



THE CITY OF KEY WEST
PLANNING BOARD
Staff Report

To: Chair and Planning Board Members

Through: Katie P. Halloran, Planning Director

From: Jordan Mannix-Lachner, Planner II

Meeting Date: May 16, 2024

Agenda Item: **Conditional Use – 1100 Truman Avenue (RE# 00033290-000100)** – A request for conditional use approval for a 650-square-foot community center at property located at 1100 Truman Avenue in the Historic Neighborhood Commercial - 1 zoning district, pursuant to Sections 122-62, 122-63, and 122-808(2) of the Land Development Regulations of the City of Key West, Florida.

Request: A request for conditional use approval to establish a community center in an approximately 650 square-foot commercial unit at 1100 Truman Avenue.

Applicant: Queer Keys, Inc.

Applicant's Representative: Chris McNulty

Property Owners: 1100 Truman Ave, LLC

Location: 1100 Truman Avenue (RE# 00033290-000100)

Zoning: Historic Neighborhood Commercial (HNC-1)



BACKGROUND:

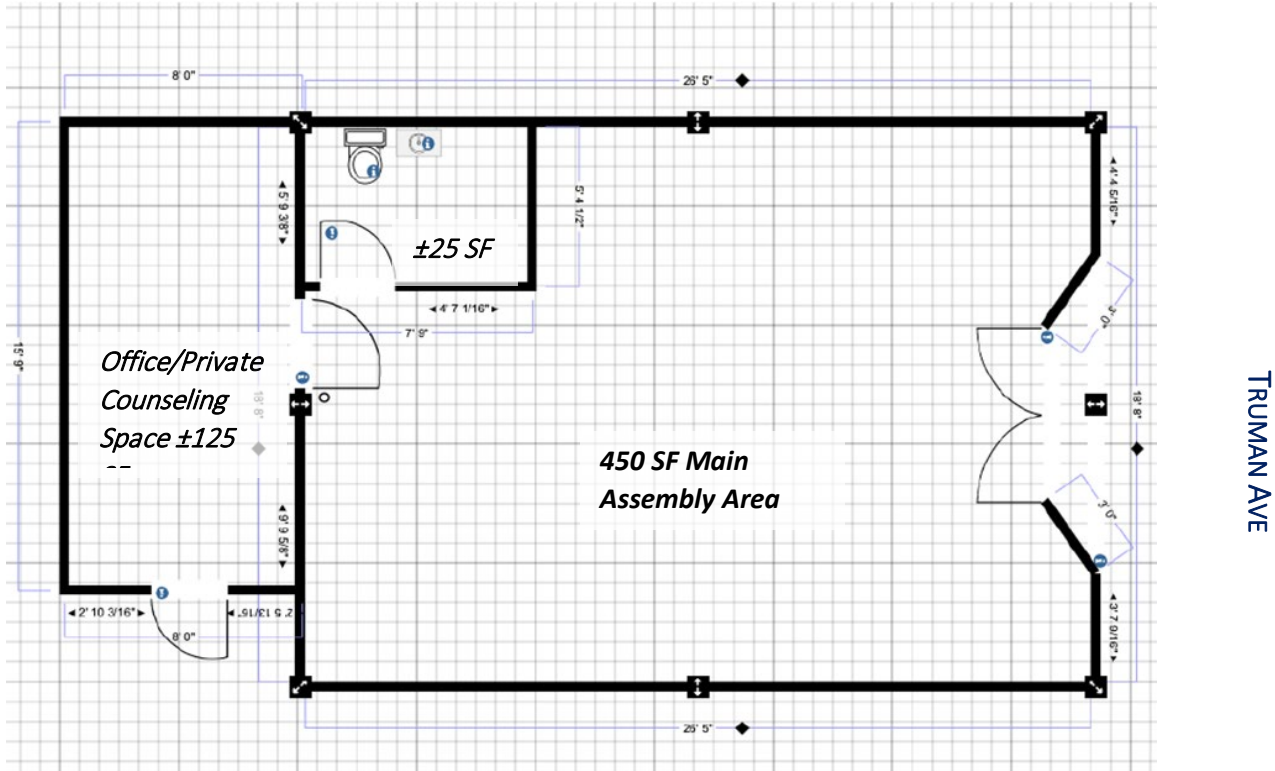
The subject property is located at 1100 Truman Avenue between Watson Street and Varela Street. The property is comprised of a two-story 2,800 square-foot multi-tenant mixed-use building. The building contains two commercial units on the ground floor and one residential unit on the second floor. One of the ground-floor commercial units currently operates as a non-profit outreach and counseling service for at-risk youth, pursuant to a conditional use permit approved by Planning Board Resolution 2023-63.

