



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Meeting Agenda Full Detail

### City Commission

*Mayor Danise Henriquez*  
*Vice-Mayor Lissette Carey*  
*Commissioner Aaron Castillo*  
*Commissioner Monica Haskell*  
*Commissioner Mary Lou Hoover*  
*Commissioner Sam Kaufman*  
*Commissioner Donald "Donie" Lee*

#### *Charter Officials*

*Brian L. Barroso, City Manager*  
*Keri O'Brien, City Clerk*  
*Ronald Ramsingh, City Attorney*

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Tuesday, February 4, 2025

9:00 AM

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 the presentation for the agenda at least 7 days before the meeting.

#### **MORNING SESSION - 9:00 A.M.**

**CALL MEETING TO ORDER**

**ROLL CALL**

**INVOCATION - The Very Reverend Donna Mote**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**CITIZEN COMMENTS**

**APPROVAL OF AGENDA**

**CONSENT AGENDA\***

\*Item is considered to be routine and enacted by one motion with no separate discussion, unless requested by a Commission Member. The City of Key West may take action on any matter during this meeting, including items that are not set forth within this agenda.

**MINUTES**

1 \*January 7, 2025

Attachments: [Minutes](#)

**RESOLUTIONS**

2 \*Requesting that the United States Navy grant a long-term sole source lease to the City of Key West for the vacant eighteen acre parcel on the western portion of Naval Air Station Key West's Sigsbee Park Annex.

Sponsors: Commissioner Lee

Attachments: [Resolution](#)

3 \*Authorizing the Bahama Village Music Program to hold the 10th Crooks Annual Second Line Parade on Saturday, February 16, 2025, from 2:00 P.M. to 4:00 P.M on Duval Street; Authorizing the closure of certain streets or portions thereof for said parade from 2:00 P.M. to 4:00 P.M.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Application & Approvals](#)

- 4 \*Granting an exemption from the Noise Control Ordinance pursuant to Section 6-86 of the Code of Ordinances to Patagonia Ventures, LLC for a wedding at the Viva Argentinian Steakhouse at 903 Duval Street; Pursuant to Section 6-86 of the Code of Ordinances from 8:00 P.M. to 4:00 A.M. on Saturday, March 8, 2025.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Application](#)  
[Noticing](#)

- 5 \*Authorizing A.H. of Monroe County, Inc. to conduct the Annual Taste of Key West at the Key West Truman Waterfront Quay Wall on Monday, March 24, 2025, from 6:00 P.M. to 9:00 P.M. (Set up starting at 7:00 A.M.); Pursuant to terms and conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within the enclosed area.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Application & Approvals](#)

- 6 \*Authorizing Mote Marine Laboratory, Inc. to conduct a "Mote's Ocean Fest" at the Truman Waterfront Major Field by the splash pad on Saturday, April 12, 2025 from 10:00 A.M. to 3:00 P.M; Pursuant to terms and conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within the barricaded area; Granting an exemption from the Noise Control Ordinance pursuant to Section 6-86 of the Code of Ordinances.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Application & Approvals](#)

- 7 \*Authorizing Key West Business Guild, Inc. to conduct a Pride Street Fair and Block Party on Saturday, June 28, 2025, from 7:00 A.M. to 11:00 P.M. (Set up at 7:00 A.M.) on the 700, 800, and 900 blocks of Duval Street and the Key West Pride Parade on Sunday, June 29, 2025, 7:00 P.M. to 8:30 P.M. staging at the Quay Wall at the Truman Waterfront; Granting a Special Event Permit pursuant to Section 6-86 of the Code of Ordinances; Pursuant to Terms and Conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within an enclosed area.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Application & Approvals](#)

- 8 \*Approving a Task Order for Artibus Design, LLC to provide structural assessment of the Edward B. Knight Pier (A/K/A White Street Pier) in an amount not to exceed \$77,736.00; Authorizing the City Manager to execute necessary documents in substantial conformance with the Task Order, upon consent of the City Attorney; Authorizing any necessary budget transfers.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Engineering Contract](#)

[Resolution 23-029](#)

- 9 \*Designating the signatures of certain City personnel for the withdrawal of City funds from First State Bank and all other authorized depositories of City funds.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Res 23-196](#)

- 10 \*Accepting and approving the ranking by the evaluation committee of proposals received in response to RFP 25-001 for "Emergency Management Consulting Services"; Authorizing the City Manager to negotiate and execute an Agreement for services on a task-order basis, with the highest-ranking bidder, Tidal Basin, upon consent of the City Attorney; Authorizing necessary budget transfers or adjustments.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Notice of Recommendation to Award - RFP 25-001](#)

