



THE CITY OF KEY WEST
PLANNING BOARD
Staff Report

To: City of Key West Planning Board

From: Jim Singelyn, Senior Planner

Meeting Date: February 19th, 2026

Process: Development Review Committee - 12/18/2025
Planning Board – 2/19/2026
Board of Adjustment – TBA 2026
City Commission – TBA 2026

RE: Poinciana Royale II, redevelopment of 1621-1622 Spalding Court

Agenda Item: **Major Development Plan and Conditional Use – 3401 Duck Avenue (RE# 00064740-000000)** This application is for a Major Development Plan and Conditional Use that seeks to redevelop 1621 and 1622 Spalding Court, a portion of the larger parcel known as 3401 Duck Avenue, located in the Medium Density Residential-1 (MDR-1) zoning district per code Sec. 122-277 & 122-278.

Request:

The applicant proposes Phase II of the redevelopment of the Poinciana Royale campus, consisting of:

- Demolition and removal of two obsolete, non-conforming, two-story quadplex buildings containing eight (8) residential units; and
- Construction of one new three-story residential building containing forty (40) residential units.
- Height Variance per code Sec 122-1149.

Project Description:

This proposed major development project is Phase II of a multi-phase redevelopment. Phase I was approved by City Commission on September 3, 2005. Additional phases are to occur as separate applications. All phases are proposed as single-phase construction. Phase II proposes to demolish the two existing 1960's structures and replace them with a single three-story structure over parking, consisting of 43 resident beds. As the property is operated as a Continuum of Care (CoC) facility, it qualifies for the adjusted BPAS conversion rate one (1) BPAS unit equal to ten (10) beds. The result is the use of 4.3 BPAS units for this redevelopment and leaving the remaining 5.7 BPAS units for future use.

The breakdown of utilizing the 4.3 BPAS units for the proposed redevelopment is as follows:

37 one-bedrooms = 3.7 BPAS units (37 beds),
3 two-bedrooms = 0.6 BPAS units (6 beds)
Total: 4.3 BPAS units (43 resident beds)

	Allowed	Existing	Proposed	Compliance
Zoning	MDR-1	MDR-1	No Change	Complies
Use	Multi-family; Special needs/social services	Multi-family and Special needs/social services	No Change	Conditional Use
FLUM	MDR	MDR	No Change	Complies
Flood	Current: AE-7	AE-9 (NAVD)	No Change	Complies
Site Size	10,000sq. ft.	281,204 sq ft (6.46 acres)	No Change	Complies
Height	39'-5 41/64	< 35' -0"	39'-11 7/8" (mechanical equipment)	Variance
Density	16 du/ac (103.36 units) <hr/> Live Local: 40 du/ac (258.4 units)	(Parcel: 67 units total ³) Multi-family: 10 units 57 BPAS <hr/> 1621: 6 BPAS 1622: 4 BPAS	(Parcel: 67 units total) Multi-family: 10 units 57 BPAS <hr/> 1621-1622: 4.3 BPAS	Complies ⁴
Floor Area	1.0 FAR (281,204 Sq ft), <hr/> Live Local: 1.5 FAR (421,806 sq ft)	Parcel: 0.286 FAR (80,384 sq ft)	Parcel: 0.489 FAR (137,416 sq ft)	Complies
Open Space Minimum	35% (98,421 sq ft)	+ 35%	53.3% (149,903 Sq ft)	Complies
Impervious Surface Max	60% (168,722 sq ft)	≤ 60%	46.7% (131,301 sq ft)	Complies
Building Coverage Max	40% (112,482 sq ft)	≤ 40%	19.3% (54,391 sq ft)	Complies
Front Setback	30 ft	+ 30 ft.	+ 30 ft.	Complies
East Side Setback	25 ft	1621-1622 Spalding: NA	No Change	Complies

West Side Setback	25 ft	1621-1622 Spalding: 13 ft	1621-1622 Spalding: 25 ft	Complies
Rear Setback	25 ft	+25 ft.	+25 ft.	Complies
Auto Parking	57 BPAS (231 beds): 1 sp/4 beds = 57.75 (58 spaces) 10 Multi-family units: 2 sp/unit = 20 spaces (Total: 78 spaces)	88 spaces	114 spaces	Complies
Bicycle Parking 10% auto	10% auto (8 bike spaces)	Unknown	8	Complies
Scooter	NA	NA	38 spaces	Complies

The project is designed to:

- Meet FEMA flood elevation and hurricane-resistant construction standards;
- Incorporate green building and energy-efficient design features;
- Integrate landscaping, circulation, and infrastructure with the existing Poinciana Royale campus; and
- Support the City of Key West Continuum of Care (CoC) social service housing program.

The site is located within the MDR-1 zoning district, where multi-unit residential development is permitted subject to compliance with applicable development standards and approvals.

Background: The structures at 1621 and 1622 Spalding were built as two-story quadplexes as part of the Naval Air Station Key West (NASKW) naval housing in the 1950s and 60s. Now owned by the City of Key West, the parcel consists of 14 structures and is officially addressed as 3401 Duck Avenue with secondary addresses assigned to interior buildings. This Property provides affordable housing and social services to residents of the 671 units. AH Monroe operates 57 of those units under the Continuum of Care (CoC) program including 1621-1622 Spalding which contains ten (10) of those units.