The applicant is an existing volunteer-run community organization that hosts youth programs, peer support groups, and similar programs in temporary meeting spaces. Existing programs are small in scale, with meetings generally hosting fewer than 8 individuals.

REQUEST:

The applicant is seeking a permanent location to continue existing programs and provide a dedicated community space that may accommodate expanded programming and resources, such as a community library and referral services. The proposed conditional use would operate in an approximately 650 square-foot (SF) unit on the ground floor.

SITE PLAN





Proposed Unit

SURROUNDING ZONING AND USES:

- North:** HNC-1: Restaurant, Retail, Business & Professional Offices;
- South:** HMDR: Residential
- East:** HNC -1: Residential, Retail
- West:** HNC -1: Community Center, Retail, Adult Entertainment, Residential

PROCESS:

- Development Review Committee:** March 28, 2024
- Planning Board:** May 16, 2024
- Local Appeal Period:** 10 days
- DEO Review:** Up to 45 days

DEVELOPMENT REVIEW COMMITTEE:

- **Utilities:** Obtain commercial solid waste service from Waste Management
- **HARC:** Contact HARC for any signage or exterior changes.



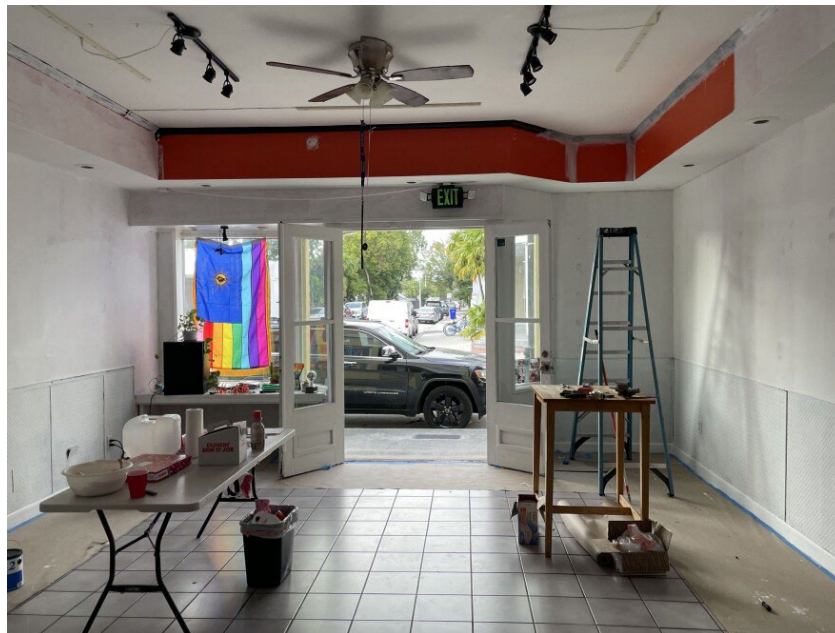
CONDITIONAL USE CRITERIA

Pursuant to Section 122-61 and 122-62(a), conditional uses shall only be permitted on specific sites where the proposed use may be adequately accommodated without generating adverse impacts on properties and land uses within the immediate vicinity. Section 122-26(b) provides the required content of Conditional Use applications. Section 122-26(c) provides specific criteria for approval.

SECTION 122-62(B): CHARACTERISTICS OF USE DESCRIBED:

Scale and Intensity:

- **Floor area ratio:** Site total: 0.51. Permitted: 1.0
- **Traffic generation:** The existing programmatic services operated by the applicant average from 2-8 participants per meeting and the applicant states most participants arrive on bike or foot. With expanded services, the applicant expects maximum trip generation of 20 visitors per day. One parking space is required for every 150 SF of assembly area for community centers. There is no change to vehicle parking demand.
- **Square feet of enclosed building for each specific use:** The proposed space is approximately 650 SF. The front 450 SF would serve as a public-facing open space, used for programming during programming hours, and as a welcome center during non-programming hours where visitors can utilize the community library and other resources. The room at the rear will serve as an office and potential counseling space.



Interior space to serve as an assembly area and programming space.



- **Proposed employment:** The organization currently does not have any paid staff and is operated by board members and trained volunteers.
- **Proposed number and type of service vehicles:** None.
- **Off-street parking needs:** No change – three vehicle spaces and one bicycle space.

On- or off-site improvement needs generated by the proposed conditional use:

- **Utilities:** None anticipated.
- **Public facilities, concurrency, & roadway or signalization improvements:** None anticipated.
- **Accessory structures and other unique structures or facilities:** None.

On-site amenities proposed to enhance site and planned improvements. Amenities including mitigative techniques such as:

- **Open space:** No site plan changes proposed.
- **Setbacks:** No site plan changes proposed.
- **Screening & buffers:** No site plan changes proposed.
- **Landscaping:** No site plan changes proposed.
- **Mitigating smoke, odor, noise and noxious impacts:** No noxious impacts are anticipated.

