

Minutes of the Development Review Committee of the City of Key West September 22, 2011

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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 September 22, 2011 to order at **10:03 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/John Cruz		X
Community Housing	Omar Garcia		X
Department of Transportation	Carolyn H	X	
Fire Chief	Alan Averette	X	
Florida Keys Aqueduct Authority	Ed Nicolle/Jolynn Reynolds		X
General Services/Engineering Director	Elizabeth Ignaffo	X	
HARC Planner	Enid Torregrosa	X	
Keys Energy	Matthew Alfonso/Dale Finigan		X
Landscaping Coordinator	Karen deMaria	X	
Planning Director	Don Craig	X	
Police Chief	Steve Torrence	X	
Public Works	Greg Veliz		X

Also present:

Agency / Department	Name
Planning Department	Brendon Cunningham
Planning Department	Nicole Malo
Planning Department/Recording Secretary	Jo Bennett

Approval of Agenda

Actions/Motions:

A motion was made by Ms. Elizabeth Ignaffo, seconded by Ms. Enid Torregrosa, that the Agenda be **Approved**. The motion **Passed** by a unanimous vote.

Approval of Minutes

1 August 25, 2011 Minutes

Actions/Motions:

A motion was made by Ms. Elizabeth Ignaffo, seconded by Ms. Enid Torregrosa, that the Agenda be **Approved**. The motion **Passed** by a unanimous vote.

Discussion Items

2	<p>Request - 501 Southard Street (RE# 00009660-000000) - A conditional use request for a bar and lounge to be located on the rooftop of the Pegasus International Hotel in the HRCC-1 zoning district per Section 122-688(9) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida</p> <p>Nicole Malo presented the project which is for a bar and lounge. Ms. Malo stated it is currently a bar and lounge for use by only the hotel guest. The proposed project is to open</p>
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	<p>the lounge to the public.</p> <p>Pinki Singh represented the project at the applicant.</p> <p>DRC Member Comments:</p> <p>Ms. Malo inquired to the hours of operation and stated she needs dimensions on the site plan. Ms. Singh responded the hours of operation would remain the same – Monday through Friday from 5:00 pm until 10:00 pm and weekends from noon until 10:00 pm. Ms. Singh added that she would add the dimensions to the site plan.</p> <p>Mr. Craig inquired whether this is new consumption. Ms. Malo stated is no new consumption area – they are only changing to be open to the public.</p> <p>Ms. Nicklaus inquired whether the current restrooms serving the bar were ADA compliant and if the roof is ADA accessible. Ms. Singh stated the restrooms are not currently ADA compliant. Ms. Nicklaus informed her they would need to be ADA compliant.</p> <p>Ms. Torregrosa asked if there would be any signage changes. Ms. Singh responded that they plan to use the existing sign and perhaps add to it. Ms. Torregrosa informed her that she would need a HARC application for any sign changes.</p> <p>Mr. Torrence inquired if they have verified if their liquor license will require any changes and that she speak with the local ABT agent – John Hernandez. Ms. Singh stated she had already spoken with someone in licensing in Miami. Mr. Torrence requested that the change be signed off by the state.</p> <p>Mr. Craig requested that the number of seats be added to the plans for the purpose of the Planning Board’s review.</p> <p>Mr. Craig read the following comment from Marnie Walterson of Florida Keys Aqueduct Authority into the record: <i>“This site is presently being served by multiple FKAA Location #s. There is a water main located on Southard Street and Duval Street. A complete set of plans will be required for review to determine meter requirements and any System Development Charges.”</i></p> <p>Ms. Malo inquired as to the type of the existing liquor license. Ms. Singh stated their license is for just beer and wine. Ms. Malo also asked if the Fire Department had made a site visit. Mr. Averette responded that since the hotel is not making any changes but just opening to the public then everything should be status quo.</p> <p>There were not any additional Committee member comments for the record.</p> <p>Public Comments: There were no public comments.</p>
3	<p>Conditional Use - 821 Duval Street - (RE# 00016820-000000) - A request for a conditional use approval for a bar and lounge located at 821 Duval Street in the HRCC-3 zoning district per Section 122-748 (9) of the Land Development Regulations of the Code of Ordinances of the City of Key West.</p> <p>Mr. Brendon Cunningham presented the project. Mr. Cunningham stated that this project is</p>

