

Minutes of the Development Review Committee of the City of Key West January 26, 2012

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Call Meeting To Order

Don Craig, City Planning Department Director, called the City of Key West Development Review Committee (DRC) Meeting of January 26, 2012 to order at **10:04 Am** at Old City Hall, in the antechamber at 510 Greene Street, Key West.

Pledge of Allegiance to the Flag

Roll Call

DRC Member or Designated Staff	DRC Representative	Present	Absent
ADA Coordinator	Diane Nicklaus	X	
Building Official	John Woodson		X
Community Housing	Omar Garcia		X
Department of Transportation	Myra Wittenberg / Carolyn Haia		X
FEMA Coordinator	Scott Fraser	X	
Fire Chief	Alan Averette	X	
Florida Keys Aqueduct Authority	Ed Nicolle / Jolynn Reynolds		X
General Services/Engineering Director	Doug Bradshaw / Elizabeth Ignoffo	X	
HARC Planner	Enid Torregrosa	X	
Keys Energy	Matthew Alfonso / Dale Finigan	X	
Landscaping Coordinator	Karen DeMaria / Paul Williams	X / X	
Planning Director	Don Craig	X	
Police Chief	Steve Torrence	X	
Public Works	Greg Veliz		X
Sustainability Coordinator	Alison Higgins		X

Also present:

Agency / Department	Name	Present	Absent
Planning Department	Ashley Monnier	X	
Planning Department	Brendon Cunningham	X	
Planning Department	Nicole Malo		X
Planning Department/Recording Secretary	Jo Bennett	X	

Approval of Agenda

Actions/Motions:

Ms. Bennett requested to postpone the review of the December 16, 2011 Minutes.

A motion was made by Ms. Elizabeth Ignoffo, seconded by Ms. Diane Nicklaus, that the minutes be **Postponed**. The agenda was **Approved** with the postponement of item #1 by a unanimous voice vote.

Approval of Minutes

1 December 16, 2011 Minutes

Actions/Motions:

A motion was made by Ms. Elizabeth Ignoffo, seconded by Ms. Diane Nicklaus, that the minutes be **Postponed**. The motion **Passed** by a unanimous voice vote.

Discussion Items

- 2 Lot Split - 1114 and 1116 Watson Street (RE Number 00031790-000000 & 00031800-000000) - A lot split to adjust the lot line between two properties located in the HMDR zoning district per Section 118-169 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**

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Staff Report:

Brendon Cunningham presented the project, stating that this is for a not the typical lot split. Mr. Cunningham added that the request is more for 1114 due to the current property boundaries. Mr. Cunningham stated that the new lot split would allow the owners establishing a fence between the structures while still allowing room for the Fire Department to maneuver between the structures. Mr. Cunningham stated that the Bank is the owner due to a foreclosure. Mr. Cunningham added that these properties were used as a Guest House compound and part of the plan is to remove a catwalk, which connected the two (2) structures. Mr. Cunningham stated that the plan is for the staircase for 1116 to remain. Mr. Cunningham stated that this lot split would place the property boundaries equal distances from each structure. Mr. Cunningham concluding stating he has scheduled a meeting with Legal to discuss the only one issue he has with this proposal - that being if the applicant can be the buyer per the contract.

Applicant:

The applicant was not present.

DRC Member Comments:

HARC – Ms. Torregrosa stated that HARC review and approval would be required for the removal of the catwalk between the buildings as well of any other external changes to the structures. Ms. Torregrosa also drew attention to several encroachments and suggested that these encroachments may require approved easements.

Engineering – Ms. Ignoffo continued the discussion concerning the properties' encroachments. Ms. Ignoffo suggested the following needed to be addressed: 1114 front steps, 1114 balconies, a number of overhangs along Virginia Street, and the overhangs along the new lot line.

ADA – Ms. Nicklaus stated that as long as these two (2) structures are for residential use there is no additional requirement for ADA access.

Planning – Mr. Craig stated now is the time for the encroachments. Mr. Craig suggested the 1114 bottom step could be removed, if HARC would approve or it will require an approved easement from the City. Following a discussion concerning the new property line Mr. Craig asked Mr. Cunningham to take each of the potential encroachments and verify what actions should be take for each. Mr. Craig also inquired how many units are in these structures. Mr. Craig asked Mr. Cunningham to find out from the applicant how many legal units are in each structure, how many units are expected to be used in each structure, and how each unit will be accessed either internally or externally. Mr. Craig mentioned that the unit access would need to be discussed and coordinated with the Building Department.

Fire – Mr. Averette stated that in order for Fire to have enough room the 1116 stairs between the structures needs to be removed. Mr. Averette suggested that 1114 might need to add a set of stairs at the rear.

Mr. Craig read the comments from Marnie Walterson of Florida Keys Aqueduct Authority of Keys Energy submitted into the record - *"The FKAA has no objection for the application for a lot split to adjust the lot line between two properties located in the HMDR zoning district per Section 118-169 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida."*

There were no additional Committee member comments for the record.

