

**File #:** 2025-248

**Property Owner:** Sunset Bay LLC

**Applicant:** Nautilus Drafting and Design

**Contact / Agent:** Jonathan Tavarez

**Type of Application:** Administrative Variance

**Key:** Saddlebunch

**Parcel ID Numbers:** 00159870-000000

**Additional Information added to File 2025-248**

**End of Additional File 2025-248**

MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



RECEIVED  
DEC 12 2025  
2025-248  
MONROE CO. PLANNING DEPT.

Administrative Variance

An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review

Administrative Variance Application Fee: \$1,250.00

*In addition to the application fee, the following fees also apply:*

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed  
*A signed Affidavit is required with this application*

Date of Application: 11 / 20 / 2025  
Month Day Year

Applicant / Agent Authorized to Act for Property Owner: (Agents must provide notarized authorization from all property owners.)

Nautilus Drafting and Design

Jonathan Tavarez

Applicant (Name of Person, Business or Organization)

Name of Person Submitting this Application

21460 Overseas hwy, suite 3, Cudjoe Key FL, 33042

Mailing Address (Street, City, State and Zip Code)

305-906-1530

nautilusdrafting@gmail.com

Work Phone

Home Phone

Cell Phone

Email Address

Property Owner: (Business/Corp must include documents showing who has legal authorized to sign.)

Sunset Bay LLC

Cindy Griffin

(Name/Entity)

Contact Person

8 Shore Dr. Bay Point Key, FL , 33040

Mailing Address (Street, City, State and Zip Code)

305-393-3703

cndygrffn@aol.com

Work Phone

Home Phone

Cell Phone

Email Address

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet.)

1 5-6-7 Bay Point Amd Plat Saddlebunch Key

Block

Lot

Subdivision

Key

00159870-000000

Real Estate (RE) Number

Alternate Key Number

9 E CIRCLE Dr, SADDLEBUNCH KEY

14.6

Street Address (Street, City, State & Zip Code)

Approximate Mile Marker

Land Use District Designation(s): Suburban Commercial

Present Land Use of the Property: Empty lot

Proposed Land Use of the Property: Commercial and residential

Total Land Area: 13,622 sq.ft.

Pursuant to Section 102-186(b) of the Monroe County Land Development Code (LDC), the Director of Planning & Environmental Resources is authorized to grant the following variances:

- (1) Reduction of front or rear yard non-shoreline setback requirements, as provided in LDC Chapter 131, by up to ten (10) feet; and reduction of non-shoreline side yard setback requirements, as provided in LDC Chapter 131, by up to five (5) feet;
- (2) Reduction in the off-street parking requirements in LDC Chapter 114, Article III, by no more than 20%;
- (3) Reduction in the bufferyard width requirements for Class C, D, E, and F district boundaries, major streets, and scenic corridors in LDC Chapter 114, Article III, by no more than 10%;
- (4) Reduction in the total area of landscaping required for off-street parking and loading in LDC Chapter 114, Article III, by no more than 10%; and
- (5) Reduction in the loading/unloading space dimensional requirements in LDC Chapter 114, Article III.

Provide the standards required by the land development regulations: 25 ft front setback, 5/10 ft side setback, 14 parking spaces  
 (i.e., front yard setback of 25 feet, 100 off-street parking spaces, etc.)

Provide requested variance: Reduction, or allowance for loading zone to be within front setback, parking space reduction from 14 spots to 11, unless we can have parking over front yard setback  
 (i.e., reduction of 5ft for a front yard setback of 20 feet; reduction to 90 off-street parking spaces, etc.)

**All of the following standards must be met in order to receive variance approval. Please describe how each standard will be met (as it relates to the property):**

1. The applicant shall demonstrate a showing of good and sufficient cause for granting the variance:
  - With having the loading zone within the front setback it allows for the 5 parking spots shown under the building.
  - We need a reduction of parking spaces from 14 to 11 so that 3 workforce housing and 1 commercial use to be on this property.
  
