



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Development Review Committee

Thursday, August 25, 2022

10:00 AM

City Hall

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

FOR VISUAL PRESENTATIONS: Individuals are responsible to share their presentation at the meeting on their laptop through Zoom. For City Commission meetings the City Clerk's Office will need a copy for the agenda at least 6 days before the meeting.

To join online via Zoom: <https://cityofkeywest-fl-gov.zoom.us/j/83933923898?pwd=N2dlbIF2bEZSSzJJMHFiVy9BK0U1dz09>

Meeting ID:
839 3392 3898

Passcode:
194058

Call Meeting To Order

Roll Call

Present - 10: Enid Torregrosa, Elizabeth Ignoffo, Ian McDowell, Karen DeMaria, Katie Halloran, Matt Willman, Martha Arencibia, Mike Turner, Randy Smith, Tim Anson

Absent - 1: Ryan Stachurski

Pledge of Allegiance to the Flag

Approval of Agenda

Approved on the Consent Agenda

1 Approval of Minutes

Approved on the Consent Agenda

Minutes 7.28.22

Attachments: [Minutes](#)

Action Items

2

Lot Split - 1235 Washington St. (RE#00041420-000000)

- A request for a lot split to allow a boundary line adjustment between two parcels for property located in the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 118-3 and 118-169 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)
[Notice of Rehearing](#)

Applicant will coordinate with Matt Willman/GIS to create an address. Applicant agreed to a 90-day period to submit final plat. Urban Forestry noted that plans reference Monroe County Code regarding tree removal, and that the coconut palms on site do not need to be removed.

Enid Torregrosa motioned to approve. Seconded by Matt Willman.

Yes: 8 - Tim Anson, Ian McDowell, Karen DeMaria, Elizabeth Ignoffo, Enid Torregrosa, Matt Willman, Mike Turner, Randy Smith

No: 0

Abstained: 1 - Martha Arencibia.

The motion was approved.

3

Lot Split - 1617 White St. (RE#00059580-000200) and Sirugo Avenue. (RE#00059580-000210) - A request for a lot split to allow a boundary line adjustment between two parcels for property located in the Single Family (SF) zoning district pursuant to Section 118-3 and 118-169 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)
 [Notice of Rehearing](#)

Applicant agreed to a 90-day period to submit final plat.

Enid Torregrosa motioned to approve. Seconded by Matt Willman.

Yes: 8 - Enid Torregrosa, Elizabeth Ignoffo, Ian McDowell, Karen DeMaria, Katie Halloran, Matt Willman, Martha Arencibia, Mike Turner, Randy Smith, Tim Anson

No: 0

Abstained: 1 - Martha Arencibia

The motion was approved.

4

Lot Split - RE #0006430-000200 - A request for a boundary line adjustment in order to reflect a new configuration of two existing lots on a parcel located on the corner of Fleming Street and Bahama Street within the Historic Neighborhood Commercial - 1 (HNC-1) zoning district pursuant to Sections 118-3 and 118-169 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)

Applicant presented a new proposal that would have both lots fronting Bahama Street instead of Fleming Street. Enid Torregrosa, HARC Planner, stated that HARC does not support this proposal. She stated that the proposal would not comply with the previous historical land use patterns, and would not fit in with immediately adjacent structures in terms of proportions. She noted that in the Historic District, corner lots on primary streets generally face the primacy street, not the secondary street. Therefore, this proposal alters the historical character of the site and will result in the side of a structure facing a main corridor (Fleming). Applicant stated that the goal for one of the lots is to build affordable housing, so they want the driveway to pull out onto Bahama St for safety reasons.

Liz Young, AIPP Director, stated that the site is in the heart of historic downtown, and agrees that she would not support the proposal to alter the frontage of the lots.

Matt Willman asked how long the lots have been vacant. Applicant stated the buildings were demolished in the 1980s. Enid Torregrosa stated that before the structures were demolished, there were two buildings – a church and a Sunday school/church office that faced Fleming St.

Enid Torregrosa noted that the applicant has requested recognition of two residential units on the site. Applicant stated that there are no firm plans for the lot that would adjoin Fleming Street, but that there is potential for mixed uses.

