City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Historic Architectural Review Commission

Wednesday, July 29, 2026 | **5:00 PM** | **City Hall**

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 - 5:00 P.M.

Roll Call

Present 7 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

Pledge of Allegiance to the Flag

Approval of Agenda

The agenda was unanimously approved as amended.

Administering the Oath by the Clerk of the Commission

Approval of Minutes

1 June 23, 2026

Attachments: Minutes

A motion was made by Commissioner Osborn, seconded by Commissioner Harrison, that the Minutes be Approved. The motion passed by unanimous vote.

HARC Planner's Report

Assistant City Attorney's Report

Old Business

2 Renovations to contributing structure. New Bahama shutters partially enclosing existing historic front porch and ~~new louvers on~~ renovations to front concrete wall - **409 Catherine Street - Carlos Rojas (C2026-0033)**

Attachments: *Large Item* 409 Catherine Street - design

A motion was made by Commissioner Archer, seconded by Commissioner Perez, to approve the application as presented. The motion failed with Commissioners Green, Harrison, Osborn, Vice Chair Moody, and Chairman Burkee voting No and Commissioners Archer and Perez voting Yes.

A motion was then made by Commissioner Harrison, seconded by Commissioner Moody, to approve the application with the condition that the front door, frame, columns and transom are removed and replaced with a gate aligned with the proposed front vertical slat railings. The motion failed with Commissioners Archer, Green, Osborn, Perez, Vice Chair Moody and Chairman Burkee voting No and Commissioner Harrison voting Yes.

A motion was then made by Commissioner Green, seconded by Commissioner Osborn, to deny the application based upon staff recommendations. The motion failed with Commissioners Archer, Harrison, Perez, and Vice Chair Moody voting No and Commissioners Green, Osborn and Chairman Burkee voting Yes.

A final motion was then made by Commissioner Harrison, seconded by Commissioner Archer, to approve the application with the condition that the front door, frame, columns and transom are removed and replaced with a gate aligned with the proposed front vertical slat railings. The motion carried by the following vote:

No: 1 - Commissioner Osborn

Yes: 6 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Perez, and Chairman Burkee

New Business

3 Renovations to non-contributing one-story structure. Reconstruction of front porch to historic configuration and site improvements - **327 Julia Street - David Salay/Bender & Associates Architects (C2026-0040)**

Attachments: *Large Item* 327 Julia Street - design

Chairman Burkee recused himself from the next two items, passed the gavel to Vice Chair Moody, and left the dais.

A motion was made by Commissioner Green, seconded by Commissioner Archer, to approve the application as presented. The motion carried by the following vote:

Recuse: 1 - Chairman Burkee

Yes: 6 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, and Commissioner Perez

4 Demolition of non-historic covered front porch and removal of roof overhang on west elevation - **327 Julia Street - David Salay/Bender & Associates Architects (C2026-0040)**

Attachments: *Large Item* 327 Julia Street - demolition

A motion was made by Commissioner Green, seconded by Commissioner Archer, to approve the demolition. The motion carried by the following vote:

Recuse: 1 - Chairman Burkee

Yes: 6 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, and Commissioner Perez

5 Renovations to non-contributing structure, new rear pool house, garage expansion with second-story addition, side porch extension, new elevator, covered pool deck with upper deck, and site improvements - **901 Washington Street - T.S. Neal Architects/Seth Neal (C2026-0041)**

Attachments: *Large Item* 901 Washington Street - design

This item was postponed to the August 25, 2026 meeting during agenda approval.

6 Demolition of historic one-story garage, side porch, and water feature - **901 Washington Street - T.S. Neal Architects/Seth Neal (C2026-0041)**

Attachments: *Large Item* 901 Washington Street - demolition

This item was postponed to the August 25, 2026 meeting during agenda approval.

7 Painting of wood shutters on contributing structure - **724 Olivia Street - T.S. Neal Architects/Seth Neal (C2026-0042)**

Attachments: *Large Item* 724 Olivia Street

Chairman Burkee returned to the dais and Vice Chair Moody passed the gavel to him.

A motion was made by Commissioner Osborn, seconded by Commissioner Archer, that the item be postponed to the August 25, 2026 meeting. The motion carried by the following vote:

Yes: 7 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

8 Renovations to contributing structure including restoration of historic fenestrations - **421 Caroline Street - Robet Hulec (C2026-0044)**

Attachments: *Large Item* 421 Caroline Street

A motion was made by Vice Chair Moody, seconded by Commissioner Osborn, to approve the application as presented. The motion carried by the following vote:

Yes: 7 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Osborn, Commissioner Perez, and Chairman Burkee

9 New aluminum folding doors on front elevation and new roof stack - **1130 Duval Street - Nautilus Drafting & Design Services (C2026-0045)**

Attachments: *Large Item* 1130 Duval Street

Commissioner Osborn recused herself from this item and left the dais.

A motion was made by Vice Chair Moody, seconded by Commissioner Archer, to approve the application as presented. The motion carried by the following vote:

Recuse: 1 - Commissioner Osborn

Yes: 6 - Commissioner Archer, Commissioner Green, Commissioner Harrison, Vice Chair Moody, Commissioner Perez, and Chairman Burkee

Commissioner Osborn returned to the dais.

Public Comments

Commissioner Comments

Adjournment - 6:37 P.M.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
BUCKLEY HAROLD	HARC
MAILING ADDRESS 410 AURORA ST.	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY: KEY WEST COUNTY: MONROE	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 7.24.26	MY POSITION IS: ☐ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Hazel B. Baker, hereby disclose that on July 29th, 20 26:

(a) A measure came or will come before my agency which (check one or more)

✓ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

___ inured to the special gain or loss of _____ , by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Employed by Melbridge at Arcadia for 25 Feet's #3 & #4.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

7.29.26
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Osborn Aileen	HARC
MAILING ADDRESS 3706 N. Roosevelt Blvd #202	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY: Key West fl. COUNTY: Monroe	NAME OF POLITICAL SUBDIVISION: Key West
DATE ON WHICH VOTE OCCURRED 7/29/26	MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Aileen Osbaen, hereby disclose that on July 29, 20 26:

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

___ inured to the special gain or loss of _____, by whom I am retained; or

X inured to the special gain or loss of 1128-1130 Duval LLC, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows: Recused due to my business shares a client w/ the applicant for items 9, and the potential for an indirect benefit to our mutal client.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

7/29/26
Date Filed

Aileen Osbaen
Signature

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