

June 5, 2014 Minutes of the Development Review Committee

Planning Director Don Craig called the Development Review Committee Meeting to order at 10:00 am on June 5, 2014, at Old City Hall in the Commission Chambers located at 510 Greene Street, Key West.

ROLL CALL

Answering Roll Call were: Planning Director Don Craig, Engineering Services Elizabeth Ignaffo, Urban Forestry Manager Karen DeMaria, Fire Department Jason Barroso, HARC Planner Enid Torregrosa and Art in Public Places member Dick Moody

Absent: Recreation Director Greg Veliz, Building Official Ron Wampler, Director of Transportation Norman Whitaker, Police Department, Steve Torrence, Sustainability Coordinator, Alison Higgins, Police representative Steve Torrence, Planning Analyst Carlene Smith

Also in attendance were: Planners Kevin Bond and Brendon Cunningham along with Deputy City Clerk Angela Budde.

PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA

There were no changes to the Agenda as presented.

DISCUSSION ITEMS

New Business

- 1. Exception for Outdoor Merchandise Display - 901 Caroline Street (RE # 00072082-004504; AK # 9073890) -** A request for exception for outdoor merchandise display on property located within the Historic Residential Commercial Core - Key West Bight (HRCC-2) Zoning District pursuant to Section 106-52 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Kevin Bond gave members an overview of the exception for Outdoor Merchandise Display request.

The applicant representative, John Hogan gave members an overview of the Exception for Outdoor Merchandise display request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

No comment.

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HARC PLANNER:

Ms. Torregrosa stated she agreed with Planner Bond's comments and advised one (1) photo submitted shows the maximum signage allowed in the HARC area.

PLANNING DIRECTOR:

No comment

ENGINEERING:

Ms. Ignaffo stated the chairs are depicted in the photographs provided however, she requested they do not set chairs in front of doorways and to keep all exits clear. Ms. Ignaffo had concerns with the ADA accessible route and asked the applicant to make sure the measurements are ADA compliant.

FIRE DEPARTMENT:

Mr. Barroso advised the Outdoor Merchandise Display cannot block the ingress/egress for doorways.

KEYS ENERGY:

No objection.

- 2. Easement - 500 Duval Street (RE # 00009850-000000, AK # 1010111) -** A request for easement to maintain the existing awning and cornice extending into the Duval Street and Fleming Street rights-of-way adjacent to property located within the Historic Residential Commercial Core - Duval Street Gulf side (HRCC-1) Zoning District pursuant to Section 2-938 of the Code of Ordinances of the City of Key West, Florida.

Planner Kevin Bond gave members an overview of the Easement request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

No comment.

HARC PLANNER:

Ms. Torregrosa stated when the Home was built in 1926 and if the existing Cornice was safe.

PLANNING DIRECTOR:

Mr. Craig stated he would like photographs of the Building and awning for the file.

ENGINEERING:

No comment.

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FIRE DEPARTMENT:

Mr. Barroso requested a certified letter from Architect/Engineer addressed to the City of Key West stating existing awning is safe

KEYS ENERGY:

No objection.

- 3. Major Development Plan - 725 Duval Street (RE # 00015920-000000; AK # 1016306) - A request for major development plan for the construction of three new affordable and three new market-rate residential dwelling units by converting approximately 1,000 square feet of existing nonresidential floor area and constructing a new residential building to the rear of the existing building with ground-level off-street parking on property located within the Historic Residential Commercial Core - Duval Street Gulf side (HRCC-1) Zoning District pursuant to Section 108-91.A.2.(a) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**

Planner Kevin Bond gave members an overview of the Major Development Plan request.

The applicant, Owen Trepanier of Trepanier & Associates, gave members an overview of the Major Development Plan request

The Contractor, Gary Burchfield, gave members an update on the construction plans for the Major Development Plan.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

Mr. Moody asked the applicant the cost of the renovation. He stated this would fall in the coordinates of the AIPP.

URBAN FORESTRY MANAGER:

Ms. DeMaria commented the Applicant would be required to provide an existing tree survey for the property. The project will have to be reviewed by the Tree Commission twice (Conceptual Landscape Approval with Tree Removal prior to the Planning Board meeting then a Final Landscape Plan Approval with Tree Removal prior to City Commission approval).