Per City Memo dated November 21, 2025, the City of Key West Land Development Regulations (LDRs) provide specific BPAS (Building Permit Allocation System) equivalency factors for certain categories of residential and institutional living facilities. Under these provisions, nursing homes, rest homes, assisted living facilities, and convalescent homes are permitted to use an adjusted BPAS conversion rate that recognizes the unique characteristics of group-living residential models. Pursuant to Sec. 108-994, Table 1.0, these facilities are assigned an equivalency factor of

0.10 BPAS units, meaning that ten (10) individual living units or resident beds equate to one (1.0) BPAS unit allocation. This provision is consistent with Section 86-9 (definition of terms), which classifies assisted living and congregate residential care facilities separately from traditional residential dwelling units.

This Phase II, involving the redevelopment of 1621 and 1622 Spalding Court, proposes using 4.3 of the BPAS units for the 43 resident beds in the new facility. The remaining 5.7 BPAS units (equivalent to 57 beds) shall remain associated with the parent parcel and reserved for potential future development, subject to separate development approvals. AH Monroe, Inc. previously applied for and was approved for 38.8 early evacuation BPAS units in July 2025. Those units are included in the bundle of rights for this Property and may be used for future development if needed.

Major Development Plan: In accordance with Sec. 108-91(B)(2)(a) of the Land Development Regulations, any development involving the addition or reconstruction of eleven (11) or more permanent residential units is subject to review and approval as a Major Development Plan.

Conditional Use: Per Sec. 122-278(3), a conditional use approval is required due to the redevelopment defined under code Sec. 86-9 as an assisted living and congregate care facility. A conditional use request accompanies this application.

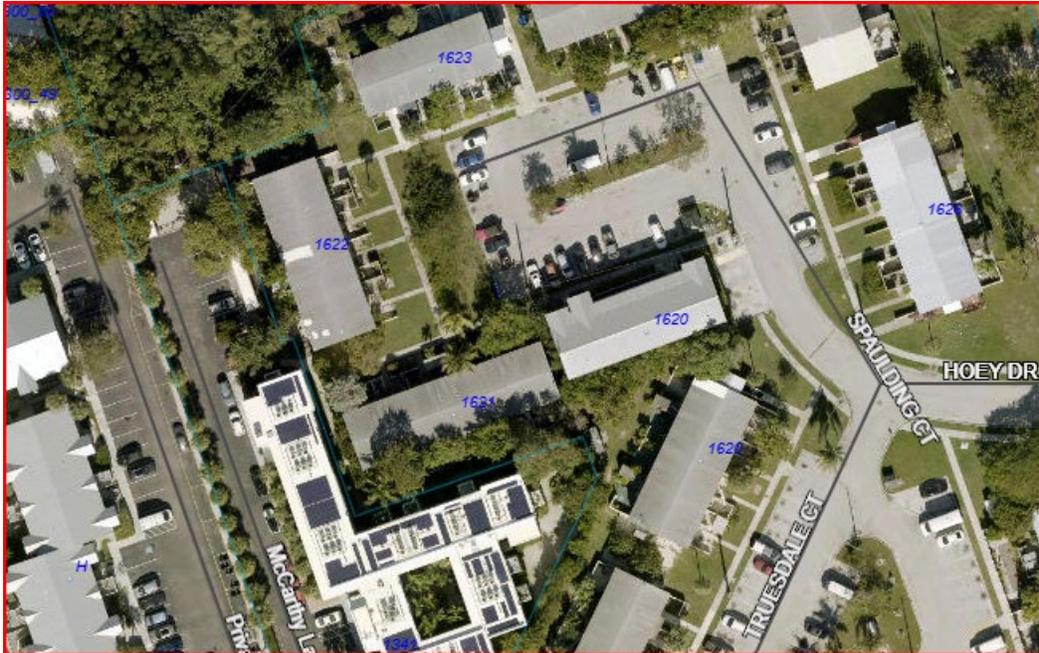
Major Development Plan, Article II. Division 7.

Sec. 108-226. Scope.

This application seeks to redevelop 1621-1622 Spalding Ct., a portion of the larger parcel known as 3410 Duck Avenue (RE# 000644740-000000). The project will enhance the Poinciana Royale program located on the adjacent property at 1341 McCarthy Lane. The 1621-1622 Spalding Ct. structures will be replaced by one three-story structure, be FEMA and hurricane compliant and meet green building standards. The project aims to provide landscaping that is cohesive with the parcel as a whole.

Sec. 108-227 Title Block

Name of Development:	Poinciana Royale
Property Owner:	City of Key West
Developer:	AH Monroe County, Inc.
Scale:	As noted on plans
Preparation and Revision Dates:	As noted on plans
Location:	1621-1622 Spalding Court (Part of 3401 Duck Avenue)



Sec. 108- 228. I dentification of additional key persons.

Authorized Agent: Richard McChesney/Spottswood, Spottswood, Spottswood & Sterling
Architect: MHK Architecture
Engineer: Allen Perez, Perez Engineering
Surveyor: Florida Keys Land Surveying
Landscape Architect: Keith Oropeza, GAI Consultants

Sec. 108- 229. Project Description.

The proposed major development is Phase II of three phases. Phase I was approved by the

City Commission on September 3, 2005. Phase III will occur on a separate application. All phases are proposed as single-phase construction. Phase II proposes to demolish the two existing structures and replace them with one two-stories over parking, 40 unit structure as an extension of Poinciana Royale where a variety of social services take place.

