

**DEVELOPMENT REVIEW COMMITTEE**

**Tuesday, September 23, 2025**

**MEETING MINUTES**

The Monroe County Development Review Committee conducted a virtual meeting on **Tuesday, September 23, 2025**, beginning at 1:00 p.m. via Communications Media Technology (CMT).

**CALL TO ORDER** by Devin Tolpin at 1:00 p.m.

**ROLL CALL** by Jessica McKinney

**DRC MEMBERS PRESENT**

Devin Tolpin, Senior Director of Planning and Environmental Resources  
Mike Roberts, Assistant Director, Environmental Resources  
Cheryl Cioffari, Assistant Director of Planning  
Rey Ortiz, Assistant Building Official  
Brian Oppenheimer, Deputy Fire Marshal  
Judy Clarke, Engineering  
Shereen Yee Fong, FDOT Representative

**STAFF MEMBERS PRESENT**

Peter Morris, Assistant County Attorney  
Stephanie Reed, Senior Planner  
Jessica McKinney, Senior Planning Commission Coordinator

**APPLICANTS & PUBLIC SPEAKERS PRESENT**

David Thompson, Applicant

**CHANGES TO THE AGENDA**

None.

**MINUTES FOR APPROVAL**

Approval of the meeting minutes for Tuesday, August 26, 2025, by Devin Tolpin.

**MEETING**

**ABIT HOLDINGS, LLC, 103965, 103955, 103945, 103935, AND 103925 OVERSEAS HIGHWAY, KEY LARGO, MILE MARKER 104: A PUBLIC HEARING CONCERNING A REQUEST FOR A MINOR CONDITIONAL USE PERMIT BY ABIT HOLDINGS, LLC. THE REQUESTED APPROVAL IS REQUIRED FOR A PROPOSED MIXED USE DEVELOPMENT CONSISTING OF TEN (10) AFFORDABLE ATTACHED DWELLING UNITS; RESTAURANT USE; COMMERCIAL RETAIL USE; AND LIGHT INDUSTRIAL USE (INDOOR STORAGE), ON THE SUBJECT PROPERTY. THE SUBJECT PROPERTY IS DESCRIBED AS LOTS 9, 10, 11, 12, AND 13, BLOCK 7, LARGO SOUND VILLAGE, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 4, AT PAGE 92,**

OF THE PUBLIC RECORDS OF MONROE COUNTY, FLORIDA, HAVING PARCEL ID NUMBERS 00475240-000000, 00475250-000000, 00475260-000000, 00475270-000000 AND 00475280-000000. (FILE NO. 2024-110)

(1:01 p.m.) Ms. Stephanie Reed, Senior Planner, presented the staff report. This is a request for a minor conditional use permit. The property is located in the SC land use district and Tier III overlay district, consisting of lots 9 through 16. The surrounding area is characterized by a mix of uses including primarily residences to the south and east, commercial retail to the northeast, and marina, boat storage and restaurant uses to the west across U.S. 1. The applicant is requesting approval of a minor conditional use permit in order to construct two buildings and associated site work, stormwater management and landscaping. Proposed building one contains ten two-bedroom affordable attached dwelling units designated as employee housing, a 428 square foot medium-intensity restaurant use with outdoor seating, and 570 square foot medium-intensity commercial retail use. Proposed building two contains 8,132 square feet of floor area for light industrial uses, in this case indoor storage, described as a semi-automated mini self-storage space with stacked storage units and storage pods. Attached and detached dwellings involving six to eighteen units designated as employee housing as provided for in Section 139-1 are allowable in the suburban commercial land use district as a minor conditional use. Light industrial uses are also allowed as a minor conditional use provided that the parcel proposed for development does not have an area greater than two acres, is separated from any established residential uses by at least a Class C buffer, and all outside storage areas are screened from adjacent use by a solid fence, wall or hedge at least six feet in height. The site is approximately 0.71 acres. The proposed site plan does have a buffer meeting the requirements of Class C separating the development from a residential use, and there is no outside storage proposed. Commercial retail and restaurant uses, or any combination thereof, of low or medium intensity and less than 2,500 square feet are allowable as of right.

Relevant prior County actions for this site: Ordinance 007-2024 approved an amendment to the Land Use District Map and changed the district from improved subdivision to suburban commercial. Ordinance 006-2024 approved an amendment to the FLUM from residential medium to mixed use commercial. Residential P04 approved a Planning Commission variance request to access standards, district boundary buffer yard requirements along the northeast side property line and rear yard district boundary buffer requirements. It also denied a request to the primary front yard setback requirements. Ms. Reed then presented a site map reflecting those changes. File 2025-055 approved an administrative waiver from the required 25-foot primary front yard setback along Avenue B to 15 feet, as noted on the site map, and building one containing the ten two-bedroom affordable attached units, the restaurant and commercial retail use, and building two containing the 8,132 square feet of light industrial use.

Ms. Reed then listed the criteria to be considered under LDC Section 110-67, (a) through (i), all of which staff has found the development to be in compliance with. Staff is recommending approval with the thirteen conditions listed in the staff report, which Ms. Reed went through. The applicant meets all of the requirements and staff recommends approval.

Ms. Devin Tolpin, Senior Director of Planning and Environmental Resources, had no questions or comments, and asked if there were any questions or comments from the DRC members. Mr.

Rey Ortiz, Assistant Building Official, stated that staff recommendation eleven covers his concerns regarding ADA compliance. He notes the site seems a bit on the tight side and hopes there will be some sort of cross parking agreement to share the parking during the day with the commercial spaces and during the night with the residential spaces. The ADA compliance was not properly shaded out but the units have to comply with the code. There were no further comments or questions from DRC members. Ms. Tolpin asked if the applicant wished to speak. Mr. David Thompson clarified that the site plan designates two ADA parking spaces, as required by code, though it was not reflected in the staff report. Mr. Ortiz clarified that his point was that they were not properly shaded or labeled, nor did he see the ramp or an indication of a ramp. He also doesn't see any ADA for the building on the left and asked what that building was going to be. Mr. Thompson responded it is an internal storage facility, and he is confident the architect can demonstrate an ADA path into that storage building. Mr. Ortiz further clarified that the primary entrance doors may encroach into the sidewalk a bit too much, referring to how the doors swing out. Ms. Tolpin interjected that it's very important at this juncture to point out red flags. Mr. Ortiz stated that the red flag for him is the distance between the arc of the door and the edge of the concrete. There may be a need for a mini vestibule to abate the path of egress from the door. Ms. Devin Tolpin then asked if any members of the public wished to speak. There were none. Public comment was closed. Meeting was adjourned.

**ADJOURNMENT:**

The Development Review Committee meeting was adjourned at 1:20 p.m.