HARC PLANNER:

Survey is from 1998 and the site has changed. She is concerned about the elevation and HARC would need elevations of both Buildings and what the applicant is proposing. She is concerned with the scale of the buildings. She asked about 3 new buildings – 1 market rate and 3 affordable and they are missing the floor plans for the affordable. She asked if there were any changes in elevation for the buildings and the applicant stated the stairway height has changed.

PLANNING DIRECTOR:

Mr. Craig agreed on square footage for the affordable and the site plan made by other members. It appears 1 form of egress is on the plans and Mr. Craig thought 2 egresses were needed. He also

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had a concern for the 1000 gallon cistern to be on the property and it is not identified on the plans.

ENGINEERING:

Ms. Ignaffo asked to have the capture of rainwater identified in the Drainage Plan as currently the plan does not show cistern for proposed addition, roof drain connection to cistern, and overflow to exfiltration trench system and requested all of this be identified on the plan and to indicate how overflow from cistern will flow into stormwater management system. Ms. Ignaffo commented on her confusion by the number of parking spaces on the plan and requested the applicant provide clarification. She mentioned if the Awning is retractable, the applicant would have to work with Planning on the proper permits. Site plans shows bike rack and requested landscaping (if there is going to be landscape around the perimeter) be addressed in the development plan referring to Section 108-643 of the Code of Ordinance where a bicycle parking space shall be 2ft x 6ft with 7ft vertical clearance and 5ft access aisle. Ms. Ignaffo requested the applicant to identify how the bike racks will be accessed and indicate vertical clearance for bike rack placement beneath stairway. Proposed First Level Parking plan ADA accessible space does not meet van accessible standards. Please revise access aisle width, location to correct conflicts with rolling gate and columns, and show the sign. Ms. Ignaffo commented on the way the aisle and gate is depicted in the plans is the incorrect width and requested the Applicant to correct. She mentioned the minimum width of driveway is 24 feet referring to Section 108-641 of the Code of Ordinances and on the plans the driveway width is identified as 22 feet wide, Ms. Ignaffo mentioned the plans do not identify the recycling and trash collection areas and requested the Applicant show trash and recycling storage area of sufficient capacity to contain residential units and commercial space solid waste and having those areas of storage screened from public view. Ms. Ignaffo requested a current survey be provided than the survey enclosed from 1998 and she advised the site plan shows exterior stairway partially located on Petronia Street right-of-way where the Applicant would have to request an Easement from the City. Ms. Ignaffo mentioned a Retractable awning(s) identified are attached above Duval Street windows for the commercial unit and a Revocable License would be required by the Applicant. Site plan does not show location of mechanical equipment, which shall be screened in accordance with Section 108-279 of the Code of Ordinances.

FIRE DEPARTMENT:

Mr. Barroso stated the Fire Marshal does not have any issues with this Plan however, asked for the submittal of a life safety plan.

KEYS ENERGY:

Keys Energy responded the new building appears to be too close to the existing power pole, thus creating a code violation. The electrical service for the front of the property will have to be relocated to feed from a different location. Applicant will have to pay to fix any violations that are created with this building.

- 4. Variance - 725 Duval Street (RE # 00015920-000000; AK # 1016306) -** A request for variances to maximum building coverage and impervious surface ratio for the construction of three new affordable and three new market-rate residential dwelling units by converting approximately 1,000 square feet of existing nonresidential floor area and constructing a new residential building to the

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rear of the existing building with ground-level off-street parking on property located within the Historic Residential Commercial Core - Duval Street Gulf side (HRCC-1) Zoning District pursuant to Sections 90-395 and 122-690(4) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Kevin Bond gave members an overview of the Variance request.

The applicant, Owen Trepanier of Trepanier & Associates, gave members an overview of the Variance request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

Ms. DeMaria comments were the same as Item #3; the Applicant would be required to provide an existing tree survey for the property. The project will have to be reviewed by the Tree Commission twice (Conceptual Landscape Approval with Tree Removal prior to the Planning Board meeting then a Final Landscape Plan Approval with Tree Removal prior to City Commission approval).

HARC PLANNER:

No comment.

