



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, June 1, 2023

1:00 PM

City Hall

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#### WORKSHOP

**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:** Individuals are responsible to share their presentation at the meeting on their laptop through Zoom. For City Commission meetings the City Clerk's Office will need a copy for the agenda at least 6 days before the meeting.

**Call Meeting To Order - 1:06 P.M.**

#### Roll Call

**Absent** 1 - Vice Chair Gilleran

**Present** 6 - Mr. Browning, Ms. Henderson, Mr. Lloyd, Mr. Russo, Mr. Varela, and Chairman Holland

**1:07 P.M. - Mr. Gilleran arrived to Meeting**

**Pledge of Allegiance to the Flag**

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

**Discussion Items**

1

**Operational, Procedural and Logistical Considerations**

## I. Staff Reports/Planning Board Hearing

a. Provide the duration of time the property owner requesting a variance and/or conditional use has owned the property

b. How to encourage the public to comment solely on issues related to a given property/project, rather than the character of the individual or entity who has requested the variance or conditional use

c. Under *Staff Analysis* - relocate variance criteria #5 to #1

## II. Use of Outside Consultants

**Discussed**

2

**Policy and Other Considerations**

I. Illegal Lots

a. Consider asking the City to send a letter to the Monroe County Property Appraiser's Office regarding illegal lots

II. Administrative Variances

a. Consider allowing administrative variances for property owners that propose to alter their property to increase accessibility

III. Parking Requirements

a. Progress and updates on the proposed text amendment

IV. Affordable Housing (Various)

- a. Initiatives
- b. Policies

V. Elevation for Adaptation Text Amendment

a. Public Workshop

VI. Development Review Committee (DRC)

**Discussed**

**Adjournment - 2:54 P.M.**