


# STAFF REPORT

DATE: October 6, 2022

RE: **5501 College Road (Landscape Sec 108 Review)**

FROM: Karen DeMaria, City of Key West Urban Forestry Manager 

An application was submitted to the Planning Board for a major development plan review to construct a building to house two new generators and for storage. The new structure will be built next to the existing jail facility on an existing developed piece of property on land area that is currently used for parking (paved). The proposed project will also require the creation of two new handicapped parking spaces. This review is to verify compliance to Sec 108 of the City Code regarding landscaping and buffer requirements to help the Planning Board with their review.

This review is based on site and landscape plans submitted to the Urban Forestry Manager dated September 1, 2022.

Review of Section 108:

1. Sec 108-243: Signed and sealed landscape plans have been submitted that include a tree protection plan. No formal irrigation plan has been submitted but notes on the landscape plan indicate the area will be hooked up to the existing irrigation system for the property.
2. Sec 108-289: Bougainvillea and sea grape shrubs will be removed for the construction. These plants are not regulated. One Christmas Palm will be relocated and existing palms and Gumbo Limbo trees near the proposed work areas will be protected. The conceptual landscape plan for this project was reviewed and approved by the Tree Commission on September 13, 2022.

The property itself is bounded by environmentally sensitive wetland areas on the southern and western developed boundary areas. These areas will not be impacted by the proposed construction which will be occurring in an established parking lot area.

3. Sec 108-346: The required open space is 20%. Information submitted indicates the open space will be over 55% once this building is constructed.

The property owner will need to agree to remove invasive exotic plant species, Australian Pine-Casuarina equisetifolia, Brazilian Pepper-Schinus terebinthifolia, Lead Tree-Leucaena leucocephala, and Melaleuca-Melaleuca quinquenervia, from the entire site, above the mean high water line.

4. Sec 108-347 (bufferyards): The existing use of the property is a County building-jail facility (Public Service). According to the property appraiser site, most of the

property is bounded by environmentally sensitive and submerged land with an affordable housing project to the north.

The proposed impact from the construction of this additional building will be a low impact, therefore, no bufferyards are required except for the area to the north which is adjacent to affordable housing.

Along the property line area with the affordable housing there is an existing access driveway/road. The affordable housing property installed landscaping along this property line area as a requirement of their development plan. There is no landscaping in this area from this property.

### Waiver Required

5. Sec 108-348, allows for credit of existing plant material: This development plan request will construct a building in a current parking lot area adjacent to an existing structure. Existing landscaping in the area is sparse. One existing palm will be transplanted and new landscaping will be installed to enhance the immediate area.
6. Sec 108-381: A landscape plan has been submitted that enhances the existing, immediate proposed work area.
7. Sec 108-411: The Tree Commission gave conceptual landscape plan approval for the project on September 13, 2022.
8. Sec 108-412: The applicant stated that over 55% of the property is landscape/open space area. This has not been verified. A large portion of the property has either been previously developed or is environmentally sensitive lands.

The proposed construction work is occurring primarily in a current parking area. The existing landscaped area will remain and be enhanced. The plan does incorporate over 70% native vegetation that includes trees, shrubs, and groundcover with gravel.

9. 108-413, landscape requirement along street frontages: Not applicable.
10. Sec 108-414, interior parking areas: The new construction will occur in an existing parking lot area. Several existing parking spots will be removed due to this project. A new tree island will be created near the proposed work area and an immediate landscape area will be enhanced to include trees, shrubs, and groundcover.
11. Sec 108-415 perimeter parking areas: The immediate proposed work area is a previously development and created parking lot with a landscape strip and some trees/palms dividing the head to head parking spots.

12. Sec 108-416, interior area landscaping. This section of code specifically looks at the planting of trees and requires that all areas not covered by buildings or hardscape will have grass, groundcover, shrubs or other landscaping materials.

The site is a current developed site with numerous, large existing trees and palms. The submitted landscape plan does incorporate the planting of (2) new trees in the immediate construction area. Next to the new handicap parking area there are two Gumbo Limbo trees that will be protected.

13. Sec 108-447: The landscape plan does include a tree protection plan and parking stops and curbing in the parking areas.
14. Sec 108-448: It does appear that all landscape strips are covered with living material, mulch, or grass.
15. Sec 108-515: A formal irrigation plan has not been submitted. A note on the landscape plans indicates that the existing irrigation system will be modified to provide coverage for this area.

**Conditions:**

- 1. Final Landscape Plan approval required from Urban Forestry Manager (memo into file).**
- 2. Once a year, all listed invasive plant species (Australian Pine-Casuarina equisetifolia, Brazilian Pepper-Schinus terebinthifolia, Lead Tree-Leucaena leucocephala, and Melaleuca- Melaleuca quinquenervia) shall be removed from the site (above mean high water line). Stumps should be treated with an appropriate herbicide type treatment to prevent regrowth.**
- 3. Details are needed regarding the irrigation plan.**



Karen DeMária  
Urban Forestry Manager  
City of Key West



THE CITY OF KEY WEST  
Tree Commission  
Post Office Box 1409 - Key West, FL 33041-1409  
Telephone: 305-809-3723

September 14, 2022

Monroe County BOCC  
Attn: Matthew Howard  
1100 Simonton Street 2-216  
Key West, FL 33040

To Whom It May Concern:

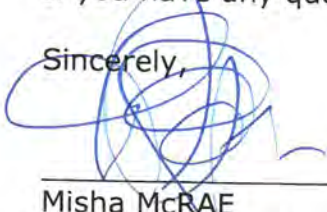
The City of Key West Tree Commission recently considered your application, TP2022-0018, for Conceptual Landscape Plan approval for the installation of a generator building at the existing jail facility at 5525 College Road, Key West, Florida, at their regularly scheduled meeting on September 13, 2022.