PLANNING DIRECTOR:

No comment.

ENGINEERING:

No comment.

FIRE DEPARTMENT:

Mr. Barroso stated the Fire Marshal has concerns and requested a complete life safety plan and to schedule a meeting to review project.

KEYS ENERGY

Keys Energy objects to the Variance request, the building will create code violations.

- 5. Administrative Variance - 901 Pearl Street (RE # 00024240-000000; AK # 1025038) - A request for administrative variance to minimum front setback in order to construct a new replacement single-family residential dwelling on property located within the Historic Medium Density Residential (HMDR) Zoning District pursuant to Sections 90-398 and 122-600(6) a. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**

Planner Kevin Bond gave members an overview of the Administrative Variance request.

The applicant, Owen Trepanier of Trepanier & Associates, gave members an overview of the

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Administrative Variance request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment

URBAN FORESTRY MANAGER:

Ms. DeMaria stated the property has several tree removal permits and even though the House was demolished, it appears the fence had been removed also. Existing red stopper tree on the property appears to have been damaged and may need to be replaced. There are numerous tall palm trees that may inhibit the placement of a modular.

HARC PLANNER:

Ms. Torregrosa stated she is concerned about the massive size of the building and requires elevations. She sees no Architectural details on the plans and manufacturer of the modular home. She inquired if the address would change and the applicant said it would become a 1430 Albury Street.

PLANNING DIRECTOR:

No comment.

ENGINEERING:

Ms. Ignaffo advised the site plans shows one (1) off-site parking space and requested the Applicant to provide a site plan showing the off-street parking space plan, including length and width dimensions, distance from the structure and fence, and curb cut details. She mentioned there were no identifiers for roof gutter downspouts leading into stormwater retention swale shown or rainwater management on the property.

FIRE DEPARTMENT:

Mr. Barroso stated the Fire Marshal had concerns with the lap pool and Life safety concerns with accessibility. Requested they contact the Fire office to set up a meeting for review of Albury Street access for the Fire Department's equipment has ample room to travel on the street.

KEYS ENERGY:

No objection.

- 6. Variance - 732 Poorhouse Lane (RE # 00019490-000000; AK # 1020176) -** A request for variances to maximum building coverage, maximum impervious surface ratio and minimum side setback for the construction of a new in-ground pool on property located within the Historic High Density Residential (HHDR) Zoning District pursuant to Sections 90-395, 122-630(4) and 122-690(6) b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Kevin Bond gave members an overview of the Variance request.

The applicant, Anthony Sarno from K2M, gave members an overview of the Variance request.

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DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

Ms. DeMaria advised the trees must be protected during demolition and construction. Watch out for tree roots from tree nearby, permits may be required if roots are to be cut and call her if they have concerns prior to digging around existing trees.

HARC PLANNER:

Ms. Torregrosa stated the blurb for the pool needed revision as it was confusing to read. Her concern was the configuration was changed and the specific guidelines protect the historic building roof? Remove the word proposed prior to the words "Site Plan"

PLANNING DIRECTOR:

Mr. Craig stated the survey shows a fence on the plans that goes onto the neighbor's property. The Concrete fence is what exists.

ENGINEERING:

Ms. Ignaffo inquired about an underground propane tank (buried) in the off-street parking space and driveway. She would like to see a drainage plan for the site. The applicant advised there is a well and existing cistern on site. City Planner Craig advised the City's Code requires registering all wells and cisterns. Ms. Ignaffo requested the Propane tank installation be below parking areas. Installation shall be in accordance with NFPA 58, International Fire Code, Chapter 61, and Florida Building Code, Fuel Gas. Carbon Monoxide Protection shall be provided, in accordance with Florida Building Code, Building, and Section 916. Ms. Ignaffo requested the dimensions for the off-street parking space, including width length, and distance from structure, mechanical equipment and trash storage fence. Please provide Drainage Plan that provides stormwater treatment within new landscape areas. Direct roof gutter downspouts into swale and landscape areas. For abandonment or retention of the cistern, please complete an application and submit to the Building Department. Please indicate if well water is in use for purposes that are connected to the sanitary sewer.

FIRE DEPARTMENT:

Mr. Barroso stated setbacks are a concerned with life safety and to make it as safe as possible. He also requested they contact the Fire office to set up a meeting for review of the project.

