



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, September 21, 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 - 5:00 P.M.**

#### Roll Call

**Absent** 2 - Mr. Browning, and Ms. Henderson

**Present** 5 - Mr. Batty, Mr. Gilleran, 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 August 17, 2023

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

A motion was made by Mr. Russo, seconded by Mr. Batty, to approve the Minutes. The Minutes were unanimously approved as presented.

#### Old Business

2 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:**
- [Staff Report](#)
  - [Planning Package 09.21.23](#)
  - [Applicant's Proposed Conditions 9.19.23](#)
  - [Public Comment](#)
  - [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](#)

Vice-Chair Varela recused himself from this item and left the dais. Following the vote, Vice-Chair Varela rejoined the meeting on the dais.

A motion was made by Mr. Batty, seconded by Mr. Russo, that the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-63(c) and that the Application be approved subject to the conditions in the letter from the applicant dated September 19, 2023, as well as the following additional conditions: 1) that the applicant shall meet all of the licensing requirements of Chapter 18, Article VII of the Code of Ordinances and 2) that all vehicles that are currently electric shall remain so. The motion carried by the following vote:

**No:** 1 - Chairman Holland

**Recuse:** 1 - Vice Chair Varela

**Absent:** 2 - Mr. Browning, and Ms. Henderson

**Yes:** 3 - Mr. Batty, Mr. Gilleran, and Mr. Russo

Enactment No: PB Resolution 2023-18

**3**

Variance - 1905 Staples Avenue (RE# 00046930-000000) - A request for variance approval for non-complying front, side and rear setbacks, and building coverage, to allow a single-family residence, located in the Limited Commercial (CL) zoning district, pursuant to Sections 90-395, 122-390 and 108-346 of the City of Key West Land Development

Regulations.

- Attachments:** [Staff Report 09.21.23](#)  
[Planning Package 09.21.23](#)  
[Public Comment](#)  
[Noticing Package 09.21.23](#)  
[Fire Sprinkle Confirmation Email - Trepanier](#)  
[Trepanier Presentation - 09.21.23](#)  
[Staff Report 05.18.23](#)  
[Noticing Package 05.18.23](#)  
[Trepanier's Planning Board Presentation](#)  
[1905 Staples Ave - Lot Timeline](#)  
[Request for postponement](#)  
[Staff Report 04.20.23](#)  
[Planning Package 04.20.23](#)  
[Noticing Package 04.20.23](#)  
[STAFF REPORT 02.16.23](#)  
[Planning Package 02.16.23](#)  
[Staff Report](#)  
[Request for postponement](#)  
[Planning Package](#)  
[Noticing Package](#)

**A motion was made by Mr. Russo, seconded by Vice-Chair Varela, to postpone the Variance request to the October 19, 2023 Planning Board meeting. The motion carried by the following vote:**

**No:** 2 - Mr. Gilleran, and Chairman Holland

**Absent:** 2 - Mr. Browning, and Ms. Henderson

**Yes:** 3 - Mr. Batty, Mr. Russo, and Vice Chair Varela

**4**

Conditional Use - 1905 Staples Avenue (RE# 00046930-000000) - A request for conditional use approval to allow a single-family residence, located in the Limited Commercial (CL) zoning district, pursuant to Sections 122-61, 122-62 and 122-388(1) of the City of Key West Land Development Regulations.

- Attachments:** [Staff Report 09.21.2023](#)  
[Planning Package 09.21.23](#)  
[Public Comment](#)  
[Noticing Package 09.21.23](#)  
[Trepanier Presentation - 09.21.23](#)  
[Staff Report 5.18.23](#)  
[Fire Sprinkle Confirmation Email - Trepanier](#)  
[Noticing Package 5.18.23](#)  
[Trepanier's Planning Board Presentation](#)  
[1905 Staples Ave - Lot Timeline](#)  
[Request for postponement](#)  
[Staff Report 04.20.23](#)  
[Planning Package 04.20.23](#)  
[Noticing Package 04.20.23](#)  
[1904 Staples-applicant response](#)  
[1907 Staples-applicant response](#)  
[STAFF REPORT 2.16.23](#)  
[Planning Package 02.16.23](#)  
[Staff Report 01.19.23](#)  
[Request for postponement](#)  
[Additional utilities comments](#)  
[Planning Package](#)  
[Noticing Package](#)  
[Utilities Comments](#)

**A motion was made by Mr. Batty, seconded by Mr. Russo, to postpone the Conditional Use request to the October 19, 2023 Planning Board meeting. The motion carried by the following vote:**

**No:** 2 - Mr. Gilleran, and Chairman Holland

**Absent:** 2 - Mr. Browning, and Ms. Henderson

**Yes:** 3 - Mr. Batty, Mr. Russo, and Vice Chair Varela

**5**

Request for Postponement by Staff: Official Future Land Use Map Amendment and Text Amendment of the Comprehensive Plan - 715 Seminole Avenue (RE # 00037230-000100) and 811 Seminole Avenue (RE # 00037160-000100) - Consideration of an ordinance of the City of Key West, Florida, proposing an amendment to the boundaries of the Official Future Land Use Map from Historic Residential to Historic Commercial to allow rezoning to permit transient lodging and additional land uses for properties located at 715 Seminole Avenue and 811 Seminole Avenue; amending Comprehensive Plan Chapter 1, Future

Land Use Element, Objective 1-1.1: - Future Land Use Map, to provide transient rental licenses to incentive the development of affordable workforce housing for the parcels stated above pursuant to Chapter 90, Article VI, Division 3 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida; providing for severability; providing for the inclusion in the City of Key West Comprehensive Plan; and providing for an effective date.

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

**Postponed to November 16, 2023**

- 6 Request for Postponement by Staff: Official Zoning Map Amendment - 715 Seminole Avenue (RE # 00037230-000100) and 811 Seminole Avenue (RE # 00037160-000100) - Consideration of an ordinance of the City of Key West, Florida, proposing amendments to the boundaries of the Official Zoning Map for properties located at 715 Seminole Avenue and 811 Seminole Avenue; amending the boundaries of the Official Zoning Map category from Historic Medium Density Residential (HMDR) to Historic Commercial Tourist (HCT) for the parcels stated above pursuant to Chapter 90, Article VI, Division 2 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida; providing for concurrent and conditional adoption upon adoption of Comprehensive Plan amendments; providing for severability; providing for an effective date.

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

**Postponed to November 16, 2023**

**Reports**

- 7 A request to approve a Minor Modification to a Major Development Plan to modify the approved site plan to relocate a trash/recycling area, relocate an ADA accessible parking space, and increase height for the John Jones Navigational Center at 5537 College Road (RE# 00072080-000101) in the Public and Semipublic Services (PS) Zoning District pursuant to Code of Ordinances Section 108-91(C)(2).

**Attachments:** [Written Decision of Approval No. 2023-02](#)  
[Minor Modification to Major Development Plan Full Package](#)  
[22-112 Resolution](#)

**Received and Filed**

**Public Comment**

**Board Member Comment**

**Adjournment - 6:55 P.M.**