Enid Torregrosa disclosed that she has discussed this lot split with a representative of the owner.

Matt Willman motioned to approve. Tim Anson seconded.

Yes - 5: Tim Anson, Ian McDowell, Matt Willman, Mike Turner, Randy Smith

No - 3: Elizabeth Ignoffo, Enid Torregrosa, Karen DeMaria

Abstained - 1: Martha Arencibia

Motion was approved.

Discussion Items

5

Major Development Plan - 724 Truman Avenue (RE #00030020-000000) - A request for approval of a Major Development Plan to renovate an existing auditorium building to convert the space into a high school on a parcel located within the Historic Public and Semi-public Services (HPS) zoning district pursuant to Section 108-91(A)(2) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Attachments: [Planning Package](#)
 [Engineering Department Comments](#)
 [Comments from Keys Energy](#)

Staff noted that the building height of the structure exceeds the maximum building height. The applicant stated that the structure is not being rebuilt, just renovated, so it would not require a height variance. Applicant stated that the structure has been historically used as a school and is proposed to be used as a school now.

Regarding traffic issues, applicant stated that there will be a staggered start time for the schools on the site. The drop off location will be on Windsor Lane and should reduce traffic congestion on Truman Ave during drop-off and pick-up times.

Enid Torregrosa, HARC Planner, stated that the proposal is not consistent with HARC guidelines and should to the HARC Board.

Matt Willman/GIS will assign a new address. Liz Young of AIPP noted that the City Commission has removed the AIPP waiver for non-profits, and also noted that the applicant should supply a public art plan and go to the AIPP Board between Tree and HARC board meetings.

Karen DeMaria, Urban Forester, disclosed that she has discussed this project's landscape plan with the applicant.

6

Minor Development Plan - 1801 White St.

(RE#00059570-000000) - A request for a minor development plan approval of a new modular unit replacing an existing clinic building for property located in the Public Services (PS) Zoning district pursuant to Section 108-91 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)
 [Engineering Department Comments](#)
 [Comments from Keys Energy](#)

Staff asked whether the existing clinic could be demolished before the construction begins. Applicant stated that it cannot, because the clinic has an agreement with the City that requires they provide wildlife rescue/management services. Tim Anson, KWFD, requested life safety plans.

Ian McDowell from the Engineering Department advised the applicant to ensure that all the applicant's property be inside the lease area. He also requested the applicant provide a plan sheet indicated the proposed location versus the existing location of the clinic. Ian McDowell also requested that the applicant ensure that there is a plan in place to clean wildlife drop off crates without the wastewater running into the adjacent public parking lot.

Elizabeth Ignoffo from the Utilities Department stated that she wants to work with the applicant to ensure that the wastewater from the wildlife drop-off area flows directly into the sanitary sewer line. She also noted that there may be soil contamination, so requested that the plans include only a shallow swale. She also requested that during excavation, there be a dewatering plan that's coordinated with the City to ensure that no contaminated groundwater is released.

Enid Torregrosa, HARC Planner, stated that she appreciates that the design fits within the historic vernacular of Key West.

Karen DeMaria and Enid Torregrosa disclosed they have discussed this project with the applicant.

7

Major Development Plan - 5501 College Road

(RE#00072080-000101) - A request for approval of a major development plan to construct an approximately 5,161 SF, two-story building to accommodate the property's generator, mechanical rooms, and storage, on property located within the Public and Semipublic Services (PS) zoning districts pursuant to Section 108-91.B.2 and 122-1018 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Attachments: [Planning Package](#)
 [Engineering Department Comments](#)
 [Comments from Keys Energy](#)

There is uncertainty regarding whether this project has to go to the Board of Adjustment to seek a height variance for the 44' building height. Ian McDowell from Engineering asked why sidewalks were being removed and whether they were being replaced. Architect for the project, William Horn, stated that the sidewalks were no longer necessary due to the proposal's design.

Karen DeMaria, Urban Forester, disclosed that she has discussed this project with the applicant.

Liz Young of AIPP stated that she had discussed beautification of the site with the Sheriff, and they are considering beautification of the elevator area.

Reports**Adjournment**

Adjourned at 11:18 AM.