

# **Development Review Committee Minutes**

## **November 21, 2014 FINAL**

Planning Director, Kevin Bond called the Development Review Committee meeting of November 21, 2014 to order at 10:03 AM at Old City Hall in the antechamber at 510 Greene Street, Key West.

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

Present were: City Planner, Kevin Bond; Fire Department, Jason Barroso; Utility Services, Elizabeth Ignoffo; Building Official, Ron Wampler; Urban Forestry Manager, Karen DeMaria; Art in Public Places, Dick Moody. Sustainability Coordinator, Allison Higgins arrived at 10:10 a.m.

Not present were: HARC Planner, Enid Torregrosa; Engineering, Gary Volenec; Solid Waste/Recycling Coordinator, Will Thompson; Floodplain Manager, Scott Fraser; Director of Transportation, Norman Whitaker; Community Services, Rod Delostrinos; Police Department, Steve Torrence; ADA Coordinator, Peg Corbett, Bicycle/Pedestrian Coordinator, John Wilkins.

Additional comments provided by: Key West Engineering Department, Gary Volenec, Keys Energy Supervisor of Engineering Matthew Alfonso; Community Services, Rod Delostrinos.

Also in attendance was Planning Department staff: Carlene Smith and Venetia Flowers.

### **APPROVAL OF THE AGENDA**

Ms. Smith noted that Item 2, 1311 Catherine Street has been withdrawn. Motion to approve the agenda as amended was made by Ms. Karen DeMaria and seconded by Ms. Elizabeth Ignoffo.

### **APPROVAL OF MINUTES**

Motion to approve the September 25, 2014 minutes was made by Ms. Elizabeth Ignaffo and seconded by Ms. Karen DeMaria.

### **DISCUSSION ITEMS**

#### **New Business**

- 1. Exception for Outdoor Merchandise Display – 405 Fleming Street, Unit 101 (RE # 00006670-000000; AK #1006904 ) - A request for exception for outdoor merchandise display on property located within the Historic Residential Office (HRO) Zoning District pursuant to Section 106-52 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**

Ms. Smith gave members an overview of the exception for an outdoor merchandise display request and reminded the applicant that they need to provide various documents for their application, including a current survey and photos of the exact location of the display. She also noted that the display item is for sale and won't be considered signage.

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FIRE DEPARTMENT: Mr. Barroso reminded the applicant that the ingress and egress of the building and the public sidewalk cannot be blocked.

ART IN PUBLIC PLACES: No Comment

UTILITIES: Ms. Ignoffo asked the applicant to please provide a survey and site plan that indicates where the merchandise will be displayed and shows the access route from the parking space to the nearest sidewalk. Please include dimensions on the site plan, to indicate the width of the walkway (clear floor area) around the merchandise display.

BUILDING: No Comment

URBAN FORESTRY: No Comment

SUSTAINABILITY: Ms. Higgins stated that -

- As per Comp Plan policies 2-1.1.12, 5-1.1.8 & 6-1.16, if a variance is granted, we request a condition that the owner obtain a Green Business Certification within one year of completion of project.
- While not a condition, if you are going to continue to leave your front door open, you should invest in an air curtain which will keep the cool air in. Island Dogs Bar on Front Street put air curtains above each of their multiple double doors and recovered the investment in a few months from the reduction of their energy bill.

KEYS ENERGY: No Objections

ENGINEERING: No Comment

COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: No Comment

2. **Variance – 1311 Catherine Street (RE # 00034640-000000; AK # 1035521) – WITHDRAWN BY APPLICANT**
3. **Variance – 3434 Riviera Drive (RE # 00069910-000000; AK # 1073768) – A request for variance to habitable space in order to relocate and convert an existing accessory structure on property located within the Single Family (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.**

Ms. Smith gave members an overview of the variance and noted that the site data table needs to be completely filled in by the applicant.

FIRE DEPARTMENT: Mr. Barroso stated that applicant needed make sure that 5 ft. setbacks were maintained for pool equipment and AC units.

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ART IN PUBLIC PLACES: No Comment

UTILITIES: Ms. Ignoffo reminded the applicant to please install roof gutters and direct downspouts back onto property, into landscaped areas, to prevent stormwater runoff from the structure from impacting the adjacent property.

