

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

Wednesday, December 17<sup>th</sup>, 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, 1<sup>st</sup> 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 1<sup>st</sup> 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 19<sup>th</sup>, 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 21<sup>st</sup>, 2026, 9:30 AM

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

Respectfully submitted,

*Silvia Roussin*

City Clerk

**ADOPTED: January 21, 2026**

***Silvia Roussin***

***City Clerk***