2. Failure to grant the variance would result in exceptional hardship to the applicant:
  - Without being able to relocate the loading zone over the front setback we will not be able have the 11 parking spots we were able to show on this property.
  - If we fail to get granted the variance we will not be able to have 3 workforce housing units.

*Exceptional hardship means a burden on a property owner that substantially differs in kind or magnitude from the burden imposed on other similarly situated property owners. Financial difficulty/hardship does not qualify as exceptional hardship.*

3. Granting the variance will not result in increased public expenses, create a threat to public health and safety, create a public nuisance or cause fraud or victimization of the public:

Will not

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4. Property has unique or peculiar circumstances, which apply to this property, but which do not apply to other properties in the same zoning district:

Yes it does, MHWL goes in on the property on average 8ft-12ft which causes the inability to show more parking and the loading zone within setbacks

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5. Granting the variance will not give the applicant any special privilege denied other properties in the immediate neighborhood in terms of the provisions of the code or established development patterns:

Will not

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6. Granting the variance is not based on disabilities, handicaps or health of the applicant or members of his family:

Does not

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7. Granting the variance is not based on the domestic difficulties of the applicant or his family:

Does not

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8. The variance is the minimum necessary to provide relief to the applicant:

The variance requested is the minimum necessary

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**All of the following items must be included in order to have a complete application submission:**  
(Please check the box as each required item is attached to the application.)

- Complete administrative variance application (unaltered and unbound)
- Correct fee (check or money order payable to *Monroe County Planning & Environmental Resources*)
- Proof of ownership (i.e., Warranty Deed)
- Current Property Record Card(s) from the Monroe County Property Appraiser
- Location map
- Photograph(s) of site from adjacent roadway(s)
- Boundary Survey, prepared by a Florida registered surveyor-three (3) sets (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat)
- Site Plan, prepared by a Florida registered architect, engineer or landscape architect- three (3) sets (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the site plan should include the following:
  - Date, north point and graphic scale
  - Boundary lines of site, including all property lines and mean high-water line
  - Land use district of site and any adjacent land use districts
  - Locations and dimensions of all existing and proposed structures and drives
  - Type of ground cover (i.e. concrete, asphalt, grass, rock)
  - Adjacent roadways
  - Setbacks as required by the land development regulations
  - Location and dimensions of all parking spaces (including handicap accessible, bicycle and scooter) and loading zones
- A list of names and mailing addresses of real property owners within a 600-foot radius of the subject property(ies). This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 600-foot radius, each unit owner must be included.

**If applicable, the following items must be included in order to have a complete application submission:**

- Notarized Agent Authorization Letter

Is there a pending code enforcement proceeding involving all or a portion of this property?

Yes  No Code Case file # \_\_\_\_\_ Describe the enforcement proceedings and if this application is being submitted to correct the violation: \_\_\_\_\_

**If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.**

If for any reason the administrative variance application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of all plans shall be required prior to item being scheduled for commission review.

\* \* \* \* \*

Pursuant to LDC Section 102-186 (i), the applicant shall post the property of the proposed variance with a waterproof sign at least four (4) square feet in front surface area, which is so lettered as to be easily visible from all public streets and public ways abutting the property. The property shall remain posted for no less than thirty (30) calendar days beginning within five (5) working days of the date that the application is deemed to be in compliance by the Planning Director. For your convenience, the Department will provide you with a sample of the sign.

The applicant/owner hereby acknowledges and agrees that any staff discussions or negotiations about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.

By signing this application, the owner of the subject property authorizes the Monroe County Planning & Environmental Resources staff to conduct all necessary site visits and inspections on the subject property.

