

**THE CITY OF KEY WEST
PLANNING BOARD
Staff Report**



To: Chairman and Planning Board Members
From: Nicole Malo
Through: Donald L. Craig, AICP, Planning Director
Meeting Date: February 16, 2012

Agenda Item: **Major Development Plan – Nelson English and Willie Ward Parks - 306 Catherine Street (RE# 00026460-000000), 304 Catherine Street (RE# 00026470-000000,00026480-000000), 300 Louisa Street (RE# 00026500-000000), 307 Louisa Street (RE# 00026490-000000, 00026510-000000, 00026520-000000), 250 Amelia Street (RE# 00026610-000000, 00026610-000100) - An application for the redevelopment of Nelson English and Willie Ward Parks in the HHDR and HMDR zoning districts per Section 108-91(A.)(2)(c) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Request: A request to consider the approval of a phased Master Plan to redevelop Nelson English and Willie Ward Park, located on city property and on portions of property owned by the County Land Authority and leased by the city. Funding for the Development Plan is supported by Tax Increment Financing Fund appropriated by the Community Redevelopment Agency that is available at this time to complete the proposed plan.

Applicant: Anthony Sarno, MBI/K2M Architecture

Property Owner: City of Key West
Monroe County Land Authority

Location: Nelson English Park and Willie Ward Park - 306 Catherine Street (RE#00026460-000000), 304 Catherine Street (RE#00026470-000000, 00026480-000000), 300 Louisa Street (RE#00026500-000000), 307 Louisa Street (RE#00026490-000000, 00026510-000000, 00026520-000000), 250 Amelia Street (RE#00026610-000000, 00026610-000100)

Zoning: Historic High Density Residential (HHDR)
Historic Medium Density Residential (HMDR)



Area 'A' - Nelson English Park

Area 'B' - Dr Martin Luther King Jr. Community Center and Pool

Area 'C' - Willie Ward Park

Area C1 - Monroe County Land Authority parcel RE#00026460-000000

Area C2 - Monroe County Land Authority parcel RE#00026490-000000

Background:

The area proposed for redevelopment includes numerous parcels of city owned land located at the southern confluence of Thomas Street, Catherine Street and Louisa Street, within the Bahama Village Community Redevelopment Area. The property abuts the Truman Annex Naval property and a residential neighborhood and is divided into three main areas specifically the Nelson English Park at Amelia and Thomas Street, the Willie Ward Park between Catherine and Louisa Streets, and the Dr. Martin Luther King Jr. Memorial Community Center and Pool in the center. In 2011 the city funded and completed improvements to the community center and pool and no additional improvements are proposed as part of this plan; although, the open gathering area in front of the building's entry and both parks are included for improvements with this development plan request.

Since 1992, the city has leased parcels RE#00026460-000000 and RE#00026490-000000 located at the main entrance to Willie Ward Park (see outlined areas on map above) from the Monroe County Land Authority (MCLA) through Resolution 92-168 (see attached). The land lease requires the MCLA approval of any alterations, additions and improvements to the site. The request to authorize the improvements to the site was submitted to the county and is required as a condition of approval prior to building permit issuance.

The area has been utilized as neighborhood center since the late 1950's when the pool was constructed. It is heavily utilized and user groups vary from civic organizations at the community center, to school children learning to swim, family cookouts, community events and neighborhood visitors who typically arrive on foot or bicycle. Due to its history and importance to the neighborhood, in 2010 the Community Redevelopment Agency (CRA) appropriated \$170,000 in Tax Increment Financing Funds (TIFF) for the completion of a master plan and

construction drawings including required community meetings and city approvals. Subsequently, the Request for Qualifications for the design of the Master Plan was awarded by the City Commission. To date, the design team has provided the proposed master plan and held two publicly noticed meetings on site on July 28 and August 18, of 2011; however, there was very little public attendance and community input (see attached Community Meeting Information). This year, 2012 the CRA appropriated \$189,000 of TIF funds needed to complete the majority of the construction of the proposed plans. Other city funds will be utilized to complete the remainder of the project, such as the ADA bathrooms. If the master plan is approved, construction of the project should begin sometime this year.

The three main areas proposed for redevelopment, the Nelson English Park, the Willie Ward Park, and the open gathering area in front of the building's entry, currently provide active and passive recreational uses such as a basketball courts, multiuse open spaces and shaded picnic areas. Numerous utilities are also located on the site mostly associated with the pool; however, a large sanitary sewer pump station enclosed by a chain-link fence dominates the Thomas Street entrance to the park. Bathroom facilities are currently located within the community center and are available during hours of operation. Many park and pool users arrive by foot or bicycle, however users that arrive by car currently rely on the thirteen (13) non-conforming parking spaces located on the right-of-way along Catherine Street and Thomas Street requiring users to back into oncoming traffic.

Existing conditions of the site are shown on the attached survey and demolition plans.

Request:

The Master Plan proposal is a three phased project, of which construction phases will be completed in a manner as to minimize disturbances to user groups during high traffic periods. The proposed changes to the Nelson English and Willie Ward Parks improve safety, maintenance and recreational components of the community park. The plan will bring the site into compliance with city stormwater drainage requirements, ADA bathroom facilities and access, parking design and traffic safety standards. Urban design improvements include passive recreational areas designed to cater to different age groups, traffic calming roadway design, landscape and shade improvements. The design proposes minimal changes to the existing features to minimize cost.

Nelson English Park

Improvements proposed to the Nelson English Park include landscaping, pump station buffering, new playground equipment, sidewalk circulation patterns, open space areas, significant stormwater retention swales, and a parking lot. Buffering and landscaping improvements are proposed along the outer perimeter of the park. Significant shade and foliage is also proposed along the perimeter of the playground area and to buffer the pump station from public view. New playground equipment is proposed for young users and exercise equipment is proposed for more mature users while new multi-color flexi-pave areas beneath the playground and concrete sidewalks move users through the park. Existing open space is proposed to be replaced by flexi-pave and concrete within the park. To control the stormwater runoff the swales along the perimeter of the park and a swale in the open space play area in the front of the park are proposed. One additional picnic shelter is also proposed adjacent to the basketball courts.

Currently the parks and community center are supported by thirteen (13) standard parking spaces and two ADA parking spaces on the right-of-way. The proposed plan eliminates the unsafe and non-conforming configuration by reconfiguring the on-street parking into four (4) standard and two (2) ADA compliant parallel parking spaces. The four (4) parking spaces proposed to be removed from the street will be accommodated within the proposed parking lot with nine (9) vehicular parking spaces located along Amelia Street adjacent to the pump station area. The proposed lot meets circulation, drainage and dimensional requirements. A total of eighty-four (84) bicycle parking spaces are proposed along the parking lot and sidewalk areas throughout the park, along with ten (10) scooter spaces on the right of way.

Willie Ward Park

Minimal improvements are proposed to Willie Ward Park. Currently the site is fenced for safety reasons and locked at night and consists mostly of open passive recreational area. An existing concrete walkway is proposed for removal and the fence will be relocated further back from Catherine Street. Drainage retention swales and additional landscaping are proposed along the rear fence and to buffer the existing pool equipment, ADA lift, and the proposed ADA bathrooms that are located along the side of the community center. The Louisa Street ingress will remain accessible.

Community Building Gathering Area

Currently, the MLK Community Center experiences flooding from minor rain events. Flood prevention design is proposed for the area including a minor reconfiguration of the ingress, a wall at the base of Thomas Street and additional drainage facilities at the buildings entry. An ADA ramp for access to and from the community center is also proposed. In order to improve the pedestrian connectivity between the two parks, the area in front of the community center currently used for parking is proposed to be redesigned to connect to the sidewalks for safe pedestrian usage.

Right-of-way Improvements

As part of the commitment to improve the safety of the park, the Master Plan includes the proposal to create one-way traffic circulation on the roadway through the park. In order to provide safe ADA accessible parallel parking and to reduce and slow the traffic on the roadway that connects the Nelson English and Willie Ward Parks the direction of traffic on Thomas and Catherine Streets is proposed as a one-way road, entering on Thomas Street and exiting onto Catherine Street. Catherine Street will continue to be a two-way street at the egress of the park out to Whitehead Street.

In addition, traffic calming roadway design elements are proposed. On the southern corners of Amelia and Thomas Street the sidewalks are designed to be bumped out, a crosswalk and additional landscaping are proposed in order to immediately narrow the road to slow traffic and create a sense of arrival to the park. To further restrict the use of the roadway as a vehicular thoroughfare and provide a safe drop-off and pickup zone and parking area a landscape island is proposed along Thomas Street. The landscaped island will be visible from the Thomas Street corridor; it will have the effect of creating a green anchor at the end of the street. An additional sidewalk bump-out and pedestrian crosswalk indicate you are leaving the park on Catherine Street.

Surrounding Zoning and Uses:

North: HMDR: Residential
South: Military Lands: Residential
East: HHDR: Residential
West: Military Lands: Residential

HMDR Zoning District per Section 122-598(5) - Parks and recreation active and passive permitted as a Conditional Use.

HHDR Zoning District per Section 122-628(5) - Parks and recreation active and passive permitted as a Conditional Use.

Although the use is conditional within both zoning districts, because the use is existing, and no expansion of the use is proposed a conditional use approval is not required.

Process:

Tree Commission Meeting:	October 19, 2012
Development Review Committee Meeting:	October 27, 2011
HARC Meeting:	October 27, 2011
Planning Board Meeting:	February 16, 2012
City Commission Meeting:	To be determined

Analysis – Evaluation for Compliance With The Land Development Regulations:

Section 108-91 A(2)b of the City of Key West Land Development Regulations requires that any proposed plan outside of the historic district including the addition of outdoor commercial activity consisting of active recreation or similar activities shall require a Major Development Plan. Section 108-196(a) of the Land Development Regulations states that “after reviewing a Major Development Plan or a Minor Development Plan for a property and staff recommendations, the Planning Board shall act by resolution to approve, approve with conditions, or disapprove it based on specific development review criteria contained in the Land Development Regulations and the intent of the Land Development Regulations and Comprehensive Plan.”

