if someone other than the owner will represent the owner at a Tree Commission meeting or pick up an issued Tree Permit.

As of August 1, 2022, application fees are required. [Click here for the fee schedule.](#)

Sketch the tree's location (aerial view), including cross/corner street. Please identify tree(s) on the property regarding this application with colored tape or ribbon and if the tree is accessible.

Please see attache plans.



# Tree Representation Authorization

Attendance at the Tree Commission meeting on the date when your request will be discussed is necessary in order to expedite the resolution of your application. This Tree Representation Authorization form must accompany the application if the property owner is unable to attend or will have someone else pick up the Tree Permit once issued.

**Please Clearly Print All Information unless indicated otherwise.**

Date 10/11/2024

Tree Address 620 Josephine Parker Rd., #2

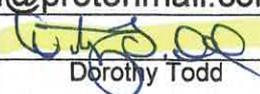
Property Owner Name 615 Duval Street Condominium Association

Property Owner Mailing Address 615 Duval Street Condominium Association

Property Owner Mailing City, State, Zip P.O. Box 4706, KW, FL 33041

Property Owner Phone Number 615 Duval Street Condominium Association - 305-731-3620

Property Owner email Address 615 Duval Street Condominium Association - dajtodd@protonmail.com

Property Owner Signature 615 Duval Street Condominium Association President   
Dorothy Todd

Representative Name Trepanier & Associates, Inc.

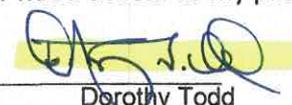
Representative Mailing Address 1421 First Street, Unit 101

Representative Mailing City, State, Zip Key West, FL 33040

Representative Phone Number 305-293-8983

Representative email Address Owen@OwenTrepanier.com, Thomas@OwenTrepanier.com

I, Dorothy Todd, President hereby authorize the above listed agent(s) to represent me in the matter of obtaining a Tree Permit from the City of Key West for my property at the tree address above listed. You may contact me at the telephone listed above if there are any questions or need access to my property.

Property Owner Signature 615 Duval Street Condominium Association President   
Dorothy Todd

The forgoing instrument was acknowledged before me on this 16 day October, 2024.

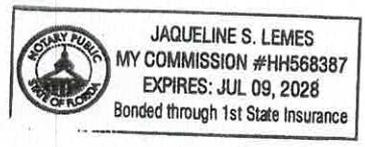
By (Print name of Affiant) Dorothy Todd who is personally known to me or has produced FL Driver's License as identification and who did take an oath.

**Notary Public**

Sign name: Jaqueline S. Lemes

Print name: Jaqueline S. Lemes

My Commission expires: 7/9/2028 Notary Public-State of Florida (Seal)





[Skip to main content](#)

# Monroe County, FL

## \*\*PROPERTY RECORD CARD\*\*

### Disclaimer

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

By continuing into this site you assert that you have read and agree to the above statement.

### Summary

**Parcel ID** 00012351-000000  
**Account#** 9085136  
**Property ID** 9085136  
**Millage Group** 10KW  
**Location** 620 JOSEPHINE PARKER Rd, KEY WEST  
**Address**  
**Legal** 615 DUVAL STREET CONDOMINIUM (F/K/A RE 00012350-000000 AK 1012696)  
**Description** OR2192-1742/1803DEC OR2253-787/789AMD OR2353-493/503AMD  
(Note: Not to be used on legal documents.)  
**Neighborhood**  
**Property Class** CONDO HEADER (4H00)  
**Subdivision**  
**Sec/Twp/Rng** 06/68/25  
**Affordable** No  
**Housing**



9085136 615 DUVAL STREET CONDOMINIUM 07-01-10

### Owner

615 DUVAL STREET CONDOMINIUM

### Valuation

	2024 Certified Values	2023 Certified Values	2022 Certified Values	2021 Certified Values
+ Market Improvement Value	\$0	\$0	\$0	\$0
+ Market Misc Value	\$0	\$0	\$0	\$0
+ Market Land Value	\$0	\$0	\$0	\$0
= Just Market Value	\$0	\$0	\$0	\$0
= Total Assessed Value	\$0	\$0	\$0	\$0
- School Exempt Value				
= School Taxable Value				

### Historical Assessments

Year	Land Value	Building Value	Yard Item Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value	Maximum Portability
2023	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2022	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2019	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

The Maximum Portability is an estimate only and should not be relied upon as the actual portability amount. Contact our office to verify the actual portability amount.

