

**Minutes of the Development Review Committee**  
**Meeting of December 17, 2010**

Don Craig, Planning Director, convened a meeting of the Development Review Committee of the City of Key West at 10:00 AM, December 17, 2010. The meeting was held at Old City Hall, in the antechamber at 510 Greene Street, Key West.

**Roll Call**

**Present for the Roll Call were:**

Donald Craig, Interim Planning Director  
John Woodson, Building Official  
Diane Nicklaus, ADA Coordinator  
Enid Torregrosa, HARC Planner  
Cynthia Domenech-Coogle, Landscape Coordinator

Alan Averette, Fire Department  
Elizabeth Ignaffo, General Services

**Planning Staff:**

Brendon Cunningham  
Nicole Malo

Ashley Monnier  
Carlene Cowart

**Comments received from:**

Myra Wittenberg, DOT Director

Keys Energy

**Approval of Agenda**

Alan Averette made a motion to approve the agenda; the motion was seconded by John Woodson. Motion carried.

**1. Approval of Minutes**

**October 28, 2010**

Alan Averette made a motion to approve the October 28, 2010 meeting minutes; the motion was seconded by John Woodson. Motion carried.

**Discussion Items**

**2. Variances - 319 Amelia Street (RE# 00026130-000000)** - An application for Variances to building coverage, front and side-yard setback requirements for property located in the HMDR zoning district per Section 122-28 (b), 122-600 (4)a., 122-600 (6) a. & b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Tom Pope presented the project.

Brendon Cunningham reviewed the project. He stated that the applicant is improving impervious surface and adding a swale for storm water management. He added that the renovation would trigger the 66% rule.

Ms. Ignaffo asked that the applicant to direct gutters and drains into the swale.

Mr. Averette asked if the footprint was changing. Tom Pope stated that it was not changing.

Mrs. Torregrosa requested the applicant add the date of the second HARC reading to the application.

Mrs. Domenech-Coogle requested that invasive exotic species be removed.

Mr. Woodson and Mrs. Nicklaus had no comments.

Mr. Craig reviewed staff comments.

**3. Lot Split - 4 and 6 Lopez Lane (RE# 00005800-000000 and RE # 00005790-000000)** -A lot split per Section 118-169 and a subdivision waiver request per Section 118-66 for properties in the HMDR zoning district of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida

Ashley Monnier reviewed the project. She requested that the applicant provide modified pictures as well as a better description of the waiver request.

Ms. Ignaffo, Mr. Woodson, and Mrs. Nicklaus had no comments.

Mrs. Domenech-Coogle requested clarification from the applicant on who was going to maintain ownership of the current trees on the site after the lot split. She added that permits would be needed for any tree removal.

Mrs. Torregrosa stated if a fence was being proposed it would require HARC approval.

Mr. Craig reviewed staff comments.

**4. After-the-Fact Variance - 3308 Duck Avenue (RE# 00052960-000500)** – An after-the-fact variance request for required building coverage, impervious surface ratio, side yard setback and open space requirements in the SF zoning district per Section 122-270(4)a.(1) and b.(1), Section 122-2706(a.)2, and 108-346(b.) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Christy Moseley, the applicant, presented the after-the-fact Variance.

Brendon Cunningham reviewed the project.

Mr. Averette stated that the setbacks were impeding ingress and egress. He added that the house is too close to the neighboring structure and there would also be fire wall rating concerns. He stated further coordination with the Fire Department would be necessary.

Mr. Woodson stated that a 2 hour fire wall would be necessary.

Mrs. Torregrosa and Mrs. Nicklaus had no comments.

Ms. Ignaffo expressed concern over the depth of the proposed swale.

Mrs. Domenech-Coogle stated that the applicant would need to coordinate with landscaping concerning the swale.

Mr. Craig reviewed staff comments.

