

# Minutes of the Development Review Committee

## December 20, 2013 **DRAFT**

Planning Director, Don Craig called the Development Review Committee Meeting of December 20, 2013, to order at 10:02am at Old City Hall in the antechamber at 510 Greene Street, Key West.

### **ROLL CALL**

**Present were:** Planning Director, Don Craig, Fire Department Jason Barroso, Engineering Services, Elizabeth Ignaffo, Building Official, Ron Wampler, and HARC Planner, Enid Torregrosa

**Not present were:** Recreation Director, Greg Veliz, Police Department, Steve Torrence, Urban Forestry Manager, Karen DeMaria, Sustainability Coordinator, Alison Higgins and Art in Public Places, Dick Moody

**Comments provided by:** Keys Energy

**Also in attendance was Planning Department staff:** Kevin Bond, Brendon Cunningham, and Stacy Gibson

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF AGENDA**

Motion to approve the agenda was made by Enid Torregrosa and seconded by Elizabeth Ignaffo

### **APPROVAL OF MINUTES**

Motion to approve the November 22, 2013 minutes was made by Elizabeth Ignaffo and seconded by Enid Torregrosa.

### **DISCUSSION ITEMS**

#### **New Business**

1. **Variance – 903 Eaton Street (RE # 00002930-000000; AK # 1003026)** – A request for variances to maximum building coverage, maximum impervious surface ratio, minimum front setback and detached habitable space in order to construct a new single-family residential dwelling on property located within the Historic Medium Density Residential (HMDR) Zoning District pursuant to Sections 122-600(4)a., 122-600(4)b., 122-600(6)a. and 122-1078 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Mr. Bond gave members an overview of the variance request.

The applicant, William P. Horn Architect, P.A. gave members an overview of the variance request.

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**DRC Member Comments:**

**ART IN PUBLIC PLACES:**

No comment.

**URBAN FORESTRY MANAGER:**

No comment.

**POLICE DEPARTMENT:**

No comment.

**HARC PLANNER:**

Ms. Torregrosa asked for floor plans for the detached habitable space. There is an issue of a slight encroachment on the neighbor on the right side. She wants authorization from that neighbor for demolition. She needs elevation of existing building and elevation of the complex where building is located, for relational purposes. She has questions regarding mass and scale of structure in comparison with the buildings on each side.

**ENGINEERING:**

Separate sanitary sewer service, cleanout and connection to the public sewer system will be required if the rear building becomes an individual dwelling.

**FIRE DEPARTMENT:**

Mr. Barroso stated to maintain the 5ft setbacks with the pool equipment, and propane tanks. He asked the applicant to provide clarification on the accessibility issue with the back structure.

**BUILDING OFFICIAL:**

Mr. Wampler stated that the structure be 1' above BIP.

**SUSTAINIBILITY COORDINATOR:**

No comment.

**KEYS ENERGY**

No objections. The only condition is the existing and the new electric service will need to be located on the right front of the property. Please contact Keys Energy for a meter location.

2. **Variance – 408 Greene Street (RE # 00001500-000000; AK # 1001554)** – A request for a variance to the minimum side setback in order to construct a new front porch on an existing building on property located within the Historic Residential/Office (HRO) Zoning District pursuant to Section 122-930(6)b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Mr. Bond gave members an overview of the variance request. He stated the front fence is located on the City's right of way.

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The applicant, Richard McChesney of Smith / Oropeza, P.L. gave members an overview of the variance request.

### **DRC Member Comments:**

#### **ART IN PUBLIC PLACES:**

No comment.

#### **URBAN FORESTRY MANAGER:**

When constructing the porch, care must be taken with the footers to avoid any impacts to the root system of the Royal Poinciana tree. Also, construction equipment cannot be stored under the existing tree and care **MUST** be taken to avoid impacting the tree during construction.

#### **POLICE DEPARTMENT:**

No comment.

#### **HARC PLANNER:**

Ms. Torregrosa stated to think about revision of the site plans of the porch to one stair instead of three stairs. She said to make sure that an easement is applied for if the fence is not being removed.

#### **ENGINEERING:**

Please address ADA access into the commercial property. Proposed porch design does not include provisions for ADA accessibility.

#### **FIRE DEPARTMENT:**

Mr. Barroso stated to maintain the 5ft setbacks on one side and needs a good path through for life safety accessibility. If the fence is moved, problems will arise with life safety accessibility that will need to be worked through.

#### **BUILDING OFFICIAL:**

Mr. Wampler stated that a mercantile or business is required to have ADA access in the front of the building.

#### **SUSTAINABILITY COORDINATOR:**

No comment.

#### **KEYS ENERGY:**

No objections.

3. **Revocable License – 411 Greene Street (RE # 00000660-000000; AK # 1000671)** – A request for a revocable license for a nonpermanent use of City property to place one bench within the Greene Street right-of-way and two benches within the Fitzpatrick Street right-of-way adjacent to property located within the Historic Residential Commercial Core – Duval Street Gulfside

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(HRCC-1) Zoning District pursuant to Section 2-939 of the Code of Ordinances of the City of Key West, Florida.

Mr. Bond gave members an overview of the revocable license request.

Applicant could not be present.

**ART IN PUBLIC PLACES:**

No comment.

**URBAN FORESTRY MANAGER:**

No comment.

**POLICE DEPARTMENT:**

No comment.

**HARC PLANNER:**

Ms. Torregrosa has many concerns regarding this application. There is no example of the type of bench shown in the application. The exact location of the benches is not shown on the site plans. She is concerned about the ADA requirements. This application request will set precedence for other structures crowding the City's right of way.

