

Minutes of the Development Review Committee

April 24, 2014 **DRAFT**

Planning Director, Don Craig called the Development Review Committee Meeting of April 24, 2014, to order at 9:58am 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 Building Official, Ron Wampler, Director of Transportation, Norman Whitaker, Engineering Services, Elizabeth Ignaffo, Police Department, Steve Torrence, HARC Planner, Enid Torregrosa, and Art in Public Places, Dick Moody

Not present were: Recreation Director, Greg Veliz, Sustainability Coordinator, Alison Higgins, and Urban Forestry Manager, Karen DeMaria.

Comments provided by: Urban Forestry Manager and 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 Ms. Enid Torregrosa and seconded by Mr. Jason Barroso.

APPROVAL OF MINUTES

Motion to approve the March 14, 2014 minutes was made by Ms. Enid Torregrosa and seconded by Mr. Jason Barroso.

Motion to approve the March 27, 2014 minutes was made by Ms. Enid Torregrosa and seconded by Mr. Jason Barroso.

DISCUSSION ITEMS

New Business

1. **Variance – 1112 Southard Street (RE # 00010350-000000; AK # 1010634)** – A request for variances to minimum side, rear and street side-yard setbacks in order to construct a 1/2 story addition over an existing building on property located within the HHDR zoning district pursuant to Section 122-630 (6)b.c.&d. 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 variance request.

The applicant, _____ gave members an overview of the variance request

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DRC Member Comments:

ART IN PUBLIC PLACES:

BUILDING OFFICIAL:

POLICE DEPARTMENT:

HARC PLANNER:

PLANNING DIRECTOR:

ENGINEERING:

DIRECTOR OF TRANSPORTATION:

FIRE DEPARTMENT:

URBAN FORESTRY MANAGER:

Ms. DeMaria would like to remind property owners of the requirement to protect any trees near and within the project area during construction/demolition. Trees located within the work area that may need to be removed or trimmed may require permits from the Tree Commission.

- 2. Variance – 1404 Olivia Street (RE # 00024130-000000; AK # 1024937) –** A request for variances to minimum building, impervious surface ratio, rear and side-yard setbacks in order to renovate and reconstruct an existing building on property located within the HMDR zoning district pursuant to Section 122-600(4)a.&b. and 122-600(6)b.&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 variance request.

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

DRC Member Comments:

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FIRE DEPARTMENT:

URBAN FORESTRY MANAGER:

Ms. DeMaria would like to remind property owners of the requirement to protect any trees near and within the project area during construction/demolition. Trees located within the work area that may need to be removed or trimmed may require permits from the Tree Commission.

- 3. Variance – 808 Olivia Street (RE # 00020080-000000; AK # 1020826)** – A request for a variance to minimum impervious surface ratio in order to renovate an existing building on property located within the HHDR zoning district pursuant to Section 122-630(4)b. 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 variance request.

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

DRC Member Comments:

ART IN PUBLIC PLACES:

BUILDING OFFICIAL:

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URBAN FORESTRY MANAGER:

Ms. DeMaria would like to remind property owners of the requirement to protect any trees near and within the project area during construction/demolition. Trees located within the work area that may need to be removed or trimmed may require permits from the Tree Commission.

- 4. Variance – 900 Packer Street (RE # 00021490-000000; AK # 1022233) –** A request for variances to maximum building coverage, impervious surface ratio and minimum front and street side-yard setbacks in order to construct a porch on an existing building on property located within the HHDR zoning district pursuant to Section 122-630(4)a.&b. and 122-630(6)a.&d. 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 variance request.

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

DRC Member Comments:

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BUILDING OFFICIAL:

POLICE DEPARTMENT:

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URBAN FORESTRY MANAGER:

Ms. DeMaria would like to remind property owners of the requirement to protect any trees near and within the project area during construction/demolition. Trees located within the work area that may need to be removed or trimmed may require permits from the Tree Commission.

- 5. Variance – 500 Duval Street (RE # 00009850-000000; AK # 1010111)** – A request for variance to minimum side setback in order to construct a new exterior stair for emergency egress from the third floor on property located within the Historic Residential Commercial Core – Duval Street Gulfside (HRCC-1) Zoning District pursuant to Sections 90-395 and 122-690(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.

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

DRC Member Comments:

ART IN PUBLIC PLACES:

BUILDING OFFICIAL:

POLICE DEPARTMENT:

HARC PLANNER:

PLANNING DIRECTOR:

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ENGINEERING:

DIRECTOR OF TRANSPORTATION:

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URBAN FORESTRY MANAGER:

Ms. DeMaria would like to remind property owners of the requirement to protect any trees near and within the project area during construction/demolition. Trees located within the work area that may need to be removed or trimmed may require permits from the Tree Commission.

- 6. Major Development Plan – 716-718 South Street (RE # 00036870-000000; AK # 1037681) –**
A request for major development plan for the reconstruction of 17 transient residential dwelling units on property located within the Historic Residential / Office (HRO) Zoning District pursuant to Section 108-91.A.2.(a) 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 major development plan request.

The applicant, _____ gave members an overview of the major development plan request.

DRC Member Comments:

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BUILDING OFFICIAL:

POLICE DEPARTMENT:

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URBAN FORESTRY MANAGER:

Ms. DeMaria would like to remind property owners of the requirement to protect any trees near and within the project area during construction/demolition. Trees located within the work area that may need to be removed or trimmed may require permits from the Tree Commission. The existing tree map submitted with the DRC application has not been verified by the urban forester and the project has not yet been reviewed by the Tree Commission. It appears that there are several regulated trees on the property.

- 7. Height Variance – 716-718 South Street - (RE # 00036870-000000; AK # 1037681) – A request for variance to maximum height in order to accommodate non-habitable hardware and utility structures as part of the reconstruction of 17 transient residential dwelling units on property located within the Historic Residential / Office (HRO) Zoning District pursuant to Sections 90-395, 122-930(3) and 122-1149 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 height variance request.

The applicant, _____ gave members an overview of the height variance request.

DRC Member Comments:

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URBAN FORESTRY MANAGER:

No comment

8. **Variance – 2323 Staples Avenue (RE # 00046550-000000; AK # 1047147)** – A request for variance to detached habitable space for an addition to an existing single-family residence on property located within the Single-Family Residential (SF) Zoning District pursuant to Sections 90-395 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, _____ gave members an overview of the height request.

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PLANNING DIRECTOR:

ENGINEERING:

DIRECTOR OF TRANSPORTATION:

FIRE DEPARTMENT:

URBAN FORESTRY MANAGER:

Ms. DeMaria would like to remind property owners of the requirement to protect any trees near and within the project area during construction/demolition. Trees located within the

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work area that may need to be removed or trimmed may require permits from the Tree Commission.

- 9. Transient License Transfer – 1516 Dennis Street (RE # 00063400-000000; AK # 1063835) to 1124 Duval Street (RE # 00027920-000000, AK # 1028690)** – A request to transfer one transient license from property located within the Limited Commercial (CL) Zoning District to property located within the Historic Residential Commercial Core – Duval Street Oceanside (HRCC-3) Zoning District pursuant to Section 122-1339 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 transient license transfer request.

The applicant, _____ gave members an overview of the transient license transfer request.

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URBAN FORESTRY MANAGER:

No comment

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ADJOURNMENT

Meeting adjourned at 11:33am

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