

AGENDA
PLANNING & ZONING BOARD
REGULAR MEETING & PUBLIC HEARING

Wednesday, January 21st, 2026 - 9:30 am

Marble Hall, 600 W. Ocean Drive, Key Colony Beach, Florida 33051 & via Zoom Conferencing

[Zoom Conferencing Information at the end of the Agenda](#)

- 1. Call to Order, Pledge of Allegiance & Roll Call**
- 2. Election of Chair and Vice-Chair:** *(Election Procedures: Person(s) is/are nominated; the nomination does not require a second. Votes are cast for each nominee via rollcall)*
 - a. Election for Chair
 - b. Election for Vice-Chair
- 3. Approval of the Agenda** (Additions, changes, and deletions can be made via one motion and a second to approve by majority vote)
- 4. Citizen Comments & Correspondence**
- 5. Approval of Minutes**
 - a. Planning & Zoning Board Minutes December 17th, 2025 – **Pgs. 1-2**
- 6. Administration of Oath of Witness**
- 7. Disclosure of Ex-Parte Communications**
- 8. Items for Discussion/Approval**
 - a. Discussion/Approval of the Appointment of Larry Freels to the Planning & Zoning Board as an Alternate Member – **Pgs. 3-6**
- 9. Other Business**
- 10. Next meeting: February 18th, 2026, 3:30 PM**
- 11. Adjourn**

“Members of the Public may speak for three minutes and may only speak once unless waived by a majority vote of the commission.”

Letters submitted to the City Clerk to be read at the Commission Meeting will be made part of the record but not read into record. Persons who need accommodations in order to attend or participate in this meeting should contact the City Clerk at 305-289-1212 at least 48 hours prior to this meeting in order to request such assistance. If a person decides to appeal any decision made with respect to any matter considered at any meeting, that person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

This meeting will be held at the City Hall Auditorium ‘Marble Hall’, 600 W. Ocean Drive, Key Colony Beach, and via Zoom.

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/81232775127?pwd=dxaAOeE2WHk9d9Lb47SFeEmxKkNWtp.1>

Passcode:814388

Phone one-tap:

+13052241968,,81232775127#,,, *814388# US

+16469313860,,81232775127#,,, *814388# US

Join via audio:

+1 305 224 1968 US

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

Webinar ID: 812 3277 5127

Passcode: 814388

International numbers available: <https://us02web.zoom.us/j/81232775127?pwd=dxaAOeE2WHk9d9Lb47SFeEmxKkNWtp.1>

MINUTES
PLANNING & ZONING BOARD
REGULAR MEETING & PUBLIC HEARING

Wednesday, December 17th, 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, followed by the Pledge of Allegiance, and Rollcall. **Present:** Chair George Lancaster, Bob Glassman, Leonard Geronemus, Lynne Conkling, 1st Alternate Skip Helme. **Absent:** Vice-Chair Lin Walsh. **Also present:** Mayor Freddie Foster, City Administrator John Bartus, Building Official Tony Loreno, Administrative Assistant Samantha Rodamer, City Clerk Silvia Roussin.

Clerk Roussin informed that 1st Alternate Skip Helme will be attending the meeting for Vice-Chair Walsh.

2. **Swearing in of newly appointed Alternate Member Jay (Skip) Helme:** City Clerk Roussin provided the Oath of Office to Skip Helme.
3. **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 reported that there were no changes to the agenda, except for the additional materials provided by Building Official Loreno and Lynne Conkling regarding the discussion on setback reviews.

There were no other changes, and Chair Lancaster asked for a motion to approve the agenda.

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

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

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

5. **Approval of Minutes**

- a. Planning & Zoning Board Minutes November 19th, 2025

There were no changes to the minutes, 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.

6. **Administration of Oath of Witness:** City Clerk Roussin provided the Oath of Witness to all planning on testifying in the hearing.
7. **Disclosure of Ex-Parte Communications:** None.
8. **Discussion/Approval of Promoting Alternate Member Jay (Skip) Helme to full Board Member**

Chair Lancaster introduced the agenda item and asked for a motion to promote Skip Helme to Full-Time Board Member.

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

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

- 9. Discussion and Recommendation for Approval of a 40,000-Pound Elevator-Style Boat Lift at 861 12th Street**
- a. Application
 - b. Letters of Approval
 - c. Permit Application

Chair Lancaster introduced the agenda item and asked Building Official Loreno to elaborate. Building Official Loreno stated that the request meets all code requirements, has no impact on neighboring property or dockage, and recommended approval. The Board discussed the city's code requirements for the number of boats and boat lifts allowed on properties, as well as the purpose of Board and City Commission approval for boat lifts with a capacity over 31,000 pounds. Further discussion focused on permit fee calculations, with Building Official Loreno explaining that they follow a standard percentage per Monroe County. He also confirmed that engineering drawings are required for any boat lift application. There was no further discussion, and Chair Lancaster called for a motion to approve.