The Tree Commission approved the Conceptual Landscape Plan, as submitted on landscape plans dated September 1, 2022 (see attached plans), regarding the approval for the installation of a generator building at the existing jail facility.

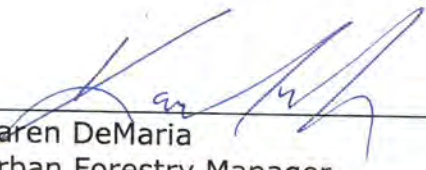
This approval now allows the project to proceed through the review process with the Planning Board. Once you have received approvals from this board, an application should be made again to the Tree Commission for Final Landscape Plan approval. If no significant changes have occurred to the plan, then the Urban Forestry Manager will be able to file a memo into the file regarding Final landscape plan approval.

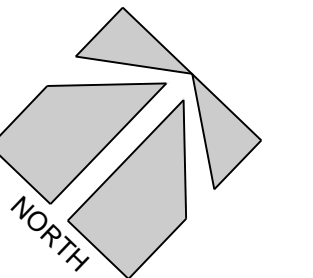
If you have any questions, please call the office at (305) 809-3768.

Sincerely,

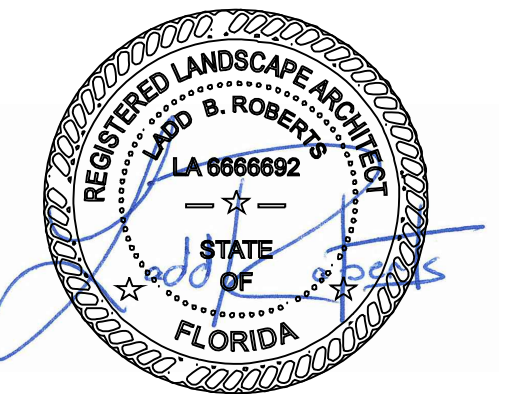
  
\_\_\_\_\_  
Misha McRAE  
Chairman, Tree Commission

FOR:

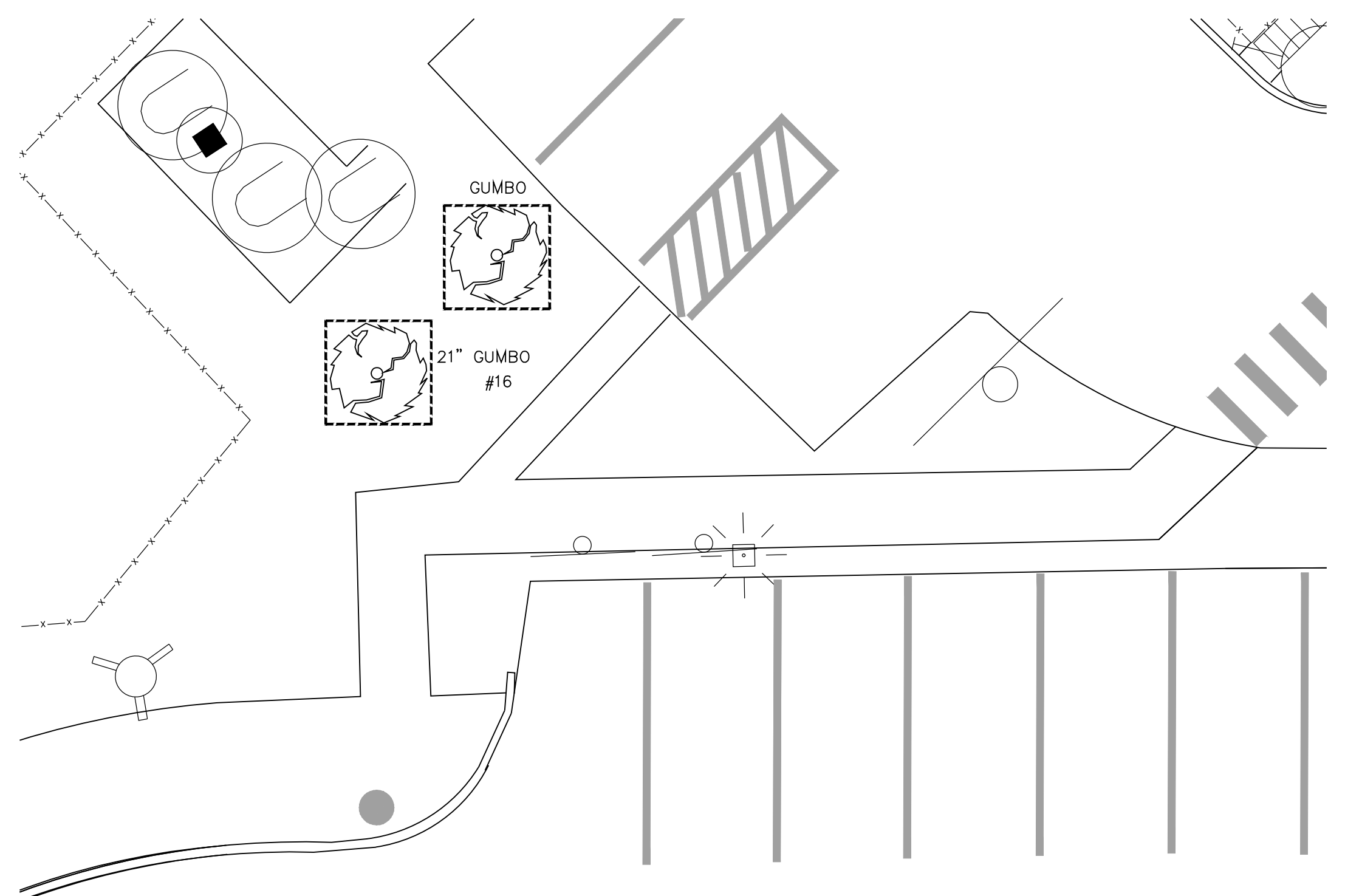
  
\_\_\_\_\_  
Karen DeMaria  
Urban Forestry Manager  
[kdemaria@cityofkeywest-fl.gov](mailto:kdemaria@cityofkeywest-fl.gov)



