

Minutes of the Development Review Committee

September 26, 2013 DRAFT

Planner, Brendon Cunningham called the Development Review Committee Meeting of September 26, 2013, to order at 10:03AM at Old City Hall in the antechamber at 510 Greene Street, Key West.

ROLL CALL

Present were: Fire Department, Jason Barroso Urban Forestry Manager, Karen DeMaria; Arts in Public Places, Dick Moody; Engineering Services, Elizabeth Ignaffo; Building Official, Ron Wampler

Not present were: Planning Director, Don Craig; Police Department, Steve Torrence; Recreation Director, Greg Veliz, Sustainability Coordinator, Alison Higgins; and HARC Planner, Enid Torregrosa

Comments provided by: HARC Planner, Enid Torregrosa

Also in attendance was Planning Department staff: Kevin Bond, Brendon Cunningham Nicole Malo and Stacy Gibson

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

August 22, 2013

Motion to approve the August 22, 2013 minutes was made by Ms. Ignaffo and seconded by Ms. DeMaria.

DISCUSSION ITEMS

New Business

1. **Variances – 1429 Reynolds Street (RE# 00040060-000000; AK# 1040789)** – A variance for impervious surface, building coverage and front yard, street side yard and rear yard setback requirements in the Single Family zoning district per Section 90-391 and Section 122- 238(4)a and (4)b.(1) and Section 122-238 (6)a. (1), (3) and (4) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Ms. Malo gave members an overview of the variance request.

The applicant, Dave Cooper and the Architect, Thomas Kelly gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

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URBAN FORESTRY MANAGER:

Ms. DeMaria stated applicant will need to ensure tree protection during demolition of the shed in the back and that any tree to be removed must come before the Tree Commission and to allow enough time for review.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

ENGINEERING:

Please construct storm water retention swales along perimeter of new two-story addition and direct roof gutter downspouts into swales and landscaped areas. Use caution and protect existing trees. Swales shall be planted with sod or groundcover to prevent erosion.

FIRE DEPARTMENT:

Mr. Barroso stated to maintain the 5ft setbacks.

BUILDING OFFICIAL:

Mr. Wampler stated to build the 1ft of free board above flood level.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

2. **Petition to Vacate the Right of Way – 4 Pinder Lane** – A request to vacate the right-of-way for property located in the HHDR zoning district per Section 90-586 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Ms. Malo gave members an overview of the petition to vacate the right of way with concerns of access to adjacent properties very difficult.

Mr. Greg Oropeza, Esq. on behalf of the applicants gave an overview of the petition to vacate the right of way.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

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No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

No comments.

ENGINEERING:

Please provide specific purpose survey showing dimensions of access easement for #5 and #6 Pinder Lane.

Water meters locations are not known. Vacation of right-of-way must address access for water services.

Electrical service power pole is located in right-of-way. Please make provision for access to power pole.

Please coordinate access dimensions for emergency services with Key West Fire Department.

FIRE DEPARTMENT:

Mr. Barroso had issues with life safety accessibility. He asked the applicant to meet with the fire department.

BUILDING OFFICIAL

No comments.

SUSTAINABILITY COORDINATOR

No comments.

KEYS ENERGY:

No comments.

3. **Easement – 600 Duval Street (RE# 00012660-000000; AK# 1013030)** – A request for an easement in order to repair/replace an existing second floor balcony that extends into the Duval Street right-of-way on property located within the Duval Street Gulf side (HRCC-1) Zoning District pursuant to Section 2-938 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Bond gave members an overview of the easement request.

The applicant, Ms. Jennifer Reed gave an overview of the easement request.

DRC Member Comments:

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ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

Ms. DeMaria stated applicant will need to ensure tree protection during work done on the balcony.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

Building is listed as a contributing resource and it is in the historic district. Repairs and or replacement of the second floor front porch will require a Certificate of Appropriateness. Correct location map drawing; it shows the porch inside of the property. Make sure that all the span of the proposed new braces has 8' clearance from the sidewalk. Section A-A should be a full section showing the entire height of the building and the 8' clearance of second floor porch to the sidewalk.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

Mr. Barroso stated that the existing balcony is not being used, make it safe. The applicant, Ms. Reed stated that the balcony was secured with 2 x 4 boards.

