

EXECUTIVE  
SUMMARY



To: Patti McLauchlin, City Manager

From: Katie P. Halloran, Planning Director

Meeting Date: January 4<sup>th</sup>, 2023

RE: **Major Development Plan – 700-724 Truman Avenue (RE #00030020-000000)** – A request for approval of a Major Development Plan and Landscape Waivers to renovate an existing building and convert approximately 15,187.21 SF of space into a high school on a parcel located within the Historic Public and Semi-public Services (HPS) zoning district pursuant to Section 108-91.A.2 and Section 108-517 of the Land Development Regulations of the Code of Ordinances of the City of Key West.

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Background:

This request seeks major development plan approval to renovate an existing two-story structure with approximately 15,187 SF of enclosed floor area. The building, with the address 700 Truman Avenue, is part of the Basilica of St. Mary Star of the Sea school campus. The structure is currently designated as an auditorium, and the proposal seeks to convert the space into a high school. Historically, the building was used as high school, but the school program terminated 36 years ago. The property is located within the Historic Public and Semipublic Services (HPS) zoning district.

Pursuant to Section 108-91.A.2(b) of the Land Development Regulations (LDRs) of the Code of Ordinances (the “Code”) of the City of Key West (the “City”), Major Development Plan approval is required for the reconstruction of nonresidential floor area equal to or greater than 2,500 square feet of gross floor area. The proposed major development plan proposes the reconstruction and conversion of approximately 15,187 SF of nonresidential floor area into a high school facility.

The aerial image below shows the existing developments on the subject parcel. The star denotes the building for the MDP request.



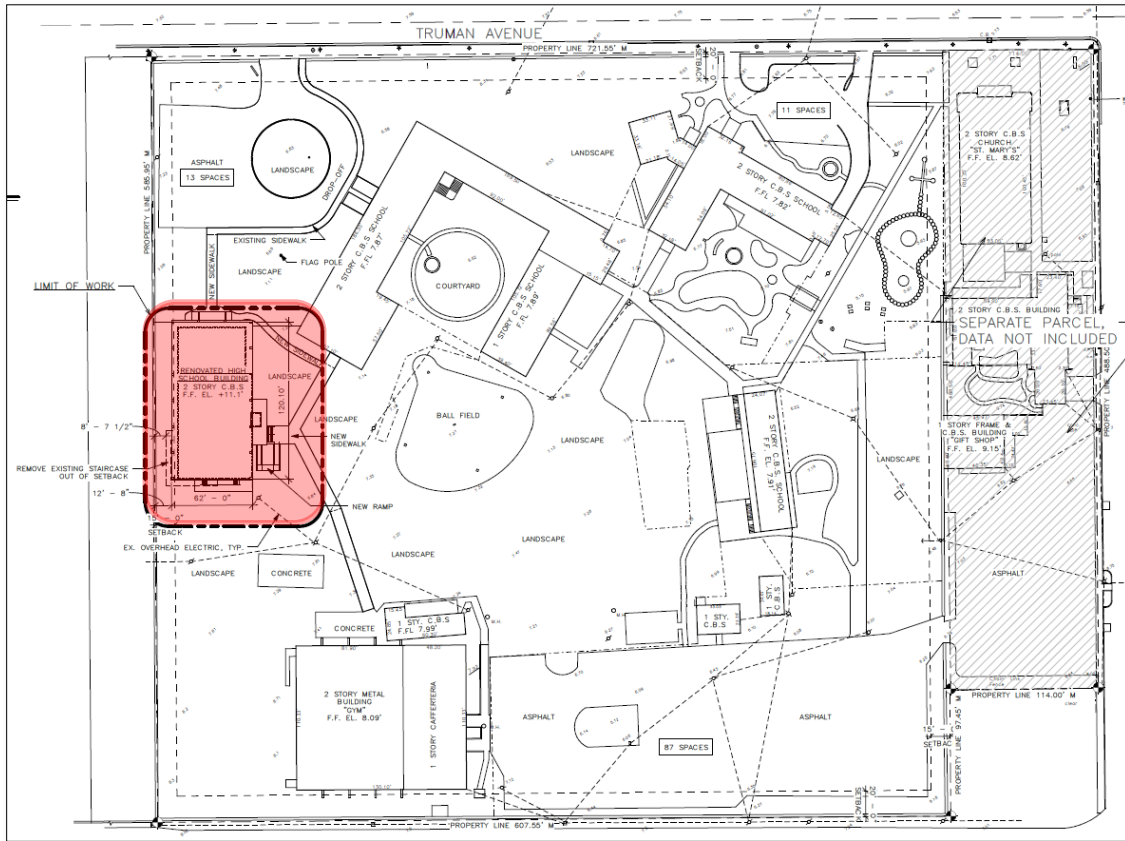
Request:

The proposal includes reconstruction of the interior space of the existing building into a high school. The first floor will be renovated to include four (4) classrooms, administrative office space, a student lobby area, and restroom facilities. Between the first and second floor there is a mezzanine level, which is described in the submitted site plan under the “2 Mezzanine Plan” plan sheet. The mezzanine level includes storage, a mechanical room, and approximately 270 SF of office area. The second floor of the building will be renovated to include an additional five (5) classrooms for a total of nine (9) classrooms. Additional bathroom facilities and a covered flexible area are also proposed on the second floor. The existing balcony on the second floor will be enclosed and made part of the interior space.

Externally, the applicant is proposing to remove a staircase currently encroaching on the south side yard. A new covered entry is proposed on the northeast side of the building. The covered area proposed is approximately 1202.95 SF. The area will serve as a covered entry and will include a new elevator and a new handicap ramp. An additional set of stairs is proposed on the southwest elevation of the building. No demolition of any principal structures is proposed.

In conjunction with the major development plan request, the applicant submitted a variance request to the Board of Adjustment (BoA) to allow a new covered entry and elevator shaft to match the noncomplying height of the existing building. Pursuant to code, properties in HPS zoning district are permitted a maximum height of 25 FT while the existing building has a height of 38.8 FT. The request was reviewed and approved by the BoA on October 19<sup>th</sup>, 2022.

The red area in the overall site plan below denotes the extent of the work area.



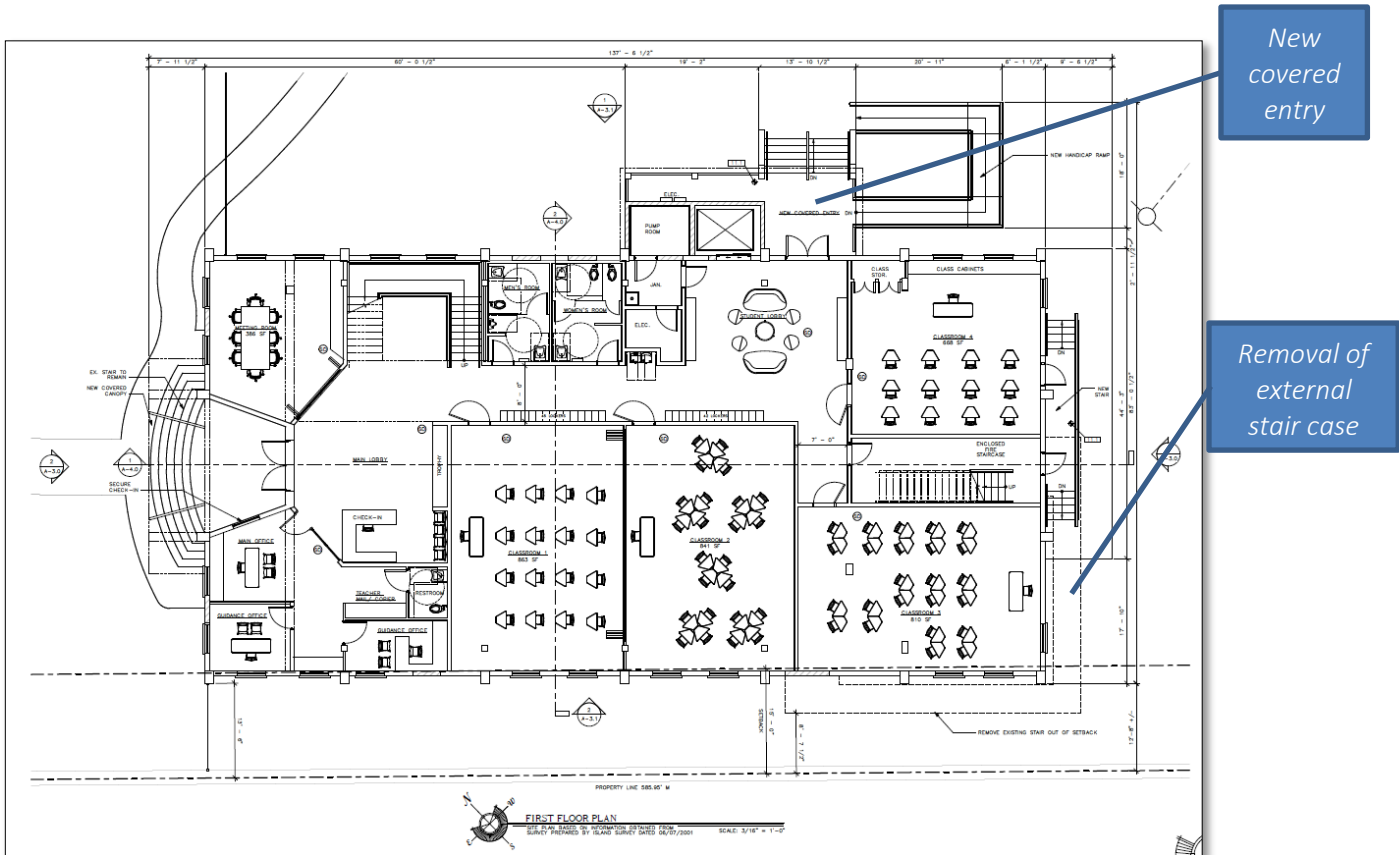
*Overall Site Plan, submitted by the Applicant*