KEYS ENERGY:

No objection

- 7. Variance - 760 Washington Street (RE # 00037560-000000; AK # 1038300) - A request for variance to minimum side setback for the construction of an interior stairway for an existing single-family residential dwelling on property located within the Historic Medium Density**

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Residential (HMDR) Zoning District pursuant to Sections 90-395 and 122-600(6) b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Kevin Bond gave members an overview of the Variance request.

The applicant, Ginny Stones from Stones & Cardenas, gave members an overview of the Variance request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

Ms. DeMaria commented the Trees must be protected during demolition and construction and also the palm trees immediately adjacent to the proposed work area.

HARC PLANNER:

No comment

PLANNING DIRECTOR:

Mr. Craig asked the applicant how the current owner goes to the 2nd story bedroom.

ENGINEERING:

No comment

FIRE DEPARTMENT:

Mr. Barroso inspected the property with the Fire Marshal and had concerned about secondary means of egress window for the 2nd floor and Ms. Stones mentioned a redesign with the egress had been addressed. Mr. Barroso also requested the bedroom area meets current building code and requested they contact the Fire office to set up a meeting for review of the project.

KEYS ENERGY:

No objection.

8. **Administrative Variance - 618 Petronia Street (RE # 00016350-000000, AK # 1016748) -** Administrative Variance to the side-yard setback requirements for property located within the Historic High Density Residential (HHDR) zoning district per Sections 90-398 and 122-630(6)b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Brendon Cunningham gave members an overview of the Administrative Variance request.

The applicant gave members an overview of the Administrative Variance request.

DRC MEMBER COMMENTS:

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ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

No comment.

HARC PLANNER:

Ms. Torregrosa stated she saw a change in the stairwell from the original plan to this site plan.

PLANNING DIRECTOR:

Mr. Craig

ENGINEERING:

Ms. Ignaffo asked to confirm the Air Handler and asked if Gutters were planned with directing roof gutter downspouts back onto property.

FIRE DEPARTMENT:

Mr. Barroso requested the applicant set up a meeting to review any life safety accessibility concerns and advised the project may require a site visit.

KEYS ENERGY:

No objection however, customer will need to provide KEYS with plans and a project review form.

- 9. Variance - 1019 Varela Street (RE # 00032500-000000; AK # 1033251) -** A request for variance to impervious surface ratio and side-yard setback requirements in order to construct a swimming pool on property located within the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 90-395 and 122-600(4) b. & (6) b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Brendon Cunningham gave members an overview of the Variance request.

The applicant, Anthony Sarno from K2M, gave members an overview of the Variance request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

Ms. DeMaria commented on the presence of trees within the proposed work area. Removal or transplanting of these trees may require permitting from the Tree Commission. Trees that are to remain near the work area are to be protected from demolition and construction. Further comment by Ms. DeMaria regarding a permit that had been issued to remove the 2 black olive trees in the City Rights-of-way and the sidewalk will require reconstructing to become ADA compliant.

HARC PLANNER:

No comment.

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PLANNING DIRECTOR:

No comment but did request staff to verify the impervious coverage ratio.

ENGINEERING:

Ms. Ignaffo asked the Applicant if they were increasing or reducing the amount of impervious coverage and the Applicant advised increasing slightly (2%) with no plans for gutters. Ms. Ignaffo requested to direct roof gutter downspouts back onto property if they are added to the structure. Survey shows common cistern. For abandonment or retention of the cistern, please complete an application and submit to the Building Department.

FIRE DEPARTMENT:

Mr. Barroso advised the he had concerns with life safety, accessibility and the setbacks. Requested the applicant call the Fire office to set up a meeting to review of the project.

KEYS ENERGY:

No objection.

- 10. Variance - 1108 Pearl Street (RE # 00034380-000000; AK # 1035301) -** A request for variance to impervious surface ratio and side-yard setback requirements in order to construct a room addition on property located within the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 90-395 and 122-600(6) c. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Brendon Cunningham gave members an overview of the Variance request.