SECTION 122-62(C): CRITERIA FOR CONDITIONAL USE REVIEW AND APPROVAL:

Land Use Compatibility: The scale and intensity, traffic-generating characteristics, and off-site impacts are compatible and harmonious with adjacent land use and will not adversely impact land use activities in the immediate vicinity.

- **Adjacent Land Uses:** The subject property is located on a mixed-use corridor on Truman Avenue where uses include retail, restaurant, residential, community facilities, business and professional offices, and transient residential.
- **Scale & Intensity:** With 450 SF of assembly area, the scale of the proposed use is not expected to result in adverse impacts on surrounding land uses. The intensity of the use is in part limited by the size of the space. Additionally, existing programming averages between 2 and 8 participants per meeting, and the three existing programs operate either weekly or biweekly.
- **Traffic generating characteristics:** The applicant expects a maximum of 20 visitors per day with many arriving on bike or foot. The vehicular trip generation is expected to be lower than the maximum trip generation permitted for retail uses in the district.
- **Off-site impacts:** The scale, intensity, and traffic generating impacts are not expected to result in adverse off-site impacts on adjacent land uses.



Sufficient site size, adequate site specifications, and infrastructure to accommodate the proposed use: The size and shape of the site, the proposed access and internal circulation, and the urban design enhancements must be adequate to accommodate the proposed scale and intensity of the conditional use requested.

- **Size and shape of site:** The 450 SF assembly space is sufficient to accommodate the expected maximum occupancy of 20 visitors per day.
- **Access and efficient internal traffic circulation:** The proposed use is an interior portion of an existing mixed-use building which is accessed from the sidewalk and has no off-street parking and thus no internal traffic circulation.
- **Screening, buffers, landscaping, open space:** No changes to the site plan are proposed. The use directly to the west of the proposed space is also a community center with similar intensity as the proposed use. Directly to the east is a residential property. The required site setback is 5 feet and the existing side setback is 10'.

Proper Use of Mitigative Techniques: The applicant shall demonstrate that the conditional use and site plan have been designed to incorporate mitigative techniques needed to prevent adverse impacts to adjacent land uses, and to ensure that land use activities in the immediate vicinity, including community infrastructure, are not burdened with adverse impacts detrimental to the general public health, safety and welfare.

- **Adverse impacts on adjacent land uses:** The applicant expects a low intensity use with visitors primarily arriving on bicycles and by foot.
- **Mitigative techniques proposed:** None proposed.
- **Impact on community infrastructure:** No adverse impact anticipated.
- **Impact on general public health, safety and welfare:** No adverse impact anticipated.

Compliance with Applicable Laws and Ordinances: A conditional use application shall demonstrate compliance with all applicable federal, state, county, and city laws and ordinances. Where permits are required from governmental agencies other than the city, these permits shall be obtained as a condition of approval. The city may affix other conditions to any approval of a conditional use in order to protect the public health, safety, and welfare.

- **Compliance with applicable laws and ordinances:** The proposed use appears to comply with applicable laws and ordinances.
- **Additional development approval and permits required:** N/A

PLANNING ANALYSIS:

Section 122-61 provides that conditional uses shall only be permitted when the proposed use may be adequately accommodated without generating adverse impacts on properties and land uses within the immediate vicinity.



Pursuant to Comprehensive Plan Policy 1-1.1.9, the HNC zoning districts are “are intended to accommodate both residential and neighborhood commercial uses typically located along major thoroughfares” with commercial uses concentrated along five corridors, including Truman Avenue. Of the four HNC zoning districts, HNC-1 has the highest permitted commercial intensity. Additionally, Section 122-806 provides that that the HNC-1 zoning district “generally includes larger scale commercial uses oriented toward the motoring public.”

The proposed use is small in scale with an intensity below the maximum permitted intensity in the district. The immediate vicinity is a commercial, mixed-use thorough fare that accommodates a mix of residential and neighborhood commercial uses which are compatible with the proposed use of a small community center. No adverse off-site impacts or burdens on community facilities are anticipated.

RECOMMENDATION:

The Planning Department has reviewed the subject request for compliance with the criteria specified in Section 122-62 and found that the proposed use complies with the review criteria, and may be adequately accommodated without generating adverse impacts on land uses in the immediate vicinity. The Planning Department recommends that the request for conditional use approval for a community center at 1100 Truman Avenue be **approved** with the following conditions:

General Conditions:

1. The area of the proposed use shall remain consistent with the floor plan submitted by the applicant.
2. This Conditional Use shall allow for the operation of a community center as detailed herein. Modifications to the proposed use shall be subject to review and approval of the Planning Board.