Sec. 108-230. Other project information.

- The project is proposed to be developed in a single phase.
- Commencement is intended to immediately follow entitlement approvals and is anticipated to be completed within two (2) years following entitlement approvals.
- The expected date of completion is within two (2) years of commencement. If needed, per Sec.108-203, extensions can be requested and granted.
- The proposed development plan for the site is included in the attached plans.
- The proposed development plan is a single-phase project, and written description of characteristics of the proposed development are contained herewith.
- The proposed development is not a planned unit development.
- The proposed redeveloped building will comply with federal flood insurance regulations.
- The property north of the project site is zoned CM and the proposed redeveloped building is located over 250 ft away from land zoned CM.

Sec. 108-231. Residential Developments.

Existing:

Truesdale	# of BP	# of Beds	Spalding	# of BPAS	# of Beds
1614	4	16	1620	8	32
1615	4	16	1621	6	24
1616	4	16	1622	4	16
1617	4	16	1623	5	20
1618	4	16	1624	4	16
1619	6	24	1625	4	NA
1620	4	18	1626	6	NA
TOTAL	30	122	TOTAL	37	108
Parcel Total	67	230			

Proposed:

Truesdale	# of B	# of Beds		Spalding	# of BPAS	# of Beds
1614	4	No Change		1620	8	No Change
1615	4	No Change		1621	10	43 beds ⁵
1616	4	No Change		1622		
1617	4	No Change		1623	5	No Change
1618	4	No Change		1624	4	No Change
1619	6	No Change		1625	4	No Change
1620	4	No Change		1626	6	No Change
TOTAL	30	122		TOTAL	37	111
Parcel Total	67	233				

Sec. 108-232. Intergovernmental coordination.

Coordination will occur through the development review process of the City of Key West and as otherwise required. The anticipated development approval schedule is below.

1. Major Development Plan application submittal
2. Development Review Committee (DRC) hearing
3. Tree Commission application submittal
4. Tree Commission application (Conceptual design and tree removal approval)
5. Tree Commission final approval
6. Planning Board hearing
7. Art in Public Places
8. City Commission hearing
9. Local appeal period (30 days)
10. Rendering to Department of Commerce (DOC)
11. DOC review period (max 45 days)

Sec. 108-233. Concurrency facilities and other utility services.

Levels of Service (LOS) - The impacts of the proposed project are generally summarized as follows:

Trip Generation: The proposed redevelopment of 1621-1622 Spalding is expected to slightly increase trip generation LOS by 12.8 trips per day. See policy 2-1.1.1 below for a complete discussion on trip generation.

- **Parking:** The proposed parking for Phase II brings the parcel into compliance. The proposed redevelopment of 1621-1622 Spalding increases the available parking within the Spalding Court complex area as well as providing additional bike and scooter spaces. See Sec. 108-244 below for a complete discussion on parking.
- **Potable Water:** The proposed redevelopment of 1621-1622 Spalding is expected to increase potable water LOS by 300 gallons per day. See policy 4-1.1.2.C below for a complete discussion on potable water.

- Wastewater: The proposed redevelopment of 1621-1622 Spalding is expected to increase wastewater LOS by 300 gallons per day. See policy 4-1.1.2.A below for a complete discussion on wastewater.
- Recycling: The proposed redevelopment of 1621-1622 Spalding is expected to increase recycling LOS by 1.5 pounds per day. See policy 4-1.1.2.D below for a complete discussion on recycling.
- Solid Waste: Solid waste demand for resident beds is measured in total person capacity. The proposed redevelopment of 1621-1622 Spalding is expected to increase solid waste LOS by 7.98 pounds per day. See policy 4-1.1.2.D below for a complete discussion on solid waste.
- Stormwater: The expected impacts to stormwater LOS is as depicted on the stormwater management plans. Changes to the existing stormwater management system are depicted on the attached plans. See policy 4-1.1.2.E and article VIII below for a complete discussion on stormwater.
- Parks & Open Space: The impacts to the recreation LOS complies with comprehensive plan policy 7-1.1.9, inclusive of all three types of parks identified: urban open spaces, neighborhood, and community.
- Fire Protection: The team will coordinate with FKAA to ensure the water pressure and flow will be adequate for fire protection for the type of construction proposed.
- Nearshore Waters: No adverse impacts to quality of receiving waters are anticipated before, during, and after construction.

Sec. 108-234. Appearance, design and compatibility.

The proposed development plan satisfies criteria established in Chapter 102; Articles III, IV, and V of Chapter 108; Section 108-956; and Article II of Chapter 110 of the land development regulations in the following manner:

- Chapter 102 - This property is located outside of and does not impact the Historic District.
- Article III, IV, and V of Chapter 108 - As demonstrated by the site plan, LOS analysis, and the site data calculations, the project complies with the requirements of the Articles.
- Chapter 110 - As demonstrated in this application, the proposed development complies with the resource protection requirements of Chapter 110.

Sec. 108-235. Site location and character of use.