[RFP 25-001 - Emergency Management Consulting Services](#)

[Disaster Program & Operations Inc - Proposal](#)

[Metric Consulting LLC - Proposal](#)

[Tidal Basin Government Consulting LLC - Proposal](#)

[WSB LLC - Proposal](#)

[Total Evaluation Scores](#)

- 11 \*Approving the attached "Second Amendment to Agreement", at a reduced monthly rate of \$500, between the City and Key West Cultural Preservation Society, Inc. for the use of Mallory Square for Sunset Celebration.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Second Amendment to Agreement](#)

[First Amendment to Agreement](#)

[\\*Large File\\* Res 19-367 Agreement](#)

- 12 \*Approving the attached Lease Agreement between the City and Bahama Village Music Program, Inc., a Florida Not For Profit Corporation, for use of a portion of 103 Olivia Street for a Music Education Program, at below market rent for public benefit, pursuant to Section 2-941(c) of the Code of Ordinances.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Lease with Exhibits](#)

[Resolution 12-085](#)

#### PROCLAMATIONS

- 13 Keys To Be The Change Mentoring Month

**Sponsors:** Mayor Henriquez and Commissioner Carey

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

- 14 Elizabeth Bishop Day

**Sponsors:** Mayor Henriquez and Commissioner Carey

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

#### PRESENTATIONS

- 15 **Proposed to be Postponed to March 4, 2025:** State of the City - Mayor Danise Henriquez

**Sponsors:** Mayor Henriquez

- 16 City of Key West Employee Service Awards, February 2025 - Alice Parker, Human Resources

**Sponsors:** City Manager Barroso

**Attachments:** [Cover Memo](#)

- 17 Employee of Quarter - First Quarter FY2025 - Alice Parker, Human Resources

**Sponsors:** City Manager Barroso

**Attachments:** [Cover Memo](#)

[Dorian Patton Q1 2025](#)

18 Plastic Free Key West - Alicia Manfroy, Reef Relief Program Manager

**Sponsors:** Commissioner Kaufman

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

## RESOLUTIONS

19 (Approving/Disapproving) a lottery-winning Entertainment Vehicle License to Jose Graterol/Pedicab KW (with/without conditions); (Approving/Disapproving) a lottery-winning Entertainment Vehicle License to Adrian Laza/Nova Drift, LLC (with/without conditions).

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Exhibit A - Section 6-147](#)

[Exhibit B - Police Department and Assistant City Manager Approval](#)

[Exhibit C - Lottery Winner Jose Graterol's Application](#)

[Exhibit D - Lottery Winner Adrian Laza's Application](#)

[J. Graterol Planning Approval](#)

[A. Laza Planning Approval](#)

20 Directing staff to initiate a Request for Proposals process to perform water quality testing or to renew an Interlocal Agreement with the College of the Florida Keys in accordance with Sec. 80-3, Code of Ordinances.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Proposed ILA 2025](#)

[City and CFK Letters](#)

[KW WQ Monitoring](#)

[CFK Email - Jan 29 2025](#)

[Public Comment - Protect our Residential Neighborhood](#)

## CITY MANAGER'S REPORT

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## Department Reports

**Sponsors:** City Manager Barroso

- Attachments:** [December 2024 Building Dept](#)  
[December 2024 Code Compliance](#)  
[December 2024 Community Services](#)  
[December 2024 Engineering](#)  
[December 2024 Fire Dept](#)  
[December 2024 Housing Dept](#)  
[December 2024 Human Resources](#)  
[December 2024 Information Technology](#)  
[December 2024 Parking Dept](#)  
[December 2024 Planning Dept](#)  
[December 2024 Police Dept](#)  
[December 2024 Port and Marine Svcs](#)  
[December 2024 Property Manager](#)  
[December 2024 Public Information](#)  
[December 2024 Transit Dept](#)  
[December 2024 Utilities](#)  
[December 2024 Finance Dept](#)

