



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, August 17, 2023

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 - 5:01 P.M.**

#### Roll Call

**Absent** 1 - Mr. Browning

**Present** 6 - Mr. Batty, Mr. Gilleran, Ms. Henderson, Mr. Russo, Vice Chair Varela, and Chairman Holland

#### Pledge of Allegiance to the Flag

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

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

#### Approval of Minutes

1 July 19, 2023

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

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

#### Presentations

**2**                    **Building Permit Allocation System (BPAS) Annual Report** - Presentation of the tracking and monitoring requirements as required by Section 108-995 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida

**Attachments:**     [Year 10 BPAS Annual Report](#)

Received and Filed

**Old Business**

**3**                    **Conditional Use Amendment - 114 Simonton Street (RE# 00000290-000000)** - A request for an amendment to a conditional use approval for an existing recreational rental vehicle operation, to allow for the addition of fifty (50) golf carts at a property located at 114 Simonton Street in the Historic Residential Commercial Core (HRCC-1) zoning district pursuant to Sections Sec. 18-358, 122-62(b), 122-62(c), 122-63(e), and 122-688 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**
- [Planning Package](#)
  - [Applicant's Traffic Impact Analysis](#)
  - [2021 Traffic Study by KCI for the City of Key West](#)
  - [Noticing Package](#)
  - [Planning Board Resolution 2019-40 - Conditional Use Amendment](#)
  - [Planning Board Resolution 2016-60 Conditional Use Approval](#)
  - [Multimodal Transportation Comments](#)
  - [Engineering Comments](#)
  - [Utilities Comments](#)
  - [Keys Energy Comments](#)
  - [Urban Forestry Comments](#)
  - [Public Comment](#)

**Postponed to September 21, 2023**

**New Business**

**4**                    **Variance - 709 Whitmarsh Lane (RE# 00015540-000000)** - A request for variances on impervious surface, open space, building coverage, side setbacks, and rear setbacks for renovation of a nonconforming structure for property located within the Historic High Density Residential (HHDR) Zoning District pursuant to Sections 90-395 and 122-630 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:     [Staff Report](#)  
                          [Planning Package](#)  
                          [Noticing Package](#)  
                          [Public Comment - No Objection Gironet](#)

**A motion was made by Mr. Gilleran, seconded by Vice Chair Varela, that the Board finds that all the standards set forth in code Section 90-395(A) have been met by the Applicant, that the Applicant has demonstrated a “Good Neighbor Policy” and that the Variance (exception) be Granted, striking Conditions #2, #4, and #6 from the conditions as outlined in the Staff Report and adding that the applicant shall maintain a 5 foot clear pathway between the historic home and the existing multi-unit structure and that a contact phone number will be provided on-site during construction. The motion carried by the following vote:**

- No:** 1 - Ms. Henderson
- Absent:** 1 - Mr. Browning
- Yes:** 5 - Mr. Batty, Mr. Gilleran, Mr. Russo, Vice Chair Varela, and Chairman Holland

Enactment No: PB Resolution 2023-014

**5:24 P.M. - Mr. Russo left Meeting**

5

**Variance - 5 Catholic Lane (RE# 00010630-000000) - A** request for a variance on side setbacks for addition of a second floor to a noncomplying structure for property located within the Historic High Density Residential (HHDR) Zoning District pursuant to Sections 90-395 and 122-630 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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

**A motion was made by Ms. Henderson, seconded by Mr. Batty, that the Board finds that all the standards set forth in code Section 90-395(A) have been met by the Applicant, that the Applicant has demonstrated a “Good Neighbor Policy” and that the Variance (exception) be Granted subject to the conditions as outlined in the Staff Report. The motion carried by the following vote:**

**Absent:** 2 - Mr. Browning, and Mr. Russo

**Yes:** 5 - Mr. Batty, Mr. Gilleran, Ms. Henderson, Vice Chair Varela, and Chairman Holland

Enactment No: PB Resolution 2023-015

6

**Variance - 11 Hutchinson Lane (RE# 00015150-000400)**

- A request for variances on maximum building coverage and minimum open space for an addition to an existing single-family home for property located within the Historic Medium Density Residential (HMDR) Zoning District pursuant to Sections 90-395 and 122-600 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Attachments:**    [Staff Report](#)  
[Planning Package](#)  
[Noticing Package](#)  
[Public Comment - No Objection Fracyon](#)  
[Public Comment - No Objection Van Anda](#)  
[Public Comment - No Objection Latham](#)

**A motion was made by Vice Chair Varela, seconded by Mr. Batty, that the Board finds that all the standards set forth in code Section 90-395(A) have been met by the Applicant, that the Applicant has demonstrated a “Good Neighbor Policy” and that the Variance (exception) be Granted subject to the conditions as outlined in the Staff Report (except condition #3 which is hereby struck from report). The motion carried by the following vote:**

**Absent:** 2 - Mr. Browning, and Mr. Russo

**Yes:** 5 - Mr. Batty, Mr. Gilleran, Ms. Henderson, Vice Chair Varela, and Chairman Holland

Enactment No: PB Resolution 2023-016

7                   **Transfer of a Transient Unit License** - A request to transfer one (1) transient license from a sender site located at 1901 S. Roosevelt Blvd, Unit 308N (RE# 00064700-000324) in the Coastal Medium Density Residential zoning district, to a receiver site located at 507 Amelia Street (RE# 00027730-000000) in the Historic Residential Commercial Core - 3 zoning district, pursuant to Sections 122-1339 and 122-747 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

- Attachments:**    [Staff Report](#)  
[Planning Package](#)  
[Noticing Package](#)  
[Utilities Comments 7.27.23](#)  
[Urban Forester Comments](#)  
[Keys Energy Comments](#)  
[Utilities Comments](#)  
[Public Comment - Concerns - Clayton](#)

**A motion was made by Vice Chair Varela, seconded by Mr. Batty, that the Planning Resolution be Approved. The motion carried by the following vote:**

- Absent:** 2 - Mr. Browning, and Mr. Russo
- Yes:** 5 - Mr. Batty, Mr. Gilleran, Ms. Henderson, Vice Chair Varela, and Chairman Holland

Enactment No: PB Resolution 2023-017

**Reports**

**Public Comment**

**Board Member Comment**

**Adjournment - 5:43 P.M.**