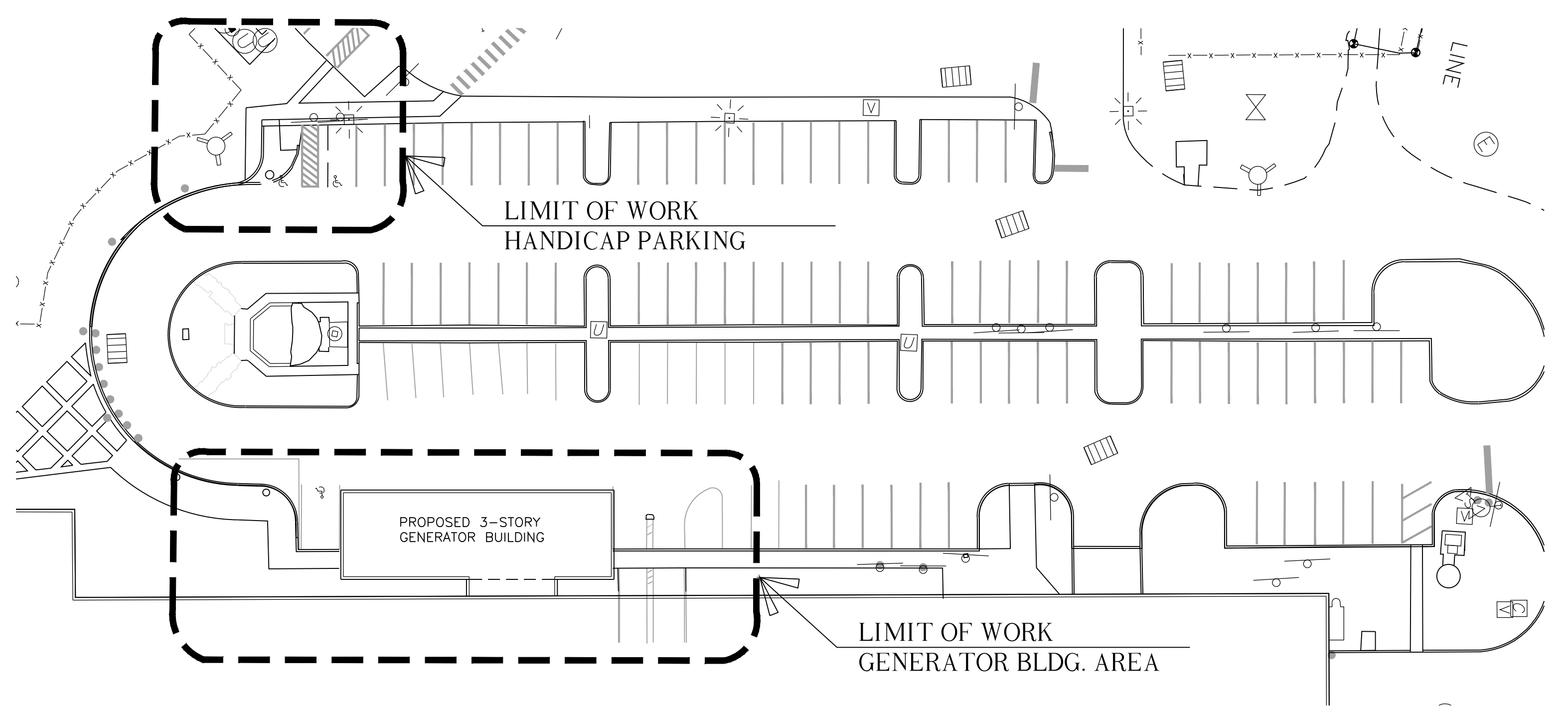
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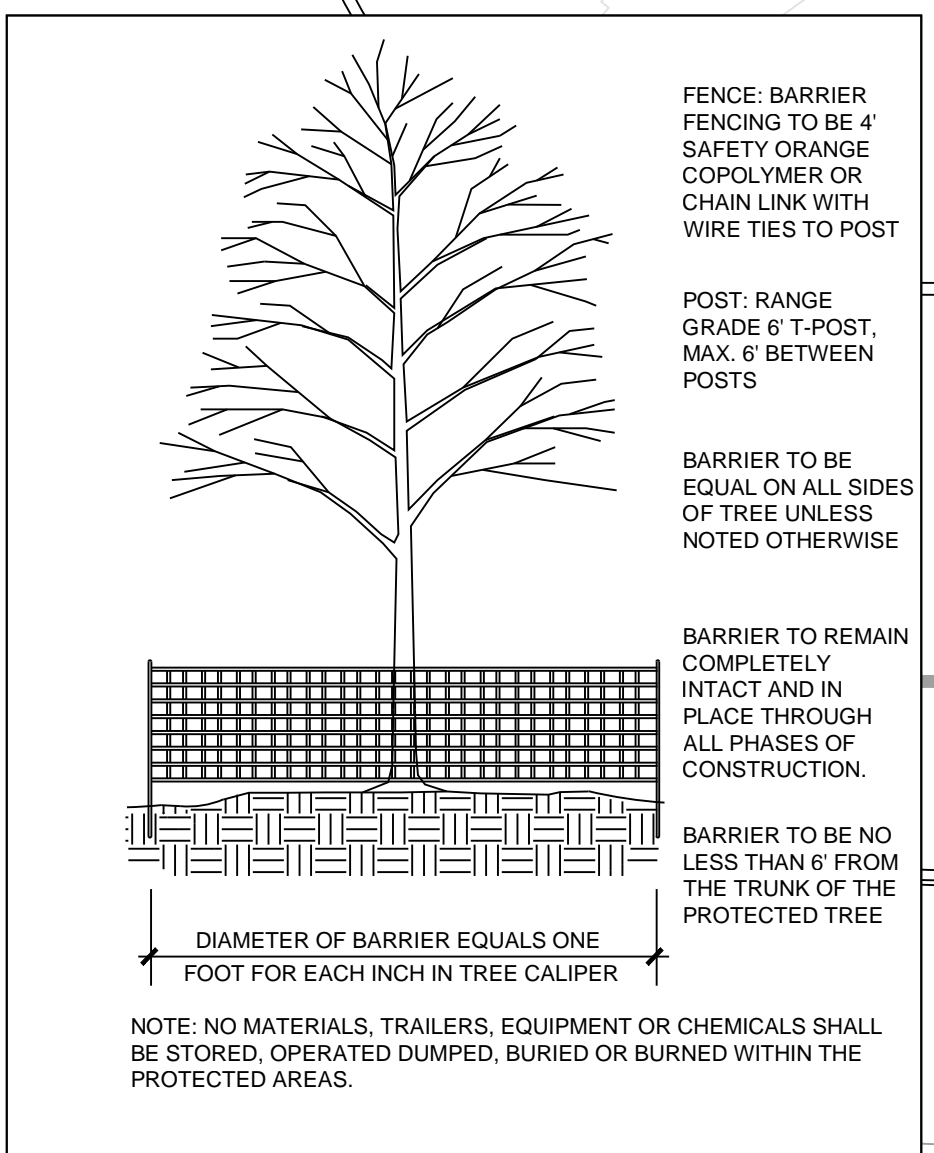
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EXISTING LANDSCAPE - HANDICAP PARKING AREA  
SCALE: 1/8" = 1'-0"



