

MINUTES
PLANNING & ZONING BOARD
REGULAR MEETING & PUBLIC HEARING

Wednesday, July 23rd, 2025 - 9:30 am

Marble Hall, 600 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 Board meeting was called to order by Chair George Lancaster at 9:35 AM followed by the Pledge of Allegiance and Rollcall. **Present:** Chair George Lancaster, Leonard Geronemus, Bob Glassman, Lynne Conkling (via Zoom). **Absent:** Lin Walsh. **Also present:** Mayor Freddie Foster, City Administrator John Bartus, Administrative Assistant Linda Jones, City Clerk Silvia Roussin. Variance Applicant: Jennifer Hamill. **Also absent:** Building Official Tony Loreno.

2. **Approval of the Agenda** (Additions, changes, and deletions can be made via one motion and a second to approve by majority vote)

Chair Lancaster asked for any changes to the agenda. There were none, and Chair Lancaster asked for a motion.

MOTION: Motion made by Leonard Geronemus to approve. Bob Glassman seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. **Citizen Comments & Correspondence:** None.

4. **Approval of Minutes:** Planning & Zoning Board Minutes June 18th, 2025

Chair Lancaster asked for any changes to the minutes. There were none, and Chair Lancaster asked for a motion to approve.

MOTION: Motion made by Bob Glassman to approve the minutes. Leonard Geronemus seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

5. **Administration of the Oath of Witness:** City Clerk Roussin administered the Oath of Witness to Mayor Foster, who was presenting for absent Building Official Loreno, as well as the applicant Jennifer Hamill.

6. **Disclosure of Ex-Parte Communication:** None.

7. **Variance Request(s): A Variance Request from Dale and Jennifer Hamill, owners of the property at 150 11th Street, Key Colony Beach, Florida 33051, for the construction of a residential pool that would encroach into the setback by 5 feet.**

- a. **Proof of Legal Publications & Affidavits of Mailing/Posting:**

Proof of Publications and Affidavits of Mailing and Posting were included in the agenda packet.

- b. **Presentation of Variance Request – Building Department**

Chair Lancaster introduced the variance request and deferred to the Building Department for elaboration. Mayor Foster, attending on behalf of Building Official Loreno, stated that after reviewing the application, he found no objections to the request.

Mayor Foster requested the number of occurrences for this type of variance and the possibility of reviewing the ordinance. Chair Lancaster confirmed a planned review by the Planning & Zoning Board and the Building Department and said he would follow up on the matter.

c. **Variance Application:** Included in the agenda packet.

d. Applicant Questions & Responses

Chair Lancaster read the applicant's questions and responses into the record and noted that question Number 2 appeared to have been misunderstood by the applicant.

Chair Lancaster invited the applicant to speak. Variance applicant Jennifer Hamill addressed the hardship question. Mayor Foster stated that financial hardship would apply to the applicant and noted the ambiguity in the wording of the question.

Chair Lancaster asked for questions from the Board. Lynne Conkling commented on the issue of hardship and suggested reviewing the policy and procedures for recurring types of variances. Chair Lancaster confirmed he would meet with the Building Department on this matter. Lynne Conkling also inquired about the need for neighbor approval. City Clerk Roussin explained the variance procedures and the requirement to give public notice to neighbors within 300 feet of the applicant's property, allowing them the opportunity to speak on the requested variance. Chair Lancaster agreed with Lynne Conkling that a letter of approval would be helpful, but he noted that no objections to the requested variance had been received.

There was no further discussion.

e. Post-Hearing Questions

City Clerk Roussin provided the reading of the Post-Hearing Questions and administered Rollcall.

1.) Has the applicant shown good and sufficient cause to grant the variance?

Bob Glassman	Yes
George Lancaster	Yes
Lin Walsh	absent
Leonard Geronemus	Yes
Lynne Conkling	Yes

2.) Will denial of the variance result in unnecessary hardship to the applicant?

George Lancaster	Yes
Lin Walsh	absent
Leonard Geronemus	Yes
Lynne Conkling	Yes
Bob Glassman	Yes

3.) Granting this variance will not result in public expense, a threat to public health & safety and it will not create a threat to or nuisance, or cause fraud or victimization of the public?

Lin Walsh	absent
Leonard Geronemus	Yes
Lynne Conkling	Yes
Bob Glassman	Yes
George Lancaster	Yes

4.) The property has unique or peculiar conditions or circumstances to this property that do not apply to other properties in the same zoning district.

Leonard Geronemus	Yes
Lynne Conkling	Yes
Bob Glassman	Yes
George Lancaster	Yes
Lin Walsh	absent

5.) Granting this variance would not confer any special privileges in terms of established development in the immediate neighborhood?

Lynne Conkling	Yes
Bob Glassman	Yes
George Lancaster	Yes
Lin Walsh	absent
Leonard Geronemus	Yes

f. Recommendation to approve, deny, or approve with conditions

Chair Lancaster entertained a motion on the variance application.

MOTION: Motion made by Bob Glassman to approve. Leonard Geronemus seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the recommendation to approve passed and will be presented to the City Commission on August 21st.

8. Any Other Business: None.

9. Next meeting: City Clerk Roussin informed that the August meeting has been cancelled, which Chair Lancaster confirmed.

10. Adjourn: The meeting adjourned at 9:50 AM.

Respectfully submitted,

Silvia Roussin

City Clerk

ADOPTED: October 15, 2025

Silvia Roussin

City Clerk