### View Tax Info

[View Taxes for this Parcel](#)

### Photos



9085136 615 DUVAL STREET CONDOMINIUM 07-01-10

No data available for the following modules: Land, Buildings, Yard Items, Sales, Permits, Sketches (click to enlarge), TRIM Notice.

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the

[User Privacy Policy](#) | [GDPR Privacy Notice](#)  
Last Data Upload: 10/16/2024, 6:52:21 AM

[Contact Us](#)

Developed by  
 **SCHNEIDER**  
GEOSPATIAL



**Cash Register Receipt**  
City of Key West

**Receipt Number**  
**R89154**

DESCRIPTION	ACCOUNT	QTY	PAID
<b>PermitTRAK</b>			<b>\$55.00</b>
<b>TREE2024-0335</b>	<b>Address: 620 JOSEPHINE PARKER RD</b>	<b>APN: 00012351-000000</b>	<b>\$55.00</b>
TREE			\$55.00
DICOT REMOVAL-EC FEE		0	\$30.00
DICOT TRIM FEE		0	\$25.00
<b>TOTAL FEES PAID BY RECEIPT: R89154</b>			<b>\$55.00</b>

---

Date Paid: Wednesday, October 16, 2024

Paid By: OWEN TREPAINER & ASSOC. INC

Cashier: TK

Pay Method: CHECK 0011344

---



---

**RE: [EXTERNAL] Re: Receipt - 620 Josephine Parker Road tree application fee**

---

**From** Tippi Koziol <tippi.koziol@cityofkeywest-fl.gov>

**Date** Wed 10/16/2024 3:58 PM

**To** Jackie (Office Staff) <office@owentrepanier.com>; Owen Trepanier <owen@owentrepanier.com>

**Cc** Amy Dismukes <amy.dismukes@cityofkeywest-fl.gov>; Amy Dismukes <amy.dismukes@cityofkeywest-fl.gov>

Perfect! Thank you...I'll submit these with the application. Amy will be in touch if there is anything in addition she might need. I'll let you know as soon as the permit is ready for pick up.



*Tippi Koziol*

Permit Technician-Planning Department

City of Key West

Josephine Parker City Hall

1300 White Street

(305) 809-3725 [tippi.koziol@cityofkeywest-fl.gov](mailto:tippi.koziol@cityofkeywest-fl.gov)



---

**From:** Jackie (Office Staff) <office@owentrepanier.com>

**Sent:** Wednesday, October 16, 2024 3:41 PM

**To:** Tippi Koziol <tippi.koziol@cityofkeywest-fl.gov>; Owen Trepanier <owen@owentrepanier.com>

**Cc:** Amy Dismukes <amy.dismukes@cityofkeywest-fl.gov>; Amy Dismukes <amy.dismukes@cityofkeywest-fl.gov>

**Subject:** [EXTERNAL] Re: Receipt - 620 Josephine Parker Road tree application fee

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you, Tippi.

Please see attached pictures and location of the gumbo limbo.

Let us know if you have any questions.

Thank you,

*Jackie Lemes*



**1421 First Street**

**Key West, FL 33040-3648**

Ph. 305-293-8983 / Fx. 305-293-8748

[www.owentrepanier.com](http://www.owentrepanier.com)

---

**From:** Tippi Koziol <[tippi.koziol@cityofkeywest-fl.gov](mailto:tippi.koziol@cityofkeywest-fl.gov)>

**Sent:** Wednesday, October 16, 2024 3:25 PM

**To:** Jackie (Office Staff) <[office@owentrepanier.com](mailto:office@owentrepanier.com)>; Owen Trepanier <[owen@owentrepanier.com](mailto:owen@owentrepanier.com)>

**Cc:** Amy Dismukes <[amy.dismukes@cityofkeywest-fl.gov](mailto:amy.dismukes@cityofkeywest-fl.gov)>; Amy Dismukes <[amy.dismukes@cityofkeywest-fl.gov](mailto:amy.dismukes@cityofkeywest-fl.gov)>

**Subject:** Receipt - 620 Josephine Parker Road tree application fee

Hi Jackie!