The applicant, Mr. Peter Pike, gave members an overview of the Variance request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

Ms. DeMaria asked the applicant if there were any trees within the proposed work area. Then she commented if any trees exist within the work area that necessary measures must be taken to protect the trees during demolition and construction. Any tree being removed may require permitting from the Tree Commission.

HARC PLANNER:

No comment.

PLANNING DIRECTOR:

Mr. Craig inquired about off street parking and designated spaces.

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ENGINEERING:

Ms. Ignaffo asked if the chain link fence will remain on the property. Applicant stated the chain link fence has been removed and replaced with the white picket fence. Ms. Ignaffo requested a site plan with the new parking space. Survey shows common cistern. For abandonment or retention of the cistern, please complete an application and submit to the Building Department. Ms. Ignaffo stated to direct roof gutter downspouts back onto property.

FIRE DEPARTMENT:

Mr. Barroso stated there are concerns with life safety and accessibility. Mr. Barroso requested they contact the Fire office to set up a meeting for review of the project.

KEYS ENERGY:

No objection.

- 11. Variance - 1302 Flagler Avenue (RE # 00059730-000000; AK # 1060208) -** A request for variance to building coverage and rear-yard setback requirements in order to construct an addition on property located within the Single-Family residential (SF) zoning district pursuant to Sections 90-395 and 122-238(4)a. & (6)a.3. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Brendon Cunningham gave members an overview of the Variance request.

The applicant, Mr. Peter Pike, gave members an overview of the Variance request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

No comment.

HARC PLANNER:

No comment.

PLANNING DIRECTOR:

Asked if a 2nd unit was being created and cautioned the Applicant to make sure this is not an accessory unit and not a separate living unit.

ENGINEERING:

Is this an after the fact Variance and it is and it increases the pervious square feet. Ms. Ignaffo stated the property needs stormwater retention and the applicant advised a swale in the rear of the property can be incorporated. New addition master suite and laundry room increases impervious surface by 500 square feet. Ms. Ignaffo requested the Applicant to provide stormwater treatment swale for the new exterior addition.

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FIRE DEPARTMENT:

Mr. Barroso advised the Air Conditioning units adhere to the setbacks and there are concerns with life safety and accessibility. Mr. Barroso requested they contact the Fire office to set up a meeting for review of the project.

KEYS ENERGY:

No objection.

- 12. Variance - 525 Louisa Street (RE # 00028660-000000; AK # 1029441) -** A request for variances to maximum building coverage, impervious surface ratio and minimum side & rear-yard setbacks in order to construct additions and porches on an existing building on property located within the Historic Neighborhood Commercial (HNC-1) zoning district pursuant to Section 122-810(4)a.&b. and 122-810(6)b.& c. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Brendon Cunningham gave members an overview of the Variance request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

No comment.

HARC PLANNER:

No comment.

PLANNING DIRECTOR:

Maintain off street parking space, applicant said yes.

ENGINEERING:

Ms. Ignaffo asked if the pervious Sq. footage was being increased and the applicant said no. Asked if gutters were going to be installed on the 2nd story and the applicant said no plans for gutters. Ms. Ignaffo had no further comments.

FIRE DEPARTMENT:

Mr. Barroso advised the 2nd balcony encroaches on the setback. Mr. Barroso stated there are concerns with life safety and accessibility and requested they contact the Fire office to set up a meeting for review of the project.

KEYS ENERGY:

No objection.

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- 13. Major Development Plan, Conditional Use & Landscape Waiver - 1001 James Street (RE # 00001700-000000; AK # 1001767) -** A request for major development plan, conditional use and landscape waiver approvals for the renovation of property located within the Historic Residential Commercial Core (HRCC-2) zoning district pursuant to Section 108-91.A.2. (b) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Brendon Cunningham gave members an overview of the Major Development Plan, Conditional Use & Landscape Waiver.

The applicant, Donna Bosold and Lynn Tejada, gave members an overview of the request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

Mr. Moody asked the applicant the cost of the renovation. He stated this would fall in the coordinates of the AIPP.

URBAN FORESTRY MANAGER:

Ms. DeMaria requested the Applicant to provide an existing tree survey for the immediate area that will be impacted by the project. The project will have to be reviewed by the Tree Commission twice (Conceptual Landscape Approval with Tree Removal prior to the Planning Board meeting then a Final Landscape Plan Approval with Tree Removal prior to City Commission approval). She had no preliminary objections to Variance requests based on submitted proposed Landscape Plan.

