

# Minutes of the Development Review Committee

## July 26, 2012

**DRAFT**

Planning Director, Don Craig called the Development Review Committee Meeting of July 26, 2012 to order at 10:00 am at Old City Hall, in the antechamber at 510 Greene Street, Key West.

### ROLL CALL

**Present were:** Planning Director, Don Craig; HARC Planner, Enid Torregrosa; General Services, Elizabeth Ignaffo; Urban Forestry Manager, Paul Williams; ADA Coordinator, Diane Nicklaus and Steve Torrence, KWPD (arrived at 10:18 am).

**Comments Received By:** Fire Department and Keys Aqueduct.

**Also in attendance were:** Planning Department staff: Brendon Cunningham, Carlene Smith, Ginny Haller and Karen de Berjeois.

### PLEDGE OF ALLEGIANCE

### APPROVAL OF AGENDA

### APPROVAL OF MINUTES

**June 28, 2012**

A motion to approve the June 28, 2012 minutes was made by Ms. Ignaffo and seconded by Mrs. Nicklaus.

### DISCUSSION ITEMS

1. **Conditional Use – 512 Greene Street (RE# 00001170-000000) – A request to amend a conditional use approval (CC Res. 11-274) to alter the layout of the commercial floor area, reduce retail space and convert a 944 square foot retail area to mixed retail and bar/lounge consumption area for property in the HRCC-1 zoning district per Section 122-688(9) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Mr. Craig requested that the application clarify the square footage on the site plan.

Ms. Haller gave members an overview of the conditional use request.

The applicant's representative, Owen Trepanier, gave members an overview of the project. Mr. Trepanier informed members that they are currently working on the parking impact study.

Mr. Williams inquired if the project will require any tree removals. Mr. Trepanier stated that there will be no tree removals.

Mrs. Torregrosa informed the applicant that there is a pending HARC application to install an exhaust at the back of their building. She then stated that the counter over the railing never received HARC approval. Mrs. Torregrosa requested the status of the temporary air conditioning unit.

Ms. Ignaffo stated that the applicant utilize the existing recycling area.

Mrs. Nicklaus stated that the site plans show steps on Ann Street and at the rear of the property, she inquired if there is ADA access on the site.

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Fire Department had no comments.

FKAA provided the following comments prior to the meeting: The site is presently being served by a couple FKAA Location #s. There is a 8" water main located on Greene Street. A complete set of plans will be required for review to determine meter requirements and any System Development Charges

- 2. Easement - 812 Caroline Street (RE# 0003150-000000) - A request for an easement of 74.1 square feet, more or less, to address the encroachment a roof overhang for a commercial structure located on Caroline Street as per Section 90-587 of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

(Items 2 & 3 were heard concurrently).

Ms. Haller gave members an overview of the easement request.

Mr. Williams inquired if the project will require any tree removals. The applicant, Mr. Blais stated that there will be no tree removals.

Mrs. Torregrosa requested that the overhang on Robert's alley needs to be added to the easement request. She then informed the applicant that the free standing structure encroaching on the right away is not allowed in the Historic District. The applicant will need to seek HARC approval regarding the free standing structure.

Police, General Services, ADA, Fire Department and FKAA had no comments.

- 3. Easement - 812 Caroline Street (RE# 0003150-000000) - A request for an easement of 168 square feet, more or less, to address the encroachment of a fence and concrete slabs that run along Robert's Alley for a commercial structure located at the corner of Caroline Street and Robert's Alley as per Section 90-587 of the Land Development Regulations of the Code of Ordinances of the City of Key West .**

See notes above

- 4. Transient License Transfer - 1209 Georgia Street (RE# 00035220-000000) to 421 Virginia Street (RE# 00027160-000100) – A request for a Transient License Transfer from property in the HMDR zoning district to property in the HRCC-3 zoning district per Section 122-1339 (b) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

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

The applicant's attorney, Ginny Stones with Stones and Cardenas, gave an overview of the request.

Mr. Williams requested if the sender site had any landscape changes. Mrs. Stones stated there were no landscape changes in the sender/receiver sites.

Mrs. Torregrosa informed the applicant that any signage will require HARC approval.

Police, General Services, ADA, Fire Department and FKAA had no comments.

- 5. Major Development Plan - 951 Caroline Street (RE# 0002970-000000) – A request to amend a Major Development Plan and Conditional Use (CC Res. 99-225) approval in the HRCC-2 zoning district per Section 108-91(A.)(2)(b) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

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Mr. Cunningham gave members an overview of the development plan.

The applicant's representative, Owen Trepanier with Trepanier and Associates, gave members an overview of the development plan.

Mr. Williams stated that he met with the landscape architect and had no additional comments.

Mrs. Torregrosa stated that this item will be included in the next HARC meeting review.

Police, Fire Department and ADA had no comments.

Ms. Ignaffo stated that the applicant will need an approved baffle box for all gravity injection wells, FDEP permit for construction, and a perpetual maintenance agreement with the property owner. She then stated that the storm water runoff pretreatment shall meet SFWMD criteria and be equivalent to one-inch over the project area, since all storm water management systems will be evaluated on the ability of the system to prevent flooding on-site, to adjacent properties, roads and right-of-ways. She requested that the applicant provide a revised drainage plan that meets the criteria for a permitted storm water management system.

Mr. Craig urged the applicant the meet with neighbors regarding the proposed project.

FKAA provided the following comments prior to the meeting: the site is presently being served by a FKAA Location. There is a 12" water main located on Caroline Street. A complete set of plans will be required for review to determine meter requirements and any System Development Charges.

The following member of the public spoke on the matter:

- Emily Hardner, 1005 Eaton St.

- 6. Variances - 951 Caroline Street (RE# 00027480-000000) – A request for building coverage, impervious surface ratio, front-yard setback and parking requirements in the HRCC-2 zoning district per Section 122-720 (4) a. & b. and (6) b. and Section 108-572 (16) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

See item# 5 comments.

**ADJOURNMENT**

**A motion to adjourn was made by Mrs. Nicklaus and seconded by Mrs. Torregrosa.**

Meeting adjourned at 10:45 am.

**Respectfully submitted by,  
Karen de Berjeois  
Secretary  
Planning Department**