

**Minutes of the Development Review Committee**  
**Meeting of March 24, 2011**

Nicole Malo, Planning Representative, convened a meeting of the Development Review Committee of the City of Key West at 10:00AM, February 24, 2011 was held at Old City Hall, in the antechamber at 510 Greene Street, Key West.

**Roll Call**

Don Craig, Interim Planning Director  
John Cruz, Building Official  
Diane Nicklaus, ADA Coordinator  
Steve Torrence, KWPD

Elizabeth Ignaffo, General Services  
Alan Averette, Fire Department  
Cynthia Domenech-Coogle, Landscaping

**Planning Staff:**

Patrick Wright

**Comments received from:**

Myra Wittenberg, DOT Director,

Keys Energy

**Approval of Agenda**

Enid Torregrosa made a motion to approve the agenda it was seconded by John Cruz. Motion carried.

**Approval of Minutes**

**1. January 24, 2011**

Enid Torregrosa made a motion to approve the agenda it was seconded by John Cruz. Motion carried.

**Discussion Items**

- 2. Easement- 520 Petronia Street (RE Number 00016500-000000) - An easement request for 165 square feet for structural encroachments for a contributing structure in the HNC-1 zoning district per Section 2-938 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida**

Nicole Malo reviewed the project.

Enid Torregrosa stated that page number 2 of the application was missing.

Mr. Craig, Mr. Avertte, Ms. Ignaffo, Mr. Torrence, Mr. Cruz, Mrs. Domenech-Coogle and Mrs. Nicklaus had no comments.

**3. Variance - 1125 Von Phister (RE Number 00004300-000000) - A variance request for the expansion of a nonconforming structure in the HMDR zoning district per Section 90-391 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida**

Nicole Malo reviewed the project. She asked the applicant for a signed and sealed survey as well as drawings on the site plan.

Ms. Ignaffo requested that the applicant provide a rear storm water swale as well as side setbacks for downspouts.

Mrs. Domenech-Coogle stated that the applicant would need to set up a site visit with the Landscaping Department.

Mr. Craig, Mr. Avertte, Mr. Torrence, Mrs. Torregrosa, Mr. Cruz, and Mrs. Nicklaus had no comments.

**4. Variances - 611 Grinnell Street (RE#00010810-000100) - A variance request for front, side and rear yard setback requirements in the HHDR zoning district per Section 122-630(6) a., b.& c**

Brendon Cunningham reviewed the project. He requested a letter of approval from the applicant for use of the common area.

Mrs. Domenech-Coogle stated that she needed to see the swale areas, as well as a copy of the tree permit.

Mrs. Torregrosa stated that there was HARC approval on February 8, 2011.

Anthony Sarno clarified the area of construction,

Ms. Ignaffo stated that downspouts needed to be directed toward landscape areas and a swale needed to be created.

Keys Energy commented that the customer will need to coordinate with Keys for upgrade of service. Service will need to be relocated to front left side of residence.

Mr. Craig, Mr. Avertte, Mr. Torrence, Mr. Cruz, and Mrs. Nicklaus had no comments.

**5. Variances - 825 Ashe Street (RE#00022300-000000) - A variance request for detached habitable space, building coverage and impervious surface ratio and side and rear yard setback requirements in the HHDR zoning district per Sections 122-1078 and 122-630(4)a.&b., and (6) b&c..**

Brendon Cunningham reviewed the project.

Mr. Cunningham stated that outdoor displays are not allowed in the Historic District.

Ms. Ignaffo stated that storm water improvements need to be provided.

Mr Cruz stated that the building department will research any previous inspections of work done at the site.

Mrs. Domenech-Coogle stated that she would have to do a site visit.

Mr. Craig, Mr. Avertte, Mr. Torrence, Mrs. Torregrosa, and Mrs. Nicklaus had no comments.

**6. Subdivision Waiver - 906 Trinity Drive (RE# 00065570-001050) A subdivision waiver request per Sections 118-68 through 118-71**

Brendon Cunningham reviewed the project, he requested a legal description and survey of the secondary lot.

Diane Covan reviewed the history of the property and stated that they have provided a legal description.

Mr. Cunningham stated that the legal description provided is for the property with the house and has dimensional errors.

Mr. Cruz stated that the structure has been inspected and approved.

Mrs. Domenech-Coogle stated that a landscape inspection was made.

Ms. Covan stated that the legal description was an error and it is correctly issued on the warranty deed.

Mr. Craig stated that the Planning Department will notify the applicant of any written material that is missing, and they will work with the Legal Department to make sure all information obtained is sufficient.

Mr. Craig, Mr. Averette, Mr. Torrence, Mrs. Torregrosa, and Mrs. Nicklaus had no comments.

**7. Variances - 313 Truman Avenue (RE# 00014940-000000) For building coverage, impervious surface ratio and setback requirements in the HMDR zoning district per Section 122-600 (4) a. and (6) a., b. and c. as required when the renovation exceeds 66% of the assessed or appraised value of the structure per Section 122-28 (b) of the Land Development Regulations of the City of Key West.**

Brendon Cunningham reviewed the project.

Mrs. Domenech-Coogle stated that the swale is placed within the footprint of a Spanish lime tree, and a site visit will be needed.

Mrs. Torregrosa stated that the HARC approval numbers need to be included in the application.

Ms. Ignaffo stated that she needed clarification of the additional structure as well as the structure on top of the concrete pad.

Mr. Cruz stated that he needed to see engineered drawings of the deck over the cistern.

Mr. Craig, Mr. Averette, Mr. Torrence, Mrs. Torregrosa, and Mrs. Nicklaus had no comments.

**Adjournment**

A motion to adjourn was made by Mr. Torrence and seconded by Mrs. Torregrosa.

Motion was carried by unanimous voice vote.

Meeting adjourned at 10:43am.

**Respectively Submitted,**  
**Patrick Wright**  
**Administrative Coordinator**

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