BUILDING: Mr. Wampler asked for clarification regarding the setback and the floodzone.

URBAN FORESTRY: Ms. DeMaria had no objections to the variance. She reminded the applicant that any trees within the work area must be protected during demolition and construction including tree roots and canopy branches on property and neighboring property.

SUSTAINABILITY: Ms. Higgins stated that -

- As per Comprehensive Plan policies 1-1.9.2 & 6-1.1.3, if a variance is granted, we request a condition that all fixtures and appliances for the pool house must be WaterSense and Energy Star rated and that a cistern be installed to collect water for the pool.

KEYS ENERGY: No Objections

ENGINEERING: No Comment

COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: No Comment

- 4. Variance – 917 Duval Street (RE # 00017810-000000; AK # 1018261) – A request for variance to replace an existing canvas awning on property located within the Duval Street Oceanside (HRCC-3) zoning district pursuant to Sections 90-395 and 122-750(6)a.. & b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**

Ms. Smith gave members an overview of the variance and noted that she needed verification and authorization forms, and an over-all site plan from the applicant. She also reminded the applicant that the awning needs to be fire retardant.

FIRE DEPARTMENT: Mr. Barroso stated that the owner is either going to have to conform to the side setback or sprinkle the area within the setback area.

ART IN PUBLIC PLACES: No Comment

UTILITIES: No Comment

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BUILDING: Mr. Wampler stated that in the increase in both building coverage and impervious coverage is not addressed in the application and there is going to be an increase in percentages and he would like to see this in the table.

URBAN FORESTRY: No Comment

SUSTAINABILITY: Ms. Higgins stated that -

- As per Comp Plan policies 2-1.1.12, 5-1.1.8 & 6-1.16: If a variance is granted, we request a condition that the owner obtain a Green Business Certification within one year of completion of project.

KEYS ENERGY: No Objections

ENGINEERING: No Comment

COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: No Comment

5. **Transient License Transfer - 1212 Duval Street (RE # 00029100-000000; AK # 1029882) - A request for Transient License Transfer of three unassigned transient licenses originating from properties located in the HMDR, HHDR and HNC-1 zoning districts to property located within the Duval Street Oceanside (HRCC-3) zoning district pursuant to Section 122-1339(a) & (b) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**

Ms. Smith gave members an overview of the Transient License Transfer and noted that this project was approved for variances at the Planning Board meeting the night before. She stated that she needed information regarding the square footage of the sender site.

FIRE DEPARTMENT: Mr. Barroso asked for clarification regarding the number of transient licenses. He reminded the applicant that because the building is three stories that the project could trigger the threshold for sprinkling.

ART IN PUBLIC PLACES: No Comment

UTILITIES: No Comment

BUILDING: No Comment

URBAN FORESTRY: No Comment

SUSTAINABILITY: No Comment

KEYS ENERGY: No Objections

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ENGINEERING: No Comment

COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: No Comment

- 6. Lot Split – 2 Go Lane – (RE # 00072000-000000, 00072010-000000; AK # 1075795, 1075809) - A request for lot split on property located within the Single-Family Residential (SF) Zoning District pursuant to Section 118-169 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 lot split and stated that there needs to be clarification regarding the property line between the two parcels, there is a 5 ft. setback requirement from the pool, the driveway width of both parcels and the minimum lot size is provided. He also stated that the lot lines might need to be adjusted and there may need to be some easements in order to address these requirements.

The applicant, Mr. Matassa addressed the above concerns stated by Mr. Bond including both easements and variances to meet the requirements. He also stated that at some point the legal description changed and the turn-around circle at the end of the street does not meet NFPA guidelines for a turn-around for a fire department.

FIRE DEPARTMENT: Mr. Barroso stated that there are some life safety issues concerning this project and they are going to require a 5 ft. setback on the sides and rear of both properties. He also stated that the Fire Marshall is not in favor of abandoning roads and they need to have a site visit to discuss accessibility for emergency vehicles.

ART IN PUBLIC PLACES: No Comment

UTILITIES: Ms. Ignoffo asked the applicant to please provide recorded documents showing abandonment of the portion of Roosevelt Lane encompassed by Lots 2 and 3. This requirement shall not be necessary, if Roosevelt Lane (a.k.a. Go Lane) is found to be a private road.