Thank you for dropping off the application and for paying the fee. Please see the attached receipt.

As discussed, if you'd kindly respond to this email with photos of the tree to help expedite the permit, this would be helpful and very much appreciated. I've copied Amy.

Best wishes,

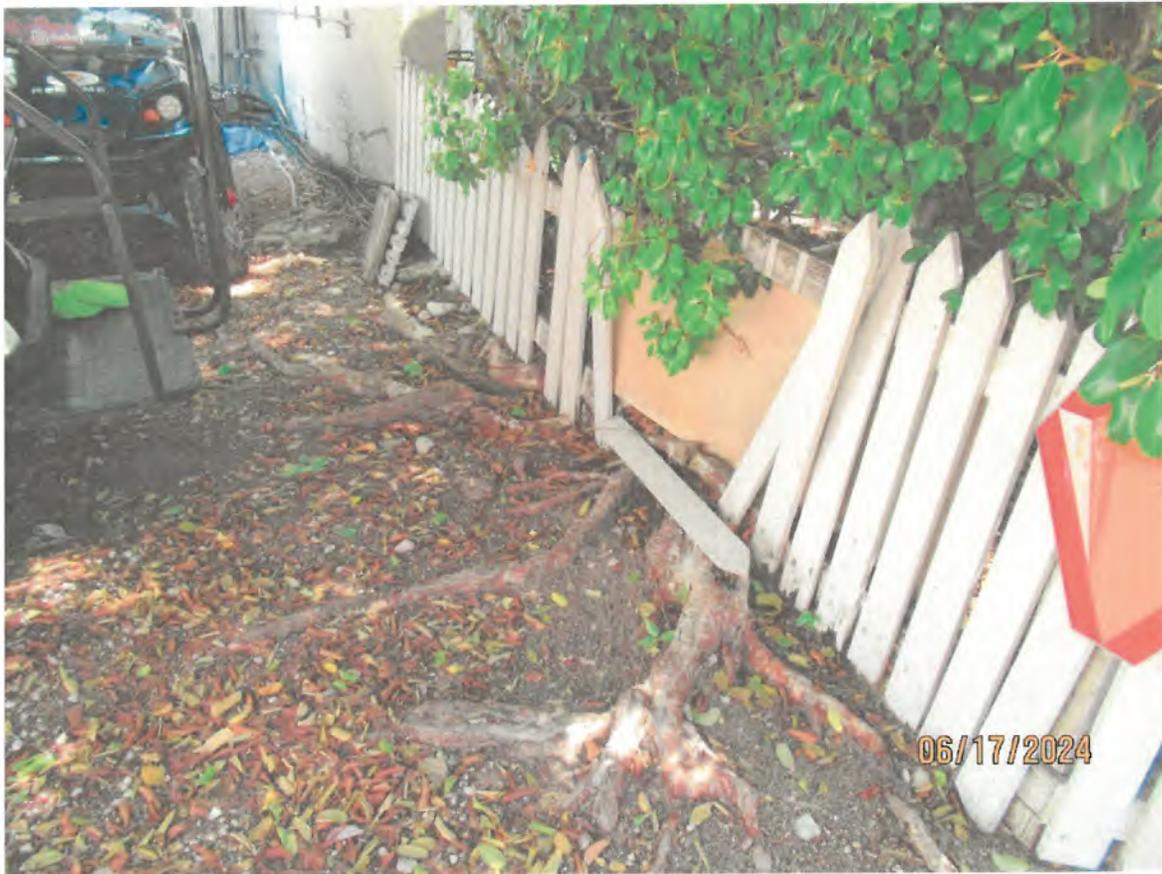
*Tippi Koziol*

Permit Technician-Planning Department  
City of Key West  
Josephine Parker City Hall  
1300 White Street

(305) 809-3725 [tippi.koziol@cityofkeywest-fl.gov](mailto:tippi.koziol@cityofkeywest-fl.gov)