HARC PLANNER:

Ms. Torregrosa disclosed she met with the owners and the applicant of the project. The Plans that are loaded onto the web agenda are not the correct plans.

PLANNING DIRECTOR:

City Planner Craig asked KEYS ENERGY to develop justification for the number of spaces asked for in the plan and Don's comment is there over parking.

ENGINEERING:

Ms. Ignaffo focused on the parking plan mentioning the parking space for ADA needs to be accessible and the employee parking spaces do not show an ADA space. Site Plan shows two ADA accessible spaces in customer parking area. Please revise plan to make one of the ADA accessible spaces Van Accessible. No ADA accessible spaces are provided for employee parking. Please revise plan to create ADA accessible space in the employee parking section Please provide a lighting plan for the parking areas, including scooter and bicycle rack areas. Please make provisions on the Drainage Plan to connection the roof drains to stormwater management system.

FIRE DEPARTMENT:

Mr. Barroso advised he was pleased to see a life safety plan included in the Major Development Plan, Conditional Use & Landscape Waiver application. Mr. Barroso commented the Fire Marshal

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will need a meeting with Architect/Engineer to review project and requested a complete full size life safety plan prior to said meeting.

KEYS ENERGY:

No objection.

- 14. Major Development Plan, Conditional Use & Landscape Waiver - 1213 14th Street (RE # 00065030-000000; AK # 1065552) -** A request for major development plan, conditional use and landscape waiver approvals for the construction of temporary offices for a public utility on property located within the Medium Density Residential (MDR) Zoning District pursuant to Section 108-91.B.2. (b) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Planner Brendon Cunningham gave members an overview of the Major Development Plan, Conditional Use & Landscape Waiver.

The applicant, Donna Bosold, gave members an overview of the request.

DRC MEMBER COMMENTS:

ART IN PUBLIC PLACES:

No comment.

URBAN FORESTRY MANAGER:

Ms. DeMaria requested the Applicant to provide an existing tree survey for the property. The project will have to be reviewed by the Tree Commission twice (Conceptual Landscape Approval with Tree Removal prior to the Planning Board meeting then a Final Landscape Plan Approval with Tree Removal prior to City Commission approval).

HARC PLANNER:

No comment.

PLANNING DIRECTOR:

Thanked the applicant for putting landscaping in even though it's temporary. Don's interpretation of Code is exempt from the AIPP calculation. Recommended coming to the office and see Scott Fraser, Fema to understand and get direction on clarifying the applicant is exempt from base Flood.

ENGINEERING:

Ms. Ignaffo mentioned configuration with parking width dimensions need to be clarified, bicycle racks are not clearly marked on the plan. No parking on gravel, Code requires asphalt. Concern with Trash and Recycling containers and the access for WM. Site Plan shows three ADA accessible spaces. Ms. Ignaffo requested a revise plan to make one of the ADA accessible spaces Van Accessible and to revise the site plan to show sidewalk accessible route from the 14th Street sidewalk to the accessible ramp. Route shall be located so that pedestrians are not compelled to travel behind parked vehicles.

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Please provide ADA Accessible Route Plan, including dimensions and slopes for the accessible routes to all buildings and accessible parking spaces and sidewalk. Please confirm trash storage area location on the site and gate opening orientation will provide adequate access for pickup. Pursuant to Sec. 108-611, parking areas shall be paved with concrete, asphalt, or dust free porous material. Please provide a Utility Plan, showing proposed sanitary system and water service, including backflow preventer type and location.

FIRE DEPARTMENT:

Mr. Barroso commented he was concerned with spacing of the modular temp offices are not too close and advised the Fire Marshal will need a meeting with Architect/Engineer to review project and requested a complete full size life safety plan prior to said meeting.

KEYS ENERGY:

No objection however, customer will need to provide KEYS with plans and a project review form to ensure adequate power for the applicant and surrounding customers.

ADJOURNMENT

Meeting adjourned at 11:57 A.M.

**Respectfully submitted by,
Angela M. Budde
Deputy City Clerk
City Clerk's Office**