Planning staff, as required by Chapter 108 of the City Code of Ordinances, has reviewed the following for compliance with the City’s Land Development Regulations and Comprehensive Plan:

Project Data				
	Required/ Allowed	Existing	Proposed	Variance Request
Zoning	HHDR/ HMDR	No changes proposed		
Flood Zone				
Size of Site	87,120 s.f 2 acres			
Setbacks	N/A. No Structural change are proposed that affect setbacks			None Required
F.A.R	1.0	0.17 14,838 s.f	0.18 15,318 s.f	
Building Coverage	40% (34,848s.f)	12.4% (10,812 s.f)	12.9% (11,292 s.f)	
Impervious Surface	60% (52,272 s.f)	30% (26,136 s.f)	54% (47,939 s.f)	
Vehicular Parking	15	15	15	
Bicycle and Scooter Parking	36 bicycle spaces. Scooter parking currently undefined.	0 scooter 36 bicycle	10 scooter 84 bicycle	
Open Space/ Landscaping	Active recreation areas may be counted as open space, even if they are impervious. 20% (152,578 s.f)	75% (570,362s.f)	71% (544,528 s.f)	
Height	30'	24' Pool	No change proposed	

Concurrency Facilities and Other Utilities or Services (Section 108-233):

The City's Comprehensive Plan Objective 9-1.5 directs the City to ensure that facilities and services needed to support development are available concurrent with the impacts of new development. The analysis considers potable water, sanitary sewer, solid waste, drainage, vehicle trip generation and recreation. Section 94-36 requires a concurrency determination to be made concerning proposed development. No changes are proposed that would significantly affect concurrency management standards for potable water, sanitary sewer, solid waste or vehicle trip generation based on existing level of service standards. Further, the proposed development enhances the ability of the city to provide recreation opportunities.

Fire Protection (Section 108-233 (8)):

The applicant has coordinated with Fire Marshalls Office. The Fire Marshall reviewed the proposed development plans and had no stated concerns at the DRC meeting on October 27, 2011; however, final construction plans are required for review at that time.

Other Public Facilities (Section 108-233 (10)):

The proposed major development plan is not anticipated to increase adverse effects upon public facilities.

Appearance, Design and Compatibility (Section 108-234):

1. Compliance with Chapter 102 – Historic Resources; Chapter 108 Articles III, IV and V - Open Space, Screening and Buffers, Site Plans, and Traffic Impacts:

The proposed project is within the boundaries of the Historic District; On October 26, 2011 the Historic Architectural Review Committee reviewed the plans and issued a Certificate of Appropriateness (H11-01-1315) for the park enhancement plan and ADA bathrooms. No rehabilitation or reconstruction is proposed to existing historic structures on the site.

The proposed site plan meets requirements for Chapter 108 Article III, Site Plan. Articles IV for Traffic Impacts and Article V for Open Space. Screening and Buffers are addressed below in this report.

2. Compliance with Section 108-956 - Potable water and Wastewater:

There is existing access to potable water and to wastewater disposal systems.

3. Compliance with Chapter 110; Article II – Archeological Resources:

The applicant is required to comply in accordance with the Land Development Regulations of Chapter 110, Article II, the State Historic Preservation Office and Federal guidelines.

Site Location and Character of Use (Section 108-235):

The proposed development is in compliance with standards set forth in Section 108-235 of the Code as described below.

The Neighborhood Plan shown on sheet A1.1.2 of the proposed Master Plan identifies the project in the context of other uses within the immediate vicinity of the project. Surrounding uses include the Military residential properties to the south and west and single and multi-family residents to the north and east. The project area is comprised of recreational uses and the proposed plan appears to be compatible with adjacent land uses.

The design enhances safe parking access, provides traffic calming elements, enhances pedestrian connectivity between the two parks and will provide a greater physical distance and buffer between pedestrians and the roadway.

1. Appearance of site and structures (Section 108-236):

The development plan design minimizes change to the existing infrastructure and provides compatible connectivity with adjacent neighborhood and parking areas. The proposed bathroom structure meets the dimensional requirements and the proposed design is in compliance with the performance standards stipulated in Sections 108-236 of the City Code.

2. Appearance of site and structures (Section 108-278):

The site appears to be in overall compliance with Chapter 108-278 of the City Code as specified above.

3. Location and screening of mechanical equipment, utility hardware and waste storage areas (Section 108-279):

Existing mechanical equipment is proposed to be adequately screened from view by landscaping as required by the Land Development Regulations. No additional utilities are proposed as part of the plan.

Waste and recycling storage areas will be located throughout the park for collection and transported to a covered and screened garbage area adjacent to the northeasterly property line along Catherine Street. The area will be screened from view by a wooden fence and meets the requirements set forth in the above Section.

4. Utility lines (Section 108-282):

Existing power lines currently service the Community Center and Pool. Keys Energy was provided a complete package of the application for review and waived their response.

5. Commercial and manufacturing activities conducted in enclosed buildings (Section 108-283):

No commercial and manufacturing activities, permanent outdoor storage or display of merchandise has been applied for or approved.

6. Exterior Lighting (Section 108-284):

The applicant has incorporated a lighting plan into the proposed Hardscape Plan. As a condition of approval the applicant is responsible for designing and submitting a lighting plan that is acceptable to the Historic Preservation and Planning Departments that shall be designed to “Dark Sky” lighting standards and shall meet energy efficiency standards established by an accepted third party environmental standard consistent with F.S Chapter 255.2575(2).

7. Signs (Section 108-285):

No signage plan has been submitted. As a condition of approval the applicant is responsible for designing and submitting a signage plan to the Planning Department for approval that is compatible with Section 108-285 of the Code.

8. Pedestrian sidewalks (Section 108-286):

The proposed site design includes new sidewalks and flexi-pave areas that connect parking areas and recreation uses within the park to adjacent land uses. Connectivity design and pedestrian safety has been previously addressed in this report.

9. Loading docks (Section 108-287):

No loading docks are proposed as part of the Major Development Plan.

10. Storage Areas (Section 108-288):

No outdoor storage is proposed; however, the waste handling area proposed has been previously addressed above.

On-Site and Off-Site Parking and Vehicular, Bicycle, and Pedestrian Circulation (Section 108-244):

Currently the parks and community center are supported by thirteen (13) standard parking spaces and two ADA parking spaces on the right-of-way that reverses into oncoming traffic. The proposed plan eliminates the unsafe and non-conforming configuration by reconfiguring the on-street parking into four (4) standard and two (2) ADA compliant parallel parking spaces. The parking spaces that are lost on the street will be accommodated within the proposed parking lot located along Amelia Street adjacent to the pump station area. The LDR's do not currently have a parking schedule for the recreational uses within the park and no parking spaces are lost with the proposed plan. The lot meets circulation, drainage and dimensional requirements and provides nine (9) vehicular parking spaces. Eighty-four (84) bicycle parking spaces are proposed throughout the site and ten (10) scooter spaces are proposed in front of the community center along the right-of-way.

Housing (Section 108-245):

No housing is proposed as part of the Major Development Plan.

Economic resources (Section 108-246):

This provision of the City Code is not applicable to the proposed Major Development Plan.

Special Conditions (Section 108-247):

No green features have been proposed by the applicant for this project; however, the applicant will be required to install Dark Sky lighting. The proposed and landscape design minimizes water usage and maximizes canopy trees for surface heat reduction.

Construction Management Plan and Inspection Schedule (Section 108-248):

The proposed development contains two or more phases; however, because funding is available to complete the project at this time and construction is minimal each phase should be complete within short time periods; however, attempts will be made to avoid construction during times of the year when park use is the highest, specifically the summer.

Open Space, Screening, Buffers and Landscaping (Article V and VI) of Chapter 108:

A description of the Landscape Plan was provided by the Landscape Architect, in summary the overall landscape design concept is proposed to enhance the specific use areas and to screen and buffer unsightly utilities. The plan consists of planting mostly native trees and palms while

maintaining existing large shade trees such as the Gumbo Limbo, Poinciana, Mahogany, and Green Buttonwood on site today. New enhancements proposed include filling in an understory of smaller trees such as Cinnamon Bark, Myrtle-of-the-River, and Capers which provide shade as well as screening of the surrounding chain link fence. The plan is mostly open at the ground level, and devoid of large beds of groundcover to provide more accessible play areas. A few non-native accent and special plants provide visual enhancement, including two Kapok Trees and a pair of Silver Bismarkia Palms at the entrance to the pool building, both are drought tolerant. The western side entry features include groupings of native Buccaneer Palms among beds of native grasses that create a subtle distinction between the street and park-play.

The children's play area is designed using a clustering of tall canopy Sabal Palms that allow for a safe clear understory while providing shade and requiring little maintenance. The children's play area is designed using Flexi-pave that requires little maintenance and has been coordinated with the City's Public Works department.

The proposed Landscape Plan was reviewed and approved by the Tree Commission in accordance with Section 108-411; however, additional permits will be required at the time of construction (see attached). The City's Urban Forester has also reviewed the Landscape and Irrigation Plans and has found them to be in compliance with the requirements of the code (see attached memo). In order to add to the comfort and safety of the park users the Urban Forester recommended and the city has committed to attempting to use Zoysia grass in the higher use areas that is softer than grasses typically used in other parks in the city. Bahia sod will most likely be used in non-play areas since it is a low maintenance drought resistant turf grass.

A Butterfly Garden is proposed on the Site Plan on a portion of Willie Ward Park that will be fully developed with the Landscape Plan construction documents.

Off-street Parking and Loading (Article VII) of Chapter 108:

Parking has been previously addressed in this report.

