

Minutes of the Development Review Committee of the City of Key West August 25, 2011

DRAFT

Page 1 of 5

Call Meeting To Order

Brendon Cunningham, City Planning Department, called the Development Review Committee of the City of Key West (DRC) Meeting of August 25, 2011 to order at **10:05 am** at Old City Hall, in the antechamber at 510 Greene Street, Key West.

Pledge of Allegiance to the Flag

Roll Call

DRC Member or Designated Staff	DRC Representative	Present	Absent
ADA Coordinator	Diane Nicklaus	X	
Building Official	John Woodson/John Cruz		X
Community Housing	Omar Garcia		X
Department of Transportation	Myra Wittenberg		X
Fire Chief	Alan Averette	X	
Florida Keys Aqueduct Authority	Ed Nicolle/Jolynn Reynolds		X
General Services/Engineering Director	Elizabeth Ignaffo	X	
HARC Planner	Enid Torregrosa	X	
Keys Energy	Matthew Alfonso/Dale Finigan		X
Landscaping Coordinator	Cynthia Domenech-Coogle		X
Planning Director	Brendon Cunningham	X	
Police Chief	Steve Torrence	X	
Public Works	Greg Veliz		X

Also present:

Agency / Department	Name
Planning Department	Nicole Malo
Planning Department/Recording Secretary	Jo Bennett

Approval of Agenda

A motion was made by Mr. Steve Torrence, seconded by Ms. Enid Torregrosa, that the Agenda be **Approved**. The motion **Passed** by an unanimous vote.

Approval of Minutes

1. July 28, 2011 Minutes

Ms. Torregrosa requested her statement on page 4, item #8 be corrected to state: "Ms. Torregrosa recommended the applicant confirm if needed to comply with NEPA process with the State Historic Preservation office."

A motion was made by Mr. Torrence, seconded by Ms. Torregrosa, that the Minutes be **Amended** per Ms. Torregrosa's correction. The motion **Passed** by an unanimous vote.

Discussion Items

- Variance - 616 Petronia, Rear - (RE# 00016320-000000) - A request for a variance to the rear setback requirement for property located at 616 Petronia, Rear, per Section 122-630

**Minutes of the Development Review Committee of the City of Key West
August 25, 2011**

DRAFT

Page 2 of 5

(6) c. of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Michael Skoglund presented the project.

Mr. Cunningham stated he had a couple of issues. First, the deed supplied is a Quick Claim Deed rather than a Warranty Deed, the Quick Claim Deed is not sufficient. Second, the survey supplied is the map, which does not have a proper legal description. Mr. Cunningham requested both a Warranty Deed and a Survey with a proper legal description. Mr. Skoglund supplied the legal description. Mr. Cunningham reminded the applicant that he still needs to supply a copy of the Warranty Deed.

Ms. Torregrosa suggested the applicant use an additional copy of the survey to better shows the exact location. The current document shows multiple buildings, which is confusing. Ms. Torregrosa also reminded the applicant that the HARC number needs to be included (H11-01-716). The HARC application was approved on June 1, 2011.

Mr. Cunningham and Ms. Ignaffo commented there is some confusion with the location/address of the property. The owners need to work with Ms. Nicklaus on the address issue. Ms. Nicklaus stated the address should be 610 Petronia and requested the owner and the applicant give her a call.

Ms. Ignaffo inquired if the existing deck was permitted by the Building Department. In addition, Ms. Ignaffo inquired what the dimension of the roof. Mr. Skoglund stated it is approximately ten (10) by ten (10) inches.

The following comment from Matthew Alfonso of Keys Energy was read into the record: "Keys Energy has no objections to the Variance."

There were not any additional Staff comments for the record.

There were no public comments.

- 3.** Transient License Transfer - 817 Catherine Street (RE#000029852-000000) to 515 B Louisa Street (RE#00028580-000102) - An application for a Transient License Transfer from 817 Catherine Street in the HNC-2 zoning district to 515 B Louisa Street, in the HRCC-1 zoning district per Section 122-1339 (b) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Greg Oropeza presented the Transient Rental Transfer Request.

Mr. Cunningham, on behalf of the Planning Department, stated he is in favor of this transfer. This transfer will help clear up an issue with the Catherine Street property.

The following comment from Matthew Alfonso of Keys Energy was read into the record: "Keys Energy has no objections to the Transient License Transfer."

There were not any additional Staff comments for the record.

There were no public comments.

**Minutes of the Development Review Committee of the City of Key West
August 25, 2011**

DRAFT

Page 3 of 5

- 4.** Special Exception - 821 Duval Street (RE# 00016820-000000) - A request for a special exception to the prohibition of alcoholic beverage sales within 300 feet of a church for property located within the HRCC-3 zoning district, pursuant to Section 18-28 (b)(2) of the Code of Ordinances of the City of Key West.

Fran Gonzon presented the project described as an upper scale Ale House. The property is currently Wood Works on Duval.

Mr. Cunningham explained this item is just for the sale of alcohol at the location. A separate application will be necessary for the Conditional Use.

Ms. Torregrosa asked if there will be any changes to the exterior of the building and reminded the applicant a HARC application will be necessary for a sign and/or any exterior changes.

Ms. Nicklaus stated ADA compliance is required and reminded the applicant that a Building Permit will be necessary.

