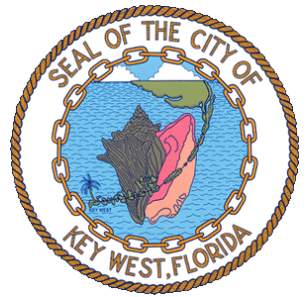


EXECUTIVE  
SUMMARY



To: Patti McLauchlin, City Manager  
From: Katie P. Halloran, Planning Director  
Meeting Date: May 3, 2022

RE: **Major Development Plan and Conditional Use – 5537 College Road (RE# 00072080-000101)** – A request for approval of a major development plan and conditional use to construct a new 20,948 square foot Keys Overnight Temporary Shelter (KOTS) in the Public and Semipublic Services Zoning District (PS) pursuant to Sections 108-91.B.2., Section 122-62, and 122-1018 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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Background:

The subject parcel is an area leased by the City of Key West within a 13.94-acre property located at 5537 College Road, owned by Monroe County. The 100-year leased area currently consists of the existing Keys Overnight Temporary Shelter structures which have surpassed their effective life span. The subject property at 5537 College Road is located on Stock Island behind the Monroe County Sheriff's Office and is within the Public and Semi-Public (PS) Zoning District and is one lot of record.

In 2019 Key West officials approved an agreement to allow the Keys Overnight Temporary Shelter (KOTS) to remain on the Monroe County Sheriff's property in exchange for land along Trumbo Road to build workforce housing for Sheriff employees and potentially other government workers.

The applicant, the City of Key West, has proposed to demolish the existing temporary structures and build an approximately 20,984 square foot structure to house a maximum of 148 individuals for overnight shelter and potentially other homelessness reduction programs and activities. The property and homeless shelter are proposed to remain open during the day and provide services to clients 24/7. The project is proposed to be developed in one (1) phase.





Sherriff's helicopter pad and parking



Fuel tanks and empoundment area



Multifamily at Sunset Marina to the northeast



Entry to existing KOTS facility





**STRATEGIC PLAN:**

This project is consistent with the 2021-2025 Key West Forward Strategic Plan; it is identified as a “Major Project” in the plan.

**MAJOR DEVELOPMENT PLAN REVIEW PROCESS:**

Development Review Committee:	December 16, 2021
Tree Commission Meeting (Conceptual Landscape Plan and Tree Removal approval):	February 7, 2022
Planning Board Meeting:	March 17, 2022
Final Landscape Plan Approval (Urban Forester)	March 18, 2022
HARC Commission Meeting:	Not applicable
City Commission:	May 3, 2022
Local Appeal Period:	30 Days
Planning renders to DEO for review:	Up to 45 days

**PLANNING STAFF ANALYSIS:**

Construction will commence after demolition of the existing structures is completed. The request to undertake the KOTS project is an action by the City of Key West, in coordination with and through the support of the City Commission and Monroe County. The intent of this project is to provide deeply needed temporary overnight housing, including homeless reduction, counseling services, and meal services to those in need. The new facilities will include a new 20,948 square foot building with a low retaining wall, eighteen (18) parking spaces and ninety-six bicycle/scooter parking spaces, and overnight shelter for 148 people.

A conditional use review was completed for this project for emergency shelters for the homeless, and shelters for temporarily housing the homeless in the PS Zoning District, pursuant to City Code Section 122-1018. Major Development Plan review was completed pursuant to Land Development Regulations, Article II, Development Plan. The Planning Board issued its recommendation for approval, with conditions, for the major development plan and conditional use at its regularly scheduled meeting on March 17, 2022, through Resolution 2022-013.

The City of Key West Planning Board also approved a variance for this development plan through Resolution 2022-012: The variance is for conditional use emergency shelter development standards for property located within the Public and Semipublic Services zoning district. The attached Planning Board variance staff report provides a complete site data table and analysis.

All of the parking for the project will be fulfilled by on-site parking. There will be no changes to vehicular ingress or egress. The property is served by City bus routes located on the adjacent College Road. Parking spaces for eighteen (18) vehicles to be used by staff, volunteers, and a few homeless shelter clients, and ninety-six (96) bicycle spaces are proposed on the property.

