

EXECUTIVE SUMMARY



To: James K. Scholl, City Manager
Through: Thaddeus Cohen, Planning Director
From: Melissa Paul-Leto, Planner Analyst
Meeting Date: November 1, 2016

RE: **Easement – 111/115 Whitehead Street (RE # 00000660-000000, AK # 1000671)** – A request for an easement in order to renovate an existing overhang and two second story balconies which encroaches approximately 287 square feet more or less onto Green and Whitehead Streets right-of-ways located within the Historic Residential Commercial Core (HRCC-1) Zoning District.

ACTION STATEMENT:

Request: To grant an easement in order to renovate an existing overhang and two second story balconies which encroach approximately 287 square feet more or less within the Green Street and Whitehead Street right-of-ways.

Applicant: Tracy A. Rupp

Property Owner: Rupp William R. Trust

Location: 111/115 Whitehead Street (RE # 00000660-000000, AK # 1000671)

Zoning: Historic Residential Commercial Core (HRCC-1) Zoning District.



BACKGROUND:

The property contains a two-story commercial building. According to the Monroe County Property Appraiser's records the nonconforming structure was built in 1934 and pre dates current City code. The building is a contributing structure within the Historic District. This is a request for an easement pursuant to Section 2-938 of the Code of Ordinances of the City of Key West. The easement request is for 287 square feet of encroachments onto Green Street and Whitehead Street in order to renovate an existing overhang and two second story balconies.

City Actions:

City Commission:	November 1, 2016
Development Review Committee:	September 22, 2016

PLANNING STAFF ANALYSIS:

As described in the Specific Purpose Survey drawn by J. Lynn O'Flynn, PSM of J. Lynn O'Flynn, Inc., dated July 28, 2016, the portion of area to renovate an existing overhang and two second story balconies which encroaches approximately 287 square feet more or less onto the Green Street and Whitehead Street right-of-ways.

If the request for an easement over City-owned land is granted, then the owner would be required to pay an annual fee of \$400.00 to the City for the use of the 287 square feet, more or less, of city property pursuant to Code Section 2-938(b)(3). The annual fee would be prorated based on the effective date of the easement.

Options / Advantages / Disadvantages

Option 1. Approve the easement with the following conditions:

1. Prior to the easement becoming effective, the Grantee shall obtain Commercial General Liability insurance that extends coverage to the property that is governed by this easement with limits of no less than \$1,000,000. Coverage must be provided by an insurer authorized to conduct business in the State of Florida and with terms and conditions consistent with the latest version of the Insurance Service Office's (ISO) latest filed Commercial General Liability form. Grantee shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as "Additional Insured".
2. During the renovation, plans must show protection of the City palms and trees near the proposed work areas. No impact will be allowed to occur to the City trees or palms during the proposed work.
3. The easement shall terminate upon the removal of the overhang and the two second story balconies.
4. The City may unilaterally terminate the easement upon a finding of public purpose by vote of the Key West City Commission.
5. The owner shall pay the annual fee of \$400.00 specified in Code Section 2-938(b) (3).
6. The owner shall irrevocably appoint the City Manager as its agent to permit the removal of the encroachment if the annual fee required by the Code of Ordinances is not paid.

7. The existing overhang and the two second story balconies shall be the total allowed construction within the easement area.
8. The easement area shall not be used in site size calculations such as lot, yard, and bulk calculations for site development.

Consistency with the City's Strategic Plan, Vision and Mission: Granting the requested easement would not be inconsistent with the Strategic Plan.

Financial Impact: The City would collect \$400.00 annually as part of the approval of the easement. There would be no cost to the City for granting the easement.

Option 2. Deny the easement based on findings that the City's needs outweigh the request.

1. The owner will obtain the appropriate permits for the removal of all items that encroach onto the City right-of-way
2. All encroachments on the City right-of-way will be removed within 90 days.

Consistency with the City's Strategic Plan, Vision and Mission: Denial of the requested easement would not be inconsistent with the Strategic Plan.

Financial Impact: There would be no cost to the City for denying the easement, however the City would lose the potential to collect the annual revenue of the easement agreement

RECOMMENDATION: Option 1.

Based on the existing conditions, the Planning Department recommends to the City Commission **APPROVAL** of the proposed Resolution granting the requested easement with conditions as outlined above.