

**MINUTES**  
**PLANNING & ZONING BOARD**  
**REGULAR MEETING & PUBLIC HEARING**

Wednesday, February 21, 2024 - 9:30 a.m.

Key Colony Inn Banquet Room, located at 700 W. Ocean Drive, Key Colony Beach, Florida 33051  
& via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance & Roll Call:** The Key Colony Beach Planning & Zoning Hearing was called to order by Chair George Lancaster at 9:30 am followed by the Pledge of Allegiance and Rollcall. **Present:** Chair George Lancaster, Bob Glassman, Lin Walsh. **Absent:** Mike Yunker. **Also present:** Mayor/Administrator Joey Raspe, Administrative Assistant Cheryl Baker, City Clerk Silvia Gransee.

**Public Attendance:** 4

2. **Swearing in of new Planning & Zoning Board Member Doug Colonell:** City Clerk Gransee administered the Oath of Office to newly appointed Board Member Doug Colonell. Doug Colonell took his seat on the dais.
3. **Election of Chair & Vice-Chair:** Chair George Lancaster asked City Clerk Gransee to conduct the election of Chair. City Clerk Gransee explained the nomination process and asked for a nomination.

**NOMINATION:** Bob Glassman nominated George Lancaster for Chair. There were no other nominations.

**ON THE NOMINATION:** City Clerk Gransee asked for a show of hand in support for George Lancaster as Chair. All members raised their hands. Chair George Lancaster was re-elected for Chair to the Planning & Zoning Board.

Chair Lancaster asked for a nomination for Vice-Chair.

**NOMINATION:** Chair Lancaster nominated Lin Walsh for Vice-Chair. There were no other nominations.

**ON THE NOMINATION:** City Clerk Gransee asked for a show of hands in support of Lin Walsh for Vice-Chair. All members raised their hand.

4. **Agenda Additions, Deletions, or Changes:** Chair Lancaster informed of Agenda Item 10 to be postponed until the March Planning & Zoning Hearing due to not all parties being present.
5. **Citizen Comments & Correspondence:** None.
6. **Approval of Minutes:**
  - a. **Planning & Zoning Board Meeting Minutes December 20, 2023:** Chair Lancaster asked for any changes to the minutes. There were none. Chair Lancaster accepted the minutes as written.
7. **Administration of Oath of Witnesses:** City Clerk Gransee administered the Oath of Witness.
8. **Disclosure of Ex-Parte Communication:** None.
9. **Discussion/Approval of a Unity of Title for the property located at 821 W. Ocean Drive, Parcel 7 & 8**
  - a. Presentation by the Building Department
  - b. Statement by Applicant
  - c. Planning & Zoning Board Discussion
  - d. Motion to approve, deny, or approve with conditions

Building Assistant Karl Bursa presented the Request for the Unity of Title for the property located at 821 W. Ocean Drive and stated no objections to the request and recommended approval by the Board.

Attorney Patrick Stevens spoke to the Board as the representative for the applicant and asked for approval for

the request. The Board had no questions and Chair Lancaster asked for a motion to recommend approval of the request to the Commission.

**MOTION:** Motion made by Vice-Chair Walsh to recommend approval of the request for the Unity of Title. Chair Lancaster asked for a second. Bob Glassman seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

**10. ~~Discussion/Approval to install a 16,000 lb. boatlift at the property located at 948 West Ocean Drive~~**

- a. ~~Presentation by the Building Department~~
- b. ~~Statement by Applicant~~
- c. ~~Planning & Zoning Board Discussion~~
- d. ~~Motion to approve, deny, or approve with conditions~~

*\*\*Tabled until the next Planning & Zoning Board Hearing, March 20<sup>th</sup>, 2024\*\**

**11. Other Business**

**a. Discussion/Approval on the move of the tentative meeting from June 19<sup>th</sup>, 2024, to June 26<sup>th</sup>, 2024:** The Board agreed to cancel the tentative meeting for June 19<sup>th</sup>, 2024, and for City Clerk Gransee to inform the Board of any pressing matters in June if necessary.

**12. Adjourn:** The meeting adjourned at 9:41 am.

Respectfully submitted,

*Silvia Gransee*

City Clerk

**ADOPTED: March 20, 2024**

*Silvia Gransee*

City Clerk