

Minutes of the Key West Planning Board

August 15, 2013 DRAFT MINUTES

Chairman Richard Klitenick called the Key West Planning Board Meeting of August 15, 2013 to order at 6:00 pm at Old City Hall, in the antechamber at 510 Greene Street, Key West.

ROLL CALL

Present were: Chairman Richard Klitenick, Michael Browning, Greg Oropeza, and Lisa Tennyson.

Excused absence: Vice-Chairman Tim Root, Michael Browning, James Gilleran, and Sam Holland, Jr.,

Also in attendance were: Planning Director, Donald Craig; Planners, Brendon Cunningham and Nicole Malo; Chief Assistant City Attorney, Larry Erskine; Fire Department, Jason Barroso; City IT Staff, Mike Riveria and Ashley Angle, Department staff: Jo Bennett and Stacy Gibson.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Craig informed members that item 2, requested postponement to the 19th of September, due to the advertising error in unit number of 1512 Dennis.

A motion to approve the amended agenda was made by Mr. Browning and seconded by Ms. Tennyson.

Motion carried by unanimous voice vote.

SO ORDERED.

APPROVAL OF MINUTES

- **July 18, 2013 Meeting**

A motion to postpone the July 18, 2013 meeting minutes was made by Mr. Browning and seconded by Ms. Tennyson.

Motion carried by unanimous voice vote.

SO ORDERED.

- **July 24, 2013 Meeting**

A motion to postpone the July 24, 2013 meeting minutes was made by Mr. Browning and seconded by Ms. Tennyson.

Motion carried by unanimous voice vote.

SO ORDERED.

Minutes of the Key West Planning Board

August 15, 2013 DRAFT **MINUTES**

RESOLUTIONS

Old Business

- 1 **BPAS Ordinance (Second reading) - A resolution of the City of Key West recommending an ordinance to the City Commission amending Chapter 108 of the Code of Ordinances, entitled Planning and Development specifically Article X entitled Building Permit Allocation System by amending Section 108-986 "Definitions" and adding the definitions to Chapter 86 General Provisions, Section 86-9 entitled "Definitions"; amending Section 108-987 entitled "Propose and Intent"; amending Section 108-989 entitled "Authority"; amending Section 108-991 "Development Not Affected by Article"; amending Section 108-994 entitled "Established"; amending Section 108-995 entitled "Reporting Requirements and Adjustments in Residential Allocation Schedule"; adding Section 108-996 entitled Intent"; amending Section 108-997 by adding the Section entitled "Period of Allocation and Ranking/Review of Applications", amending Section 108-998 entitled "Procedures for Ensuring Beneficial Use of Private Property"; by deleting "Zoning in Progress" and adding "Allocation of Residential Permits in the Truman Waterfront Redevelopment Area" amending Section 108-999; and amending Chapter 122 entitled Zoning Section 122-1470 "Accessory Unit Infill"; providing for severability; providing for repeal of inconsistent provisions, providing for an effective date.**

Ms. Malo gave members an overview of the change to the proposed ordinance. Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, the Planning Department recommended the request of the proposed changes to the BPAS Ordinance be approved.

There were no public comments.

A motion to recommend to the City Commission the proposed change to the BPAS Ordinance with the condition below was made by Chairman Klitenick and seconded by Mr. Oropeza.

1. Delete "*and/or wet bar*" on page 21 for the "*definition of detached habitable space*" before moving item to City Commission.

Motion carried by unanimous voice vote.

SO ORDERED.

New Business

- 2 **Transient License Transfer - 1512 Dennis Street (RE# 000634000-000000; AK# 1063835) to 620 Josephine Parker Road Unit 3 (RE# 00012351-000300; AK# 9085140) - A request for a Transient License Transfer from property in the CL zoning district to property 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.**

Item was postponed to the Sept 19th meeting.

- 3 **Transient License Transfer - 1901 Venetia Street (RE# 00063400-000000, AK# 1063835) to 913 Duval Street (RE# 00017630-000000, AK# 1018104) - A request for a Transient License Transfer from property**

Minutes of the Key West Planning Board

August 15, 2013 DRAFT MINUTES

in the SF zoning district to property in the HRCC-3 zoning district per Section 122-1339(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 transient license transfer request. Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, the Planning Department recommended approval of the transfer of one transient rental license originally located at 1901 Venetia Street to 913 Duval Street.

There were no public comments.

A motion to approve the Transient License Transfer request was made by Mr. Oropeza and seconded by Mr. Browning.

Motion carried by unanimous voice vote.

SO ORDERED.