Stormwater and Surface Water Management (Article VIII):

The proposed Civil Plan has been reviewed and deemed in compliance with the City of Key West Code of Ordinances, Chapter 108 Article VIII Stormwater and Surface Water Management.

The conceptual drainage plan incorporates six (6) drainage swales, primarily located along the perimeter of the park areas, exfiltration trench to accommodate the parking lot stormwater retention requirements, and exfiltration trench with excess flow by-pass to drain the community center entrance. The community center downspouts along the west side of the building will be directed into a swale. The stormwater injection well, located at the foot of the community center entrance, is existing.

The conceptual drainage plan has been designed in coordination with the proposed landscape plan. Vegetation is proposed in and around many of the perimeter swales. One large swale, located at the front of Nelson English Park, will serve as an open play area. Therefore, the swale will be constructed with a 1:12 slope. The bottom of swale will be flat. Substrate material below

the swale shall be sand and gravel, with sod planted above the sand layer, to allow drainage in the swale and prevent standing water.

Flood Hazard Areas (Division 4 - Sections 108-821 through 108-927):

The proposed development is located in the AE 6-7 Flood Zone. The City’s FEMA Coordinator has reviewed the project and requires that the new bathrooms be vented to meet FEMA requirements for commercial construction, no additional new construction is proposed that is subject to FEMA requirements.

Utilities (Article IX):

According to information submitted to the Department, FCAA and Keys Energy Services are able to provide utilities to the site. The proposed development project will use existing utility mains for potable and sewer water and existing electrical lines. Landscaping will consist of native species as shown on the proposed landscape plan.

RECOMMENDATION:

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends the request for Major Development Plan be **approved** with the following conditions:

General Conditions:

1. The applicant shall be responsible for designing and submitting a Signage Plan that is compatible with Section 108-285 of the Code to the Planning Department for approval before implementation.
2. New lighting shall be designed to “Dark Sky” lighting standards and shall meet energy efficiency standards established by an accepted third party environmental standard consistent with F.S Chapter 255.2575(2). All new lighting must be approved by HARC.
3. Tree Commission approval is required for each phase of the removal/relocation and replacement of the Landscape Plan.
4. The restrooms shall be built to FEMA flood standards.

Prior to Building Permit Issuance:

5. In accordance with Resolution 92-168 the Monroe County Land Authority must issue an approval for development on parcels RE#00026460-000000 and RE#00026490-000000.

Application

DEVELOPMENT PLAN AND CONDITIONAL USE APPLICATION

**City of Key West Planning Department
604 Simonton Street, Key West, FL 33040
(305) 809-3720**



Development Plan & Conditional Use Application

Applications will not be accepted unless complete

Development Plan

Major X

Minor _____

Conditional Use

Historic District

Yes X

No _____

Please print or type:

- 1) Site Address 300 Catherine Street
- 2) Name of Applicant Michael B. Ingram
- 3) Applicant is: Owner _____ Authorized Representative X
(attached Authorization and Verification Forms must be completed)
- 4) Address of Applicant 1001 Whitehead Street, Suite 101
Key West, Florida 33040
- 5) Applicant's Phone # 305.292.7722 Email mingram@mbi-k2m.com
- 6) **Email Address:** mingram@mbi-k2m.com
- 7) Name of Owner, if different than above City of Key West
- 8) Address of Owner 3132 Flagler Avenue, Key West, Florida 33040
- 9) Owner Phone # 305.809.3888 Email jscholl@keywestcity.com
- 10) Zoning District of Parcel HHDR / HMDR RE# 26460,470,480,490,500,510,520,610
- 11) Is Subject Property located within the Historic District? Yes X No _____
If Yes: Date of approval _____ HARC approval # _____
OR: Date of meeting October 25, 2011 - Tentative
- 12) Description of Proposed Development and Use. Please be specific, list existing and proposed buildings and uses, number of dwelling units, parking, restaurant seats, vehicles proposed, etc. If there is more than one use, describe in detail the nature of each use (Give concise description here and use a separate sheet if necessary).

Refer to Attachment A - Project Description

DEVELOPMENT PLAN AND CONDITIONAL USE APPLICATION

**City of Key West Planning Department
604 Simonton Street, Key West, FL 33040
(305) 809-3720**



13) Has subject Property received any variance(s)? Yes _____ No X

If Yes: Date of approval _____ Resolution # _____

Attach resolution(s).

14) Are there any easements, deed restrictions or other encumbrances on the subject property?

Yes _____ No X

If Yes, describe and attach relevant documents.

- A. For both *Conditional Uses* and *Development Plans*, provide the information requested from the attached **Conditional Use and Development Plan** sheet.
- B. For *Conditional Uses* only, also include the **Conditional Use Criteria** required under Chapter 122, Article III, Sections 122-61 and 122-62 of the Land Development Regulations (see attached copy of criteria).
- C. For *Major Development Plans* only, also provide the **Development Plan Submission Materials** required under Chapter 108, Article II, Division 7, Sections 108-226 through 108-248 of the Land Development Regulations (see attached copy of criteria) and any additional information as determined by the Planning Staff.

Please note, development plan and conditional use approvals are quasi-judicial hearings and it is improper to speak to a Planning Board member or City Commissioner about the project outside of the hearing.

ATTACHMENT A

ATTACHMENT A – PROJECT DESCRIPTION

The Park Enhancement project for Nelson English and Willie Ward Parks in Bahama Village is anticipated as three phases of work, to be implemented as funding allows. The project received TIF funding during the 2010 Allocation process, which has provided funding for the Design and Construction Documents as well as Phase I construction.

The scope of work for the project is improvements to the existing park / pool area for safety and community enhancements, which includes:

- new playground equipment and safety surfacing for various age groups (Phase I)
- improvements to the existing pool and related facilities (Phase I)
- reconfiguration of the entrance of the Martin Luther King Community Center to address flooding (Phase II)
- addition to the Martin Luther King Community Center to provide accessible restrooms for use by the Park visitors (Phase II)
- reorganization of the parking areas to include vehicular, bicycle, and scooter parking (Phase I and II)
- open play lawn (Phase I and III)
- park shelters (Phase I and III)
- enhanced landscaping (Phase I, II, and III)
- site furnishings, including benches, trash and recycling receptacles, bar-b-q grills, picnic benches, and signage (Phase I, II, and III)
- multiple levels of lighting, for both safety / security and aesthetics (Phase I, II, and III)
- organized pedestrian pathways throughout the park linking the parks with the Community (Phase I, II, and III)

Specifically, the Phase II scope of work is focused on the parking, grading at the MLK Community Center and restroom facilities, as well as the other amenities that are included in all three phases of work.

ATTACHMENT B

ATTACHMENT B – PROJECT SCHEDULE

The project as outlined will be a three phase project, with the Design and Construction Document phase currently underway. The following is the anticipated schedule for the project, subject to the City Approval process and project funding.

Design and Construction Documents (Phases I, II and III)	Complete December 1, 2011
Phase I Bidding and Contract Award	December 1, 2011 – February 1, 2012
Phase I Construction	February 1 – June 1, 2012
Phase II Bidding and Contract Award	April 1 – June 1, 2012
Phase II Construction	June 1, 2012 – December 1, 2012
2013 TIF Allocation Application	July 1, 2012 – March 1, 2013
Phase II Bidding and Contract Award	March 1 – May 1, 2013
Phase III Construction	May 1 – August 1, 2013

January 27, 2012

City of Key West
Planning Department
Key West, Florida 33040
Attn: Nicole Malo, Planner – sent via email nmalo@keywestcity.com



RECEIVED

January 27, 2012

KW Planning Dpt

**RE: NELSON ENGLISH / WILLIE WARD PARKS ENHANCEMENT
REVISED PLANNING SUBMISSION REVIEW AND COMMENTS RESPONSE**

Dear Nicole,

mbi | k2m Architecture, Inc. is in receipt of your email dated January 25, 2012 regarding the Nelson English / Willie Ward Parks project and comments based upon your recent review of our submission. Our responses to your comments are as follows:

Item 1: On the Civil drawing, please address the clarifications from Elizabeth including notes to identify an existing sanitary system valve, coordinate swales with landscape, and construct Swale A with a sand base.

Response: The Civil C-1 drawing has been revised to reflect the comments.

Item 2: Do not use St. Augustine turf grass. This is a high water use turf grass that requires extensive maintenance, fertilization and insect and disease control applications. I recommend Bahia sod be specified since it is a low maintenance / drought resistant turf grass in areas not associated where kids will be playing. High use areas should have a softer turf like Zoysia grass.

Response: The landscape plant list and drawings have been updated accordingly.

Item 3: The landscape architect needs to overlay the drainage plan on the landscape plan to adjust the plant and tree locations so they are not impacted by excessive water in the drainage swales.

Response: The landscape and civil designs have been closely coordinated. The swale adjacent the pool equipment has been revised on the civil drawing to reflect the landscape layout.

Item 4: The landscape plan needs to show tree protection details as specified by section 108-448 of the City code.

Response: The landscape plant list has been revised and a detail added to L1.2.0 to identify the required tree protection.

Item 5: All proposed trees and shrubs specified on the landscape plan legend do not meet the minimum size requirements specified in Section 108-481 of the City Code.

Response: The landscape plant list has been revised accordingly.

Item 6: The plan calls for a Irritrol18 zone controller. This needs to be approved by the Community Services Department so as to be consistent with the specific controllers the City has on other automatic irrigation systems on public property.

Response: The final design of the irrigation system will be coordinated with the Community Services Department prior to bid and permit submission to verify compatibility of all systems and components.

Item 7: Page A0.1.2 refers to the 2010 TIF funding approval for drawings and phase I. Please include the most up to date information regarding the 2011-2012 TIF funding approval for construction of phase II and III.

Response: The project scope of work has been revised to reflect the recent TIF application.

Item 8: A1.2.0 shows a color plan of the proposed flexi pave areas, however not all flexi pave areas are depicted as compared to the subsequent hardscape plans. The flexi pave color plan needs to show all areas where flexi pave is proposed.