BUILDING OFFICIAL

Mr. Wampler stated that the existing balcony needed a right of way permit.

SUSTAINABILITY COORDINATOR

No comments.

KEYS ENERGY:

No comments.

4. **Variance – 804 Catherine Street (RE# 00029470-000000; AK# 1030236)** – A request for variances to the maximum building coverage, maximum impervious surface ratio, minimum front setback and minimum side setbacks in order to construct an addition to the existing single-family residential dwelling on property located within the Historic Medium Density Residential (HMDR) Zoning District pursuant to Section 122-600(4) and (6) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Bond gave members an overview of the variance request. Mr. Bond stated that the applicant did not need a front setback.

DRC Member Comments:

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ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

Building is an altered contributing resource. Project will require a Certificate of Appropriateness. Plans need more annotations like dimensions, proposed materials. Drawings depicting adjacent building scale must be included as part of the HARC application. Table of proposed variances is missing and application is still incomplete.

ENGINEERING:

Site Plan shows off-street parking space/concrete drive. Please coordinate curb-cut design and permit application with the Engineering Department.

Construct storm water swales around proposed pool and along the structure in the side yards, plant with ground cover, and direct roof gutter downspouts into them.

FIRE DEPARTMENT:

Mr. Barroso had issues with the 5ft setbacks and life safety issue accessibility with 2nd edition. He asked the applicant to meet with the fire department.

BUILDING OFFICIAL:

Mr. Wampler stated that property was in the X zone flood elevation.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

5. **Parking Variance – 313 Duval Street (RE# 00004300-000000; AK# 1004472)** – A request for a conditional use to convert an existing retail area to a new bar service area for an existing restaurant on property located within the Duval Street Gulf side (HRCC-1) Zoning District pursuant to Section 122-688(9) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Bond gave members an overview of the parking variance request.

The applicant, Mr. Rick Sconyers gave members an overview of the request.

DRC Member Comments:

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ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

Question 15 is wrongly answered as no, when indeed the proposed changes to the site will require a Certificate of Appropriateness.

ENGINEERING:

Please provide inspection report for the existing grease interceptor, including type of tank, liquid capacity, and tank location. (Survey does not show location of grease interceptor.)

FIRE DEPARTMENT:

Mr. Barroso has concerns with lifesaving accessibility issues.

BUILDING OFFICIAL:

Mr. Wampler stated that according to Florida plumbing code, bars are required to have grease interceptors. Mr. Wampler stated that impact fee will apply.

SUSTAINABILITY COORDINATOR

No comments.

KEYS ENERGY:

No comments.

6. **Conditional Use – 313 Duval Street (RE# 00004300-000000; AK# 1004472)** – A request for a variance the minimum parking space requirement in order to convert an existing retail area to a new bar service area for an existing restaurant on property located within the Duval Street Gulf side (HRCC-1) Zoning District pursuant to Section 108-572 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Bond gave members an overview of the variance request.

The applicant, Mr. Rick Sconyers gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

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URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

Application is incomplete. Question 15 is wrongly answered as no, when indeed the proposed changes to the site will require a Certificate of Appropriateness.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

Mr. Barroso has concerns with lifesaving accessibility issues.

BUILDING OFFICIAL:

Mr. Wampler stated that according to Florida plumbing code, bars are required to have grease interceptors. Mr. Wampler stated that impact fee will apply.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

7. **Variance - 825 Duval (RE# 00016830-000000; AK# 1017230)** - A request for a building coverage variance to erect a canopy to cover an existing outdoor-dining area at property in the HRCC-3 zoning district per Section 90-391 and Section 122-750(4)a. of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Cunningham gave members an overview of the request.

The applicant, Miami Awning Company gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

No comments.

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HARC PLANNER:

Fabric covered structures visible from the public right-of-way are typically not recommended on publicly visible elevations (guideline 10 for awnings –page 32- of the HARC guidelines)

ENGINEERING:

No comments.

FIRE DEPARTMENT:

Mr. Barroso stated that the engineering frame and the fabric of the awning have to fireproof.

BUILDING OFFICIAL:

Mr. Wampler stated that the engineering frame and the fabric of the awning have to fireproof.

SUSTAINABILITY COORDINATOR

No comments.

KEYS ENERGY:

No comments.