BUILDING: No Comment

URBAN FORESTRY: No Comment

SUSTAINABILITY: No Comment

KEYS ENERGY: Mr. Alphonso provided the comment that the applicant will need to have electrical easements for the two services on the property once it is split.

ENGINEERING: No Comment

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COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: Mr. Bond stated that he wants to work with the Legal Department to address any road abandonment issues and the road appears to have been deeded to the property owners on each side.

- 7. Major Development Plan – 5711 College Rd. (RE # 00063450-000000; AK # 1063886) - A request for major development plan approval for the construction of 23,784 square feet of gross nonresidential floor area for the new Florida Keys SPCA offices and animal shelter on property located within the Public and Semipublic Services (PS) Zoning District pursuant to Sections 108-91.B.2.(b) and 122-1017 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 of the FKSPCA located on City property but is actually a lease through Monroe County.

The applicant Anthony Sarno gave a brief overview of the project and answered DRC board member comments.

FIRE DEPARTMENT: Mr. Barroso stated that he needs a life safety plan as well as full size site plans to provide additional comments.

ART IN PUBLIC PLACES: Mr. Moody ask for clarification regarding the total cost of the project and noted that at \$4,000,000 budget triggers the AIPP and informed applicant that he would like to work closely with them to develop their Art in Public Places plan for the project.

UTILITIES: Ms. Ignoffo provided the following comments –

### Grading and Drainage Plan

- Please provide a Grading Plan that takes into account elevations of adjacent properties and College Road, noting the access driveway slope on the plan. Site grading shall be designed to maintain stormwater onsite and prevent runoff onto adjacent properties.
- Please revise the Drainage Plan to show sufficient treatment volume and water quantity disposal, in accordance with Sections 108-777 and -778.
- Please incorporate the cistern tank overflow into the Drainage Plan.
- Please coordinate the Drainage Plan utilizing an exfiltration trench with the Department, in regard to possible groundwater migration and impact to monitoring well data.

### Solid Waste

- Please coordinate location and orientation of the solid waste storage area with Waste Management, to ensure proper access for pickup.

BUILDING: Mr. Wampler stated that overall the project looks good and that he liked that the plan includes two elevators that will provide vertical accessibility to all floor levels. He reminded the

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applicant that their project may be considered an agricultural pursuit and there are exemptions in the building code for these kinds of projects.

URBAN FORESTRY: Ms. DeMaria stated that a landscape plan was not uploaded into DRC files for review for the meeting and reminded the applicant that the project must be reviewed twice by the Tree Commission. The first time prior to the Planning Board for Conceptual landscape plan approval. A complete existing vegetation map must be submitted at this time along with a landscape plan. Once the project has gone to Planning and prior to City Commission approval, the project gets reviewed by the Tree Commission for Final landscape Plan approval.

SUSTAINABILITY: Ms. Higgins applauded the applicant on the use of the cisterns and LED lighting. She asked if the applicant thought they could meet FGBC basic certification specifications. She also stated that the applicants should make sure they choose features that help save money over the long term. Any lights that will be on more than 8 hours should be LED. If hot water is a necessity the applicants should install a solar water heater and occupancy sensors in rooms not often used.

- As per Comp Plan policies 2-1.1.12, 5-1.1.8 & 6-1.16: If a variance is granted, we request a condition that the owner obtain a Green Business Certification within one year of completion of project.

KEYS ENERGY: Mr. Alphonso provided the comment that the applicant will need to provide Keys Energy with a full set of plans and a project review form. He also recommended a high voltage UG for this project.

ENGINEERING: Mr. Volenec provided the comment that the angled parking spaces and dumpster alignment seem to indicate a one-way drive; the existing gravel drive to the north will not be accessible if this is being assumed by the applicant. With a two-way driveway, angled parking as shown make backing out more difficult, especially for solid waste trucks accessing dumpster. HC Space is not perpendicular to the driveway requiring a more than 90 degree turn for access which is not advised. Proposed entrance driveway should be perpendicular to College Road and narrowed to minimum 24'; provide reduced radius at flare. Proposed site must be fenced to prevent access to landfill property and landfill perimeter road which is to remain (existing earthen ramp under proposed building pad is acknowledged to be removed).

COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: Mr. Bond stated that he looks forward to working with the applicant and the AIPP Board. He also stated that he will have additional comments and questions and would like to work closely with the applicant after DRC, regarding the project.

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8. **Variance – 5711 College Rd. - (RE # 00063450-000000; AK # 1063886) - A request for a variance to the maximum impervious surface area associated with the new Florida Keys SPCA offices and animal shelter on property located within the Public and Semipublic Services (PS) Zoning District pursuant to Sections 90-395 and 122-1020(4)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 and stated that the maximum impervious surface can be reduced and illuminate the need to the variance.

FIRE DEPARTMENT: No Comment

ART IN PUBLIC PLACES: No Comment

UTILITIES: Ms. Ignoffo requested the applicant to please provide a site plan showing the fire lane, location for the ADA accessible parking space and indicating dimensions of the paver walkway, parking space, driveways and fire lane.

BUILDING: No Comment

URBAN FORESTRY: No Comment

SUSTAINABILITY: Ms. Higgins stated –

- As a condition of the variance the applicant needs to add extra capacity for cisterns to handle the extra 7.6% of impervious. She also reminded them that there is a “Mosquito Free Cistern Course” on Wed, December 10, 2014 from 3-5 p.m. at the Gato Bldg.
- For irrigation purposed the applicant needs to install soil moisture sensors.

KEYS ENERGY: No Objections

ENGINEERING: Mr. Volenec provided the comment that numerous opportunities to reduce pavement exist at the site. Proposed parking spaces are indicated as 10’x20’ when only 9’x18’ is required. Additional parking spaces above Code minimum are being indicated; can a few be removed? Plaza paving appears to have opportunities for reduction and added greenspace for the site.

COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: No Comment

9. **Minor Development Plan – 2500 N. Roosevelt - (RE # 00065230-000100; AK # 8848439) - A request for minor development plan approval for the construction 2,200 square feet of gross nonresidential floor area for a restaurant with drive-through on property located within the Commercial General (CG) Zoning District pursuant to Sections 108-91.B.1.(b) and 122-417 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**



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Mr. Bond gave members an overview of the minor development plan and will provide additional comments after he does a full review of the project. He also stated that he is work on a parking easement with the neighboring properties.

FIRE DEPARTMENT: Mr. Barroso stated that he needs a life safety plan as well as full size site plans to provide additional comments.

ART IN PUBLIC PLACES: No Comment

UTILITIES: Ms. Ignoffo asked for clarification regarding the parking plan and the ADA spaces.

BUILDING: No Comment

URBAN FORESTRY: Ms. DeMaria reminded the applicant that the landscape plan must be review by the Urban Forestry Manager prior to Planning Board review.

SUSTAINABILITY: Ms. Higgins applauded the applicant on the applicants' efforts in increasing landscaping, reducing perviousness and recycling.

- As per Comp Plan policies 2-1.1.12, 5-1.1.8 & 6-1.16: If a variance is granted, we request a condition that the owner obtain a Green Business Certification within one year of completion of project.
- For irrigation purposed the applicant needs to install soil moisture sensors.
- As per Comprehensive Plan Policy 1-1.9.2, 4-3.1.1, 4-3.1.2, 4-3.1.6, 6-1.3.1, we request a condition that you install a cistern to capture rainwater from at least the ~13% impervious area over code (60% code – 73% proposed). You can achieve this through any of the following:
  - Install cisterns for irrigation.
  - Additional permeable paving
  - Additional green infrastructure
  - Offsite stormwater improvements
  - Other possible options

KEYS ENERGY: Mr. Alphonso provided the comment that the applicant will need to provide Keys Energy a full set of plans and a project review form.

ENGINEERING: Mr. Volenec provided the comment that parking spaces and backing/drive aisle do not meet Code requirements.

COMMUNITY SERVICES: No Objections

PLANNING DIRECTOR: Mr. Bond stated that he will provide comments regarding the project as soon as possible.

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**ADJOURNMENT**

Meeting adjourned at 11:00 AM.

Respectfully submitted by,  
*Venetia A Flowers, Administrative Assistant II*  
*Planning Department*