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	<p>a change in use from a package store that the DRC reviewed last month to a package store and consumption on site request.</p> <p>The applicant Fran Gonzon was present to respond to questions and take notes as needed.</p> <p>DRC Member Comments:</p> <p>Mr. Cunningham stated he needs the hours of operation and the correct dimensions of the consumption area. Mr. Cunningham also suggested the applicant coordinate with the church on Center Street to make sure they do not have a problem with the change.</p> <p>Ms. Torregrosa informed the applicant that they will need a HARC application for any sign changes or other changes to the exterior of the building.</p> <p>Mr. Torrence inquired if their liquor license changes have been submitted. Mr. Torrence also stated that the change needs to be signed off by the state. Mr. Torrence also suggested the applicant become familiar with the liquor laws for both the package business and the site consumption business.</p> <p>Ms. Ignaffo stated the site plans need to have the number of seats and consumption area needs to be indicated on the site plans.</p> <p>Ms. Nicklaus stated the restrooms would need to be ADA compliant. Ms. Nicklaus also stated the decking may be compliant but asked the applicant to contact her to discuss how the public will be able to get up and down the steps. Ms. Nicklaus suggested obtaining a Stair Track.</p> <p>Mr. Craig read the following comment from Marnie Walterson of Florida Keys Aqueduct Authority into the record: <i>"This site is presently being served by multiple FKAA Location #s. There is a 12" water main located on Duval Street. A complete set of plans will be required for review to determine meter requirements and any System Development Charges."</i></p> <p>Mr. Craig inquired if there is parking. Mr. Gonzon stated that there is a lot in the back with 10-12 spots but he does not expect it to be used. Mr. Craig stated this may be our opportunity to bring the parking lot into compliance. Mr. Craig suggested the applicant get with Mr. Cunningham to determine the needs of the parking lot due to the change of use application.</p> <p>There were not any additional Committee member comments for the record.</p> <p>Public Comments:</p> <p>There were no public comments.</p>
4	<p>Variance - 610 Petronia, Rear - (RE# 00016320-000000) - A request for a variance to the rear setback requirement for property located at 616 Petronia, Rear, per Section 122-630 (6) c. of the Land Development Regulations of the Code of Ordinances of the City of Key West.</p> <p>Mr. Brendon Cunningham presented the variance request. Mr. Cunningham stated that there is an address issue with this property, which needs to be clarified. Mr. Cunningham added that applicant has supplied Michael Skoglund was on hand to answer any questions.</p>

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	<p>DRC Member Comments:</p> <p>Ms. deMaria mentioned to Mr. Skoglund that he needs to make sure to protect all the trees during the construction.</p> <p>Mr. Averette inquired that the roof over the deck will remain open on all sides. Mr. Averette also inquired as to where the three foot variance is necessary. Mr. Skoglund responded that the existing structure currently has a two foot variance and that the new construction will be three feet from the property line. Mr. Craig suggested that the drawings and the application need to be improved to better indicate the existing structure and setback versus the new construction and setback.</p> <p>Ms. Ignaffo stated that Mr. Skoglund needs to supply improved plans showing the decking and the roofing. Ms. Ignaffo added that the plans will need to be reviewed by the City Building Department. Ms. Ignaffo also stated the project is exempt from stormwater requirements.</p> <p>Ms. Nicklaus asked Mr. Skoglund to come see her so that they could work on the address issue.</p> <p>Mr. Craig read the following comment from Marnie Walterson of Florida Keys Aqueduct Authority into the record: "The FCAA has no objection for the request for a variance to the rear setback requirement for property located at 610 Petronia Rear, per Section 122-630 (6) c. of the Land Development Regulation of the Code of Ordinances of the City of Key West."</p> <p>There were not any additional Committee member comments for the record.</p> <p>Public Comments:</p> <p>There were no public comments.</p>
Adjournment	
	<p>Actions/Motions:</p> <p>A motion was made by Mr. Steve Torrence, seconded by Ms. Enid Torregrosa, that the meeting be Adjourned. The motion Passed by a unanimous vote.</p> <p>Meeting adjourned at 10:40 am.</p>

Respectively Submitted by,

Jo Bennett

**Administrative Coordinator
Planning Department**