**5. Modification to a Major Development Plan approval - 512 Greene Street (RE #00001170-000000)** - A request for Modifications to a Major Development Plan approval and Conditional Use approved via City Commission Resolution 09-242 to enable a reconfiguration of the parking lot, elimination of an ingress and egress easement and relocation of garbage storage and pick-up areas and to modify conditions associated with the approval to allow outdoor consumption area for property located at 512 Greene Street in the Historic Residential Commercial Core Gulf Side (HRCC-1) zoning district per Section 108-91C(3) and (4) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida

Owen Trepanier presented the project.

Mr. Craig asked the applicant if the impervious surface ratio was being reduced below 80% and if a parking variance would be needed. Mr. Trepanier stated that it was not being reduced below 80% and a parking variance would not be needed.

Ms. Ignaffo expressed concerns over setbacks concerning parking spaces.

Mr. Averette and Mr. Woodson had no comments.

Mrs. Torregrosa stated that the date of the HARC meeting where the project was approved should be included in the application. She added that the relocation of the outhouse should be indicated on the plans.

Ms. Ignaffo requested an updated drainage plan from the applicant as well as illuminated parking spaces. She added that the parking lot would need to be a dust-free porous material. Ms. Ignaffo also requested that an ADA accessible path from the parking space be made clear on the plans.

Mrs. Domenech-Coogle requested the dead plants be exchanged for live plants.

Mrs. Nicklaus stated that ADA requires a 44" pathway in front of parking spaces.

Mrs. Torregrosa stated that any lighting changes would need to come before HARC.

Mr. Craig reviewed staff comments and stated that there are currently significant issues in plan changes that need to be submitted back to the DRC, and Coordination with ADA and Engineering is required

**6. Request for Subdivision Waiver- 532-534 Margaret (RE Number 00008110-000000)** -A request for subdivision waiver in the HNC-2 zoning district per Section 118-66 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Greg Orepeza presented the project.

Ashley Monnier reviewed the project.

Mr. Averette, Mr. Woodson, Mrs. Torregrosa, and Mrs. Nicklaus had no comment.

Ms. Ignaffo asked for clarification on the use of a paved area along Margaret Street. Mr. Orepeza stated that it is a driveway associated with delivery area of the restaurant. She added that all utilities would have to be coordinated.

Mrs. Domenech-Coogle requested that the applicant coordinate with landscaping on the removal of a tree that was previously on the property.

Mr. Craig reviewed staff comments.

**7. Easement - 730 Fleming (RE Number 00008670-000000)** - A request for easement in the HMDR zoning district per Section 2-938 of the Code of Ordinances of the City of Key West, Florida.

Todd Kemp presented the project.

Ashley Monnier reviewed the project.

Mr. Averette, Mr. Woodson, Ms. Ignaffo, Mrs. Domenech-Coogle, and Mrs. Nicklaus had no comments.

Mrs. Torregrosa asked the applicant if the awning was included in the easement. Mr. Kemp stated that it was not part of the easement.

**8. Easement- 300 Grinnell (RE Number 00002780-000000)** - A request for easement in the HRCC-2 zoning district per Section 2-938 of the Code of Ordinances of the City of Key West, Florida.

Mrs. Nicklaus reviewed the scope of work being done that triggered the easement.

Mr. Averette and Mr. Woodson had no comments.

Mrs. Torregrosa stated that there were no photos included in the application.

Terrence Justice, the applicant presented the project.

Mr. Craig stated that there was additional information requested that has not been provided.

Ms. Ignaffo expressed concern over the placement of equipment in regards to possible setback issues.

Mrs. Domenech-Coogle reviewed the proposed boring locations around the site.

Mr. Craig stated that the appropriate material had not been submitted; he added that all drawings must be submitted to all DRC members.

**9. Easement - 1809 Bertha (RE Number 00064710-000000)** - A request for easement in the MDR-C zoning district per Section 2-938 of the Code of Ordinances of the City of Key West, Florida.

Mr. Craig stated that this application has the same issues as Item 8 regarding a lack of appropriate drawings and information. He stated that both Items 8 and 9 would need to return to DRC.

### **Adjournment**

A motion to adjourn was made by Alan Averette and seconded by Mr. Woodson. Motion was carried by unanimous voice vote. Meeting adjourned at 11:38 am.

Respectively Submitted,

Patrick Wright  
Administrative Coordinator