I, the Applicant, certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: [Signature] Date: 12/5/25

STATE OF Florida

COUNTY OF Monroe

Sworn to and subscribed before me, by means of either  physical presence OR  online notarization, on 5 day of December, 2025, by Jonathan Tavaraz  
(PRINT NAME OF PERSON MAKING STATEMENT)

Who is  personally known to me OR  produced \_\_\_\_\_ as  
(TYPE OF ID PRODUCED)  
identification.

Mia Santos  
SIGNATURE OF NOTARY PUBLIC



MIA SANTOS  
PRINT, TYPE OR STAMP COMMISSIONED  
NAME OF NOTARY PUBLIC  
MY COMMISSION EXPIRES: 4/17/26

Send complete application package to:

Monroe County Planning & Environmental Resources Department  
Marathon Government Center  
2798 Overseas Highway, Suite 400  
Marathon, Florida 33050

AGENT AUTHORIZATION FORM

Date of Authorization: 12 / 5 / 2025
Month Day Year

I hereby authorize Jonathan Tavaréz be listed as authorized agent
(Print Name of Agent)

representing Cindy Griffin for the application submission
(Print Name of Property Owner(s) the Applicant(s))

of Administrative Variance
(List the Name and Type of applications for the authorization)

for the Property described as: (if in metes and bounds, attach legal description on separate sheet)

5-6-7 1 Bay Point Amd Plat Saddlebunch Key
Lot Block Subdivision Key (Island)

00159870-000000
Real Estate (RE) / Parcel ID Number Alternate Key Number

9E Circle Dr, Saddlebunch Key 14.6
Street Address (Street, City, State & Zip Code) Approximate Mile Marker

Authorized Agent Contact Information:

21460 Overseas hwy, Suite 3, Cudjoe Key FL, 33042
Mailing Address (Street, City, State and Zip Code)

305-906-1530 Nautilusdrafting@gmail.com
Work Phone Home Phone Cell Phone Email Address

This authorization becomes effective on the date this affidavit is notarized and shall remain in effect until terminated by the undersigned. This authorization acts as a durable power of attorney only for the purposes stated. The undersigned understands the risks and liabilities involved in the granting of this agency and accepts full responsibility for any and all of the actions of the agent named herein related to the processing of the services requested, application(s) and/or the acquisition of approvals/permits for the aforementioned applicant. The applicant(s) hereby indemnifies and holds harmless Monroe County, its officers, agents and employees for any damage to applicant caused by its agent or arising from this agency authorization.

Note: Agents must provide a notarized authorization from ALL current property owners.

Signature of Property Owner: Cindy Griffin Date: 12/5/25

STATE OF Florida COUNTY OF Monroe

Sworn to and subscribed before me, by means of either [X] physical presence OR [ ] online notarization, on 5th day of December, 2025 by Cindy Griffin
(PRINT NAME OF PERSON MAKING STATEMENT)

Who is [X] personally known to me OR [ ] produced as identification.
(TYPE OF ID PROVIDED)