The City of Key West Tree Commission approved the Conceptual Landscape Plan with Tree Removal for this project on February 7, 2022. The Urban Forestry Manager completed the Section 108 review and found that the overall plan is in compliance, and can be approved with conditions. She was also authorized to approve the Final Landscape Plan if no significant changes were submitted after conceptual approval, and the Final Plan was approved on March 18, 2022.

**RECOMMENDATION:**

The Planning Department recommends the City Commission approve the request for Major Development Plan and Conditional Use with the Planning Board’s conditions, in addition to the strike-through underline modification offered below; Final Landscape Plan approval has been completed.

**General conditions:**

1. The proposed construction shall be in substantial compliance with the site plans dated March 15, 2022, by William P. Horn Architect, and with Final Landscape Plans dated March 3, 2022 ~~when approved by the Tree Commission~~. Construction drawings for permitting shall be dated as approved herein, with any proposed revisions (modifications) clearly noted and dated. Development plan modifications that do not rise to the status of minor or major plan modifications may be approved by the city planner as per Section 108-91(c)(1). All modifications shall be submitted for review and approval to the Planning Department prior to building permit application. Minor and major development plan modifications are addressed as per Section 108(C.).
2. During all phases of construction, temporary fencing and erosion barriers shall be installed and maintained. All adjacent streets and sidewalks shall be kept clean and clear of construction debris.
3. All sidewalks and walkways shall have a minimum 36-inch width and clearance from objects and landscaping. Five feet is preferred wherever possible. Flexi-pave shall be utilized in all instances in which sidewalks or parking area is in close proximity to trees. Pavement and sidewalk installation and repaving shall occur with oversight from the Urban Forester.
4. All invasive plant species shall be removed from the site (upland and wetland areas), particularly Seaside Mahoe-Theselia populnea, Brazilian pepper-Schinus terebinthifolia, Lead tree-Leucaena leucocephala, and Australian Pine-Casuarina sp. The property shall be monitored and continual removal of these nuisance trees shall be done.
5. Tree protection and upland silt barriers must be placed and maintained.
6. No impacts authorized to occur to any protected trees.
7. No impacts authorized to occur to the adjacent wetland areas. Any debris that accidentally falls into the wetland area must be immediately removed.
8. The applicant shall provide the proposed structural wall/fence upland of the wetland jurisdictional line in order to provide a structural buffer to avoid adverse secondary impacts to the wetland area, create a protective barrier, and improve the current conditions of the site, as depicted on the site plan.
9. The homeless shelter facility shall utilize loading areas for Fire Department access and loading during evacuation procedures.
10. Homeless shelter facility staff shall direct clients to utilize bus stops along both sides of College Road.

**~~Conditions prior to City Commission:~~**

11. ~~Final Landscape approval required from Urban Forestry Manager on behalf of Tree Commission.~~

**Conditions prior to issuance of a building permit:**

11. Approval of a Public Art Plan shall be obtained from the AIPP Board, pursuant to City Code Section 2-487, and may include payment of an in-lieu fee.
12. Overhanging buttonwood tree branches must be properly trimmed by a certified arborist prior to commencement of work on the property and shall be inspected by the Urban Forester.

**Conditions prior to issuance of a Certificate of Occupancy:**

13. On-site artwork shall be installed and inspected by the City pursuant to Code Section 2-487.

**Options/Advantages/Disadvantages:**

**Option 1:** Approve with conditions the proposed major development plan and conditional use for 5537 College Road.

1. **Consistency with the City's Comprehensive Plan, Vision, and Mission:** This action will allow for construction of an approximately 20,984 square foot structure to house a maximum of 148 individuals for overnight shelter and potentially other homelessness reduction programs and activities. The development has been reviewed for consistency with the Comprehensive Plan and together with an approved variance, is also in compliance with the Land Development Regulations.
2. **Financial Impact:** The redevelopment of the property will be funded by the City.

**Option 2:** Deny the proposed major development plan for 5537 College Road.

1. **Consistency with the City's Comprehensive Plan, Vision, and Mission:** This action would be inconsistent with the City's 2021-2024 Strategic Plan and the Capital Projects Workplan.
2. **Financial Impact:** There would be no financial impact to the City.