

Minutes of the Development Review Committee

October 24, 2013 **DRAFT**

HARC Planner, Enid Torregrosa called the Development Review Committee Meeting of October 24, 2013, to order at 10:08AM at Old City Hall in the antechamber at 510 Greene Street, Key West.

ROLL CALL

Present were: Fire Department, Jason Barroso; Arts in Public Places, Dick Moody; Engineering Services, Elizabeth Ignaffo; Building Official, Ron Wampler and Police Department Steve Torrence

Not present were: Urban Forestry Manager, Karen DeMaria, Planning Director, Don Craig, Recreation Director, Greg Veliz and Sustainability Coordinator, Alison Higgins

Comments provided by: Urban Forestry Manager, Karen DeMaria

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

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

Motion to approve the September 26, 2013 minutes was made by Ms. Ignaffo and seconded by Mr. Torrence.

DISCUSSION ITEMS

New Business

1. **Variance – 1224 Duval Street (R # 00028970-000000; AK# 1029751)** – A request for variance to detached habitable space to renovate an existing office building to create a pool house with residential bedroom and one and a half bathrooms on property located within the Historic Residential Commercial Core - Duval Street Oceanside (HRCC-3) Zoning District pursuant to Section 122-1078 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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

The applicant, Greg Oropeza of Smith Oropeza, P.L. gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

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URBAN FORESTRY MANAGER:

This property has already had a tree permit processed for the relocation and removal of trees near the pool and United Street area of the property.

POLICE DEPARTMENT:

No comments.

HARC PLANNER:

Ms. Torregrosa asked the applicant if there were any exterior renovations, the applicant said no, just interior.

ENGINEERING:

Site Plan shows off-street parking space/concrete drive. Please coordinate curb-cut design and permit application with the Engineering Department. Pursuant to Sec. 108-611, the parking area shall not be gravel.

Please be advised that a wood pole located at the proposed United Street parking area serves the adjacent property. Indicate whether this service pole will impact the parking area.

FIRE DEPARTMENT:

Mr. Barroso stated to maintain the 5ft setbacks and the smoke alarms have to be in the main residence and the detached habitable space.

BUILDING OFFICIAL:

Mr. Wampler stated that the property was in the AE7 flood zone elevation, so the change of use might change.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

2. **Alcohol Sales Special Exception – 728 Simonton Street (RE# 00015800-000100; AK# 1016187)** – A request for special exception to the prohibition of alcoholic beverage sales within 300 feet of a church, school, cemetery or funeral home for property located within the Historic Neighborhood Commercial – Truman/Simonton (HNC-1) Zoning District pursuant to Section 18-28(b) of the Code of Ordinances of the City of Key West, Florida.

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

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

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URBAN FORESTRY MANAGER:

No Comments.

POLICE DEPARTMENT:

Mr. Torrence stated that the applicant be clear on the rules and regulations of alcohol sales; no open containers leaving the property and consumption must remain on the premises.

HARC PLANNER:

Ms. Torregrosa asked the applicant if signage was going to be added and the applicant stated no.

ENGINEERING:

No comments.

FIRE DEPARTMENT:

No comments.

BUILDING OFFICIAL:

No comments.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

3. **Conditional Use – 3112-3118 Flagler Avenue (RE# 00069090-000000; AK# 1072982)** – A request for conditional use approval to allow approximately 10,000 square feet of commercial retail use within an existing building on property located within the Limited Commercial (CL) Zoning District pursuant to Section 122-388 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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

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

DRC Member Comments:

ART IN PUBLIC PLACES:

No Comments.

URBAN FORESTRY MANAGER:

No Comments.

POLICE DEPARTMENT:

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Mr. Torrence stated that there is already traffic and parking hardship at the location of this property.

HARC PLANNER:

No comments.

ENGINEERING:

Please provide a parking area plan that shows the ADA accessible space and route into the front entrance of the commercial space.

FIRE DEPARTMENT:

Mr. Barroso had issues with fire protection systems. He asked the applicant to meet with the fire department prior to the Planning Board meeting.

BUILDING OFFICIAL:

Mr. Wampler stated that the change of business to mercantile would require 1” thick wall between business and mercantile all the way back of the property.

SUSTAINABILITY COORDINATOR:

No Comments.

KEYS ENERGY:

No Comments.

4. **Variances - 620 Ashe Street (RE# 00010510-000000; AK# 1010804)** - A request for impervious surface ratio, front, side, and rear-yard setback requirements to renovate an existing non-conforming residence in the HHDR zoning district per Sections 122-630 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

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

The applicant, Robert Delaine gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments.

URBAN FORESTRY MANAGER:

The contractor during construction/redevelopment of the property is required to provide protective barriers around the trees on the property (see Sec 108-447 (b) and Sec 108-454 (a) of the KW Municode).

POLICE DEPARTMENT:

No comments.

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HARC PLANNER:

Ms. Torregrosa stated that the project was an improvement and complies with HARC guidelines. She stated that there was an ordinance stating that gates must open on the inside of the property.

ENGINEERING:

Site Plan shows existing pool equipment located in the side yard setback. Please screen the pool equipment, using landscape or fence.

FIRE DEPARTMENT:

Mr. Barroso stated issues with 5' side setbacks and 5' rear setbacks. He asked the applicant to meet with the fire department prior to the Planning Board meeting.

BUILDING OFFICIAL:

No comments.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

5. **Conditional Use – 611 Duval Street (RE# 00012330-000000; AK# 1012670)** – A request to allow alcohol sales with on premises consumption in the HRCC-1 zoning district per Section 122-688(9) 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, Kurt Matarazzo gave members an overview of the request.

DRC Member Comments:

ART IN PUBLIC PLACES:

No comments

URBAN FORESTRY MANAGER:

No comments.

POLICE DEPARTMENT:

Mr. Torrence stated that the applicant be clear on the rules and regulations of alcohol sales and to be sure to get the right state beverage license.

HARC PLANNER:

Ms. Torregrosa asked applicant if it meets ADA requirements, applicant stated yes. She stated that any new signage or changes to existing signage requires HARC approval.

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FIRE DEPARTMENT:

Mr. Barroso asked the applicant to meet with the fire department.

ENGINEERING:

Please abandon existing grease interceptor in accordance with Rule 64E-6.011, F.A.C.

BUILDING OFFICIAL:

Mr. Wampler asked the applicant to provide a life safety plan showing travel distance to an exit.

SUSTAINABILITY COORDINATOR:

No comments.

KEYS ENERGY:

No comments.

ADJOURNMENT

Meeting adjourned at 10:54am.

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