Mia Santos
SIGNATURE OF NOTARY PUBLIC



MIA SANTOS
PRINT, TYPE OR STAMP COMMISSIONED NAME OF NOTARY PUBLIC MY COMMISSION EXPIRES: 4/17/26

**Mailing list of property owners within a 600-foot radius of subject property:**

1. Bay Point Key LLC (3200 Overseas Hwy. Saddlebunch Key, FL 33040)
2. Laura Levin (15 E Circle Dr. A & B Saddlebunch Key, FL 33040)
3. Jessica Prescott (17 E Circle Dr. A, Saddlebunch Key, FL 33040)
4. William Mcadoo (17 E Circle Dr. B, Saddlebunch Key, FL 33040)
5. Terry Tidwell (19 E Circle Dr. A & B, Saddlebunch Key, FL 33040)
6. Billy Olson (21 E Circle Dr. A, Saddlebunch Key, FL 33040)
7. Charles Watling (21 E Circle Dr. B, Saddlebunch Key, FL 33040)
8. Amy Cain (0 Bay Dr. Saddlebunch Key, FL 33040)
9. Michael Bracco (1C Bay Dr. Saddlebunch Key, FL 33040)
10. Richard Buckheim (1-A Bay Dr. Saddlebunch Key, FL 33040)
11. LTD Boundry (20 W Circle Dr. Saddlebunch Key, FL 33040)
12. Carolina Palma (18W Circle Dr. Saddlebunch Key, FL 33040)
13. LTD Boundry (16 W Circle Dr. Saddlebunch Key, FL 33040)
14. Shaun Hamilton (10 W Circle Dr. A & B Saddlebunch Key, FL 33040)
15. Henry Hamilton (8 W Circle Dr. Saddlebunch Key, FL 33040)
16. Henry Hamilton (6 W Circle Dr. Saddlebunch Key, FL 33040)
17. Henry Hamilton (3124 Overseas Hwy. Saddlebunch Key, FL 33040)
18. Julson Vernon & Yvonne Rev trust (3154 Overseas Hwy. Saddlebunch Key, FL 33040)
19. Babys Holdings LLC (3176 Overseas Hwy. Saddlebunch Key, FL 33040)

Prepared by: **Nautilus Drafting and Design Services**



# Monroe County, FL



### Overview



### Legend

- Centerline
- ... Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- [ ] Condo Building
- Key Names
- [- - -] Subdivisions
- [ ] Parcels

<b>Parcel ID</b>	00159870-000000	<b>Alternate ID</b>	1205435	<b>Owner Address</b>	SUNSET BAY LLC
<b>Sec/Twp/Rng</b>	08/67/27	<b>Class</b>	COMMERCIAL		8 Shore Dr
<b>Property Address</b>	9 E CIRCLE Dr				Key West, FL 33040
	SADDLEBUNCH KEY				
<b>District</b>	110C				
<b>Brief Tax</b>	BK 1 LT 5-6-7 BAY POINT AMENDED PLAT SADDLEBUNCH KEYS PB3-75 OR327-405/06 OR825-1838 OR934-746 OR2435-				
<b>Description</b>	1930/32TR OR2809-184/85 OR2818-385/86				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 11/20/2025  
 Last Data Uploaded: 11/20/2025 1:37:02 AM

Developed by SCHNEIDER  
 GEOSPATIAL

Prepared by and return to:  
Gregory S. Oropeza, Esq.  
Attorney at Law  
Smith | Oropeza | Hawks  
138-142 Simonton Street,  
Key West, FL 33040  
305-296-7227  
File No. 2016-215  
Parcel ID Nos.: 00159870-000000  
00159880-000000  
00159890-000000

09/30/2016 2:06PM  
DEED DOC STAMP CL: Krys

\$0.70

Doc# 2093748  
Bk# 2818 Pg# 385

[Space Above This Line For Recording Data]

## Quit Claim Deed

This Quit Claim Deed made this 28<sup>th</sup> day of September, 2016, between Cindy L. Griffin, a single woman,, whose post office address is 8 Shore Drive, Key West, FL 33040, grantor, and Sunset Bay, LLC, a Florida limited liability company, whose post office address is 8 Shore Drive, Key West, FL 33040, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

**Witnesseth**, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, do hereby remise, release, and quitclaim to the said grantee, and grantee's heirs and assigns forever, all the right, title, interest, claim and demand which grantor has in and to the following described land, situate, lying and being in Monroe County, Florida to-wit:

LOTS 5, 6 AND 7, BLOCK 1, BAY POINT, AMENDED PLAT, IN GOV'T. LOTS 1 & 5 - SEC. 8 AND GOV'T. LOT 1 - SEC. 17, TOWNSHIP 67 S. - RANGE 27 E, SADDLEBUNCH KEYS, MONROE COUNTY, FLORIDA, AS RECORDED IN PLAT BOOK 3, AT PAGE 75, OF THE PUBLIC RECORDS OF MONROE COUNTY, FLORIDA.