Response: The color plan has been revised to show the flexi pave areas at the workout stations.

Item 9: A butterfly garden is proposed on the site plans, but a swale is proposed in the same place on the civil plan, and no Butterfly Garden is proposed on the Landscape Plan. Please clarify with the Landscape Architect.

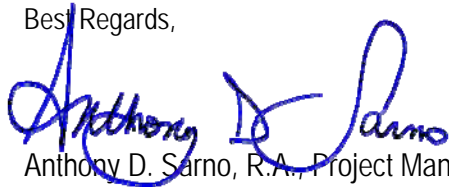
Response: The butterfly garden is a concept, but formal application to the Conservatory has not been made at this time. Once the project is underway and a schedule known, the City may make application to the Conservatory to introduce a butterfly garden to the project. Implementation will require confirmation that necessary maintenance will be completed to maintain the garden.

Item 10: Site Data Table - Please remove the reference to 'required open space' as 60%, the information is inaccurate. Please remove the reference to 'pervious surface' all together, the term does not exist in the code and is irrelevant.

Response: The site data table has been updated accordingly.

We trust that you concur with our statements. Should you have any questions please do not hesitate to contact our office.

Best Regards,



Anthony D. Sarno, R.A., Project Manager

Cc: file

Verification Form

**City of Key West
Planning Department**



Verification Form

(Where Authorized Representative is an entity)

I, Jim Scholl, in my capacity as City Manager
(print name) (print position; president, managing member)

of City of Key West
(print name of entity serving as Authorized Representative)

being duly sworn, depose and say that I am the Authorized Representative of the Owner (as appears on the deed), for the following property identified as the subject matter of this application:

300 Catherine Street - Nelson English and Willie Ward Parks
Street Address of subject property

All of the answers to the above questions, drawings, plans and any other attached data which make up the application, are true and correct to the best of my knowledge and belief. In the event the City or the Planning Department relies on any representation herein which proves to be untrue or incorrect, any action or approval based on said representation shall be subject to revocation.

JS Scholl
Signature of Authorized Representative

Subscribed and sworn to (or affirmed) before me on this 11th, Oct 11 by
date

Jim Scholl
Name of Authorized Representative

He/She is personally known to me or has presented _____ as identification.

Maria G. Ratcliff
Notary's Signature and Seal

Maria G. Ratcliff
Name of Acknowledger typed, printed or stamped

EE053741
Commission Number, if any



Authorization Form

City of Key West
Planning Department



Authorization Form
(Where Owner is a Business Entity)

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, Jim Scholl as
Please Print Name of person with authority to execute documents on behalf of entity

City Manager of City of Key West
Name of office (President, Managing Member) Name of owner from deed

authorize Michael B Ingram of mbi | k2m Architecture
Please Print Name of Representative

to be the representative for this application and act on my/our behalf before the City of Key West.

[Signature]
Signature of person with authority to execute documents on behalf on entity owner

Subscribed and sworn to (or affirmed) before me on this 11, Oct 11 by
date

Jim Scholl
Name of Authorized Representative

He/She is personally known to me or has presented ✓ as identification.

[Signature]
Notary's Signature and Seal

Maria G. Ratcliff
Name of Acknowledger typed, printed or stamped

March 22, 2015
Commission Number, if any
EE 053741



Lease Agreement With Monroe County


RESOLUTION NO. 92-168

A RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF LEASE AGREEMENT BETWEEN THE CITY OF KEY WEST, FLORIDA, AND MONROE COUNTY LAND AUTHORITY; PROVIDING AN EFFECTIVE DATE.

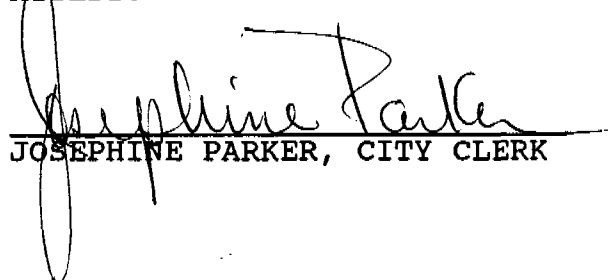
BE IT RESOLVED by the City Commission of the City of Key West, Florida that the attached Lease Agreement between the City of Key West, Florida and Monroe County Land Authority is hereby approved. The City Manager is hereby authorized to execute said Agreement on behalf of the City of Key West, and the City Clerk is hereby authorized to attest to his signature and affix the Seal of the City thereto.

This Resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 5th day of May, 1992.


DENNIS J. WARDLOW, MAYOR

ATTEST:


JOSEPHINE PARKER, CITY CLERK

**LEASE AGREEMENT/MONROE COUNTY LAND AUTHORITY
AND
THE CITY OF KEY WEST**

WHEREAS, the Monroe County Comprehensive Plan Land Authority (Authority) is the owner of hereinafter described real property located in Key West, Monroe County, Florida; and

WHEREAS, a portion of the real property may have been historically utilized by the public for parking and access with respect to public land; and

WHEREAS, both the Authority and the City of Key West (City) are desirous of facilitating the use of the subject property to provide access and/or parking for public land. Further, the Authority and the City recognize the need to provide recreational space for the use of the public, and other municipal purposes necessary to provide for the public health, safety and welfare; and

WHEREAS, utilization of the subject property for the intended purposes will require a lease to the City;

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter provided, the Authority hereby grants to the City a lease with respect to the subject property.

LEASED PREMISES

The leased premises to be governed by this Agreement are as follows:

LOT TEN, SQUARE THREE, TRACT TEN,
KEY WEST, FLORIDA, according to the
plat thereof as recorded in Plat
Book 1, Page 40 of the Public
Records of Monroe County, Florida;

and

LOT 7 OF SQUARE 3 OF TRACT 10,
according to Howe's Diagram of part
of said Tract 10. Commencing at a
point distant from the corner of
Thomas and Catherine Street 50 feet
and 3 inches, and running thence
along Catherine Street in a N.E.'ly
direction 50 feet and 3 inches,
thence at right angles in a S.E.'ly
direction 87 feet and 1 inch, thence
at right angles in a S.W.'ly
direction 50 feet and 3 inches,
thence at right angles in a N.W.'ly
direction 87 feet and 1 inch, being
part of land described in Deed Book
K page 629 of Monroe County Public
Records.

PERMIT

It shall be the responsibility of the City to obtain any and all permits necessary for any improvements to the subject property.

TERM AND FEE OF LEASE

The term of the grant of this Lease by the Authority to the City shall run for a period of thirty (30) years (unless terminated or canceled as hereinafter provided), commencing on the date that this Lease Agreement is last executed, and shall be renewable for like terms thereafter on the same terms and conditions as provided herein unless either party gives to the other not less than sixty (60) days written notice prior to the expiration of this Agreement, that such party does not desire to renew same, or desire to change the terms and conditions of the current or then existing Agreement. The City shall pay the Authority \$1.00 per year for use of the leased premises.

OPTION TO RENEW LEASE

Authority hereby grants to City an Option to renew this Lease for a period of thirty (30) years , with all other terms and conditions of this Lease remaining in full effect, by giving written notice to the Lessor not less than ninety (90) days before the end of the original term of this Lease. If the City elects to exercise the option to extend this Lease, then both the City and the Authority shall be bound by the terms and conditions of this Lease as if it were originally written for the additional period of time.

CANCELLATION

If either party defaults in fulfilling any of the terms and conditions of this Agreement, then that party, upon serving a written thirty (30) day notice specifying the nature of such default, and upon the expiration of such thirty (30) day period of the notified party has failed to comply with or remedy such default, and upon the expiration of such thirty (30) day period of the notified party has failed to comply with or remedy such

default, or if the said default or omission complained of shall be of such a nature that the same cannot be completely cured or remedied within the thirty (30) day period, and the party does not within an additional thirty (30) days thereafter, with reasonable diligence and in good faith, proceed to remedy or cure such default, then that party may serve a thirty (30) days written notice of cancellation of that party's rights hereunder and upon the expiration of the said thirty (30) days, that party's rights liable for all obligations hereunder until the date of termination of such rights.

SECURITY

Security of the leased premises shall be the responsibility of the City.

MAINTENANCE

Maintenance of the grounds of the leased premises shall be the responsibility of the City. Maintenance of any improvements shall be the responsibility of the City.

ASSIGNMENTS

This Agreement and the rights contained herein shall not be transferred, assigned, leased, subleased, licensed or sub-licensed in whole or in part without written consent of both parties.

NEGLIGENCE

Any liability of the parties and any of their employees shall be as provided in Section 768.28, Florida Statutes. All damage caused by acts, omissions to act or negligence shall be restored by the party causing same.

ALTERATIONS

The City shall be permitted to make alterations, additions and improvements to the subject property consistent with the use of the property as outlined herein. However, the City agrees not to make any alterations, additions or improvements to the subject property

without the express written of the Authority, which consent shall not be unreasonable withheld.

REMOVAL OF PROPERTY

On termination of this Agreement, whether at the expiration of the first term (or any thirty (30) year term thereafter) or by earlier cancellation as hereinabove provided, the City, within ninety(90) days thereafter, at its own cost and expense, remove or cause to be removed all improvements which it made on the leased premises. Upon such removal, the City shall restore the leased premises to the same good order and condition as they were on the date this Agreement was last executed, normal wear and tear excepted.

CONSTRUCTION

This Agreement shall be interpreted and construed as a lease in accordance with the laws of the State of Florida.

WAIVER

The parties agree that the waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by that same party.

SEVERABILITY

Any provisions of this Agreement in violation of the laws of the State of Florida shall be ineffective to the extent of such violation without invalidating the remaining provisions of this Agreement.

MISCELLANEOUS

Nothing contained herein shall be construed as creating any principal-agent relationship between the parties. The parties shall have the right to incorporate into and make a part of this Agreement such conditions, changes or modifications which are, or may hereafter become necessary to comply with any requirement of State or Federal law.

ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties with respect to the subject matter hereof. This Agreement may not be changed orally. Any changes must be in writing and signed by the parties.

COOPERATION

Each party shall cooperate with the other to utilize the leased premises for the purposes contemplated herein.

EFFECTIVE DATE

This Agreement shall become binding and effective on the date the second party executes same.

IN WITNESS WHEREOF, the parties have caused the Agreement to be signed, sealed, executed and delivered by their duly authorized officers as of the day and year written below their names.

Approved as to form and legality:

CITY OF KEY WEST

Adele V. Stones
Adele V. Stones
City Attorney

G. Felix Cooper
G. Felix Cooper
City Manager

ATTEST:

DATE: May 8, 1992

Josephine Parker
JOSEPHINE PARKER, CITY CLERK

Approved as to form and legality:
AUTHORITY

MONROE COUNTY LAND

ATTEST:

DATE: _____

Paul Wick, Executive Director
MONROE COUNTY LAND AUTHORITY

**Request to Monroe County Land Authority for
Property Improvements**



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

February 6, 2012

Via Electronic Mail

Mr. Mark Rosch
Executive Director
Monroe County Land Authority
1200 Truman Avenue, Suite 207
Key West, FL 33040

RE: Request for agreement to make improvements to property located at Willie Ward Park, 306 Catherine Street (RE# 00026460-000000 and RE#00026490-000000)

Dear Mr. Rosch,

The purpose of this letter is to request the approval of improvements proposed for properties RE# 00026460-000000 and RE#00026490-000000, addressed at 306 Catherine Street in Key West, that are owned by the Monroe County Land Authority and leased to the city (see attached MCPA Cards). As part of the land lease agreement the city is required to seek the express written consent of the Land Authority for any improvements proposed on the site (see attached Resolution 92-168). The parcels are part of the Willie Ward Park that is part of the larger community center area including Nelson English Park and the Dr. Martin Luther King Jr. Community Center and Pool. Since 2010 the CRA has appropriated \$359,000 from the Tax Increment Financing Bahama Village Subarea CRA Fund for design and construction of the proposed improvements. The Master Plan will be reviewed by the Planning Board on February 16, 2012 with a recommendation to the City Commission, who will subsequently issue the final development order sometime in the spring.

Below please find a summary of the entire project and the improvements proposed to the properties owned by the MCLA.

General Development Proposed-

The proposed improvements are part of a Master Plan to redevelop the publicly owned properties (outlined in black on the map below. The County owned parcels are outlined in red) known as the Nelson English and Willie Ward Parks and to the common open area at the ingress of the Dr. Martin Luther King Jr. Community Center and Pool (city funded improvements to the pool were completed the summer of 2011). The plan includes improvements to parking, ADA access, drainage, landscaping, buffering and urban design improvements, such as exercise and playground equipment, lighting, shade and picnic areas, and traffic calming elements for the adjacent roadway (see attached Site Plan).

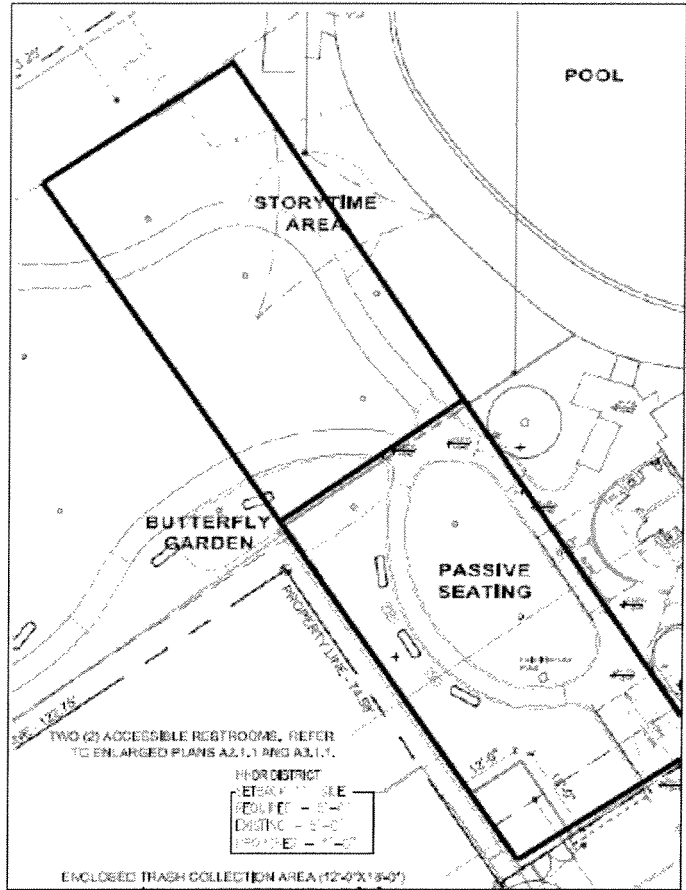


Northerly parcel RE# 00026460-000000
Southerly parcel RE#00026490-000000

Improvements proposed for RE# 00026460-000000 and RE#00026490-000000 -

Currently the two parcels are utilized for passive recreation including walking paths and open fields. The area also serves as the ingress to Willie Ward Park with a fence running through the center of parcel RE# 00026460-000000 that is locked for security at night. Other facilities located within the area include back-flow preventer adjacent to Catherine Street along the exterior property line (see attached Survey) and a small portion of the fenced-in area for the pool utilities in the rear corner of parcel RE#00026490-000000, although the actual machinery is not located on the parcel.

The proposed improvements within the boundaries of the two parcels are minor and include an ADA access ramp and sidewalk reconfiguration, benches for resting, relocation of the fence from the center of the property to the rear property line, and a new fence to enclose the back-flow preventer and solid waste handling area. A small awning is proposed over the “storytime area” although no permanent structures are proposed. Landscaping is also proposed within the area (see site plan below).



Proposed site plan excerpt for MCLA properties

Please feel free to contact me should you have any questions or concerns.

Respectfully,

Nicole Malo, Planner
305-809-3778

Attachments:

- Monroe County Property Record Card for RE# 00026460-000000
- Resolution 92-168- City of Key West and MCLA Lease Agreement
- Site Survey, June 11, 2011
- Proposed Site Plan and Data Table, January 27, 2012

Xc: Donald Leland Craig, AICP, Planning Director
Larry Erskine, Chief Assistant City Attorney

DRC
Minutes & Comments

**Minutes of the Development Review Committee of the City of Key West
October 27, 2011**

APPROVED – November 18, 2011

Page 3 of 4

- 4 Major Development Plan - 306 Catherine Street (RE# 00026460-000000), 304 Catherine Street (RE# 00026470-000000, 00026480-000000), 300 Louisa Street (RE# 00026500-000000), 307 Louisa Street (RE# 00026490-000000, 00026510-000000, 00026520-000000), 250 Amelia Street (RE# 00026610-000000, 00026610-000100) - An application for the redevelopment of Nelson English and Willie Ward Parks in the HHDR and HMDR zoning district per Section 108-91(A.)(2)(c) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Nicole Malo of the City Planning Department and Michael Ingram on behalf of the City of Key West presented the Major Development Plan. Greg Velez of City of Key West Community and Doug Bradshaw of the City Engineering Department were on hand to respond to questions.

DRC Member Comments:

Ms. Malo outlined staff's concerns as a result of the preliminary plan review: 1) parking spaces that reverse on to the right-of-way, 2) clarification of some project statistics, 3) further description proposed changes to the site.

Ms. deMaria stated that the Tree Commission has approved the plans.

Mr. Averette stated that the design needs to take into account accessibility for Fire trucks.

Ms. Torregrosa stated that the project has been approved by HARC. Ms. Torregrosa also stated that the project has been reviewed with the City FEMA Coordinator. Ms. Torregrosa mentioned that there new plans that were approved by HARC for the bathrooms.

Ms. Nicklaus the ADA Coordinator stated that there could no longer be backup parking into the right-of-way per ADA requirements. Ms. Nicklaus reminded the applicant that as upgrades occur the site must become compliant.

Ms. Ignaffo stated that dimensions are necessary to allow for a good evaluation of the project. Ms. Ignaffo also requested a drainage plan and loading zone. Ms. Ignaffo also stated that the parking should not reverse onto the right-of-way per Code.

Mr. Craig led an extensive discussion concerning parking and covering the number of parking spaces. Questions remain how many parking spaces there are currently and how many spaces will remain after the project is completed. Mr. Craig stated that other alternatives for the parking issues need to be explored.

Mr. Craig read the FCAA memo from Marnie Walterson into the record. *"This site is presently being served by multiple FCAA Location #s. There is a 6" water main located on Catherine Street and a 12" water main on Thomas Street. A complete set of plans will be required for review to determine meter requirements and any System Development Charges."*

Ms. Nicklaus stated that Mr. John Woodson – City Building Official has no objections.

There were no additional Committee member comments for the record.

Public Comments:

There were no public comments.

**Minutes of the Development Review Committee of the City of Key West
October 27, 2011**

APPROVED – November 18, 2011

Page 4 of 4

Adjournment

Actions/Motions:

A motion was made by Mr. Steve Torrence, seconded by Ms. Enid Torregrosa, that the meeting be **Adjourned**. The motion **Passed** by a unanimous vote.

Meeting adjourned at **10:48 am**.

