



EXECUTIVE SUMMARY

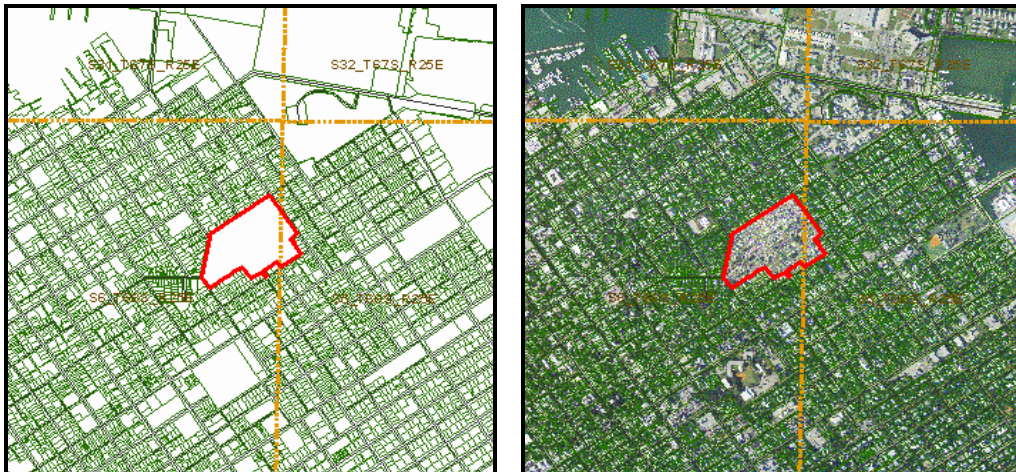
To: Bob Vitas, City Manager
Through: Donald Leland Craig, AICP, Planning Director
From: Ginny Haller, Planner
Date: February 5, 2013

ACTION STATEMENT:

Minor Development Plan and Conditional Use – 701 Passover Lane (RE# 0020620-000000) – Approving a Minor Development Plan and Conditional Use of the existing Sexton’s House into a one and a half story approximately 1,521 square foot structure at the Key West Cemetery in the HPS zoning district as per Section 108-91(A)1(b) and Section 122-958(1) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Location: 701 Passover Lane
(RE#0020620-000000)

Zoning: Historic Public and Semipublic Services (HPS) zoning district



BACKGROUND:

The Key West Cemetery is located in the center of Old Town. It is approximately 19.15 acres in size and has a number of internal roadways which can be used by automobiles. The property is

bounded by Frances, Angela, and Olivia Streets, and Windsor and Passover Lanes. The Sexton's House of the Cemetery is located at the corner of Angela and Margaret Streets. The cemetery is located in the Historic Public and Semipublic Service (HPS) zoning District, which is intended for use by the municipality and facilities of regional importance; cemeteries are a conditional use in this zoning district.

The Sexton's House is approximately 50+ years old and is approximately 800 square feet in size. The building is in disrepair and does not have the capacity to meet the administrative and archival functions of a Sexton's House. Technically it serves the entire cemetery, however for the redevelopment of the building, planning staff is using the area bounded by the fences fronting the office and working to a point beyond the perimeter of the existing building to calculate the existing permeable surface ratio.

The site was developed prior to the city's current Land Development Regulations and the current building does not conform to current regulations, and is considered to be legally non-conforming. The proposed project requires variances to front and side setbacks, parking and open space/ landscaping, landscape buffer and perimeter requirements. The variances and Minor Development/Conditional Use were reviewed by the Planning Board at the regular December 20, 2012 meeting. (PB Resolution No. 2012-57 & Resolution No. 2012-58)

The proposed development does not generally conflict with the intent of the HPS zoning district, and is not anticipated to cause any conflict in relation to existing public facilities that are in place. The project is not located in a special zoning district and does not trigger any of the special considerations outlined in Section 108-247 of the City Code.

City Actions:

HARC Meetings:	Design & Demolition approved, August 31, 2012 2nd Demo Reading approved, September 8, 2012 Building Design approved, September 11, 2012 Approval No. H12-01-1366
DRC Meeting:	November 16, 2012
Planning Board Meeting:	December 20, 2012
City Commission Meeting:	February 5, 2013

Options / Advantages / Disadvantages:

Option 1: Approve the Minor Development Plan/Conditional Use.

- 1. Consistency with the City's Strategic Plan, Vision, and Mission:** Facilitating the redevelopment of the Sexton's House is consistent with the City's Strategic Plan, Vision, and Mission.
- 2. Financial Impact:** There is no anticipated financial impact to having a new Sexton's House; however, the redevelopment will be in the public interest and welfare by providing sufficient room for the archives of the cemetery and family room to take care of loved ones while making arrangements.

Option 2: Deny the Minor Development Plan/Conditional Use.

1. **Consistency with the City’s Strategic Plan, Vision, and Mission:** The denial of the request is not consistent with the City’s Strategic Plan, Vision, and Mission.
2. **Financial Impact:** The existing Sexton’s House is in disrepair, is deteriorating and is in need of redevelopment. Denying the request may cause the city to lose the opportunity for a significant improvement to the public interest and welfare of the City.

RECOMMENDATION:

Staff Recommends the City Commission approve Option 1 with the following conditions:

Conditions to be completed prior to the issuance of a Building Permit and ongoing through construction:

1. Plans dated October 3, 2012 are cited as basis for approval on page 3 of 12 are incorporated by reference.
2. The ADA parking space must meet Federal guidelines.
3. Variances associated with the Minor Development Plan and Conditional Use request be approved by the Planning Board, as applicable.
4. In order to reduce impacts on the surrounding community, a Construction Management Plan will be followed with an emphasis on keeping noise, dust and debris to a minimum.

The Plan shall include:

- A. An eight foot opaque construction fence will be erected around the property;
- B. During demolition, the building will be pressure sprayed with water to control dust;
- C. Adjacent streets shall be cleared of dust, dirt, and debris at the end of each work day;
- D. All waste containers should be covered at the end of each working day;
- E. Current regulations as to the start and stop of each work day will be met: Monday through Friday 8 a.m. to 7 p.m. and Saturdays 9 a.m. to 5 p.m. with no Sundays or holidays; and
- F. Margaret and Angela Streets and Passover Lane remain open during construction.

Conditions to be completed prior to the issuance of a certificate of occupancy:

5. All lighting fixtures shall meet “Dark Sky” lighting standards.

Conditions subject to a Conditional Approval Permit, per Ordinance 10-22. Conditions subject to an associated annual inspection.

6. The Sausage tree next to the existing Sexton’s House is not removed, unless it is specified in writing, certified by the City Engineer, concurring with the City Urban Forestry Manager that the tree would prevent the construction of the proposed building.