Subject to taxes for the year 2016 and subsequent years.

The preparer of this instrument was neither furnished with, nor requested to review, an abstract on the described property and, therefore, expresses no opinion as to condition of title.

**To Have and to Hold**, the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of grantors, either in law or equity, for the use, benefit and profit of the said grantee forever.

**In Witness Whereof**, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

[Signature]

Witness Name: Isabel Vega

Patricia Gae Ganister

Witness Name: Patricia Gae Ganister

[Signature] (Seal)  
Cindy L. Griffin

STATE OF FLORIDA

COUNTY OF MONROE

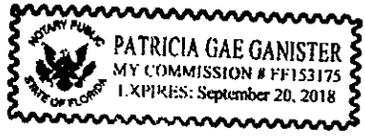
The foregoing instrument was acknowledged before me this 28<sup>th</sup> day of September, 2016, by Cindy L. Griffin, who is personally known to me or has produced Florida's license as identification.

[Notary Seal]

Patricia Gae Ganister  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



# Monroe County, FL

## \*\*PROPERTY RECORD CARD\*\*

### Disclaimer

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

By continuing into this site you assert that you have read and agree to the above statement.

### Summary

Parcel ID 00159870-000000  
 Account# 1205435  
 Property ID 1205435  
 Millage Group 110C  
 Location 9 E CIRCLE Dr, SADDLEBUNCH KEY  
 Address  
 Legal BK 1 LT 5-6-7 BAY POINT AMENDED PLAT SADDLEBUNCH  
 Description KEYS PB3-75 OR327-405/06 OR825-1838 OR934-746  
 OR2435-1930/32TR OR2809-184/85 OR2818-385/86  
 (Note: Not to be used on legal documents.)  
 Neighborhood 10058  
 Property Class COMMERCIAL (1000)  
 Subdivision BAY POINT AMD PLAT  
 Sec/Twp/Rng 08/67/27  
 Affordable No  
 Housing



### Owner

[SUNSET BAY LLC](#)  
 8 Shore Dr  
 Key West FL 33040

### Valuation

	2025 Certified Values	2024 Certified Values	2023 Certified Values	2022 Certified Values
+ Market Improvement Value	\$0	\$0	\$0	\$0
+ Market Misc Value	\$0	\$0	\$0	\$0
+ Market Land Value	\$479,838	\$390,113	\$390,113	\$390,113
= Just Market Value	\$479,838	\$390,113	\$390,113	\$390,113
= Total Assessed Value	\$270,967	\$246,334	\$223,940	\$203,582
- School Exempt Value	\$0	\$0	\$0	\$0
= School Taxable Value	\$479,838	\$390,113	\$390,113	\$390,113

### Historical Assessments

Year	Land Value	Building Value	Yard Item Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value	Maximum Portability
2024	\$390,113	\$0	\$0	\$390,113	\$246,334	\$0	\$390,113	\$0
2023	\$390,113	\$0	\$0	\$390,113	\$223,940	\$0	\$390,113	\$0
2022	\$390,113	\$0	\$0	\$390,113	\$203,582	\$0	\$390,113	\$0
2021	\$390,113	\$0	\$0	\$390,113	\$185,075	\$0	\$390,113	\$0
2020	\$312,090	\$0	\$0	\$312,090	\$168,250	\$0	\$312,090	\$0
2019	\$152,955	\$0	\$0	\$152,955	\$152,955	\$0	\$152,955	\$0
2018	\$151,410	\$0	\$0	\$151,410	\$151,410	\$0	\$151,410	\$0

The Maximum Portability is an estimate only and should not be relied upon as the actual portability amount. Contact our office to verify the actual portability amount.