- a) Compliance: The development plan complies with the requirements set forth in the land development regulations as they pertain to Concurrency Management, Outdoor Displays and Nuisances, Resource Protection, Signs, and Articles I and III to IX of Chapter 108 of the Key West land development regulations.
- b) Vicinity Map: The vicinity map is depicted as part of the attached plans.
- c) Land Use Compatibility: The project site is located in the Medium Density Residential-1(MDR-1) zoning district. The purpose and intent of the MDR-1 district is to implement comprehensive plan policies for areas designated "MDR-1"

on the comprehensive plan future land use map. The MDR-1 district shall provide the Poinciana Housing Parcel with a designation appropriate to the existing medium density multiple-family development on the site and compatible with the existing and future land uses. The MDR-1 district shall accommodate a mixture of multiple-family structure types, supportive community facilities, and accessory land uses.

- d) Historic and Architectural Resource Protection: The site is not affected by the Historic District, and any archeological resources will be protected as required.
- e) Subdivision of Land: No subdivisions are proposed with this application.

Sec. 108-236. Appearance of site structure.

The attached site plan complies with Section 108-278 through 108-288 of the land development regulations.

Sec. 108-237. Site plan.

The site plan is drawn consistent with this Section and is attached.

Sec. 108-238. Architectural drawings.

All architectural or engineering drawings were prepared and sealed by a professional architect or engineer registered in the state pursuant to F.S. Ch. 471 and 481, respectively, consistent with the provisions of this Section.

Sec. 108-239. Site amenities.

The attached site plan includes existing and proposed amenities which are required to comply with appearance, design, and compatibility regulations outlined in chapter 102; articles III, IV, and V of this chapter; section 108-956; and article II of chapter 110.

The proposed building height and site design advance public health, safety, and welfare objectives by improving flood resilience, hurricane protection, and life-safety conditions for residents.

Building Height: Further, the project proposes to improve and comply with base flood elevation requirements by elevating the structure in accordance with FEMA standards. The building has an overall height of approximately 39 feet 5¾ inches, excluding rooftop mechanical equipment. The required mechanical and life-safety equipment may extend to an estimated height of approximately 43 feet 6½ inches. The following code sections are applicable.

Mechanical Equipment Height Allowance — Sec. 122-1149(c)

These height regulations may be permitted to exceed the maximum building height, to accommodate non-habitable hardware and utility structures typically associated with the principal structure, including spires, belfries, cupolas, antennas, water tanks, ventilators,

chimneys, or other appurtenances usually required to be placed above the roof level and not intended for human occupancy or use.

Flood Protection Height Exception — Sec. 122-1149(d)

An exception to the building height regulations as referenced in subsection (b) may be permitted in cases where a building is raised above ground to meet or exceed FEMA established base flood elevation levels under the following conditions:

1. Only the equivalent measure of distance from the existing ground level, prior to infill, to the required base flood elevation of the building, and up to a maximum of four (4) feet above the base flood elevation, may exceed the building height regulations.

	Elevation
Grade	5.1
Crown of Road	6.53'
1st Floor Finished Habitable Space	8'-10"
Top of Roof	37"-10"
Top of Parapets	39 feet 5¾ inches
Mechanical Equipment	43'-6"
Height Allowed	35' + 1.9' + 4' = 40'-9" (40')

Distance from existing ground level to the required base flood level plus 4'-0". Base Flood Elevation: 7.0'
 Average Grade: $-5.1' \ 1.9'$
 $+4.0'$
 $= 5.9' (5' - 10.8")$ permitted over max building height.

Building height is measured from crown of road and falls below the 40'-0" maximum.

In this case, the proposed building height is directly attributable to compliance with FEMA base flood elevation requirements and the placement of non-habitable mechanical and life-safety equipment. These elements are not intended for human occupancy and are necessary to ensure flood resilience, emergency preparedness, and long-term habitability of the structure.

Sec. 108-240. Site survey.

The site survey is attached.

Sec. 108-241. Soil survey.

Soil surveys will be performed on as-needed basis.

Sec. 108-242. Environmentally sensitive areas.

The project is not located within an environmentally sensitive area.

Sec. 108-243. Land clearing, excavation and fill, tree protection, landscaping and irrigation plan.

All proposed clearing, excavation, and landscaping are depicted on attached plans. A Landscape Waiver or Modification request is being submitted concurrently with this Major Development Plan application. The existing and proposed landscaping is greater than 35% of the total area of the property.

Parking: Sec. 108-244. On-site and off-site parking and vehicle, bicycle, and pedestrian circulation. The project plans demonstrate compliance with on-site and off-site vehicle and bicycle circulation, and parking requirements.

Parcel:

Parcel # 00064740-000000 – 3401 Duck Avenue				
	Code Requirement	Existing	Proposed	
Auto Parking (Parcel)	78 spaces	88 spaces	114 spaces	Compliant
Bicycle Parking 10% auto	10% auto (8 spaces)	10	8 spaces	Complies (Improvement)
Scooter	NA	NA	38	NA

Project Site:

Parking requirement per code Sec. 108-572(12)	Required	Proposed
Auto 1 sp/4 beds	43/4 = 10.75 (11 spaces)	2 Handicap 22 Covered (24 spaces)
Bicycle 10% of auto	1.1 (2 spaces)	8
Scooter	NA	38

The programmatic multiple-person shuttle buses that currently service the operations of Poinciana Royale are anticipated to accommodate the residents of Poinciana Royale II. There is ample onsite parking and drop-off/pick up areas for these multiple-person shuttle buses as well as covered parking for any privately owned vehicles, scooters and bikes.

Sec. 108-245. Housing.

The proposed use will continue to be operated as a CoC assisting residents with a variety of social services with new and safe affordable housing.

