



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Planning Board

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Thursday, March 17, 2022

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

#### Roll Call

**Absent** 1 - Mr. Browning

**Present** 6 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, Mr. 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 February 17, 2022

Attachments: [Minutes](#)

A motion was made by Mr. Lloyd, seconded by Ms. Henderson, that the Minutes be Approved. The motion passed by unanimous vote.

#### New Business

2

**Variance - 5537 College Road (RE# 00072080-000101) -**

A request for variances to conditional use emergency shelter standards for property located in the Public and Semipublic Services Zoning District (PS) pursuant to Sections 90-395 and 122-1018(1) of the Land Development Regulations of the City of Key West, Florida.

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

**A motion was made by Mr. Lloyd, seconded by Ms. Brew, 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:** 1 - Mr. Browning

**Yes:** 6 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, Mr. Varela, and Chairman Holland

Enactment No: PB Resolution 2022-12

3

**Major Development Plan, Conditional Use & Landscape Waiver- 5537 College Road (RE# 00072080-000101)** - A request for approval of a major development plan, conditional use, and landscape waiver to construct a new 20,948 square foot Keys Overnight Temporary Shelter (KOTS) in the Public and Semipublic Services Zoning District (PS) pursuant to Sections 108-91.B.2., 122-1018, 110-88, 110-91, and 108-517, and of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida

**Attachments:**    [Staff Report](#)  
[Revised Site Plans](#)  
[Environmental Site Assessment - Phase 1](#)  
[Landscaping Package](#)  
[Planning Package](#)  
[Noticing Package](#)  
[DRC Planning Package](#)  
[DRC Plans 2.11.22](#)  
[Landscape Buffer Diagram and Notes](#)  
[DRC Site Plans 12.09.21](#)  
[DRC Utilities Comments](#)  
[DRC Keys Energy Comments](#)

**A motion was made by Mr. Lloyd, seconded by Vice Chair Gilleran, that the Board finds the Applicant's proposed conditional use demonstrates all of the requirements of code Section 122-62(c) and that the Application be approved while noting the site plans date were updated to March 15, 2022. The motion carried by the following vote:**

**Absent:** 1 - Mr. Browning

**Yes:** 6 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, Mr. Varela, and Chairman Holland

Enactment No: PB Resolution 2022-13

**4 Variance - 718 Southard Street (RE# 00011740-000000)**  
 - A request for variances to the maximum building coverage, maximum impervious surface ratio, minimum side yard setback, minimum ~~read~~rear yard setback, and minimum setback for accessory structures for property located in the Historic High Density Residential (HHDR) zoning district pursuant to Sections 90-395, 122-630(4)a., 122-630(4)b., 122-630(6)a., 122-630(6)b., and 122-1181 of the Land Development Regulations of the City of Key West, Florida.

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

A motion was made by Mr. Varela, seconded by Ms. Brew, 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:** 1 - Mr. Browning
- Yes:** 6 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, Mr. Varela, and Chairman Holland

Enactment No: PB Resolution 2022-14

**5 Text Amendment of the Land Development Regulations-** A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission amending Chapter 122 of the Land Development Regulations, entitled “Zoning”, Article IV, entitled “Districts”, Subdivision III. - Single Family Residential District, Section 122-233. - Special criteria applicable to accessory units, and Section 122-232. - Accessory units.

Attachments:     [Staff Report](#)  
                           [Ordinance](#)  
                           [Planning Board Resolution Draft](#)  
                           [2021 Affordable Housing Income Limits and Rates](#)  
                           [2021 Workforce Housing Income, Rent and Sales Limits](#)

A motion was made by Mr. Lloyd, seconded by Vice Chair Gilleran, that the Text Amendment be Approved. The motion carried by the following vote:

**No:** 1 - Ms. Henderson

**Absent:** 1 - Mr. Browning

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

Enactment No: PB Resolution 2022-15

**6**

**Text Amendment of the Comprehensive Plan - A**  
 Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission amending Comprehensive Plan Chapter 1, Future Land Use Element, Objective 1-1.17: - Workforce-Affordable Housing Initiative, and Policy 1-1.17.1: - Distribution of Workforce-Affordable Housing Allocations., to provide for building permit allocation system units for the properties at 241 Trumbo Road (RE# 00001720-000100) and 240 Trumbo Road (RE# 00001720-000300); providing for transmittal to the State Land Planning Agency; providing for the filing with Secretary of State; providing for severability; providing for repeal of inconsistent provisions; providing for the inclusion in the City of Key West Comprehensive Plan; and providing for an effective date.

**Attachments:**     [Staff Report](#)  
                                  [MCSD Comprehensive Plan Amendment Application](#)

**A motion was made by Mr. Lloyd, seconded by Ms. Brew, that the Text Amendment be Approved. The motion carried by the following vote:**

**Absent:** 1 - Mr. Browning

**Yes:** 6 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, Mr. Varela, and Chairman Holland

Enactment No: PB Resolution 2022-16

**7 Text Amendment of the Land Development Regulations-** A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission amending Chapter 108 of the Land Development Regulations, entitled “Planning and Development”, Article XII entitled “Workforce-Affordable Housing Initiative”, Section 108-1153 entitled, “Period of allocation and distribution”, to provide for building permit allocation system units for the properties at 241 Trumbo Road (RE# 00001720-000100) and 240 Trumbo Road (RE# 00001720-000300); providing for concurrent and conditional adoption upon adoption of Comprehensive Plan amendments; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

**Attachments:** [Staff Report](#)

**A motion was made by Mr. Lloyd, seconded by Mr. Varela, that the Text Amendment be Approved. The motion carried by the following vote:**

**Absent:** 1 - Mr. Browning

**Yes:** 6 - Ms. Brew, Vice Chair Gilleran, Ms. Henderson, Mr. Lloyd, Mr. Varela, and Chairman Holland

Enactment No: PB Resolution 2022-17

- 8 A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission replacing Appendix C: City of Key West Water Supply Facilities Work Plan, as well as amending the Comprehensive Plan sections - Chapter 1: Future Land Use Element Objectives 1-1.7 and 1-1.12, and Policies 1.1.12.6, 1.1.12.7 and 1.1.12.8; Chapter 4: Public Facilities Element Objectives 4-1.2, and Policies 4-1.2.1 and 4-1.2.2; Chapter 5: Coastal Management Element Policy 5-1.2.2; Chapter 6: Conservation Element Policies 6-1.2.5, 6-1.2.8, 6-1.2.9, 6-1.2.12, 6-1.2.14 and 6-1.2.19; Chapter 8: Intergovernmental Coordination Element Policies 8-1.3.5 and 8-1.3.7; and Chapter 9: Capital Improvements Element Policies 9-1.6.1, and 9-4.1.3 as well as amendments to the section entitled, Data and Analysis, Chapter 5, Section 5.2 Potable Water.

**Attachments:**    [Staff Report](#)  
                                  [Water Supply Facilities Work Plan](#)  
                                  [Redlined Water Supply Facilities Work Plan](#)

**Postponed to April 21, 2022**

## **Reports**

## **Public Comments**

## **Board Member Comments**

## **Adjournment - 5:52 P.M.**