### Land

Land Use	Number of Units	Unit Type	Frontage	Depth
COMMERCIAL WATERFRON (1M0W)	15,450.00	Square Foot	0	0

Sales

Sale Date	Sale Price	Instrument	Instrument Number	Deed Book	Deed Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
9/28/2016	\$100	Quit Claim Deed	2093748	2818	385	11 - Unqualified	Improved	GRIFFIN CINDY L	
8/3/2016	\$350,000	Warranty Deed		2809	184	05 - Qualified	Vacant		
9/30/2009	\$100	Quit Claim Deed		2435	1930	11 - Unqualified	Vacant		
1/1/1985	\$15,000	Quit Claim Deed		934	746	M - Unqualified	Vacant		
2/1/1981	\$15,000	Quit Claim Deed		825	1838	U - Unqualified	Vacant		

View Tax Info

[View Taxes for this Parcel](#)

Photos



Map



TRIM Notice

[2025 TRIM Notice \(PDF\)](#)

No data available for the following modules: Buildings, Yard Items, Permits, Sketches (click to enlarge).

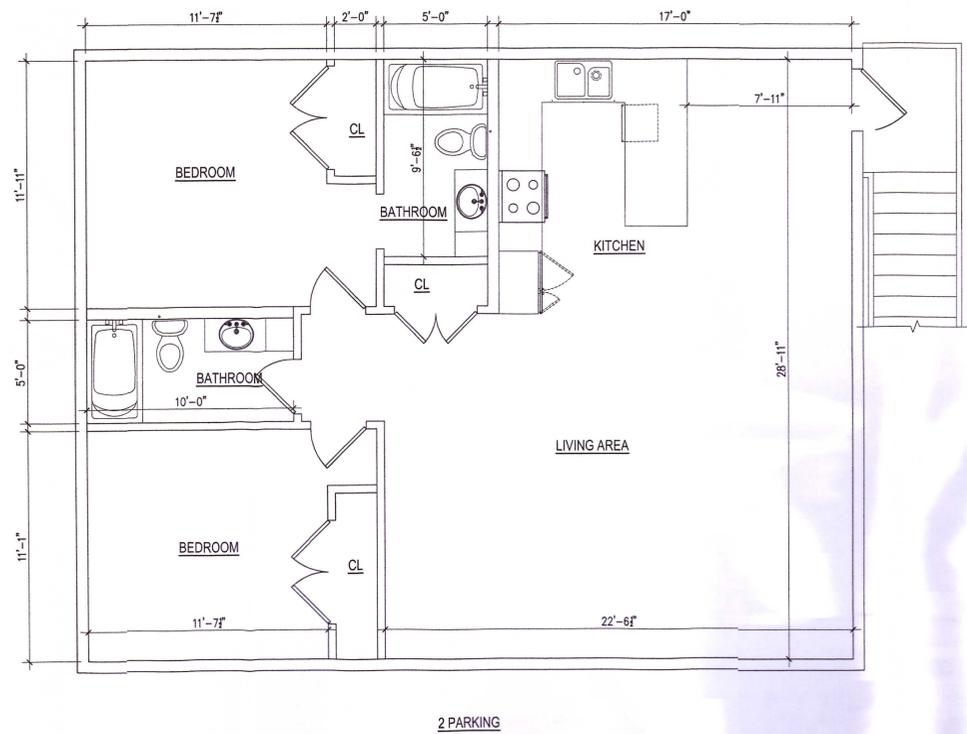
The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the

[User Privacy Policy](#) | [GDPR Privacy Notice](#)  
 Last Data Upload: 11/20/2025, 1:37:02 AM