**CITY ATTORNEY'S REPORT**

**CITY CLERK'S REPORT**

**COMMISSION COMMENTS**

**RECESS**



**EVENING SESSION - 5:00 P.M.**

**RECONVENE - CALL TO ORDER**

**ROLL CALL**

**INVOCATION - The Very Reverend Donna Mote**

**PLEDGE OF ALLEGIANCE**

**CITIZEN COMMENTS**

**APPROVAL OF AGENDA**

**PRESENTATIONS**

**22**                      2024 Holiday Parade Winners

**Sponsors:** Mayor Henriquez

**23**                      Strategic Plan Update - John Petro, Public Works LLC

**Sponsors:** City Manager Barroso

**Attachments:** [Cover Memo](#)

**RESOLUTIONS**

24

**Easement - 217 Virginia Street (RE: 00026910-000100) -**  
 Approving an Easement of approximately two hundred and fifty (250.66) square feet, at a property located at 217 Virginia Street, in order to maintain a portion of a contributing historic single family residence and associated porch, overhang, fence, and brick pavers which encroach on City owned Right of Way adjacent to Virginia Street for a property located within the Historic Medium Density Residential (HMDR) zoning district pursuant to Section 2-938(b)(3) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida; providing fees and conditions.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Easement Agreement](#)

[Planning Package](#)

[Multimodal Transportation Comments](#)

[Utilities Comments](#)

[Engineering Comments](#)

[Keys Energy Comments](#)

[Urban Forestry Comments](#)

**Legislative History**

10/24/24	Development Review Committee	Discussed
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**ORDINANCES – FIRST READING**

25

**Text Amendment to the Historic Architectural Review Commission's Guidelines** - An Ordinance of the City of Key West, Florida, to amend the Historic Architectural Review Commission Guidelines for roofing, specifically Section VI (C.) ROOFING, as referenced in Chapter 90 (Administration), Article II, Division 4 - Historic Architectural Review Commission of the City of Key West Land Development Regulations; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Planning Board Resolution 2025-004](#)

[Staff Report](#)

**Legislative History**

1/16/25	Planning Board	Approved
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26

**Text Amendment of the Land Development Regulations** - An Ordinance of the City of Key West, Florida, amending Chapter 90 of the Code of Ordinances, entitled "Administration" by amending Section 90-487 to allow for the establishment of the Zoning in Progress Doctrine by resolution of a supermajority of the City Commission and including certain notice procedures; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[PB Res 2025-005 ZIP](#)

[Staff Report](#)

[Last Stand Comments](#)

[Public Comment - Protect our Residential Neighborhood](#)

**Legislative History**

11/20/24	Planning Board	Postponed
12/19/24	Planning Board	Postponed
1/13/25	Planning Board	Postponed
1/16/25	Planning Board	Approved

27

**WITHDRAWN: Text Amendment of the Land**

**Development Regulations** - An Ordinance of the City of Key West, Florida, to amend Chapter 122, entitled "Zoning," Article II, entitled "Nonconformities," Section 122-26, entitled "Definitions," Section 122-27, entitled "Intent," Section 122-28, entitled "Replacement or Reconstruction," and Section 122-29, entitled "Repairs and Maintenance," Section 122-30 entitled "Abandonment of Nonconforming Use," Section 122-31 entitled "Noncomplying Lots or Building Sites of Record," Section 122-32 entitled "Additional Regulations," Section 122-33 entitled "Eminent Domain/Public Purpose Waiver," and Section 122-34 entitled "Status of Parcels During or After Acquisition by Eminent Domain or Voluntary Conveyance for Public Transportation or Other Public Purpose"; To provide for a definition the term "Reconstruction" Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[PB RES 2024-017 Text Amendment Nonconformities](#)

[Staff Report](#)

[Chapter 122, Article II - Nonconformities](#)

**Legislative History**

3/12/24	Planning Board	Approved
4/11/24	City Commission	Postponed
5/9/24	City Commission	Postponed
9/12/24	City Commission	Postponed
10/10/24	City Commission	Postponed

**ORDINANCES - SECOND READING (Public Hearing and Proposed Adoption)**

- 28 An Ordinance of the City of Key West, Florida, amending Chapter 6 ("Amusements and Entertainment") of the Code of Ordinances, by creating Article V entitled "Use of City Recreational Fields and Athletic Coach Requirements"; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** Mayor Henriquez

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

[Cover Memo](#)

[Athletic Field Use Agreement](#)

**Legislative History**

1/7/25 City Commission Passed to Second Reading

- 29 An Ordinance of the City of Key West, Florida, amending Chapter 2 of the Code of Ordinances, titled "Administration", by amending Article VII titled "Financial Matters"; by Amending Division 3 titled "Personal Property Purchasing and Procurement"; by Creating the Public/Private Partnership (P3) Ordinance in Sec. 2-774; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Business Impact Estimate](#)