Sec. 108-246. Economic resources.

- (a) Ad Valorem Estimates: Not applicable. 1621-1622 Spalding is owned by the City of Key West and operated by the nonprofits of the Continuum of Care.
- (b) Construction Expenditure: To be determined.

Sec. 108-247. Special considerations.

The proposal complies with the goals, objectives, and policies of the comprehensive plan.

Sec. 108-248. Construction management plan and inspection schedule.

See attached Construction Management Plan and Inspection Schedule.

Sec. 108-249. Truman Waterfront Port facilities.

The project is not located at the Truman Waterfront Port.

SITE PLAN, ARTICLE III

Sec.108-276. Scope.

The site plan conforms to all necessary and applicable sections of the land development regulations.

Sec.108-277. Site Location and Character of Use.

As depicted, the site has sufficient size, adequate specifications, and infrastructure to accommodate the proposed uses in the manner proposed. As described in detail above, this site is designed as a multi-modal development, placing equal importance on the bicycle and pedestrian as on the automobile. This development furthers the goals of the City's plans as detailed in this report.

Sec. 108-278. Appearances of Site and Structures.

This proposed development plan exhibits harmonious overall design characteristics in compliance with the performance standards stipulated in sections 108-278 through 108-288.

Sec. 108-279. Location and Screening of Mechanical Equipment, Utility Hardware and Waste Storage Areas.

All mechanical equipment and utility hardware will be appropriately screened. All waste storage areas will be screened from adjacent properties.

Sec. 108-280. Front-Ended Loaded Refuse Container Requirements.

Any front-end loaded refuse container as required will be located in such a manner to facilitate convenient access.

Sec. 108-281. Roll-Off Compactor Container Requirements.

Any required roll-off container will meet the requirements of this section, as depicted on the site plan.

Sec. 108-282. Utility Lines.

Any required installation of new utility services will be coordinated with the appropriate utility agencies and in accordance with this section.

Sec. 108-283. Commercial and Manufacturing Activities Conducted in Enclosed Buildings.

No new commercial activities are proposed for this development.

Sec. 109-284. Exterior Lighting.

All proposed lighting will be shielded, and lighting sources shall be arranged to eliminate glare from roadways and streets and shall direct light away from properties lying outside the district. Shielding of lighting elements shall be accomplished by using directional fixtures or opaque shades.

Sec. 108-285. Signs.

All new signage will adhere to this code section.

Sec.108-286. Pedestrian Sidewalks.

The project, as proposed, complies with this section. Refer to plans for precise placement of sidewalks and concrete paths that align with existing sidewalks on adjacent sites.

Sec. 108-287. Loading Docks.

No loading docks are required or proposed.

Sec. 108-288. Storage Area.

Storage areas, if developed for use by tenants, will be located at the rear of the principal structure per sec. 108-288.

Sec.108-289. Land Clearing, Excavation, and Fill.

Land clearing is for demolition of existing structures as well as some canopy and understory trees. Any protected trees and/or landscaping and subsequent landscape infill will be reviewed and approved by the City's Urban Forester and the Tree Commission.

ARTICLES V & VI OF CHAPTER 108. OPEN SPACE, SCREENING, BUFFERS AND LANDSCAPING.

The immediately adjacent open space and landscaping of the proposed new structure will be enhanced as depicted on the plans.

Sec. 108-571. Waivers or Modifications.

No waiver or modification is proposed at this time.

ARTICLE VII. OFF-STREET PARKING AND LOADING.

Please see "Sec. 108-244. On-site and off-site parking and vehicular, bicycle, and pedestrian circulation" above for a complete discussion regarding parking.

ARTICLE VIII. STORMWATER AND SURFACE MANAGEMENT.

The proposed redevelopment of 1621-1622 Spalding proposes to improve stormwater and surface water management of the site. The redevelopment will improve nearshore water quality.

Sec. 108-794. General criteria. (3) e. Flood hazard zones.

The flood zone of the site is AE-7 (NGVD22). The preliminary flood maps change the flood zone of the property to AE-9 (NAVD88).

ARTICLE IX. UTILITIES.

The City's Comprehensive Plan directs the City to ensure that facilities and services needed to support development are available concurrent with the impacts of new development.

The following specific issues are outlined: Roads/Trip Generation; Potable Water; Sanitary Sewer; Solid Waste; Recyclables; Drainage.

Policy 2-1.1.1. Transportation.

Pursuant to Comp Plan Table 1-1.1.5, special needs social services shall be measured in FAR, not units per acre.

The anticipated change in overall trip generation as part of the redevelopment of 1621-1622 Spalding is expected to increase by 12.9 trips per day.

