



Conditional Use for 624 White Street



A request for conditional approval to convert a single-family residence into a cultural and civic activities space without associated/accessory commercial sales on a parcel located within the Historic Medium Density Residential (HMDR) zoning district pursuant to Sections 122-62 and 122-598 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Request



- Historically contributing Elizabeth Bishop house built in 1890's
- Applicant seeking a Conditional Use permit for a Civic and Cultural use, promoting the history and literacy
- The historic home and garden will be open to the public during normal business operating hours



Background

Street image showing the house as it is currently used



Site Plan



1) Scale and Intensity

- Floor Area Ratio:
 - Permitted: 1.0 (6,030 sqft)
 - Proposed: 0.3 (1,832 sqft)
- Traffic Generation:
 - Applicant submitted that day-to-day trips of office staff consist of one pedestrian, one scooter, and one bicycle. The International Transportation Engineer (ITE) Manual, Tenth edition, provides detailed analysis of trip generation per land use type. The ITE defines a *small office* as a building that houses a single tenant, is less than 5,000 sqft in size, and where affairs of a business, commercial or industrial organization, or a professional person or firm are conducted. The average number of employees in the *small office* studies provided by the ITE are four. The average trip generated per employee is 7.98 trips per day, with a range of 2.00-16.00 trips generated per weekday. The total average trips generated per day for three employees at a small office is 24 trips. This total range of trips generated per day for three employees at a small office is at least 6 trips and at most 48 trips. The total number of trips would increase when volunteers are needed or when there are public events at the site. Day to day public visitor trips should also be considered. It is unclear which mode of transportation day to day public visitors would use.
- Square feet of enclosed building for each specific use:
 - Cultural and Civic Activities use – 1,558 sqft
- Proposed Employment:
 - One full time employee and two part time employees.
- Proposed number and type of service vehicles:
 - No service vehicles proposed
- Off-street parking needs:
 - Minimum parking requirement – Three (3) parking spaces required
 - Parking variance requested to substitute 12 bicycle parking spaces for three (3) off-street parking spaces.

Staff Analysis



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

- Utilities
 - If the kitchen will be used in any commercial way or if the kitchen will produce any grease vapors, steam, fumes, etc., the property owner shall be required to install a commercial grade local exhaust ventilation system as defined in the Florida Building Code.
 - Utility accounts to change from residential to commercial.
 - The installation of emergency exit signs
- Public facilities:
 - No improvements specified.
- Roadway or signalization improvements:
 - No improvements specified.
- Accessory structures or facilities
 - No improvements or structures proposed
- Other unique facilities/structures proposed as part of site improvements
 - ADA access from front of property to rear with ADA elevator

Staff Analysis



3) On-site amenities proposed to enhance site and planned improvements, including mitigative techniques such as:

- Open Space
 - None proposed.
- Setbacks from adjacent properties
 - None proposed.
- Screens and buffers
 - None proposed.
- Landscaped berms
 - None proposed.
- Mitigative techniques for abating smoke, odor, noise, and other noxious impacts
 - None proposed.

Staff Analysis



Criteria for conditional use review and approval

Land Use Compatibility:

- The Key West Literary Seminar will preserve the historic structure as it is, leaving the 1890s house in its current state. The applicant states that the house will be used primarily for administrative purposes, for the planning and organization of its programs which will continue to be held at venues around the city. Occasionally, some events will be held in the 14-person main assembly hall in the historic home. The headquarters will be staffed by one (1) full-time employee and two (2) part-time employees, in addition to occasional volunteers. The Elizabeth Bishop house and garden will be open to the public during all normal business hours.

Sufficient site size, adequate site specifications, and infrastructures to accommodate the proposed use

- The size and shape of the site will remain the same as it is in its current state. The applicant shall install a new ADA accessible walkway to wrap around the house in order to access an ADA lift in the rear of the building. There will be no accessible parking or loading area available on the property for persons with disabilities. The applicant has applied for a variance to substitute the three (3) parking spaces required with twelve (12) bicycle parking spots. White Street is a busy street with a limited number of parking spaces that are for both residents and nonresidents, however, the applicant suggests that most visitors will travel to the site by bicycle and utilize the proposed on-site bicycle parking.

Proper use of mitigative techniques

- No mitigative techniques have been proposed by the applicant.

Hazardous waste

- The applicant has stated that no hazardous waste will be produced on the property.

Compliance with applicable laws and ordinances

- The applicant has not complied with minimum parking standards but has applied for a variance from these standards.

Additional criteria applicable to specific land uses

- Applicant has stated that the main use of the property will be an administrative office and the headquarters of the Key West Literary Seminar. The applicant has mentioned the possibility of holding some events at the house as well as restoring the garden as it was when Ms. Bishop lived there. Civic and cultural activities must be the primary use of the property as office uses are prohibited in the HMDR zoning district.

Staff Analysis



The Planning Department, based on criteria in the City Code, recommends the request for Conditional Use for a Civic and Cultural Use be **approved**.

Staff Recommendation



If a vote to approve is passed by the Planning Board, the Planning Department recommends the request for Conditional Use for a Civic and Cultural Use be approved upon the following conditions:

1. The Elizabeth Bishop house shall remain open to the public for cultural and civic educational purposes during all normal business hours
2. The garden shall remain open to the public during all normal business hours
3. If amplified noise is desired for a special event, the applicant must obtain a Special Event Permit from the City of Key West.

Staff Recommendation

