



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, May 16, 2024

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 - 5:05 P.M.**

#### Roll Call

**Absent** 4 - Mr. Browning, Mr. Gilleran, Mr. Miller, and Vice Chair Varela

**Present** 3 - Mr. Batty, Mr. Russo, and Chairman Holland

#### Pledge of Allegiance to the Flag

#### Administering the Oath by the Clerk of the Board

**5:09 P.M. - Mr. Miller arrived to Meeting**

#### Presentations

1 Bond Presentation

**Attachments:** [Presentation](#)  
[Bond Project Descriptions](#)

Received and Filed

**Approval of Agenda - The agenda was unanimously approved as amended**

**Approval of Minutes**

2 April 18, 2024

Attachments: [Minutes](#)

A motion was made by Mr. Batty, seconded by Mr. Russo, that the Minutes be Approved. The motion passed by unanimous vote.

**Action Items**

3 Approve Date for Workshop to discuss Workforce Housing

Withdrawn

**Old Business**

4 **Variance - 418 United Street (RE# 00029000-000000)** - A request for variances to the minimum required side yard setback in order to install air conditioning units at a property located in the Historic High Density Residential (HHDR) zoning district, pursuant to Sections 90-395 and 122-630 (6) of the Land Development Regulations of the City of Key West, Florida.

Attachments: [Staff Report](#)  
[Planning Package](#)  
[Noticing Package](#)

Postponed to June 20, 2024

5 **Withdrawn by Staff - Text amendment of the Land Development Regulations** - A Resolution of the City of Key West Planning Board recommending an amendment of the Land Development Regulations, entitled Chapter 90 - Administration, Division 3 - Variances, Section 90-395, entitled Standards, Findings to amend the criteria for evaluating variance applications; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

Attachments: [Staff Report](#)

Withdrawn

**New Business**

**6**                    **Text amendment to the Historic Architectural Review Commission’s Design Guidelines** - A resolution of the City of Key West Planning Board recommending an ordinance to the City Commission to amend the Historic Architectural Review Commission Design Guidelines for fences, specifically guideline number nine, as referenced in Section 90-142 of the City of Key West Land Development Regulations; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

**Attachments:**     [Staff Report](#)  
                                  [Planning Board Resolution](#)  
                                  [March 26, 2024 HARC Meeting Minutes](#)

**A motion was made by Mr. Miller, seconded by Mr. Batty, that the Planning Resolution be Approved based on the criteria as outlined in the Staff Report. The motion carried by the following vote:**

- Absent:** 3 - Mr. Browning, Mr. Gilleran, and Vice Chair Varela
  - Yes:** 4 - Mr. Batty, Mr. Miller, Mr. Russo, and Chairman Holland
- Enactment No: PB Resolution 2024-23

**7**                    **Text amendment to the Land Development Regulations** - A resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission to amend Land Development Regulations Chapter 102, entitled “Historic Preservation”, by amending Article I. In General by adopting a purpose in Chapter 102, and amending Article IV entitled “Certificate of Appropriateness”, Division 3, entitled “Demolitions” by adopting demolition policies and new section 102-233 entitled “After-the Fact Certificate of Appropriateness for Demolition”; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

**Postponed to June 20, 2024**

8

**Conditional Use - 1100 Truman Avenue (RE# 00033290-000100)** - A request for conditional use approval for an 800 square-foot community center at property located at 1100 Truman Avenue in the Historic Neighborhood Commercial - 1 zoning district, pursuant to Sections 122-62, 122-63, and 122-808(2) of the Land Development Regulations of the City of Key West, Florida.

Attachments:     [Staff Report](#)  
                              [Planning Package](#)  
                              [Noticing Package](#)

**A motion was made by Mr. Russo, seconded by Mr. Batty, that the Board finds the Applicant’s proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved subject to conditions as outlined in the Staff Report. The motion carried by the following vote:**

- Absent:** 3 - Mr. Browning, Mr. Gilleran, and Vice Chair Varela
- Yes:** 4 - Mr. Batty, Mr. Miller, Mr. Russo, and Chairman Holland
- Enactment No: PB Resolution 2024-24

**Reports**

**Public Comment**

**Board Member Comment**

**Adjournment - 5:36 P.M.**