LIMIT OF WORK AREAS  
SCALE: 1/8" = 1'-0"



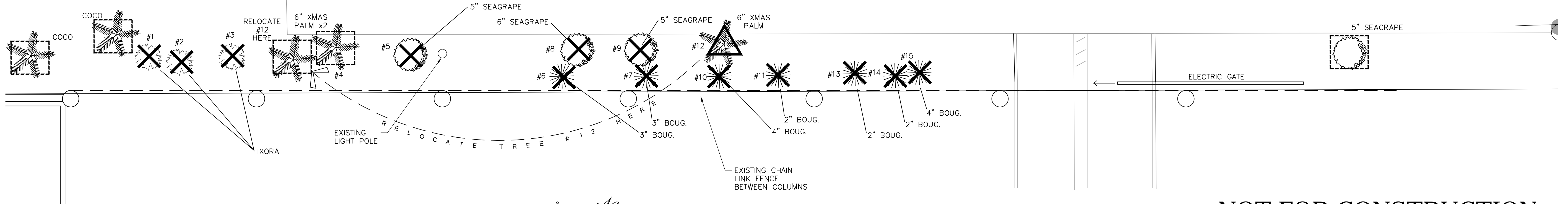
**TREE / PALM REMOVAL**

- #\*TREE TREE TO BE REMOVED
- #\*TREE TREE TO RELOCATE
- #\*TREE TREE TO REMAIN WITH BARRICADE SEE DETAIL THIS PAGE

ALL TREE / PLANT LOCATIONS ARE APPROXIMATE.  
ALL TREES TO REMAIN ARE TO BE PROTECTED WITH TREE PROTECTION FENCING PER CITY OF KEY WEST CODE.



TREE #	LOCAL NAME	BOTANICAL NAME	NOTES	APPRX. DSH	HEIGHT	SPREAD	Relocate	Remove
1	IXORA	Ixora coccinea	not-protected - shrub	3	4'-5'	4'		X
2	IXORA	Ixora coccinea	not-protected - shrub	3	4'-5'	4'		X
3	IXORA	Ixora coccinea	not-protected - shrub	3	4'-5'	4'		X
4	CHRISTMAS PALM	Adonia merrillii	protected - x2 trunk - remain	6	14'	6'		
5	SEAGRAPE	Coccoloba uvifera	not-protected - hedge	5	5'	4'		X
6	BOUGAINVILLEA	Bougainvillea spp	not-protected - shrub	3	3'-5'	2'-4'		X
7	BOUGAINVILLEA	Bougainvillea spp	not-protected - shrub	3	3'-5'	2'-4'		X
8	SEAGRAPE	Coccoloba uvifera	not-protected - hedge	6	5'	4'		X
9	SEAGRAPE	Coccoloba uvifera	not-protected - hedge	5	5'	4'		X
10	BOUGAINVILLEA	Bougainvillea spp	not-protected - shrub	4	3'-5'	2'-4'		X
11	BOUGAINVILLEA	Bougainvillea spp	not-protected - shrub	2	3'-5'	2'-4'		X
12	CHRISTMAS PALM	Adonia merrillii	protected - x1 trunk (bldg impact)-relocate	6	14'	6'	X	
13	BOUGAINVILLEA	Bougainvillea spp	not-protected - shrub	2	3'-5'	2'-4'		X
14	BOUGAINVILLEA	Bougainvillea spp	not-protected - shrub	2	3'-5'	2'-4'		X
15	BOUGAINVILLEA	Bougainvillea spp	not-protected - shrub	2	3'-5'	2'-4'		X
16	GUMBO LIMBO	Bursea simaruba	protected - great tree - remain	21	30'	25'		



EXISTING LANDSCAPE - GENERATOR BLDG. AREA  
SCALE: 1/8" = 1'-0"

**EXISTING VEGETATION**

DATE: 9.1.22

REVISIONS:

No.	Date	Notes
1.		