8. **Variance – 629 Elizabeth Street (RE# 000111940-000000; AK# 1012271)** – A request for a rear-yard setback for the construction of an addition to a dwelling in the HHDR zoning district per Section 90-391, Section 122-630(6)c. of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Cunningham gave members an overview of the request.

The Architect, Tom Kelly gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

Ms. DeMaria stated applicant will need a tree permit to take down the almond tree. Another requirement is using a certified Arborist.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

Plans will need more annotations for dimensions, materials. Drawings depicting adjacent building scale must be included as part of the HARC application.

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ENGINEERING:

Please provide storm water management plan that provides treatment for one-inch over the total project area, including Parcels 1 and 2.

FIRE DEPARTMENT:

Mr. Barroso stated to maintain proper setbacks.

BUILDING OFFICIAL:

No comments.

SUSTAINABILITY COORDINATOR

No comments.

KEYS ENERGY:

No comments.

9. **Exception for Outdoor Merchandise Display - 951 Caroline Street (RE# 00002970-000000; AK# 1003069)** – A request to allow the display of merchandise in the HRCC-2 zoning district per Section 106-52 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Cunningham gave members an overview of the request.

The applicant, Mr. Robinson gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

Ms. DeMaria stated applicant will need to make sure that when moving the outdoor display in and out of the building, it doesn't have an impact to the landscaping.

POLICE DEPARTMENT

No comments.

HARC PLANNER:

No site plan or drawing/ photos showing display. The new building has large windows for exhibits. The display may obscure architectural features.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

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Mr. Barroso asked the applicant to set up an appointment, so that the fire department can visually see the outdoor display set up to answer accessibility questions.

BUILDING OFFICIAL:

Mr. Wampler asked the applicant to set up an appointment, so that he can visually see the outdoor display set up to answer concerns about obscuring the exiting and the outdoor display being on public sidewalk.

SUSTAINABILITY COORDINATOR

No comments.

KEYS ENERGY:

No comments.

10. **Minor Development Plan – 512 524 Eaton Street (RE# 00006500-000000; AK# 1006734 and RE# 00006500-000100, AK# 8792239)** - Request for Minor Development Plan approval for the reconstruction of commercial floor area for conversion to a single-family dwelling at property located in the HNC-1 zoning district per Section 108-91(A)(1)(b) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Cunningham gave members an overview of the request.

The applicant, Mr. Wright, of Trepanier and Associates gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

Ms. DeMaria stated applicant will need to protect any vegetation and/or if removal is required, set up an appointment with her.

POLICE DEPARTMENT

No comments.

HARC PLANNER:

May have some issues regarding the asymmetry of the new proposed dormers; they will be setback but may still be visible from the street.

ENGINEERING:

Construct storm water retention swales around pool, and plant with ground cover vegetation. Direct roof gutter downspouts into swales and back onto property.

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FIRE DEPARTMENT:

Mr. Barroso commented that applicant will have to sit down with the Fire Department to work out a life safety plan before going to the Planning Board meeting.

BUILDING OFFICIAL:

Mr. Wampler asked if the building had been sprinkled, applicant responded, no. Mr. Wampler stated that it has to with the existing building code.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

11. **Variance – 512 524 Eaton Street (RE# 00006500-000000; AK# 1006734 and RE# 00006500-000100, AK# 8792239)** – A request for side and rear-yard setback variances for the construction of emergency ingress and egress at property in the HNC-1 zoning district per Section 90-391 and Section 122-238(6)a.2 & a.3 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Mr. Cunningham gave members an overview of the request.

The applicant, Mr. Wright, of Trepanier and Associates gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

Ms. DeMaria stated applicant will need to protect any vegetation and/or if removal is required, set up an appointment with her.

POLICE DEPARTMENT

No comments.

HARC PLANNER:

May have some issues regarding the asymmetry of the new proposed dormers; they will be setback but may still be visible from the street.

ENGINEERING:

Construct storm water retention swales around pool, and plant with ground cover vegetation. Direct roof gutter downspouts into swales and back onto property.

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BUILDING OFFICIAL:

Mr. Wampler asked if the building had been sprinkled, applicant responded, no. Mr. Wampler stated that it has to with the existing building code.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

ADJOURNMENT

Meeting adjourned at 11:00am

**Respectfully submitted by,
Stacy L. Gibson
Administrative Assistant II
Planning Department**