MOTION: Motion made by Leonard Geronemus to approve. Lynne Conkling seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

10. Discussion/Recommendation for a Request for Unity of Title for the Property located at 9/10 7th Street

Chair Lancaster introduced the agenda item and asked Building Official Loreno to provide details. Building Official Loreno reported no concerns. The Board discussed potential changes to the dockage allowance for the property, and Building Official Loreno confirmed he would follow up on the question. There was no further discussion, and Chair Lancaster called for a motion.

MOTION: Motion made by Lynne Conkling to approve the Unity of Title. Leonard Geronemus seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

11. Discussion and Review of Possible Changes to Rear Setback Requirements

Chair Lancaster introduced the agenda item and asked Building Official Loreno to elaborate. Building Official Loreno discussed a review of the current 10-foot rear setback from the seawall and whether it should remain an absolute rule or be modified. He noted that the 10 ft rule often forces very small pools to be built close to the house. Mayor Foster suggested allowing owners to request rear-setback variances for pools when supported by strong engineering, without harming seawall stability or neighbors' property. Lynne Conkling presented her research on setback requirements in the City of Marathon, the County, and the State, explaining best practices in Florida for safety and structural reasons, though engineering-based exceptions can be reasonable. The Board's consensus was to keep 10 ft as the standard while allowing well-justified variances to be reviewed by the Building Department.

12. Other Business: The Board and City Clerk thanked Bob Glassman for his service on the Board.

13. Next meeting: January 21st, 2026, 9:30 AM

14. Adjourn: The meeting adjourned at 10:11 AM.

Respectfully submitted,

Silvia Roussin

City Clerk



CITY OF KEY COLONY BEACH

ADVISORY BOARD & VOLUNTEER COMMITTEE APPLICATION

OFFICE OF THE CITY CLERK
PO BOX 510141
CITY OF KEY COLONY BEACH, FL 33051
TELEPHONE: (305) 289-1212
WEB: WWW.KEYCOLONYBEACH.NET

☐ NEW APPLICATION ☐ RE-APPLICATION

- ☐ BEAUTIFICATION COMMITTEE (2-Year Terms; 5 Members, 2 Alternates,)
☒ PLANNING & ZONING BOARD (2-Year Term; 5 Members, 2 Alternates)
☐ RECREATION COMMITTEE (2-Year Term; 5 Members, 2 Alternates)
☐ UTILITY BOARD (1-Year Term; 5 Members, 2 Alternates)

Name: FREELS LARRY _____
(Last) (First) (Middle)

Address: [REDACTED]

Mailing Address (if different): [REDACTED]

Business Address: _____

Occupation: Retired

Home/Cell Ph.: [REDACTED]

E-mail: [REDACTED]

Do you reside within the City limits?

☒ Yes ☐ No

- If yes, how long have you resided in the City of Key Colony Beach? _____

Do you own property in the City of Key Colony Beach?

☒ Yes ☐ No

Are you a Registered Voter in the City of Key Colony Beach?

☒ Yes ☐ No

Please rank your board preference(s):

1. Planning & Zoning
2. _____
3. _____

Have you ever served on a volunteer board or in a volunteer capacity before?

☒ Yes ☐ No

If yes, please indicate name of board and dates of service. _____

Why would you like to serve on this board? _____

Community involvement

What special skills would you bring to this position? _____

Board Leadership

Please list fields of work experience: _____

Real Estate

List any licenses and/or degrees (optional): _____

Local References (Please list 3):

1. Lenny Geronemus
2. Jo Ann Cook
3. YATC Baxlette

Would you have a problem with the meeting dates and times for the board/agency for which you are applying? ☐ Yes ☒ No

If yes, please explain: _____

Signed:  Date: 1/7/26

SCHEDULE OF BOARD/COMMITTEE MEETINGS

Beautification Committee	2 nd Tuesday of each month	10:00 am
Planning and Zoning Board*	3 rd Wednesday of each month	9:30 am
Recreation Committee	As needed	TBD
Utility Board	3 rd Tuesday of each month	9:30 am

*These boards are subject to Financial Disclosure.

Submit application to:

Silvia Gransee
City Clerk
City of Key Colony Beach
PO Box 510141
Key Colony Beach, FL 33051

OR

Cityclerk@keycolonybeach.net

CITY OF KEY COLONY BEACH ADVISORY BOARD & VOLUNTEER COMMITTEE MEMBER APPLICATION

Acknowledgments:

1. Accuracy of Information. I certify that the information provided in my Board Application with the City of Key Colony Beach is correct to the best of my knowledge.

Printed Name: LARRY FREELS

Signature: 

Date: 1/9/24