Respectively Submitted by,

Jo Bennett

**Administrative Coordinator
Planning Department**

Florida Keys Aqueduct Authority



Engineering Department
1100 Kennedy Drive, Key West, Florida 33040
Telephone (305)296-2454 Fax (305)295-2223

MEMORANDUM

TO: Jo Bennett, Administrative Coordinator
FROM: Marnie Walterson-Distribution Design Specialist
DATE: October 19, 2011
SUBJECT: Development Review Committee Meeting

A representative of the FKAA will not be able to attend the DRC meeting scheduled for October 27, 2011. Comments on the projects are as follows:

Discussion Items

Conditional Use - 700 Front Street (RE# 00000210-000000) – The FKAA has no objection for the application for Conditional Use approval for 32 additional bar seats located at 700 Front Street, in the HRCC-2 zoning district per Section 122-718 (9) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Special Exception Request - 521 Fleming Street - (RE#00006560-000000) - The FKAA has no objection for the request for a special exception to the prohibition of alcoholic beverage sales within 300 feet of a church and a funeral home for property located within the HRCC-1 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.

Major Development Plan - 306 Catherine Street (RE#00026460-000000), 304 Catherine Street (RE# 00026470-000000, 00026480-000000), 300 Louisa Street (RE# 00026500-000000), 307 Louisa Street (RE# 00026490-000000, 00026510-000000, 00026520-000000), 250 Amelia Street (RE# 00026610-000000, 00026610-000100) - This site is presently being served by multiple FKAA Location #s. There is a 6" water main located on Catherine Street and a 12" water main on Thomas Street. A complete set of plans will be required for review to determine meter requirements and any System Development Charges.

CC: Karla Hernandez, Customer Service Manager KW



City Of Key West
Planning Department
3140 Flagler Avenue
Key West, Florida 33040

October 27, 2011

Arch. Michael Ingram
mbi/k2m
1001 Whitehead Street
Key West, Florida 33040

**RE: NELSON ENGLISH/ WILLIE WARD PARKS ENHANCEMENTS
AND ADA BATHROOM ADDITION TO MARTIN LUTHER KING
COMMUNITY CENTER
FOR: #304-306 CATHERINE STREET, #300-307 LOUISA STREET, #250
AMELIA STREET - HARC APPLICATION # H11-01-1315
KEY WEST HISTORIC DISTRICT**

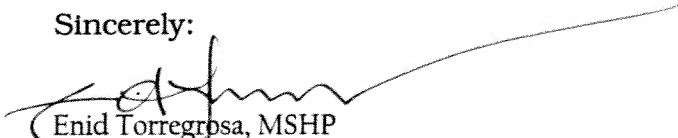
Dear Architect Ingram:

This letter is to notify you that the Key West Historic Architecture Review Commission **approved** the above mentioned project on the public hearing held on Tuesday, October 26, 2011. This approval includes the revised plans submitted during your presented for pages A2.1.1 and A3.1.1. The Commission made their motion based on the submitted documents and your presentation.

You may now apply for the necessary permits and approvals. Should you have any questions, please do not hesitate to contact me at your convenience.

On behalf of the Historic Architectural Review Commission of our City, thank you for your interest in the preservation of Key West's historic heritage.

Sincerely:


Enid Torregrosa, MSHP
Historic Preservation Planner
City Of Key West
3140 Flagler Avenue
Key West, Florida 33040

305.809.3973

etorregr@keywestcity.com

Nicole Malo

From: Paul Williams
Sent: Wednesday, February 01, 2012 3:01 PM
To: Nicole Malo
Subject: Re: FW: 11 035 Park Enhancement - Revised Planning Submission - 2 of 2
Follow Up Flag: Follow up
Flag Status: Red

Nicole,

I have reviewed the revised landscape plans and find them to meet the requirements of the City Code.

Recommend approval.

Paul Williams
Urban Forestry Manager
Planning Department

On Tue, Jan 31, 2012 at 8:51 PM, Nicole Malo <nmalo@keywestcity.com> wrote:

Paul,
attached please find the revised Landscape plans for your review and comment.
Thank you,

Nicole Malo
Planner
City of Key West Planning Department
[305-809-3778](tel:305-809-3778)

From: Anthony Sarno [mailto:asarno@mbik2m.com]
Sent: Friday, January 27, 2012 12:15 PM
To: Nicole Malo
Cc: Pinky Singh
Subject: 11 035 Park Enhancement - Revised Planning Submission - 2 of 2

Anthony D. Sarno, R.A., NCARB | Project Manager

mbi | k2m Architecture, Inc.

1001 Whitehead Street, Key West, FL 33040

Nicole Malo

Subject: FW: Landscape Plan Review - Nelson English/Willie Ward Park

From: Paul Williams [mailto:pwilliams@keywestcity.com]
Sent: Wednesday, January 25, 2012 10:59 AM
To: Nicole Malo
Subject: Re: Landscape Plan Review - Nelson English/Willie Ward Park

Nicole,

The Irrigation plan is acceptable but I have the following recommendation:

The plan calls for a Irritrol18 zone controller. **This needs to be approved by the Community Services Department** so as to be consistent with the specific controllers the City has on other automatic irrigation systems on public property.

Paul Williams
 Urban Forestry Manager
 Planning Department

On Wed, Jan 25, 2012 at 9:59 AM, Nicole Malo <nmalo@keywestcity.com> wrote:

Paul,
 did you also get the chance to review the irrigation plan?

Thanks

Nicole Malo
 Planner
 City of Key West Planning Department
[305-809-3778](tel:305-809-3778)

From: Paul Williams [mailto:pwilliams@keywestcity.com]
Sent: Tuesday, January 24, 2012 6:03 PM
To: Nicole Malo
Subject: Re: Landscape Plan Review - Nelson English/Willie Ward Park

Nicole,

I have reviewed the plans and made a field visit to the site.

The following are my recommend changes to the landscape plan:

1. Do not use St. Augustine turf grass. This is a high water use turf grass that requires extensive

maintenance, fertilization and insect and disease control applications. I recommend **Bahia sod** be specified since it is a low maintenance / drought resistant turf grass in areas not associated where kids will be playing. High use areas should have a softer turf like **Zoysia grass**.

2. The landscape architect needs to **overlay the drainage plan on the landscape plan to adjust the plant and tree locations so they are not impacted by excessive water in the drainage swales.**

3. The landscape plan needs to show tree protection details as specified by section 108-448 of the City code.

4. All proposed trees and shrubs specified on the landscape plan legend **do not meet the minimum size requirements specified in Section 108-481 of the City Code.**

Other than these 4 recommendations, the plans look to meet the minimum requirements of the City Code.

Paul Williams
Urban Forestry Manager
Planning Department

On Tue, Jan 24, 2012 at 12:45 PM, Nicole Malo <nmalo@keywestcity.com> wrote:

Paul,
Thank you for taking the time to review the landscape and irrigation plans proposed for the Nelson English/Willie Ward Park that I dropped off with you today. Attached please find the PDF of the irrigation plans and a description of the landscape plan as written by the landscape architect. I do not have a review memo previously issued by the city's landscape division. We would like to move the project forward to the Planning Board February 16, therefore your immediate attention to the plans is well appreciated.

Thanks again!

<<...>> <<...>>

Nicole Malo

Planner

City of Key West Planning Department

[305-809-3778](tel:305-809-3778)

Nicole Malo

From: Paul Williams
Sent: Tuesday, January 24, 2012 6:03 PM
To: Nicole Malo
Subject: Re: Landscape Plan Review - Nelson English/Willie Ward Park
Follow Up Flag: Follow up
Flag Status: Red

Nicole,

I have reviewed the plans and made a field visit to the site.

The following are my recommended changes to the landscape plan:

1. Do not use St. Augustine turf grass. This is a high water use turf grass that requires extensive maintenance, fertilization and insect and disease control applications. I recommend **Bahia sod** be specified since it is a low maintenance / drought resistant turf grass in areas not associated where kids will be playing. High use areas should have a softer turf like **Zoysia grass**.
2. The landscape architect needs to **overlay the drainage plan on the landscape plan to adjust the plant and tree locations so they are not impacted by excessive water in the drainage swales**.
3. The landscape plan needs to show tree protection details as specified by section 108-448 of the City code.
4. All proposed trees and shrubs specified on the landscape plan legend **do not meet the minimum size requirements specified in Section 108-481 of the City Code**.

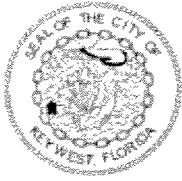
Other than these 4 recommendations, the plans look to meet the minimum requirements of the City Code.

Paul Williams
Urban Forestry Manager
Planning Department

On Tue, Jan 24, 2012 at 12:45 PM, Nicole Malo <nmalo@keywestcity.com> wrote:

Paul,
Thank you for taking the time to review the landscape and irrigation plans proposed for the Nelson English/Willie Ward Park that I dropped off with you today. Attached please find the PDF of the irrigation plans and a description of the landscape plan as written by the landscape architect. I do not have a review memo previously issued by the city's landscape division. We would like to move the project forward to the Planning Board February 16, therefore your immediate attention to the plans is well appreciated.

Thanks again!



City of Key West, FL

Old City Hall
510 Greene Street
Key West FL 33040

Action Minutes - Final Tree Commission

Wednesday, October 19, 2011

5:00 PM

Old City Hall

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 305-809-1000 or the ADA Coordinator at 305-809-3951 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

Call Meeting To Order

5:08 P.M.

Roll Call

Present 5 - Mr. Bethel, Mr. Crespo, Mr. Ducote, Mr. Weise, and Mr. Jackson

Pledge of Allegiance to the Flag

Approval of Agenda

Action Items

Higgs Beach Major Development Plan/Monroe County Board of County Commissioners: Represented by Ladd Roberts of Landwise Design and Barbara Mitchell of Mitchell Planning and Design. Requesting Conceptual Approval of Existing Master Plan for the Development of Higgs Beach.

A motion was made by Mr. Robert Bethel, seconded by Mr. Gregory A. Curry, Sr., that the Action Items be Passed. The motion passed. by an unanimous vote.

2

Nelson English/Willie Ward Park Enhancement Project/City of Key West ROW: Represented by Rodrigo Delostrinos, Deputy Director of Community Services and Craig Reynolds, RLA. This application is for the removal of (2) Trees and the Relocation of (1) tree, and the overall review by the Tree Commission.