**Legislative History**

1/7/25 City Commission Passed to Second Reading

30

An Ordinance of the City of Key West, Florida authorizing the issuance of not to exceed \$60,000,000 in aggregate principal amount of City of Key West, Florida General Obligation Bonds, Series 2025 (Public Safety) in one or more series which will be payable from ad valorem taxation, and which will be issued for the purpose of financing the cost of acquiring, constructing, improving and equipping of police and fire infrastructure; Providing for the levy of necessary ad valorem taxes; Providing for other covenants with respect to the bondholders; Providing certain other matters in connection therewith; Providing for the severability of parts hereof if declared invalid; and Providing an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

**Legislative History**

1/7/25

City Commission

Passed to Second Reading

31

An Ordinance of the City of Key West, Florida authorizing the issuance of not to exceed \$65,000,000 in aggregate principal amount of City of Key West, Florida General Obligation Bonds, Series 2025 (Adaptation) in one or more series which will be payable from ad valorem taxation, and which will be issued for the purpose of financing the cost of acquiring and constructing improvements related to public infrastructure adaptations for weather resistance and storm and flooding mitigation; Providing for the levy of necessary ad valorem taxes; Providing for other covenants with respect to the bondholders; Providing certain other matters in connection therewith; Providing for the severability of parts hereof if declared invalid; and Providing an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

**Legislative History**

1/7/25

City Commission

Passed to Second Reading

32

An Ordinance of the City of Key West, Florida authorizing the issuance of not to exceed \$50,000,000 in aggregate principal amount of City of Key West, Florida General Obligation Bonds, Series 2025 (Parks and Recreation) in one or more series which will be payable from ad valorem taxation, and which will be issued for the purpose of financing the cost of acquiring, constructing, improving and equipping parks, recreation and cultural facilities; Providing for the levy of necessary ad valorem taxes; Providing for other covenants with respect to the bondholders; Providing certain other matters in connection therewith; Providing for the severability of parts hereof if declared invalid; and Providing an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

**Legislative History**

1/7/25

City Commission

Passed to Second Reading

33

An Ordinance of the City of Key West, Florida authorizing the issuance of not to exceed \$51,000,000 in aggregate principal amount of City of Key West, Florida General Obligation Bonds, Series 2025 (Transportation and Roadway) in one or more series which will be payable from ad valorem taxation, and which will be issued for the purpose of financing the cost of acquiring and constructing transportation, roadway and parking improvements; Providing for the levy of necessary ad valorem taxes; Providing for other covenants with respect to the bondholders; Providing certain other matters in connection therewith; Providing for the severability of parts hereof if declared invalid; and Providing an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

**Legislative History**

1/7/25

City Commission

Passed to Second Reading

34

**Text Amendment of the Land Development Regulations**  
 - An Ordinance of the City of Key West, Florida amending Chapter 110 of the Land Development Regulations entitled "Resource Protection" by amending Article VI entitled "Tree Protection", by adding Section 110-296 titled "Use of Florida Statute 163.045"; Providing for severability; Providing for repeal; Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[PB Res 2024-034 Tree Protection Law](#)

[Planning Staff Report](#)

[Tree Commission Resolution TC 24-03](#)

[Tree Staff Report](#)

**Legislative History**

9/19/24	Planning Board	Postponed
11/20/24	Planning Board	Approved
1/7/25	City Commission	Passed to Second Reading



35

**Text Amendment of the Land Development Regulations**

- An Ordinance of the City of Key West, Florida, to amend the Land Development Regulations Chapter 122, entitled "Zoning", Article IV, entitled "Districts", Subdivision II, entitled "Limited Commercial District (CL)", Subdivision III, entitled "General Commercial District (CG)", Division 7, entitled "Historic Residential Commercial Core Districts (HRCC-1 to 3)", Subdivision II, entitled "HRCC-1 Duval Street Gulfside District", Subdivision III, entitled "HRCC-2 Key West Bight District", Subdivision IV, entitled "HRCC-3 Duval Street Oceanside District", Article V, entitled "Supplementary District Regulations", Division 13, entitled "Tattoo Establishments", Section 122-1542, entitled "Definitions", Section 122-1543, entitled "Separation Requirements", Chapter 86, entitled "General Provisions", and Section 86-9, entitled "Definitions"; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo](#)

[Planning Board Resolution 2024-039](#)

[Staff Report](#)

**Legislative History**

11/20/24	Planning Board	Approved
1/7/25	City Commission	Passed to Second Reading

**ADJOURNMENT**