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	<p>Public Comments: There were no public comments.</p>
3	<p>Comprehensive Plan Amendment: Consideration of a Future Land Use Element and Future Land Use Map amendment for military property located at Peary Court (RE# 00006730-000000) to one of the following designations: Planned Redevelopment District (PRD), Historic Planned Redevelopment District (HPRD), Medium Density Residential (MDR), Historic Medium Density Residential (HMDR), or a hybrid of these designations.</p> <p>Staff Report: Ashley Monnier introduced the project on behalf of the City Planning Department. Ms. Monnier stated that this action is a result of the property transitioning ownership from military to private. With that in mind, Ms. Monnier stated that the City has taken action with the zoning in progress, which resulted in the numerous designations read into the record by Mr. Craig. Ms. Monnier stated that once the sale is completed the property would be placed in an interim zoning district until such time the final appropriate zoning determination and zoning process can be completed. Ms. Monnier stated the Planning Department also is interested in learning more about the following:</p> <ul style="list-style-type: none">➤ Hurricane Evacuation Plan Modeling➤ When hurricane evacuations occur➤ How the hurricane evacuations occur➤ Level of service standards and potential concurrency impact➤ Construction codes at the time of construction➤ Potential impacts to emergency services <p>Ms. Monnier concluded that the City Planning Department expects to continue to work with the Navy and Balfour Beatty to insure a smooth transition of the project.</p> <p>Applicant: Ron Demos, Naval Air Station owner representative. Mr. Demos explained what is taking place concerning this property. Mr. Demos stated that the property is currently leased to Balfour Beatty. Mr. Demos stated that he had anticipated a letter addressing the City's request would have already been delivered to the City. Mr. Demos remained to respond to any questions from the DRC members.</p> <p>DRC Member Comments: FEMA Coordinator – Mr. Fraser stated he participated in a site visit in October 2011 and listed the following items which need to be addressed:</p> <ul style="list-style-type: none">➤ Elevation Certificates from a Florida licensed land surveyor are required for every dwelling building (slabs, not individual units/addresses) and commercial structure, including the guard shacks. Mr. Fraser recommended that on the Elevation Certificates, the addresses should be ranged to include all street addresses shared by the single building. Thereby, making a single certificate applicable to every dwelling unit sharing the same slab.➤ Determine if the numerous air-conditioning compressors are in fact below BFE, and should be elevated.➤ Installation of at least two appropriately sized flood vents in each of the accessory storage enclosures attached to the carports. If engineered flood vents are used, a Florida licensed engineer must certify them.➤ Installation of flood vents in the two guard shacks or removal of the structures.➤ Ascertain, specifically, the elevations of the large commercial building currently occupied by a credit union, to determine compliance status.

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Landscape – Ms. DeMaria stated she also participated in the site visit in October 2011 and has placed a memo in file concerning the trees, which may need to be addressed in the development.

Keys Energy – Mr. Alfonso stated that they had sent a letter dated January 17, 2012, detailing their comments. Mr. Alfonso also inquired about a pole and line that runs through the property. Mr. Demos reminded Mr. Alfonso that the easement is about to expire. Mr. Demos stated he expect the easement to be renewed.

Planning Department – Mr. Craig acknowledged the City Planning Department has received a copy of a letter dated January 17, 2012 from Keys Energy Alex Tejeda to Jeff Green of Balfour Beatty concerning the conversion from the master meter to individual meters. Mr. Craig stated that this would go to the Planning Board as soon as all the requested information has been received by the Planning Department.

HARC – Ms. Torregrosa ask for site plans showing the old historic wells.

Engineering – Ms. Ignoffo state that her comments are not directed toward the zoning as much as concerning the roads, water, waste management, storm water, and sewer infrastructure needing to be addressed.

ADA – Ms. Nicklaus stated that she is sure there is a need for ADA improvements on the property. Ms. Nicklaus also stated that there was a letter on file outline

Fire – Mr. Averette stated he had no additional concerns at this time.

Mr. Craig read the comments from Marnie Walterson of Florida Keys Aqueduct Authority submitted by into the record – *“If rezoning is approved by the City of Key West, the FKAA will require all residences to be individually metered with all meter and impact fees due at that time. Consideration of a Future Land Use Element and Future Land Use Map amendment for military property located at **Peary Court (RE# 00006730-000000)** to one of the following designations: Planned Redevelopment District (PRD), Historic Planned Redevelopment District (HPRD), Medium Density Residential (MDR), Historic Medium Density Residential (HMDR), or a hybrid of these designations.”.*

There were no additional Committee member comments for the record.

Public Comments:

There were no public comments.

Adjournment

Actions/Motions:

A motion was made by Mr. Steve Torrence seconded by Ms. Elizabeth Ignoffo, that the meeting be **Adjourned**. The motion **Passed** by a unanimous vote.

Meeting adjourned at **10:50 am**.

Respectively Submitted by,

Jo Bennett

Administrative Coordinator

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Planning Department