A motion was made by Mr. Kent Ducote, seconded by Mr. Danilo Crespo, that the Action Items be Passed. The motion passed. by an unanimous vote.

Nelson English/Willie Ward Park Enhancement Project

REMOVING

1. One (1) Royal Palm – over 15 ft tall

2. One (1) Gumbo Limbo (*Bursea simaruba*)

Circumference = 36" / 3.14 = 11.46 in

Location: 60 % (surrounded by concrete sidewalk/walkway areas)

Species: 100% (native tree on list)

Condition: 60% fair (crown is reduced, large old injury waist high on side of tree).

% Value = 73%

Avg Value 73% x 11.46' diameter = 8.37 "

3. Two (2) Silver Buttonwood (*Conocarpus erectus*)

A. Circumference = 18" / 3.14 = 5.73 in

Location: 70 % (under utility lines)

Species: 100% (native tree on list)

Condition: 70% fair

% Value = 80 %

Avg Value 80 % x 5.73' diameter = 4.58"

B. Circumference = 30" / 3.14 = 9.55 in

Location: 70 % (under utility lines)

Species: 100% (native tree on list)

Condition: 60% fair (multiarmed below waist).

% Value = 77%

Avg Value 77% x 9.55" diameter = 7.35"

RELOCATE (on-site)

2 Gumbo Limbos

Nelson English / Willie Ward
Park Enhancement Project

AGENDA ITEM #
2



City of Key West Tree Commission

Tree Permit Application

PO Box 1409
Key West, FL 33040
Phone: 305-809-3764
Fax: 305-296-6152

Home/Property Owner: City of Key West Date: 09/30/2011

Mailing Address: 627 Palm Avenue, Key West, FL 33040

Owner Signature: [Signature] Owner Ph#: (305) 809-3767

Represented by: Craig Reynolds, RLA Rep. Ph#: (305) 292-7243

Represented by mailing address: 3255 Flagler Avenue, Suite 305, Key West

Attendance at the Tree Commission meeting on the date when your request will be discussed is necessary in order to expedite the resolution of your application.

A letter of representation from the owner must accompany this application if the owner is unable to attend.

Letter of Representation (X)

Tree(s) Address: 300 Catherine Street Cross/Corner Street: Thomas Street

Common Name(s): _____ Scientific Name(s): _____

Species Type(s) (check all that apply): Palm Flowering Fruit Shade

- Reason(s) for Application (check all that apply):
- REMOVE
 - Tree Health
 - Safety
 - Other / Explain
 - TRANSPLANT
 - New Location
 - Same Property
 - Other / Explain
 - HEAVY MAINTENANCE
 - Branch Removal
 - Crown Cleaning/Thinning
 - Crown Reduction

Reason(s) for request:

This application is for the removal of two (2) trees, relocation of one (1) tree, and for the overall review by the Commission since the property is City owned.

Replacement plant material must be Florida Grade #1. Replacement of a palm with a native palm is required. Replacement of a canopy tree with a native canopy tree is required. If you need assistance with replacements, please call the Landscape Department at 305-809-3764.

<<<< Sketch location of tree in this area including cross/corner Street >>>>

Provide access for viewing tree(s) prior to meeting
Identify tree(s) with colored tape

AGENDA ITEM #

Refer to attached plans L1.2.0, L1.2.1, L1.2.2 and L1.2.3 for the location of trees to be removed, tree to be relocated, and the overall project plan.

Do not write under this line

Tree Species _____

Circumference _____ ÷ 3.14 =
diameter _____

Location _____ % Species _____ % Condition _____ % Total Average Value _____ %

Avg. value _____ X _____ Diameter = _____
Replacement Inches

LOCATION: OLD CITY HALL, 510 GREENE STREET, 5:00 p.m.

FOR TREE COMMISSION USE ONLY.

() TABLED () APPROVED () DENIED () FURTHER ACTION

COMMENTS:

City Engineer comments if required:

CHAIRPERSONS SIGNATURE/DATE

ENGINEER'S SIGNATURE/DATE

Public Notices
(radius map & mailing list)

Public Meeting Notice

The Key West Planning Board will hold a public hearing **at 6:00 p.m., February 16, 2012 at Old City Hall, 510 Greene Street**, Key West, Florida, (Behind Sloppy Joe's Bar). The purpose of the hearing will be to consider a request for:

Major Development Plan – Nelson English and Willie Ward Parks - 306 Catherine Street (RE# 00026460-000000), 304 Catherine Street (RE# 00026470-000000, 00026480-000000), 300 Louisa Street (RE# 00026500-000000), 307 Louisa Street (RE# 00026490-000000, 00026510-000000, 00026520-000000), 250 Amelia Street (RE# 00026610-000000, 00026610-000100) – A request for the redevelopment of Nelson English and Willie Ward Parks in the HHDR and HMDR zoning districts per Section 108-91(A).(2)(c) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

If you wish to see the application or have any questions, you may visit the Planning Department during regular office hours at 3140 Flagler Avenue call 809-3720 or visit our website at www.keywestcity.com.

YOU ARE WITHIN 300 FEET OF THE SUBJECT PROPERTY

The City of Key West Planning Board will be holding a Public Hearing:

Request: Major Development Plan – Nelson English and Willie Ward Parks - 306 Catherine Street (RE# 00026460-000000), 304 Catherine Street (RE# 00026470-000000, 00026480-000000), 300 Louisa Street (RE# 00026500-000000), 307 Louisa Street (RE# 00026490-000000, 00026510-000000, 00026520-000000), 250 Amelia Street (RE# 00026610-000000, 00026610-000100) – A request for the redevelopment of Nelson English and Willie Ward Parks in the HHDR and HMDR zoning districts per Section 108-91(A.) (2)(c) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Applicant:	Michael B. Ingram	Owner:	City of Key West
Project Location:	Nelson English & Willie Ward Parks	Date of Hearing:	Thursday, February 16, 2012
Time of Hearing:	6:00 PM	Location of Hearing:	Old City Hall, 510 Greene City Commission Chambers

Interested parties may appear at the public hearing(s) and be heard with respect to the applications. Packets can be viewed online at www.keywestcity.com. Click on City Board & Committee Agendas. A copy of the corresponding application is available from the City of Key West Planning Department located at 3140 Flagler Avenue, Key West, Florida, Monday through Friday between the hours of 8:00 am and 5:00 pm.

Please provide written comments to the Planning Department, PO Box 1409, Key West, FL 33041-1409 , by FAX (305) 809-3978 or by email to Carlene Smith at cesmith@keywestcity.com .

Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Planning Commission or the City Commission with respect to any matter considered at such hearing or meeting, one will need a record of the proceedings and for such purpose that person may need to ensure that a verbatim record of the proceedings is made; such record includes the testimony and evidence upon which the appeal is to be based.

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 305-809-1000 or the ADA Coordinator at 305-809-3951 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

YOU ARE WITHIN 300 FEET OF THE SUBJECT PROPERTY

The City of Key West Planning Board will be holding a Public Hearing:

Request: Major Development Plan – Nelson English and Willie Ward Parks - 306 Catherine Street (RE# 00026460-000000), 304 Catherine Street (RE# 00026470-000000, 00026480-000000), 300 Louisa Street (RE# 00026500-000000), 307 Louisa Street (RE# 00026490-000000, 00026510-000000, 00026520-000000), 250 Amelia Street (RE# 00026610-000000, 00026610-000100) – A request for the redevelopment of Nelson English and Willie Ward Parks in the HHDR and HMDR zoning districts per Section 108-91(A.) (2)(c) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

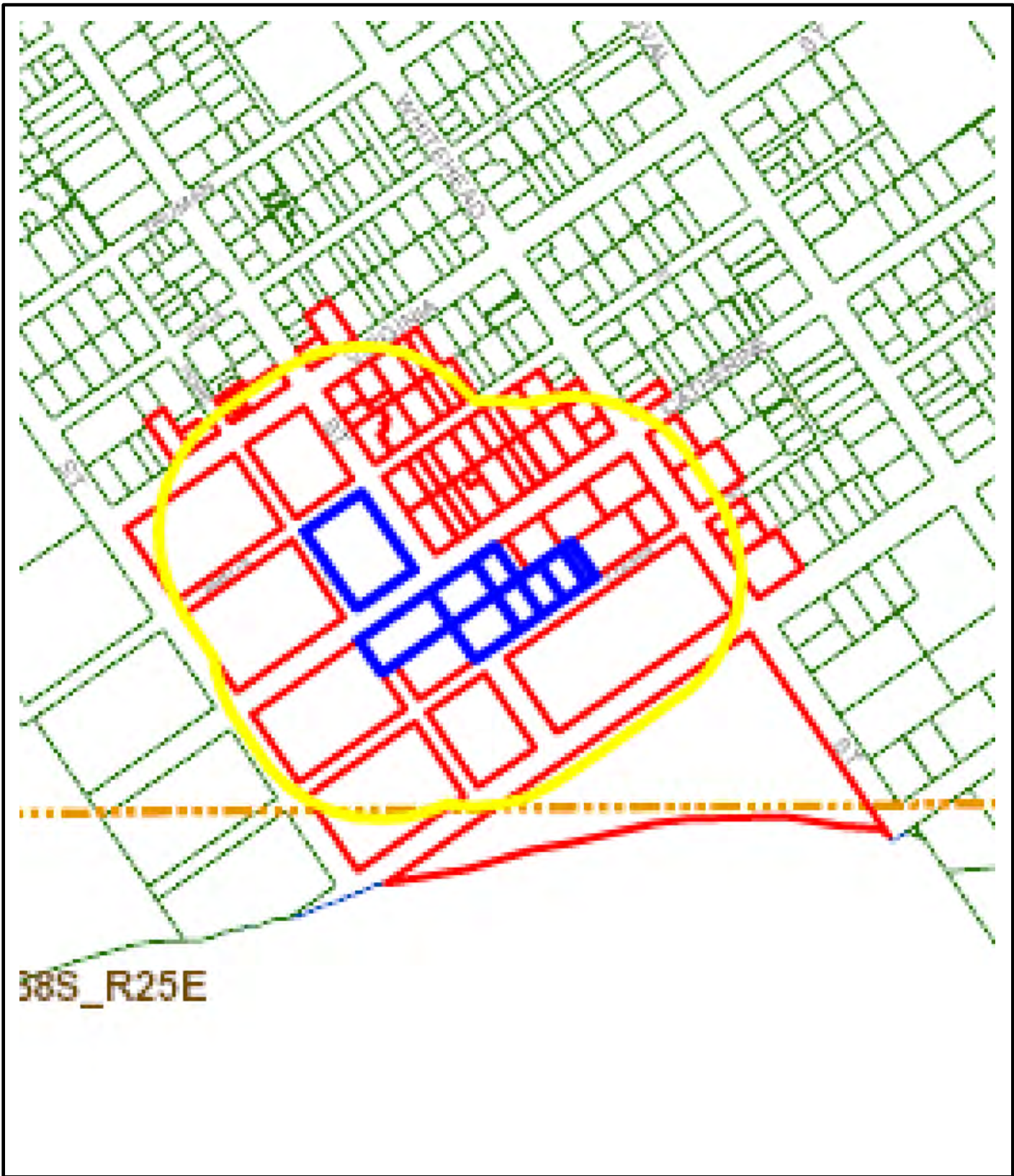
Applicant:	Michael B. Ingram	Owner:	City of Key West
Project Location:	Nelson English & Willie Ward Parks	Date of Hearing:	Thursday, February 16, 2012
Time of Hearing:	6:00 PM	Location of Hearing:	Old City Hall, 510 Greene City Commission Chambers