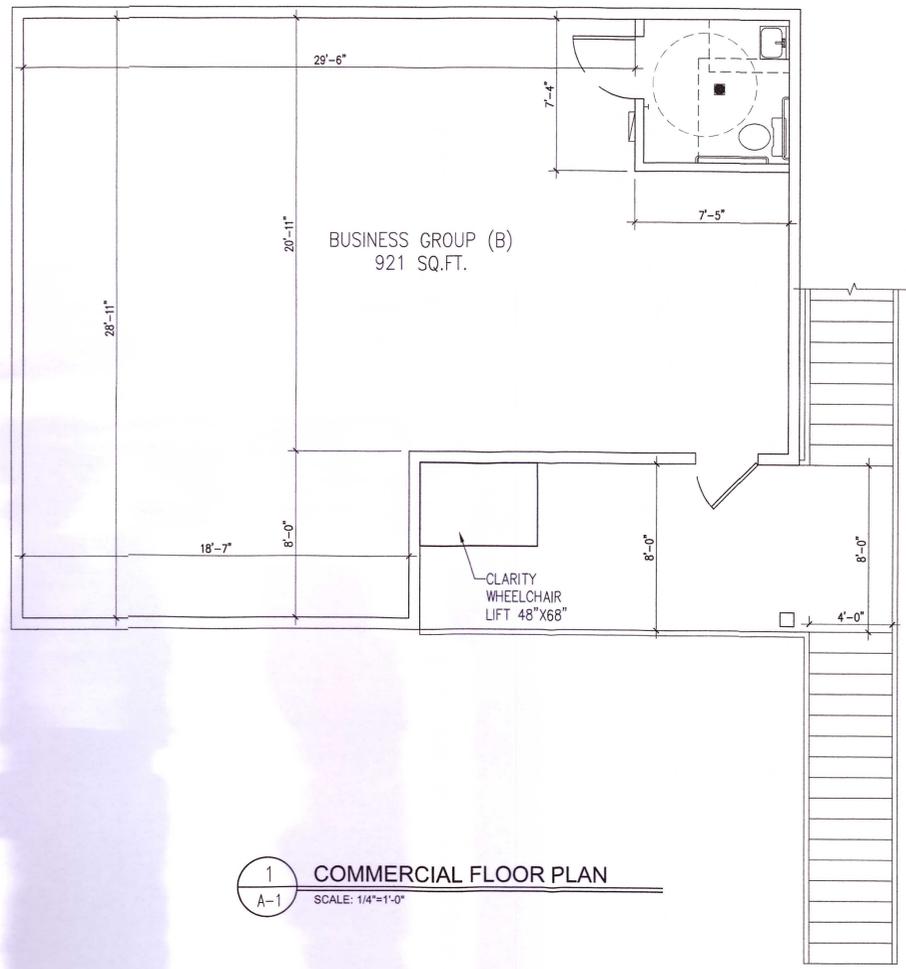
Contact Us







2 AFFORDABLE ABOVE COMMERCIAL SPACE  
SCALE: 1/4"=1'-0"



1 COMMERCIAL FLOOR PLAN  
SCALE: 1/4"=1'-0"

SLM-ENGINEERING INC.  
CIVIL ENGINEERING SERVICES  
KEY WEST, FL  
(305) 509-2847  
CERTIFICATE OF REGISTRATION #0000

REGISTERED PROFESSIONAL ENGINEER  
STEPHEN L. MARKLEY  
PROFESSIONAL ENGINEER  
LICENSE NO. 34860 STATE OF  
FLORIDA

**NAUTILUS**  
DRAFTING & DESIGN SERVICES  
21460 Overseas HWY Suite #3,  
Cudjoe Key, Florida 33042  
ph:305-906-1530  
EMAIL: NautilusDrafting@gmail.com

COMMERCIAL BUILDING AND AFFORDABLE HOUSING  
9 E CIRCLE DR.  
SADDLEBUNCH KEY, FLORIDA

Drawn By:	Checked By:
JMT	SLM
Project No.	Scale:
AutoCad File No.	

Revisions:


Title:  
COMMERCIAL BUILDING WITH AFFORDABLE HOUSING ABOVE  
Sheet Number:  
**A-1**  
Date: 11.20.2025

RECEIVED  
DEC 12 2025  
2025-248  
MONROE CO. PLANNING DEPT.