**CONSTRUCTION DOCUMENTS**

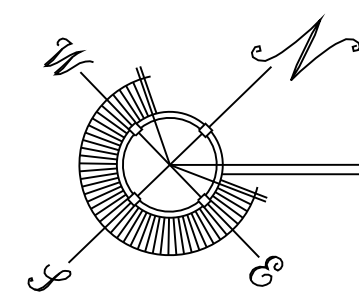
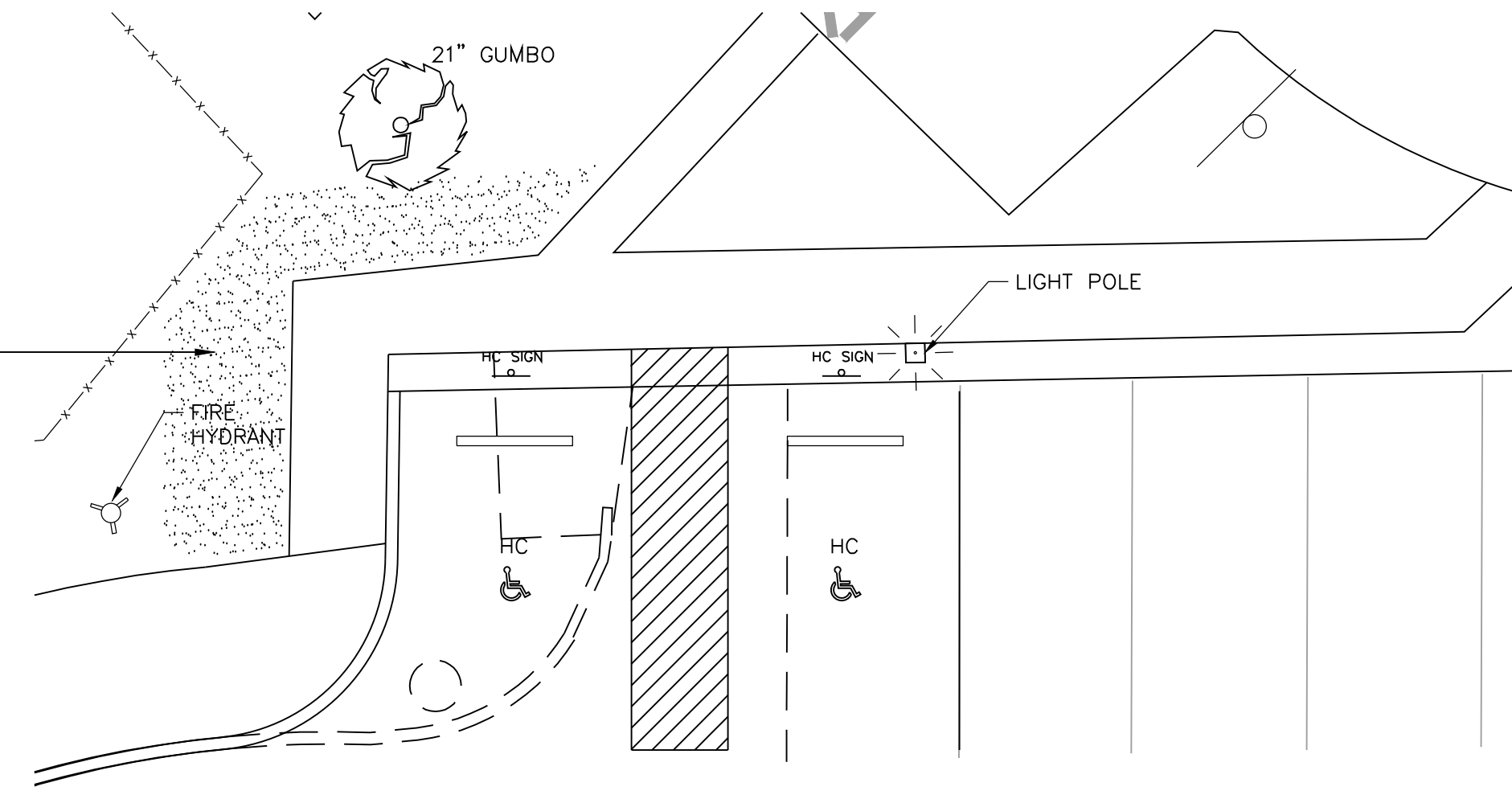
SHEET NUMBER:  
**L-1**

JOB #: WPH 2133  
JOB #: 22005 DRAWN BY: LBR  
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REPAIR DAMAGED SOD AS NEEDED FROM HARDSCAPE CONSTRUCTION MATCH EXISTING SOD