1621-1622 Spalding Trip Generation LOS

	Multi-Family		Resident Beds		Total
	ITE (220) Rate	Capacity	ITE (620) Rate	Capacity	
Existing	7.32 trips/du/day	N/A	0.10 trips/lk sq. ft. floor area/day	8,645 sq. ft. floor area x 0.10 trips/lk sq. ft. floor area/day = 0.8645 trips/day	0.8645 trips/day
Proposed	7.32 trips/du/day	N/A	0.10 trips/lk sq. ft. floor area/day	137,416 sq. ft. floor area x 0.10 trips/lk sq. ft. floor area/day = 13.7416 trips/day	13.7416 trips/day
Change					+12.8771 trips/day

Notwithstanding the proposed trip generation, Policy 2-1.1.3: Dense Urban Land Area effectively eliminates the transportation concurrency requirement in favor of a prioritization of safety and function of existing roads and multi-modal transportation improvements (i.e. transit, air, boat, bicycles, pedestrianism, mixed-use development)

Policy 2-1.1.3: Dense Urban Land Area. The City of Key West is a substantially developed dense urban land area and is thereby exempted from transportation concurrency requirements for roadways. The City recognizes that its development characteristics make substantive expansion of capacity of the roadway system prohibitive. The City will therefore prioritize improving the safety and function of existing roads and multi-modal transportation improvements (i.e. transit, air, boat, bicycles, pedestrianism, mixed-use development) as its primary strategies for addressing current and projected transportation needs.

Policy 4-1.1.2.C. Potable Water

Pursuant to Policy 4-1.1.2.C, the potable water LOS for residential and nonresidential is 100 gal/capita/day. Based on the City of Key West adopted level of service, the potable water demand is anticipated to increase slightly as the site is the residential capita is going from bed count to dwelling units.

Potable water demand is expected to increase by 300 gal/day.

Potable Water LOS

	Residential Rate	Dwelling Unit Capacity	Resident Bed Capacity ⁶	Total
Existing	100 gal/capita/day	10 x 3.14 ⁷ x 100 gal/capita/day = 3,140 gal/day	230 beds x 1 capita/bed x 100 gal/capita/day = 23,000 gal/day	26,140 gal/day
Proposed	100 gal/capita/day	10 x 3.14 x 100 gal/capita/day = 3,140 gal/day	233 beds x 1 capita/bed x 100 gal/capita/day = 23,300 gal/day	26,440 gal/day
Change				+300 gal/day

Potable water to the City of Key West is provided by the Florida Keys Aqueduct Authority (FKAA). The FKAA has the capacity to provide 23 million gallons per day to Momoe County as a result of: The South Florida Water Management District's issuance of Water Use Permit #13-0005, which allocates 17 million gallons per day in the dry season; 17.79 million gallons per day which can be withdrawn from the Biscayne Aquifer; and six million gallons per day provided by a reverse osmosis treatment plant in Florida City. As documented above, the City is meeting its Level of Service Standard for Potable Water. The City projects a slight permanent population decrease, and only a slight increase in its functional population and non-residential development during short and long-range planning periods, so the current capacity should remain adequate. Ongoing capital improvements will be necessary to maintain and improve standards and service delivery.

Policy 4-1.1.2.A Sanitary Sewage

Pursuant to Policy 4-1.1.2.A, the sanitary sewer LOS for nonresidential is 660 gal/acre/day and residential is 100 gal/capita/day. Based on the City of Key West adopted level of service the sanitary sewer demand is not anticipated to change as the site is proposing to maintain existing residential and non-residential uses.

Sanitary sewer demand is expected to increase by 300 gal/day.

	Residential Rate	Dwelling Unit Capacity	Resident Bed Capacity	Total
Existing	100 gal/capita/day	10 x 3.14 ⁸ x 100 gal/capita/day = 3,140 gal/day	230 beds x 1 capita/bed x 100 gal/capita/day = 23,000 gal/day	26,140 gal/day
Proposed	100 gal/capita/day	10 x 3.14 x 100 gal/capita/day = 3,140 gal/day	233 beds x 1 capita/bed x 100 gal/capita/day = 23,300 gal/day	26,440 gal/day
Change				+300 gal/day

The City contracts out the operation of the Richard A Heyman Environmental Pollution Control Facility, its wastewater treatment plant (Plant), and the associated collection system to Operations Management International, Inc. (OMI). The Plant currently has the capacity to treat 10 million gallons per day, exceeding the capacity required to achieve the existing Level of Service Standard by approximately seven million gallons per day. Actual daily flow is 4.5 million gallons per day.

This is a reduction from eight (8) million gallons per day due to a 67 million dollars capital improvement to the City's wastewater treatment during the past short-term planning period, including \$56 million for collection system rehabilitation.

As documented above, the city is exceeding its Level of Service Standard for Wastewater. The City projects a slight permanent population decrease, and only a slight increase in its functional population and non-residential development, during the short and long-range planning periods, so the current capacity should remain adequate. Ongoing capital improvements and continuing conservation efforts will continue to maintain and improve service delivery.

Policy 4-1.1.2.D. Solid Waste

Pursuant to Policy 4-1.1.2.D, the solid waste LOS for residential is 2.66 lbs./capita/day. Based on the City of Key West adopted level of service, the solid waste demand is not anticipated to change as the site is proposing to maintain existing residential and non-residential uses.

Solid waste demand is expected to increase by 7.98 lbs./day.

	Residential Rate	Dwelling Unit Capacity	Resident Bed Capacity ⁹	Total
Existing	2.66 lbs./capita/day	10 x 3.14 x 2.66 lb./capita/day = 83.5 lb./day	230 beds x 1 capita/bed x 2.66 lb./capita/day = 611.8 lb./day	695.3 lbs./day
Proposed	2.66 lbs./capita/day	10 x 3.14 x 2.66 lb./capita/day = 83.5 lb./day	233 beds x 1 capita/bed x 2.66 lb./capita/day = 619.78 lb./day	703.28 lbs./day
Change				+7.98 lbs./day

The City currently contracts with Waste Management of Florida, Inc. to collect, transfer and dispose of solid waste and residential recyclables. Commercial recyclables and other non-franchised collection services such as construction and demolition debris and yard waste are available on the open market to all licensed haulers. The City owns and operates a solid waste transfer station on Rockland Key that received 45,402.10 tons of solid waste for disposal and 3,607 tons of recyclables in 2009/10. Waste Management disposes of the solid waste collected in Monroe County, including the City of Key West, at its Central Sanitary Landfill in Broward County. In 2009 Waste Management Inc. reported a reserve capacity of 17 years at this facility. There is therefore an estimated reserve capacity of 15 years as of the date of this report.