**ENGINEERING:**

Please provide a survey of the right-of-way along Greene Street and Fitzpatrick Street showing where the benches will be placed. Provide dimensions on the site plan and survey to show clearance distances between edge of sidewalk and bench locations. Provide submittal of the bench details.

**FIRE DEPARTMENT:**

Mr. Barroso reserved comments until further information can be obtained.

**BUILDING OFFICIAL:**

Mr. Wampler stated that comfortable seating has to be available for people in wheelchairs.

**SUSTAINABILITY COORDINATOR:**

No comment.

**KEYS ENERGY:**

No objections.

4. **Transient License Transfer - 1800 Atlantic Boulevard, #B318 to 516 Catherine Street (RE#00063560-007200; AK#8679351) (RE#00028600-000000; AK#1029386)** – A request for a Transient License Transfer of one transient license from property located in the MDR zoning district to property located in the HRCC-3 zoning district per Section 122-13398 (b) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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Mr. Cunningham gave members an overview of the transient license transfer request.

The applicant, Ginny Stones, of Stones & Cardenas, gave members an overview of the transient license transfer request.

### **ART IN PUBLIC PLACES:**

No comment.

### **URBAN FORESTRY MANAGER:**

No comment.

### **POLICE DEPARTMENT:**

No comment.

### **HARC PLANNER:**

No comment.

### **ENGINEERING:**

No comment.

### **FIRE DEPARTMENT:**

Mr. Barroso asked if the structure located on Catherine Street has to have an inspection.

### **BUILDING OFFICIAL:**

No comment.

### **SUSTAINABILITY COORDINATOR:**

No comment.

### **KEYS ENERGY:**

No objections.

5. **Variances – 1008 Watson Street (RE # 00031280-000100; AK # 8843224)** A request for variances to allowed impervious surface ratio, front and rear-yard setback requirements on property located within the HMDR Zoning District pursuant to Sections 122-600(4)b., and (6) a. & c. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Mr. Cunningham gave members an overview of the variances request.

The applicant, Michael Ingram gave members an overview of the variance request.

### **ART IN PUBLIC PLACES:**

No comment.

### **URBAN FORESTRY MANAGER:**

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There are existing trees on the property that may need review by the Tree Commission. There also appears to be one or two large trees on or near the property line that have large branches that may be impacted by construction. Any impact to these branches and to the trees whether originating from this property or not must be analyzed and potentially reviewed by the Tree Commission. Removal and trimming of certain trees does require permitting through the Tree Commission. Please contact the Urban Forester for additional information.

**POLICE DEPARTMENT:**

No comment.

**HARC PLANNER:**

No comment.

**ENGINEERING:**

Construct stormwater swales along property perimeters within the landscape areas, and direct roof gutter downspouts into them.

**FIRE DEPARTMENT:**

No comment,

**BUILDING OFFICIAL:**

No comment.

**SUSTAINABILITY COORDINATOR:**

No comment.

**KEYS ENERGY:**

No objections. The only condition is that the existing service will need to be upgraded to the right front or side of the building.

6. **Alcohol Sales Special Exception – 512-524 Eaton Street (RE# 00006500-000000; AK# 1006734 & RE#00006500-000100, AK#8792239)** – A request for special exception to the prohibition of alcoholic beverage sales within 300 feet of a church, school, cemetery or funeral home for property located within the Historic Neighborhood Commercial – Truman/Simonton (HNC-1) Zoning District pursuant to Section 18-28(b) of the Code of Ordinances of the City of Key West, Florida.

Mr. Cunningham gave members an overview of the alcohol sales special exception request.

**ART IN PUBLIC PLACES:**

No comment.

**URBAN FORESTRY MANAGER:**

No comment.

**POLICE DEPARTMENT:**

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No comment.

**HARC PLANNER:**

No comment.

**ENGINEERING:**

No comment.

**FIRE DEPARTMENT:**

No comment.

**BUILDING OFFICIAL:**

No comment.

**SUSTAINABILITY COORDINATOR:**

No comment.

**KEYS ENERGY:**

No objections.

7. **Lot Split - 309 Caraballo Lane (RE# 00003350-000000; AK#1003484) & 2 Gecko Lane (RE# 00003070-000000, AK#1003166)** - Split off a 1,337.6 square foot portion of property located at 309 Caraballo Lane to be incorporated into property located at 2 Gecko Lane in the HMDR zoning district per Section 118 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Mr. Cunningham gave members an overview of the lot split request.

Mr. Wayne Larue Smith, of The Smith Law Firm gave members an overview of the lot split request.

**ART IN PUBLIC PLACES:**

No comment.

**URBAN FORESTRY MANAGER:**

No comment.

**POLICE DEPARTMENT:**

No comment.

**HARC PLANNER:**

**Ms. Torregrosa stated for the record that she has already been in discussion regarding the fence.**

**ENGINEERING:**

No comment

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**FIRE DEPARTMENT:**

Mr. Barroso requested time to set up a site visit.

**BUILDING OFFICIAL:**

Mr. Wampler stated applicant would have to get a gratitude unification title.

**SUSTAINABILITY COORDINATOR:**

No comment.

**KEYS ENERGY:**

No comments.

**ADJOURNMENT**

Meeting adjourned at 11:06am

**Respectfully submitted by,**  
*Stacy L. Gibson*  
*Administrative Assistant II*  
*Planning Department*