### HANDICAP PARKING AREA LANDSCAPE

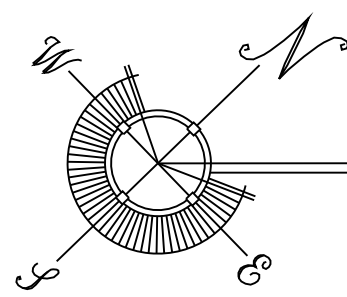
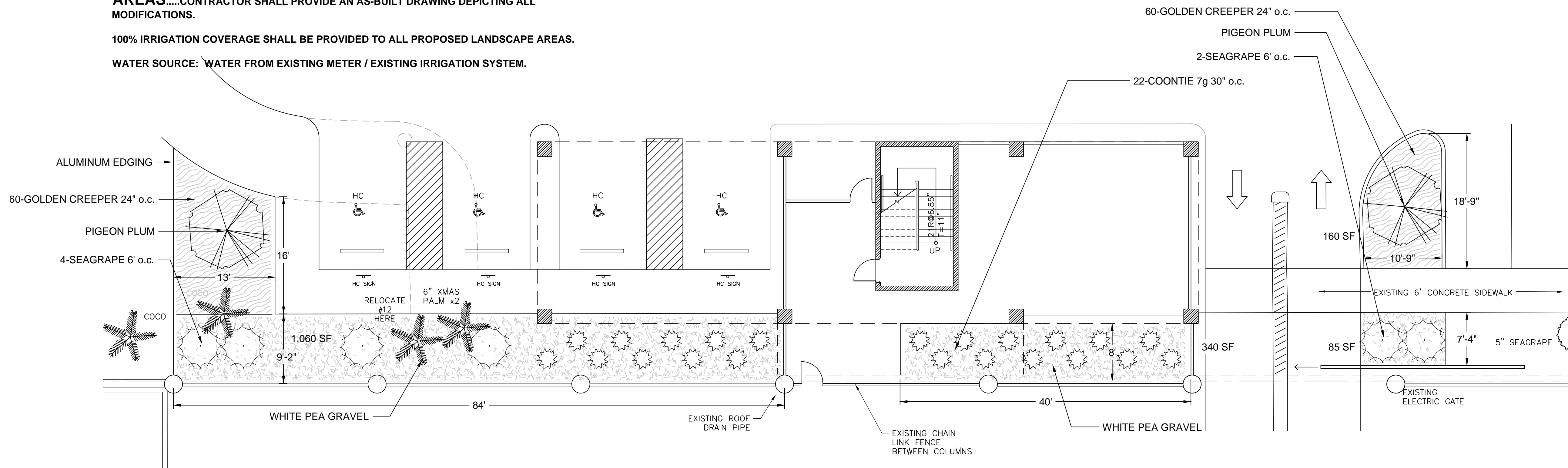
SCALE: 1/8"=1'-0"

PLANT SCHEDULE - MCSO Generator Addition					
QTY.	COMMON NAME	BOTANICAL NAME	SIZE	NOTE	NATIVE
<b>TREES</b>					
2	PIGEON PLUM	<i>Coccoloba diversifolia</i>	65g, 3" cal. 12'-14' ph	FL #1	NATIVE
6	SEAGRAPE	<i>Coccoloba uvifera</i>	6'-8' ph, 4.5" cal. Multi 4'-5' sprd., full to grnd.	FL #1	NATIVE
<b>SHRUBS and GROUNDCOVERS</b>					
120	GOLDEN CREEPER	<i>Ernoea littoralis</i>	3 gal., full	FL #1	NATIVE
22	COONTIE	<i>Zamia pumilia</i>	7 gal., full	FL #1	NATIVE
<b>SOD &amp; SUNDRY ITEMS</b>					
verify SF	match existing	CONTRACTOR TO VERIFY QUANTITY		FL#1	
400 SF	CYPRESS MULCH	COLOR: NATURAL CYPRESS MULCH.			
1,100 SF	WHITE PEA GRAVEL				
30 LF	BLACK ALUMINUM EDGING - FOR EDGING B'TWN SOD AND LANDSCAPE - COMMERCIAL GRADE.				

**EXISTING IRRIGATION SYSTEM SHALL BE MODIFIED TO PROVIDE 100% COVERAGE TO ALL PROPOSED LANDSCAPE AREAS.....CONTRACTOR SHALL PROVIDE AN AS-BUILT DRAWING DEPICTING ALL MODIFICATIONS.**

