

Minutes of the Development Review Committee

February 27, 2014 **DRAFT**

Senior Planner, Brendon Cunningham called the Development Review Committee Meeting of February 27, 2014, to order at 10:04am at Old City Hall in the antechamber at 510 Greene Street, Key West.

ROLL CALL

Present were: Fire Department Jason Barroso, Police Department, Steve Torrence and Building Official, Ron Wampler

Not present were: Planning Director, Don Craig, Engineering Services, Elizabeth Ignaffo, Recreation Director, Greg Veliz, Sustainability Coordinator, Alison Higgins, Urban Forestry Manager, Karen DeMaria, HARC Planner, Enid Torregrosa, Director of Transportation, Norman Whitaker and Art in Public Places, Dick Moody

Comments provided by: Keys Energy and Urban Forestry Manager, Karen DeMaria

Also in attendance was Planning Department staff: Kevin Bond, Brendon Cunningham, Nicole Malo and Stacy Gibson

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion to approve the agenda was made by Mr. Steve Torrence and seconded by Mr. Jason Barroso.

APPROVAL OF MINUTES

Motion to approve the December 20, 2013 minutes was made by Mr. Steve Torrence and seconded by Mr. Jason Barroso.

Motion to approve the January 23, 2014 minutes was made by Mr. Steve Torrence and seconded by Mr. Jason Barroso.

DISCUSSION ITEMS

New Business

1. **Administrative Variance - 507 South Street (RE#00036070-000000, AK#1036935)** - Administrative Variance to the side-yard setback requirements for property located within the Historic Commercial Tourist (HCT) zoning district per Sections 90-398 and 122-900(6)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 administrative variance request.

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The applicant, Mr. Timothy Root gave members an overview of the administrative variance request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

PLANNING DIRECTOR:

No comments.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

No comments.

BUILDING OFFICIAL:

No comments.

SUSTAINIBILITY COORDINATOR:

No comments.

KEYS ENERGY

KEYS has no objections to the administrative variance request.

2. **Variance – 1508 19th Street (RE # 00071520-000000; AK# 1075345)** – A request for variance to Building coverage and impervious surface ratio in order to convert an existing carport into an enclosed garage on property located within the Single-Family residential (SF) zoning district pursuant to Sections 90-395 and 122-205(4) a. & 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, Mr. Tom Pope, PA gave members an overview of the variance request.

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DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

PLANNING DIRECTOR:

No comments.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

Mr. Barroso stated that there were a couple of concerns; please schedule a site visit with the fire department prior to Planning Board meeting.

BUILDING OFFICIAL:

Mr. Wampler had questions regarding impervious coverage, which were answered by the applicant. He stated that since the enclosed garage is below flood, flood vents would need to be installed.

SUSTAINIBILITY COORDINATOR:

No comments.

KEYS ENERGY

KEYS stated the applicant will need to ensure that the existing meter center is outside of the proposed conversion of the covered carport. If the meter center does not remain outside, then the service will need to be upgraded to a new location.

3. **Variance – 812 Johnson Lane (RE # 00020180-000000, AK # 1020923)** – A request for a variance on property located within the Historic High Density Residential (HHRD) zoning 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. Cunningham gave members an overview of the variance request.

DRC Member Comments:

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ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

No comments, but would like to remind property owners that trees located within any proposed construction area will have to be protected as per Key West code. Also, if any trees are within the proposed construction area and need to be removed, a permit might be required from the Tree Commission (see Sec 110 of the Code of Ordinances).

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

PLANNING DIRECTOR:

No comments.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

Mr. Barroso stated to schedule a site visit to make sure of accessibility.

BUILDING OFFICIAL:

No comments.

SUSTAINIBILITY COORDINATOR:

No comments.

KEYS ENERGY

KEYS has no objections to the variance request.

4. **Easement – 951 Caroline Street ((RE # 00002970-000000; AK# 1003069) - A request for an easement in order to maintain an existing portion of sidewalk and landscaping that extends onto the Grinnell Street right-of-way on property located within the Historic Residential Commercial Core (HRCC-2) zoning district pursuant to Section 2-938 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 easement request.

The applicant, Craig Hunt, owner of Conch Harbor Retail Center, LLC gave members an overview of the easement request.

DRC Member Comments:

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ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

PLANNING DIRECTOR:

No comments

ENGINEERING:

No comments.

FIRE DEPARTMENT:

No comments.

BUILDING OFFICIAL:

Mr. Wampler stated that a line of sight is required on that corner. Do not obstruct a 45 degree angle.

SUSTAINIBILITY COORDINATOR:

No comments.

KEYS ENERGY

KEYS has no objections to the easement request.

5. **Easement – 1413 Grinnell Street (RE # 00039200-000000, AK # 1039942)** – A request for an easement in order to maintain existing wood fences located within the Grinnell Street and Washington Street rights-of-way located within the Historic Medium Density Residential District (HMDR) Zoning District pursuant to Section 2-938 of the Code of Ordinances of the City of Key West, Florida.

Mr. Bond gave members an overview of the easement request.

The applicant, Mr. Wayne LaRue-Smith gave members an overview of the easement request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

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URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

PLANNING DIRECTOR:

No comments.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

Mr. Barroso stated to schedule a site visit to assess accessibility.

BUILDING OFFICIAL:

Mr. Wampler stated concerns of the line of sight. Applicant stated that the request does meet code required for line of sight.

SUSTAINIBILITY COORDINATOR:

No comments.

KEYS ENERGY

KEYS has no objections to the easement request.

6. **Variance – 1501 White Street (RE # 00059620-000000, AK # 1060097)** – A request for variances to minimum side setback, minimum rear setback and detached habitable space in order to renovate an existing shed/cottage building on property located within the Single-Family Residential (SF) Zoning District pursuant to Sections 122-238(6)a.2., 122-238(6)a.3. 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, Mr. Rick Milelli gave members an overview of the variance request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

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No comments, but would like to remind property owners that trees located within any proposed construction area will have to be protected as per Key West code. Also, if any trees are within the proposed construction area and need to be removed, a permit might be required from the Tree Commission (see Sec 110 of the Code of Ordinances).

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

PLANNING DIRECTOR:

No comments.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

Mr. Barroso stated to schedule a site visit with the fire department prior to Planning Board meeting.

BUILDING OFFICIAL:

Mr. Wampler stated, moving forward NOA's will be needed; no other comments.

SUSTAINIBILITY COORDINATOR:

No comments.

KEYS ENERGY

KEYS has no objections to the variance request.

- Zoning Map Amendment – 625 South Street (RE # 00038140-000000; AK# 1038890)** – A zoning map amendment for an non-conforming existing hotel property currently zoned Historic Residential Office (HRO) proposed to be rezoned Historic Commercial Tourist (HCT) per Section 90-521 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Ms. Malo gave members an overview of the zoning map amendment request.

The applicant, Ms. Adele V. Stones, of Stones & Cardenas gave members an overview of the zoning map amendment request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

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URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

PLANNING DIRECTOR:

No comments.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

No comments.

BUILDING OFFICIAL:

No comments.

SUSTAINIBILITY COORDINATOR:

No comments.

KEYS ENERGY

KEYS has no objections to the zoning map amendment request.

ADJOURNMENT

Meeting adjourned at 10:39am

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