As documented above, the City is meeting its Level of Service Standard for solid waste. The City projects a slight permanent population decrease, and only a slight increase in its functional population and non-residential development, during the short and long-range planning periods, and the current capacity should remain adequate. Ongoing capital improvements will be necessary to improve standards and service delivery.

Policy 4-1.1.2.D. Recyclable Waste Generation

Pursuant to Policy 4-1.1.2.D, the recyclable waste LOS for nonresidential is 0.25 lbs/capita/day and residential is 0.5 lbs/capita/day. Based on the City of Key West adopted level of service the recyclable waste demand is expected to increase slightly.

Recycling waste demand is expected to increase by 1.5 lbs. lbs/day.

	Residential Rate	Dwelling Unit Capacity	Resident Bed Capacity ¹⁰	Total
Existing	0.5 lbs/capita/day	10 x 3.14 x 0.5 lbs/capita/day = 15.7 lbs/day	230 beds x 1 capita/bed x 0.5 lbs/capita/day= 115.0 lbs/day	130.7 lbs/day
Proposed	0.5 lbs/capita/day	10 x 3.14 x 0.5 lbs/capita/day = 15.7 lbs/day	233 beds x 1 capita/bed x 0.5 lbs/capita/day= 116.5 lbs/day	132.2 lbs/day
Change				+1.5 lbs/day

Policy 4-1.1.2.E Drainage Facilities Level of Service

Please refer to the attached Drainage plans for pre- and post-development analysis. The redevelopment will comply with all applicable Federal, state and local standards.

Existing Level of Service Standard

1. Post development runoff shall not exceed the pre-development runoff rate for a 25-year storm event, up to and including an event with a 24-hour duration.
2. Storm water treatment and disposal facilities shall be designed to meet the design and performance standards established in Chapter 62-25 Section 25.025, Florida Administrative Code, with treatment of the runoff from the first one inch of rainfall on-site to meet the water quality standards required by Chapter 62-302, Florida Administrative Code. Storm water facilities which directly discharge into "Outstanding Florida Waters" (OFW) shall provide an additional treatment pursuant to Section 62-25.025 (9), Florida Administrative Code.
3. Storm water facilities must be designed to not degrade the receiving water body below the minimum conditions necessary to assure the suitability of water for the designated use of its classification as established in Chapter 62-302 Florida Administrative Code.

CONDITIONAL USES. ARTICLE III.

Sec. 122-62. Specific criteria for approval.

(a) Findings.

A conditional use shall be permitted upon a finding by the planning board that the proposed

use, application and, if applicable, development plan complies with the criteria specified in this section, including specific conditions established by the planning board and or the city commission during review of the respective application in order to ensure compliance with the comprehensive plan and land development regulations. If the proposed conditional use is a major development pursuant to sections 108-165 and 108-166, the city commission shall render the final determination pursuant

to section 122-63. Conditional Use shall be denied if the city determines that the proposed use does not meet the criteria provided in this section and, further, that the proposed conditional use is adverse to the public's interest. An application for Conditional Use shall describe how the specific land use characteristics proposed meet the criteria described in subsection (c) of this section and shall include a description of any measures proposed to mitigate against possible adverse impacts of the proposed conditional use on properties in the immediate vicinity.

(b) Characteristics of use described

(1) Scale and intensity.

- a. **Floor area ratio:** See site data table above.
- b. **Traffic generation:** See sec. 108-233 and policy 2-1.1.1 above.
- c. **Square feet of enclosed building for each specific use:** See site data table above.
- d. **Proposed employment:** The project proposes to maintain existing employment services related to current programmatic services.
- e. **Proposed number and type of service vehicles:** No changes are proposed.
- f. **Off-street parking needs:** See sec. 108-244 above.

(2) On- or off-site improvement needs.

- a. **Utilities:** See sec. 102-233 and article IV above.
- b. **Public facilities:** See sec. 102-233 and article IV above.
- c. **Roadway of signalization improvements, or other similar improvements:** See sec. 108-284 and sec. 108-286 above.
- d. **Accessory structure or facilities:** No accessory structures or facilities are proposed as part of this use.
- e. **Other unique facilities / structures proposed as part of site improvements:** The project proposes a state-of-the-art facility for the continuum of care services provided by Poinciana Royale operated by AH Monroe, Inc.

(3) On-site amenities

- a. **Open space:** See article V and VI above.
- b. **Setbacks from adjacent properties:** See attached plans and site data above.
- c. **Screening and buffers:** See article V and VI above.

- d. Landscape berms proposed to mitigate against impact to adjacent sites:
See article V and VI above.
- e. Mitigative techniques for abating smoke, odor, noise, and other noxious impacts:
No smoke, odor, noise, or other noxious impacts are proposed as part of this project.