The following comment from Matthew Alfonso of Keys Energy was read into the record: "Keys Energy has no objections to the Special Exception Request."

There were not any additional Staff comments for the record.

There were no public comments.

- 5.** Variance -1210 Washington Street - (RE# 00041290-000000) - A variance request for an 8' fence in the rear and side yard of property located in the HMDR zoning district per Section 122-1183(d.)(1.) (c) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Ms. Nicole Malo presented the project. Ms. Malo stated she has been working with the applicant for several months. Ms. Malo stated this item will also need to go to HARC. Ms. Malo asked for clarification from the owner on the setback dimension proposed for the side yard. Barrett Clisby the applicant responded stating he will supply the information requested.

Ms. Torregrosa stated she has a problem with the application. There is a HARC approval number given which is not for the fence. The HARC approval number needs to be removed since HARC has not approved an eight (8) foot tall fence.

The following comment from Matthew Alfonso of Keys Energy was read into the record: "Keys Energy has no objections to the Variance."

There were not any additional Staff comments for the record.

There were no public comments.

- 6.** Special Exception Request - 917 1A Frances Street - (RE# 00021680-000000) - A request for a special exception to the prohibition of alcoholic beverage sales within 300 feet of a cemetery for property located within the HHDR zoning district, pursuant to Section 18-28 (b)(2) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

**Minutes of the Development Review Committee of the City of Key West
August 25, 2011**

DRAFT

Page 4 of 5

Ms. Nicole Malo and Mr. Dennison explained the request is to allow his company to place bottles containing alcohol in the gift baskets they sell and that no alcohol will be served on the premise. Mr. Dennison read favorable letters from two (2) of his neighbors into the record:

- 1) Patti Rodrigues-906 Frances Street
- 2) Christine Wissmann (Pribramsky & Zuelch)-937 Fleming.

The following comment from Matthew Alfonso of Keys Energy was read into the record: "Keys Energy has no objections to the Special Exception Request."

Ms. Nicklaus inquired about ADA access. Mr. Dennison stated he has very few walk-ins. Ms. Nicklaus reminded Mr. Dennison that ADA compliance is also required for his employees.

There were not any additional Staff comments for the record.

There were no public comments.

- 7.** Exception for Outdoor Merchandise Display - 205 Elizabeth Street, Unit A, A-1, B (RE# 00072082-003903) - A request to allow the display of merchandise sold in-store, for Yours And Mayan, LLC., located on Lazy Way Lane, Unit A, A-1, B in the HRCC-1 zoning district per Section 106-52 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Ms. Nicole Malo presented the project. DRC has already seen three (3) of the applications for this area – Lazy Way Lane. Ms. Malo requested a new/better picture of the door with the mask on it.

Ms. Torregrosa stated the new look is much better.

Mr. Torrence reminded the shop owners to keep the area around the doors free from clutter thus allowing easy access.

The following comment from Matthew Alfonso of Keys Energy was read into the record: "Keys Energy has no objections to the Exception for Outdoor Merchandise Display."

There were not any additional Staff comments for the record.

There were no public comments.

- 8.** Exception for Outdoor Merchandise Display - 205 Elizabeth Street, Unit H (RE# 00072082-003904) - A request to allow the display of merchandise sold in-store, for Captain Quickdry Inc., located on Lazy Way Lane, Unit H in the HRCC-1 zoning district per Section 106-52 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Ms. Nicole Malo presented the project. As previously stated, DRC has already seen three (3) of the applications for this area – Lazy Way Lane. Ms. Malo asked the applicant to obtain a signed authorization form from the City.

Ms. Torregrosa stated the HARC application for the sign needs to be discussed and asked the applicant to contact her.

**Minutes of the Development Review Committee of the City of Key West
August 25, 2011**

DRAFT

Page 5 of 5

Mr. Torrence reminded the shop owners to keep the area around the doors free from clutter thus allowing easy access at all times.

The following comment from Matthew Alfonso of Keys Energy was read into the record: "Keys Energy has no objections to the Exception for Outdoor Merchandise Display."

There were not any additional Staff comments for the record.

There were no public comments.

- 9.** Exception for Outdoor Merchandise Display - 205 Elizabeth Street, Unit F (RE# 00072082-00390) - A request to allow the display of merchandise sold in-store, for AER Photography Inc., located on Lazy Way Lane, Unit F in the HRCC-1 zoning district per Section 106-52 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Ms. Nicole Malo presented the project. As previously stated, DRC has already seen three (3) of the applications for this area – Lazy Way Lane. Ms. Malo asked the applicant to obtain a signed authorization form from the City. The site plans need some work before moving forward. In addition, there are concerns about the area appearing to be cluttered. Ms. Malo stated she will be working with the applicant to address the concerns.

Ms. Torregrosa stated that a cart would require HARC approval. Ms. Torregrosa also explained that in the Historic District signs are required to be permanent. Anything with the name of the business on it constitutes a sign.

Mr. Torrence reminded the shop owners to keep the area around the doors free from clutter thus allowing easy access at all times.

The following comment from Matthew Alfonso of Keys Energy was read into the record: "Keys Energy has no objections to the Exception for Outdoor Merchandise Display."

There were not any additional Staff comments for the record.

There were no public comments.

Adjournment

Meeting adjourned at 10:55 am.

**Respectively Submitted by,
Jo Bennett
Administrative Coordinator
Planning Department**