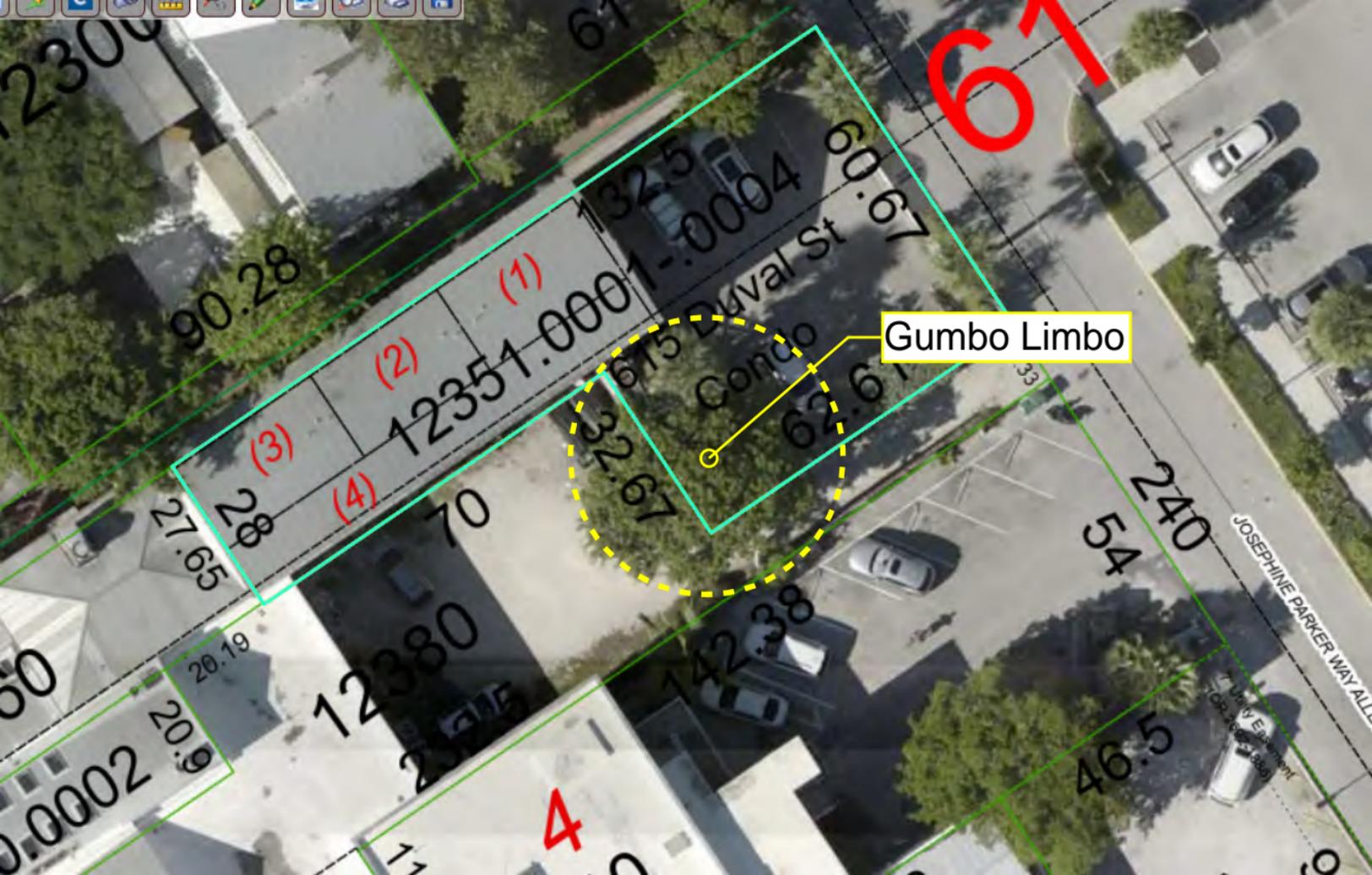








06/17/2024



Gumbo Limbo

12300

90.28

61

61

132.5  
1-0004

60.67

12351.0001  
675 Duval St

(3)

(2)

(1)

27.65

28

(4)

70

19.23  
675 Duval St

Condo

62.61

33

240  
54

JOSEPHINE PARKER WAY ALL  
Daily Equipment  
1-800-662-2889

50

20.19  
20.9

12380

142.38

4

46.5

0.0002

11

9