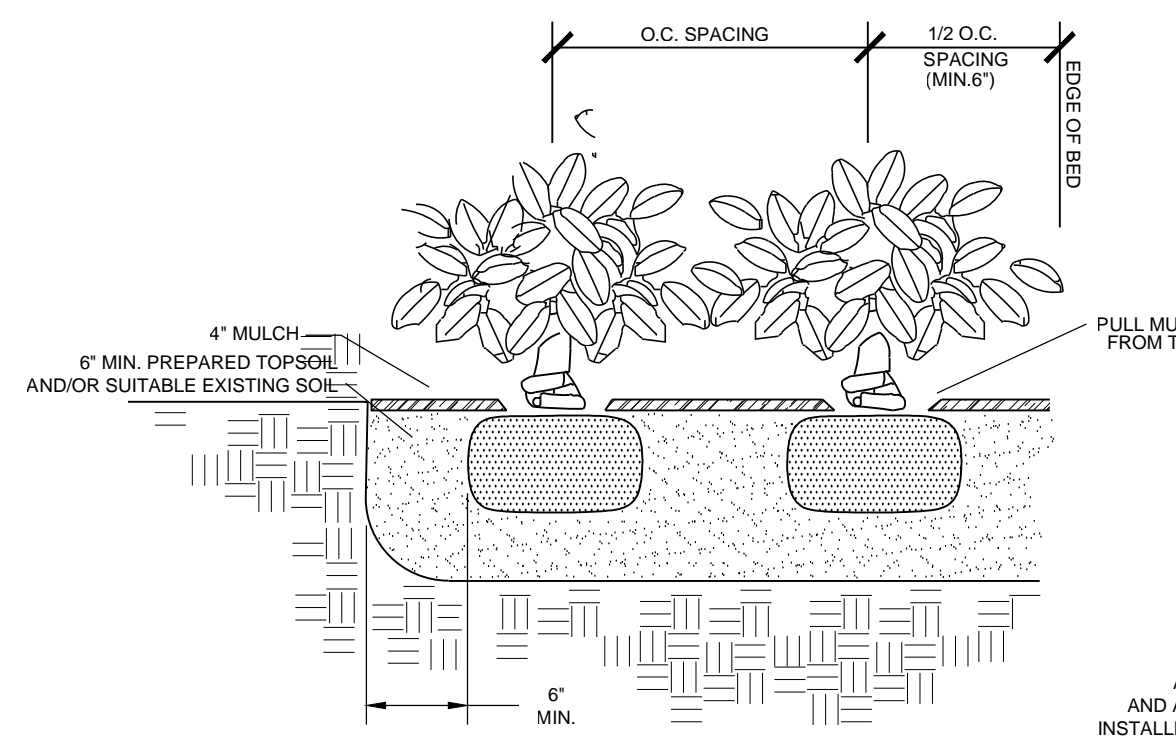
**100% IRRIGATION COVERAGE SHALL BE PROVIDED TO ALL PROPOSED LANDSCAPE AREAS.**

**WATER SOURCE: WATER FROM EXISTING METER / EXISTING IRRIGATION SYSTEM.**



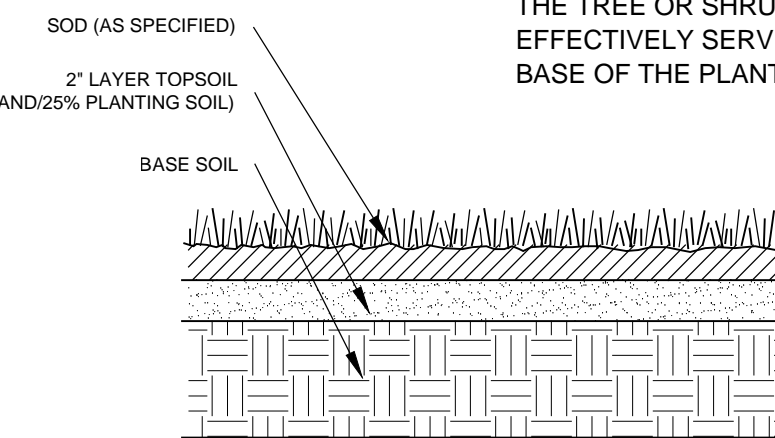
### PROPOSED LANDSCAPE - GENERATOR BLDG. AREA

SCALE: 1/8"=1'-0"