(c) Criteria for conditional use review and approval.

(1) Land Use Compatibility See Sec. 108-234

(2) Sufficient site size, adequate site specifications, and infrastructure to accommodate the proposed use.

The redevelopment of 1621-1622 Spalding proposes sufficient size, adequate site specifications, and infrastructure to accommodate the proposed project.

(3) Proper use of mitigative techniques.

N/A. No adverse impacts are anticipated as part of the redevelopment of 1621-1622 Spalding.

(4) Hazardous waste.

N/A. No hazardous waste is anticipated as part of the proposed project.

(5) Compliance with applicable laws and ordinances.

The redevelopment of 1621-1622 Spalding will comply with all applicable laws and ordinances.

(6) Additional criteria applicable to specific land uses.

- a. **Land uses within a conservation area:** N/A. The redevelopment of 1621-1622 Spalding is not within a conservation area.
- b. **Residential development:** See sec. 108-231 above.
- c. **Commercial or mixed-use development:** See sec. 108-234 above.
- d. **Development within or adjacent to historic district:** N/A. The redevelopment of 1621-1622 Spalding is not located within or adjacent to a historic district.
- e. **Public facilities or institutional development:** See solution statement above.
- f. **Commercial structures uses and related activities within tidal waters:** N/A. The redevelopment of 1621-1622 Spalding is not proposed within tidal waters.
- g. **Adult entertainment establishments:** N/A. The redevelopment of 1621-1622 Spalding does not propose adult entertainment establishments.

DRC Comments:

Keys Energy: No Objections to the plan. However, Keys Energy does not have three-phase power near the project site. An overhead line extension will be required to serve the anticipated load by KEYS policy. To properly determine the transformer size needed, KEYS will require a full set of project plans submitted with a Project View form to ensure the project has adequate power without impacting existing customers.

Florida Keys Aqueduct Authority: No objection, subject to compliance with standard utility connection requirements.

Parking: Pursuant to Sec. 108-574 to allow a bicycle substitution. The site plan depicts that 48 scooter/bicycle spaces will be provided meeting the 100-foot requirement and replacing the required vehicle spaces at a rate of 4 bicycles per one auto space.

Landscaping: Applicant shall comply with the landscape plans provided.

Storm Water: A grading and drainage plan shall be provided for the proposed parking and circulation areas.

Sanitary Sewer: Sheet C-300 shall note: “Existing sanitary sewer lateral to be certified watertight or replaced.”

Solid Waste: Please provide a site plan that shows where trash and recycling materials will be stored. Please provide dimensions and details for the solid waste storage area.

Pedestrian ADA: Final site and building plans must demonstrate compliance with ADA accessibility standards.

Emergency Services: Fire and Police departments review final plans for emergency access, hydrant spacing, and site circulation.

PLANNING STAFF ANALYSIS:

Major Development Plan Review

Pursuant to the code Sec 108-91 (B)2(a), the proposal qualifies as a **Major Development Plan** due to:

- The scale and intensity of redevelopment
- The increase in residential density; and
- The requests for associated variances and conditional use approval

In this case, the proposed building height is directly attributable to compliance with FEMA base flood elevation requirements and the placement of non-habitable mechanical and life-safety

equipment. These elements are not intended for human occupancy and are necessary to ensure flood resilience, emergency preparedness, and long-term habitability of the structure.

Conditional Use Analysis

The applicant requests Conditional Use approval pursuant to Sec. 122-278(3) under an abundance of caution, as the operational model associated with the Continuum of Care program may meet the definition of a community facility under Sec. 86-9, despite the underlying residential character of the development.

Staff find that the proposed use:

- Serves a public purpose and community need.
- It is located on City-owned property.
- Has historically operated as a social service residential campus; and
- Will not generate adverse impacts on surrounding neighborhoods; and

Staff further find that the Conditional Use criteria are satisfied with the project:

- It is compatible with the Comprehensive Plan.
- Will not be detrimental to public health, safety, or welfare
- It is adequately served by public facilities and services; and
- Incorporates mitigation measures through site design and conditions

Staff Analysis: Staff finds that the proposed development:

1. It is consistent with the City of Key West Comprehensive Plan, including policies supporting affordable and supportive housing, redevelopment of publicly owned land for community benefit, and resilient construction in flood-prone areas.
2. It is compatible with surrounding development, as the site has historically functioned as a multi-building residential campus and will continue to do so with modernized infrastructure and improved life-safety standards.
3. Improves existing conditions by replacing aging, substandard flood-elevation structures with compliant buildings that reduce long-term risk to residents and the City.
4. Will be adequately served by public facilities and services, subject to compliance with DRC comments and final utility, stormwater, and solid waste plans.

RECOMMENDATION:

Planning staff recommends **APPROVAL** of the Major Development Plan, Conditional Use, subject to the following conditions:

1. Development shall be in substantial compliance with the approved plans and representations made to the Planning Board. **Any substantial deviation shall require additional review and approval by the appropriate reviewing body.**
2. All Development Review Committee comments shall be addressed to the satisfaction of the appropriate reviewing departments prior to issuance of building permits.
3. Final utility, stormwater, solid waste, and ADA plans shall be reviewed and approved by the appropriate departments.
4. A height variance for rooftop mechanical equipment is required by code Sec. 122-1149.
5. Conditional Use approval shall be limited to the use and intensity described herein and shall not run with expanded uses without further approval.