Interested parties may appear at the public hearing(s) and be heard with respect to the applications. Packets can be viewed online at www.keywestcity.com. Click on City Board & Committee Agendas. A copy of the corresponding application is available from the City of Key West Planning Department located at 3140 Flagler Avenue, Key West, Florida, Monday through Friday between the hours of 8:00 am and 5:00 pm.

Please provide written comments to the Planning Department, PO Box 1409, Key West, FL 33041-1409 , by FAX (305) 809-3978 or by email to Carlene Smith at cesmith@keywestcity.com .

Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Planning Commission or the City Commission with respect to any matter considered at such hearing or meeting, one will need a record of the proceedings and for such purpose that person may need to ensure that a verbatim record of the proceedings is made; such record includes the testimony and evidence upon which the appeal is to be based.

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 305-809-1000 or the ADA Coordinator at 305-809-3951 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.



Monroe County, Florida

Nelson English Park

Printed: Feb 02, 2012

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.



NAME	ADDRESS	UNIT	CITY	STATE	ZIP	COUNTRY
1 GALLAGHER PATRICIA A TRUSTEE	700 KESSLER BLVD WEST DR		INDIANAPOLIS	IN	46228-1429	
2 ROBB GEORGE E	PO BOX 610280		BAYSIDE	NY	11361-0280	
3 MONROE COUNTY COMPREHENSIVE PLAN LAND AUTHOF	1200 TRUMAN AVE STE 207		KEY WEST	FL	33040-7270	
4 ROBERTS ELIZABETH A	504 THE MEWS		ROCKY HILL	CT	06067-3255	
5 MCGEOUGH SEAN AND JODI BEVERLY	314 VIRGINIA ST		KEY WEST	FL	33040	
6 AVERYT WILLIAM F JR	312 VIRGINIA ST		KEY WEST	FL	33040-7521	
7 ROBERTS CYNTHIA V DEC TRUST 07/15/2008	727 OLIVIA ST		KEY WEST	FL	33040	
8 SCHMIDT THERON G AND LORRAINE HECKMAN (WIFE)	315 AMELIA ST		KEY WEST	FL	33040	
9 HAMILTON JAMES D AND EVA M	321 CATHERINE ST		KEY WEST	FL	33040-7504	
10 SNYDER DOUGLAS S AND BRITTANY P	1118 WHITEHEAD ST		KEY WEST	FL	33040	
11 CASTILLO DIANE T	318 AMELIA ST		KEY WEST	FL	33040	
12 HOUSING AUTHORITY THE OF THE	P O BOX 2476		KEY WEST	FL	33040	
13 LOPEZ ROSE ESTATE	1202 WHITEHEAD ST		KEY WEST	FL	33040-7527	
14 BAHAMA CONCH COMMUNITY LAND TRUST	201 TRUMAN AVE		KEY WEST	FL	33040-7340	
15 KACZMAREK JAMES G AND LYNN M	1103 THOMAS ST		KEY WEST	FL	33040-7516	
16 SIMMONS GLENDA D	310 HILLCREST AVE		SOMERSET	NJ	08873-3083	
17 HABBERSTAD STEPHEN D IRREVOCABLE TR DTD 8/1/2010	PO BOX 869		KEY WEST	FL	33041-0869	
18 DEVOL THOMAS A	3839 GLEN OAKS MANOR DR		SARASOTA	FL	34232-1033	
19 ELLER THOMAS F	30 HIGH POINT RD		PERRYVILLE	MD	21903-2029	
20 CRESPO DANILO A AND BARBARA B	PO BOX 4031		KEY WEST	FL	33041-4031	
21 JANKER PETER S AND DIXIE L	7688 OAK FIELD CT		SPRINGFIELD	VA	22153	
22 DIGBY STEVEN JAMES AND LISA	4 MOUNT VIEW		ILFRACOMBE	DEVON		ENGLAND
23 EABLES PATRICIA A	PO BOX 299		KEY WEST	FL	33041	
24 313 CATHERINE A CONDOMINIUM	313 CATHERINE ST		KEY WEST	FL	33040	
25 DIAZ RUBEN	313 CATHERINE ST	APT 1	KEY WEST	FL	33040	
26 ADAMS PAMELA ELIZABETH	313 CATHERINE ST	APT 2	KEY WEST	FL	33040	
27 REGER MELODYE	100 BAY DR		KEY WEST	FL	33040	
28 KRUER WAYNE R	1105 THOMAS ST		KEY WEST	FL	33040	
29 RUSSELL EDWARD JAMES	16540 OLD STATE RD		SUGARLOAF KEY	FL	33042	
30 SKALENAIDO ZBIGNIEW	317 AMELIA ST		KEY WEST	FL	33040	
31 ADAMS WILLIAM P AND KAREN T	1124 WHITEHEAD ST		KEY WEST	FL	33040	
32 PAPAS HIDEAWAY GUEST HOUSE LLC	309 LOUISA ST		KEY WEST	FL	33040	
33 HOUSING AUTHORITY OF THE CITY	1400 KENNEDY DRIVE		KEY WEST	FL	33040	
34 WHITT THELBERT A TRUSTEE	1207 WHITEHEAD ST		KEY WEST	FL	33040	

NAME	ADDRESS	UNIT	CITY	STATE	ZIP	COUNTRY
35 KEE SANDRA E ESTATE	29 6TH AVE		KEY WEST	FL	33040-5860	
36 GREENE-MINGO BEVERLY	311 AMELIA ST		KEY WEST	FL	33040	
37 CITY OF KEY WEST FLA	P O BOX 1409		KEY WEST	FL	33041	
38 KRAUSE HANS F P	1023 JOHNSON ST		KEY WEST	FL	33040	
39 RHOADES SHIRREL AND DIANE	914 GRINNELL ST		KEY WEST	FL	33040	
40 PRITCHETT JANE P	227 VIRGINIA ST		KEY WEST	FL	33040	
41 CITY OF KEY WEST FL	PO BOX 1409		KEY WEST	FL	33041-1409	
42 HAMILTON JAMES D AND EVA M	321 CATHERINE ST		KEY WEST	FL	33040-7504	
43 CASTILLO ANTHONY A ESTATE	305 VIRGINIA ST		KEY WEST	FL	33040	
44 CAREY GEORGE A JR ESTATE	419 VIRGINIA ST		KEY WEST	FL	33040	
45 NOLLEY ARLEAN	10720 NW 21ST CT		SUNRISE	FL	33322-3414	
46 THURSTON GRIFFITH JR	1526 LAIRD ST		KEY WEST	FL	33040	
47 BEAVER DENNIS	1207 WHITEHEAD ST		KEY WEST	FL	33040-7526	
48 BEAVER JAMES M	PO BOX 2560		KEY WEST	FL	33045-2560	
49 GREINER BYRON	2 BEECH TREE LN		ASHEVILLE	NC	28804	
50 JOHNSON LEONARD A AND BRENDA L	29 6TH AVE		KEY WEST	FL	33040	
51 TREPANIER OWEN JOHN	1024-1026 THOMAS ST		KEY WEST	FL	33040	
52 CLARK JOSEPH GRECO LIV TR 4/28/2005	310 AMELIA ST		KEY WEST	FL	33040	
53 JAMES DOLORES N	314 CATHERINE ST		KEY WEST	FL	33040	
54 LOPEZ CLAYTON L AND PALMA LOUISE H/W	326 AMELIA ST		KEY WEST	FL	33040	
55 MCKISSICK ANTHONY M	401 UNITED ST		KEY WEST	FL	33040	
56 BURCHETT ROBERT G AND JANE E	8 AMARYLLIS DRIVE		KEY WEST	FL	33040	
57 NOLLEY ARLEAN L/E	10720 NW 21ST CT		SUNRISE	FL	33322-3414	
58 GLASER WILLIAM D	118 CARIBBEAN DR		SUMMERLAND KI FL		33042	
59 WITHERS BARBARA ANN	310 CATHERINE ST UNIT 1		KEY WEST	FL	33040-7597	
60 BEAVER DENNIS LIVING TRUST 6/6/2003	1207 WHITEHEAD ST		KEY WEST	FL	33040	