

MINUTES
PLANNING & ZONING BOARD
REGULAR MEETING & PUBLIC HEARING

Wednesday, November 19th, 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 9:30 AM. **Present:** Chair George Lancaster, Vice-Chair Lin Walsh, Bob Glassman, Lenny Geronemus, Lynne Conkling. **Also present:** City Administrator John Bartus, Building Official Tony Loreno, Administrative Assistant Samantha Rodamer, Administrative Assistant Par Darnall, City Clerk Silvia Roussin. Mayor Freddie Foster, Vice-Mayor Doug Colonell.

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

City Clerk Roussin informed of the following agenda additions:

- Under Item 8b. An updated Comprehensive Plan Edit Guide
- Under Item 8c.: An updated draft of the 5-Year Schedule of Capital Improvements

There were no other additions, and Chair Lancaster asked for a motion to approve.

MOTION: Motion made by Lenny Geronemus. Lynne Conkling seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

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

4. **Approval of Minutes**

- a. Planning & Zoning Board Minutes October 15th, 2025

Chair Lancaster asked for a motion to accept the minutes.

MOTION: Motion made by Vice-Chair Walsh to accept the minutes. Bob Glassman seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

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

6. **Discussion/Recommendation for Approval of Jay Helme as an Alternate Member to the Planning & Zoning Board**

Chair Lancaster introduced Skip (Jay) Helme and invited the applicant to comment. Skip Helme expressed his intention to get to know the community better and contribute his time and energy to continue making the city a nice place to live. Skip Helme confirmed that he is a homeowner in the city, that his references are residents, and that he is a full-time resident. There was no further discussion, and Chair Lancaster asked for a motion to approve.

MOTION: Motion made by Bob Glassman to approve. Lynne Conkling seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the recommendation to approve will be presented at the next day's City Commission meeting.

Chair Lancaster welcomed Skip Helme to the Board. City Clerk Roussin confirmed that Alternate Carman Slusher offered to step down from his position if Skip Helme's recommendation is approved. Chair Lancaster accepted the resignation.

7. Discussion and Recommendations on a Draft Ordinance for Amending Side Setback Requirements for Residential Swimming Pools

Chair Lancaster introduced the agenda item and asked for comments from the Board. Lynne Conkling requested clarification on easements, accessory structures, and setback requirements. Building Official Loreno explained the rules for accessory structures and setback requirements. Lenny Geronemus asked if prior approvals were needed for variance requests of this nature, which Building Official Loreno confirmed were typically approved. Building Official Loreno also mentioned his ability to address any issues if needed. Chair Lancaster recalled previous concerns about following proper procedures and emphasized that the Building Official has final approval authority. City Clerk Roussin confirmed the public's ability to comment on the proposed ordinance change. Building Official Loreno added that the ordinance change would allow residents to save time on pool installations. City Clerk Roussin confirmed there would be two public readings of the ordinance amendment. There was no further discussion, and Chair Lancaster called for a motion to approve.

MOTION: Motion made by Lynne Conkling to approve the first reading of the ordinance to the City Commission. Vice-Chair Walsh seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

8. Discussion/Recommendation for Comprehensive Plan Amendments

- a. Florida Commerce Report
- b. Comprehensive Plan Edits Guide
- c. Draft Comprehensive Plan

Chair Lancaster introduced the agenda item and asked City Administrator Bartus to elaborate. City Administrator Bartus discussed the process of the draft amendments, recalled the retirement of the former City Planner, mentioned changes in legislation on comprehensive planning, and noted that the city is still waiting for approval of the watershed management plan. John Bartus reported on the assistance received from the City of Marathon in making adjustments to comply with the ORC report and referred to the plan edits guide for specific changes that were made. Vice-Chair Walsh inquired about changes in the percentages of pervious area requirements. Mayor Foster explained that the city had previously amended this in the ordinance, and the comprehensive plan was updated to align with City ordinances. City Administrator Bartus commented on corrections to the capital improvement plan, corrected timelines for the city's goals, and approved timeline adjustments. Further discussion followed regarding verbiage requirements in the documents and the process for making the necessary updates. Chair Lancaster asked for clarification on verbiage regarding developer requirements on workforce housing, which, after discussion, City Administrator Bartus confirmed he would follow up on. Lynne Conkling commented on the verbiage of best practices and suggested restructuring for clarity. She also provided additional comments on missing verbiage and appendices, which City Administrator Bartus said had been added after the agenda packet was published. Mayor Foster offered additional comments on requirements for workforce increases and on clarifying the wording in the document. Lenny Geronemus asked about documented population changes. City Administrator Bartus commented on the graphs and trends shown in the plan, with discussion following on full-time residents, snowbirds, seasonal populations, and census data.

Chair Lancaster asked for citizen comments. There was none. Chair Lancaster asked for a motion to approve or disapprove. Bob Glassman commented on needed edits. City Clerk Roussin commented on the ability to approve the draft with changes.

MOTION: Motion made by Lynne Conkling to approve the draft comprehensive plan with the discussed changes. Vice-Chair Walsh seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the recommendation will be presented to the City Commission on December 18th for review, with a final and second reading scheduled for January 15th.

9. **Other Business:** Lynne Conkling asked for a follow-up on the foam injection support discussion. Building Official Tony Loreno commented on permit requirements and the information to be available on the website. Mayor Foster suggested that the Board review the rear setback requirements. A discussion followed on the benefits and needs for possible changes to the setbacks, the benefits to residents, and potential code changes for the city. Mayor Foster encouraged the Board to research the topic. Bob Glassman commented on the previous topic of soil remediation for seawalls, noting that residents are often unaware of the need for permits and engineering reports, and asked about the responsibility for obtaining a permit. Building Official Loreno explained permit requirements and engineering signoffs, clarifying that the contractor applies for permits with the homeowner holding overall responsibility.

10. **Next meeting:** December 17th, 2025, 9:30 AM

11. **Adjourn:** The meeting adjourned at 10:23 AM.

Respectfully submitted,

Silvia Roussin

City Clerk

ADOPTED: December 17, 2025

Silvia Roussin

City Clerk