4 Minor Development Plan – 2222 North Roosevelt Boulevard (RE# 00051100-000100, AK# 1051721) - A request for a Minor Development Plan to construct a new motorcycle sales showroom and repair facility in the CG zoning district per Section 108-91 B.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 Minor Development Plan request. Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, the Planning Department recommended the request for Minor Development Plan be approved with the following conditions:

Conditions to be completed prior to the issuance of a Building Permit:

1. The applicant receives a landscape plan approval from the Tree Commission;
2. Provide Auto-Tool analyses showing all entrances to the parking areas comply with City standards;
3. Amend the site plan to reflect the existing cross-access easement.

Conditions to be completed prior to the issuance of a Certificate of Occupancy:

1. The applicant shall construct an ADA compliant sidewalk the length of Fifth Street adjacent to the property with City permission to connect to the FDOT sidewalk to be constructed on North Roosevelt Boulevard;
2. The applicant shall remove the existing sign to comply with Section 114 regarding the placement of signage within the Boulevard Safety Zone.

The applicant, Mr. Crockett, and his Engineer, Rick Manilli of Meridian gave members an overview of the request.

There were no public comments.

A motion to approve the Minor Development Plan with the Planning departments recommended conditions was made by Ms. Tennyson and seconded by Mr. Oropeza.

Minutes of the Key West Planning Board

August 15, 2013 DRAFT **MINUTES**

Motion carried by unanimous voice vote.

SO ORDERED.

- 5 **Variance and Landscape Waiver – 2222 North Roosevelt Boulevard (RE# 00051100-000100, AK# 1051721) - A request for a variance to required side yard, street-side yard, impervious surface ratio requirements and a waiver to open space and buffer yards proposed in the CG zoning district per Section 122-420 (4)b. 122-420 (6)b. &c. and 108-412 & 413 respectively of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Mr. Cunningham gave members an overview of the variances request. The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends that the request for variance setbacks and impervious surface ratio be denied. However, if the Planning Board moves to approve the variances, staff recommends the following condition:

1. The applicant prepares a landscape plan to be approved by the Tree Commission prior to the issuance of Building Permit.

There were no public comments.

A motion to approve variance request and landscape waiver with the Planning department's recommended condition was made by Mr. Browning and seconded by Ms. Tennyson.

Motion carried by unanimous voice vote.

SO ORDERED.

- 6 **Conditional Use - 531 Whitehead Street (RE# 00010000-000000, AK# 1010278 aka 529 Whitehead Street) - A request to allow commercial sales accessory to a cultural and civic use in the HRO zoning district per Section 122-928 of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Mr. Cunningham gave members an overview of the Conditional Use request. Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, the Planning Department recommended the request for Minor Development Plan be approved with the following conditions:

1. That a heat sensor and carbon-monoxide detector be installed prior to the issuance of a Certificate of Occupancy.
2. Any signage requires HARC review and approval.
3. The four existing parking spaces be provided and maintained at all times.
4. The property owner seeks an easement from the City for that portion of the building encroaching onto City ROW.

The applicant, Ms. Songer, gave members an overview of the request.

There were no public comments.

A motion to approve the Conditional Use request with the Planning department's recommended condition was made by Mr. Browning and seconded by Ms. Tennyson.

**Minutes of the Key West Planning Board
August 15, 2013 DRAFT MINUTES**

Motion carried by unanimous voice vote.

SO ORDERED.

- 7 Variance - 612 Griffin Lane (RE# 00011230-000000; AK# 1011533) - A request for rear yard setback for the addition of a second story addition and porches 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.**

Ms. Malo gave members an overview of the variances request. Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, the Planning Department recommended the request for variance be approved, recommending the following condition:

1. The building is sprinkled as required by the Key West Fire Department.

Mr. Barroso, of the City's fire department gave members an overview of the sprinkler request.

There were no public comments.

A motion to approve the variance request, with the Planning department's recommended condition, was made by Mr. Browning and seconded by Ms. Tennyson.

Motion carried by unanimous voice vote.

SO ORDERED.

- 8 Variance - 613 Margaret Street (RE# 00011290-000000; AK# 1011592) - A request for a rear yard setback for the reconstruction of 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.**

There were no public comments.

A motion to approve the variance request was made by Mr. Browning and seconded by Ms. Tennyson.

Motion carried by unanimous voice vote.

SO ORDERED.

PLANNER'S REPORT

Mr. Craig informed members of upcoming projects.

ADJOURNMENT

A motion to adjourn was made by Mr. Oropeza and seconded by Mr. Browning.

Motion was carried by unanimous voice vote.

**Minutes of the Key West Planning Board
August 15, 2013 DRAFT MINUTES**

SO ORDERED.

Meeting adjourned at 7:30 pm.

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