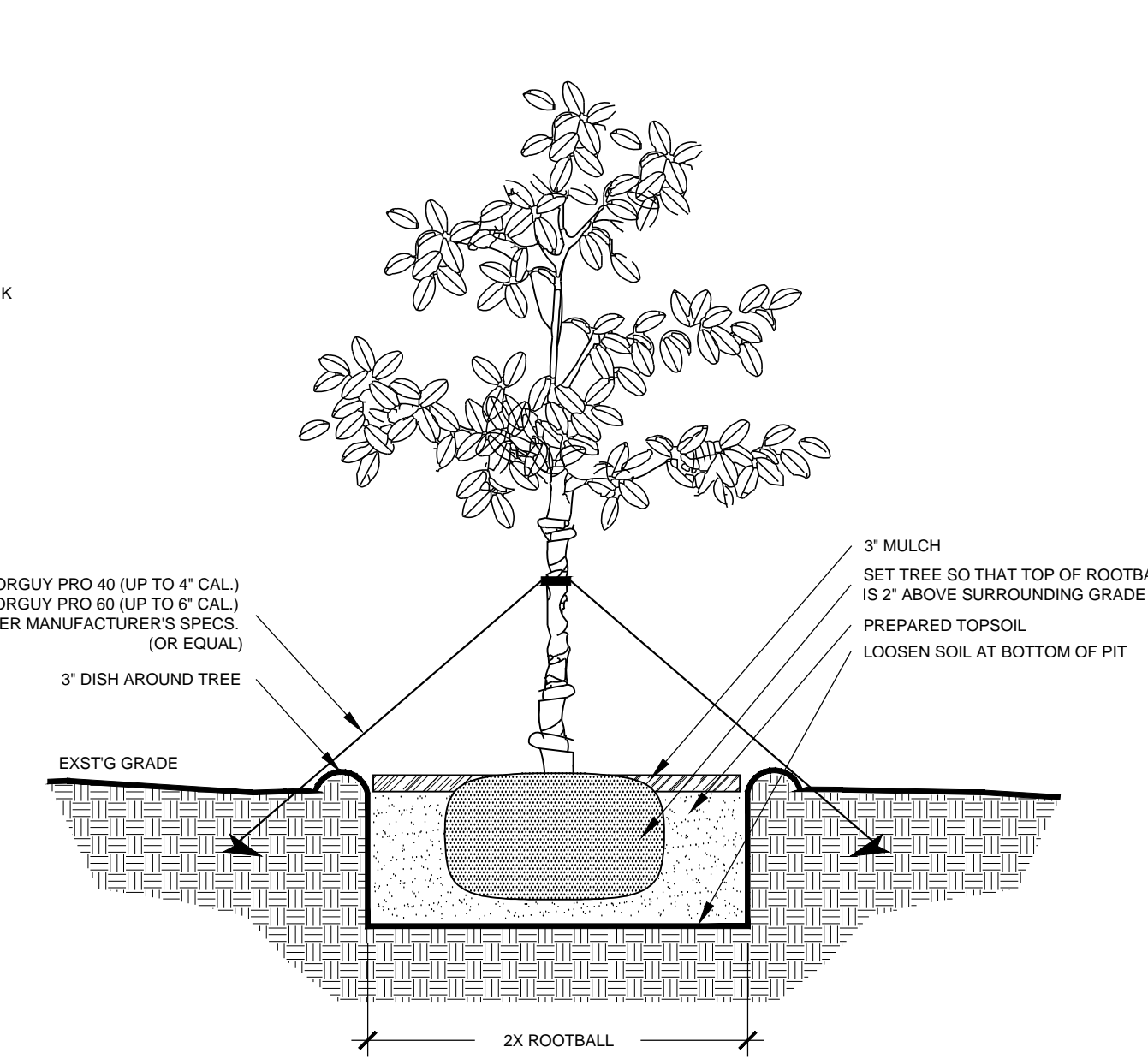
#### SHRUB PLANTING DETAIL

ALL SHRUBS ARE TO BE POSITIONED VERTICALLY REGARDLESS OF THE SLOPE OF THE GROUND IN WHICH THEY ARE PLANTED. WATER RINGS ARE TO BE CONSTRUCTED AT RIGHT ANGLES TO THE TREE OR SHRUB OR IN A MANNER IN WHICH THEY WILL MOST EFFECTIVELY SERVE THE PURPOSE OF RETAINING WATER AT THE BASE OF THE PLANT.



#### SODDING DETAIL

ALL AREAS TO BE SODDED TO RECEIVE 2" TOP LAYER OF SILICA SAND (50%) /PLANTING SOIL (50%) AS INDICATED.

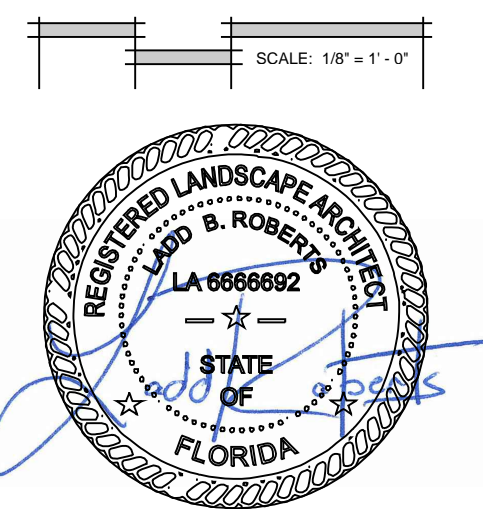
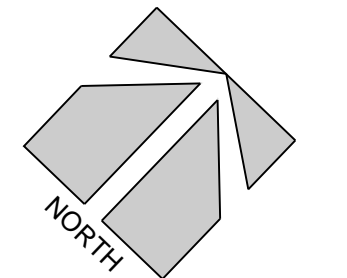


#### TREE PLANTING DETAIL

ALL TREES ARE TO BE POSITIONED VERTICALLY REGARDLESS OF THE SLOPE OF THE GROUND IN WHICH THEY ARE PLANTED. WATER RINGS ARE TO BE CONSTRUCTED AT RIGHT ANGLES TO THE TREE OR SHRUB OR IN A MANNER IN WHICH THEY WILL MOST EFFECTIVELY SERVE THE PURPOSE OF RETAINING WATER AT THE BASE OF THE PLANT.

THE ROOTBALL OF THE TREE SHOULD BE POSITIONED IN THE HOLE SO THAT THE FINISHED GRADE OF THE BACKFILL SOIL AND LANDSCAPE SOIL IS 2" LOWER THAN THE TOP OF THE ROOTBALL. MULCH SHOULD COVER THE EDGE OF THE ROOTBALL. DO NOT MULCH ON TOP OF ROOTBALL.

**MCSO  
GENERATOR  
BUILDING**  
5501 COLLEGE ROAD  
KEY WEST, FL 33040



LANDSCAPE PLAN

DATE: 9.1.22

REVISIONS:		
No.	Date	Notes
1.		

**CONSTRUCTION DOCUMENTS**

SHEET NUMBER:  
**L-2**

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# STAFF REPORT

DATE: September 1, 2022

RE: **5525 College Road (permit application #T2022-0018)**

FROM: Karen DeMaria, City of Key West Urban Forestry Manager

On August 23, 2022, an application was submitted for Conceptual Landscape Plan approval for a major development plan to add a generator building to the existing Monroe County Jail facility. No trees or palms are planned to be removed from the area but one existing palm will be transplanted.

The property is an existing, developed property. The proposed work will occur in an existing parking lot area with the primary work being done immediately adjacent to the existing structure. The proposed project also includes moving two handicap parking spots across the parking lot. Bougainvillea and sea grape shrubs will be removed for the construction. One Christmas Palm will be relocated and existing palms and Gumbo Limbo trees near the proposed work areas will be protected.

The Conceptual Landscape Plan is over 70% native vegetation. Two new Pigeon Plum trees, six, tall, shrubby sea grape plants, and Golden creeper and coontie groundcover will be planted once construction work has been completed. The proposed landscaping enhances the existing area.



---

Karen DeMaria  
Urban Forestry Manager  
City of Key West



Aerial photo of property. Blue boxes on the aerial highlight the proposed work areas.



Photo of proposed handicap parking spot work area, view 1.





Photo of proposed handicap parking spot work area, view 2.



Photo of the proposed generator work area, view 1. Coconut palms are to remain.



Photo of the proposed generator work area, view 2.



Photo of the proposed generator work area, view 3.



Close up photo of the proposed generator work area, view 1. Ixora and sea grape shrubs to be removed. Double Christmas palms to remain.



Photo of the proposed generator work area, view 4.



Close up photo of the proposed generator work area, view 2. Christmas palm to be transplanted and shrubs to be removed.



Close up photo of the proposed generator work area, view 3. Shrubs to be removed.



Photo of the proposed generator work area, view 5. New parking lot island with a tree to be created in this area.