

Development Review Committee Minutes

December 19, 2014 DRAFT

Acting Planning Director, Kevin Bond called the Development Review Committee meeting of December 19, 2014 to order at 10:03 a.m. at Old City Hall in the antechamber at 510 Greene Street, Key West.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present were: Acting City Planner, Kevin Bond; Fire Department, Jason Barroso; HARC Planner, Enid Torregrosa; Utility Services, Elizabeth Ignoffo; Urban Forestry Manager, Karen DeMaria; Director of Transportation, Norman Whitaker; Building Official, Ron Wampler arrived at 10:08 a.m.

Not present were: Sustainability Coordinator, Allison Higgins; Art in Public Places, Dick Moody, Engineering, Gary Volenec; Solid Waste/Recycling Coordinator, Will Thompson; Floodplain Manager, Scott Fraser; Community Services, Rod Delostrinos; ADA Coordinator, Peg Corbett, Bicycle/Pedestrian Coordinator, John Wilkins, Police Department, Steve Torrence;.

Additional comments provided by: Key West Engineering Department, Gary Volenec, Keys Energy Supervisor of Engineering Matthew Alfonso; Community Services, Rod Delostrinos.

Also in attendance was Planning Department staff: Carlene Smith and Venetia Flowers.

APPROVAL OF THE AGENDA

A motion to approve the agenda was made by Ms. Torregrosa and seconded by Ms. Elizabeth Ignoffo.

APPROVAL OF MINUTES

There were no minutes to approve.

DISCUSSION ITEMS

New Business

- 1. Variance - 2503 Fogarty Avenue (RE # 00050520-000000; AK # 1051128) - A request for variances to front and side yard setback in order to add a new 1 ½ story addition on property located within the Single Family (SF) zoning district pursuant to Sections 90-395 and 122-238(6)a.1 & 2 of the Land development Regulations of the Code of Ordinances of the City of Key West, Florida.**

Ms. Smith gave members an overview of the variance and reminded the applicant that they need to provide various documents for their application, including open space calculations, and updated site plan as with the number of units that are on site. She also stated that the Legal Department is reviewing the right of way encroachment.

Development Review Committee Minutes

December 19, 2014 DRAFT

The applicant, William Shepler, Architect, was available for comments and questions.

FIRE DEPARTMENT: Mr. Barroso asked for clarification regarding the setbacks and the height of the stairs.

TRANSPORTATION: No Comment

UTILITIES: Ms. Ignoffo asked the applicant to please install roof gutters and direct downspouts back onto property, into landscaped areas, to prevent stormwater runoff from impacting adjacent properties.

HARC: Ms. Torregrosa stated that she would like to see a demo plan showing that the existing carport is going to be demolished and that it would help clarify the plans. She also stated that the stair landing is not included on the site plans.

URBAN FORESTRY: Ms. DeMaria had no comment regarding the variance. However, she stated that she does have an issue with the alley in the rear of the property and house and that there is a deck and shed. This is a problem not only on this lot but the entire area. Community Services is not able to maintain vegetation in these area due to encroachments and it is causing continual problems.

BUILDING: Mr. Wampler stated that the side yard setback is going to be reduced and asked for clarification regarding the over-hang from the Fire Marshall.

FEMA: Mr. Fraser noted that an acceptable elevation certificate will be necessary to validate the current height of grade before a building permit may be obtained. He also reminded the property owner is cautioned, that additional building permits within the next five years for any part of the building or new addition have the potential to trigger Substantial Improvement threshold requirements that would make elevation of the existing residence to the height of the new addition required.

SUSTAINABILITY: Ms. Higgins asked for clarification regarding the perviousness of the existing porch. She stated that while it appears that you are reducing the impervious surface, it is still over code. As per Comprehensive Plan Policies 1-1.9.2, 4-3.1.1, 4-3.1.2, 4-3.1.6, 6-1.3.1, if this variance is granted, we request a condition that you either get back to 50% impervious or install a cistern to capture rainwater from at least the ~1.2% impervious area over code (50% code – 51.2% proposed). The cistern can help supplement the pool, reducing potable water use.

KEYS ENERGY: No Objections

ENGINEERING: No Comment

COMMUNITY SERVICES: No Objections

Development Review Committee Minutes

December 19, 2014 **DRAFT**

PLANNING DIRECTOR: Mr. Bond stated that it looks like the project will qualify for an administrative variance because it is less than 10 feet. He also reminded the applicant to provide an updated survey. Mr. Bond also stated that the floor plan doesn't show access to the 2nd floor loft and asked the applicant to make the plans clearer.

2. **After-the-fact Variance - 3206 Duck Avenue (RE # 00052901-000400; AK # 8653450) - A request for variances to rear and side yard setbacks, maximum building coverage and impervious surface ratio in order to maintain a bathroom addition on property located within the medium density residential (MDR) zoning district pursuant to Sections 90-395, 122-270(4)a.1, 122-270(4b)1 and 122-270(6)a.2 & 3 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**

Ms. Smith gave members an overview of the after the fact variance and reminded the applicant that they need to provide elevation plans and open space calculations.

The applicant, Rick Milelli, Architect was available for comments and questions.

FIRE DEPARTMENT: Mr. Barroso stated that the Fire Marshall works closely with the Building Department and noted that if this project came before the Planning Department now it would be denied. The building would have to have both the rear and side five foot setback for accessibility.

TRANSPORTATION: No Comment

UTILITIES: Ms. Ignoffo asked the applicant to please direct roof gutters downspouts back onto property.

BUILDING: Mr. Wampler stated that he didn't like what he saw. He asked for clarification for other changes to the structure that were made in the past. He stated that in a townhouse construction there has to be a one to two hour wall because the property abuts the lot line and that would include the roof and deck also. Mr. Wampler also stated that the after the fact addition should be removed because it was done without a permit, the second floor deck should be removed and the mansard roof that was removed should be replaced and proper fire stopping at that break in the mansard roof section as it is at the property line. The deck on the second floor is as much of a concern as the addition on the first floor.

He also asked for clarification as to why the mansard roof has been cut back.

FEMA: No Comment

URBAN FORESTRY: No Comment

SUSTAINABILITY: Ms. Higgins stated that –

Development Review Committee Minutes

December 19, 2014 **DRAFT**

- As per Comprehensive Plan policies 1-1.9.2 & 6-1.1.3, if a variance is granted, we request a condition that all fixtures and appliances for the bathroom must be WaterSense and Energy Star rated and that a cistern be installed to collect water for the pool.
- As per Comprehensive Plan Policies 1-1.9.2, 4-3.1.1, 4-3.1.2, 4-3.1.6, 6-1.3.1, if this variance is granted, we request a condition that you either get back to 50% impervious or install a cistern to capture rainwater from at least the ~3.4% impervious area over code (50% code – 53.4% proposed). The cistern can help supplement the pool, reducing potable water use.

KEYS ENERGY: No Objections

ENGINEERING: No Comment

COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: Mr. Bond asked for clarification of the plans and asked that they reflect the entire floor. He stated that he sees the issue with the zoning setback and the way the area was developed and that it needs to be addressed but currently it can not be dealt with.

ADJOURNMENT

Meeting adjourned at 10:24 AM.

Respectfully submitted by,

Venetia A Flowers, Administrative Assistant II

Planning Department