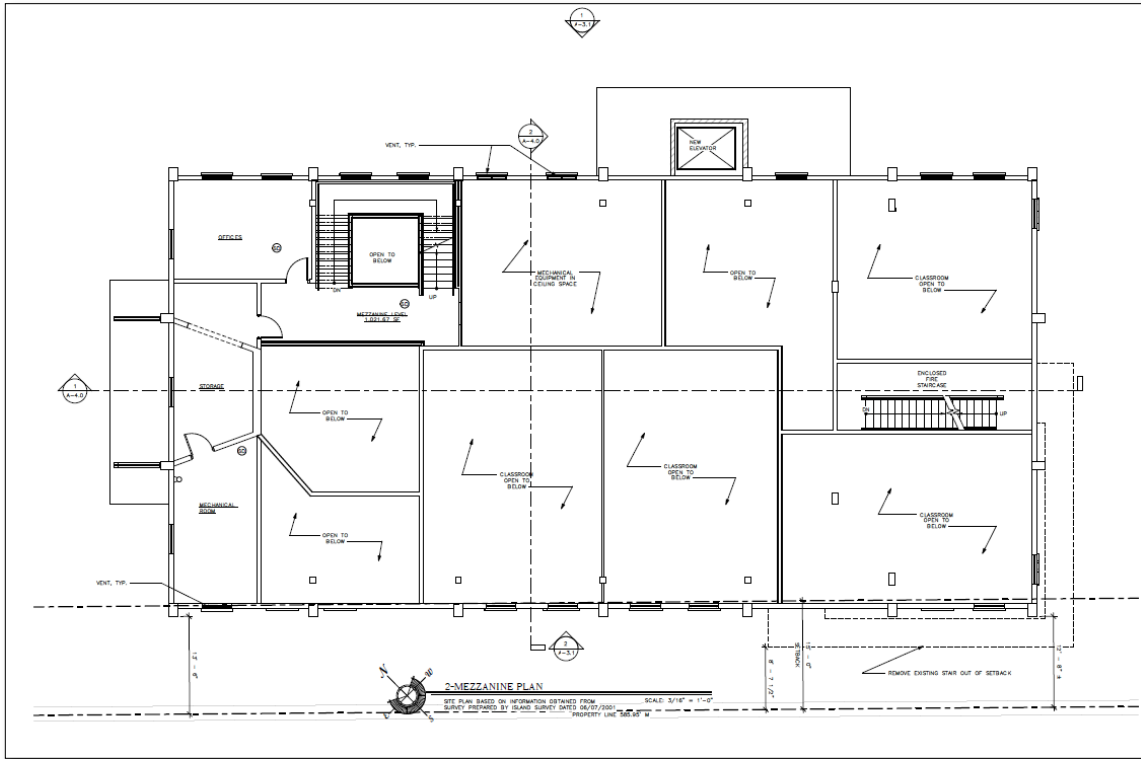
*Google street view of the subject building from Truman Avenue.*



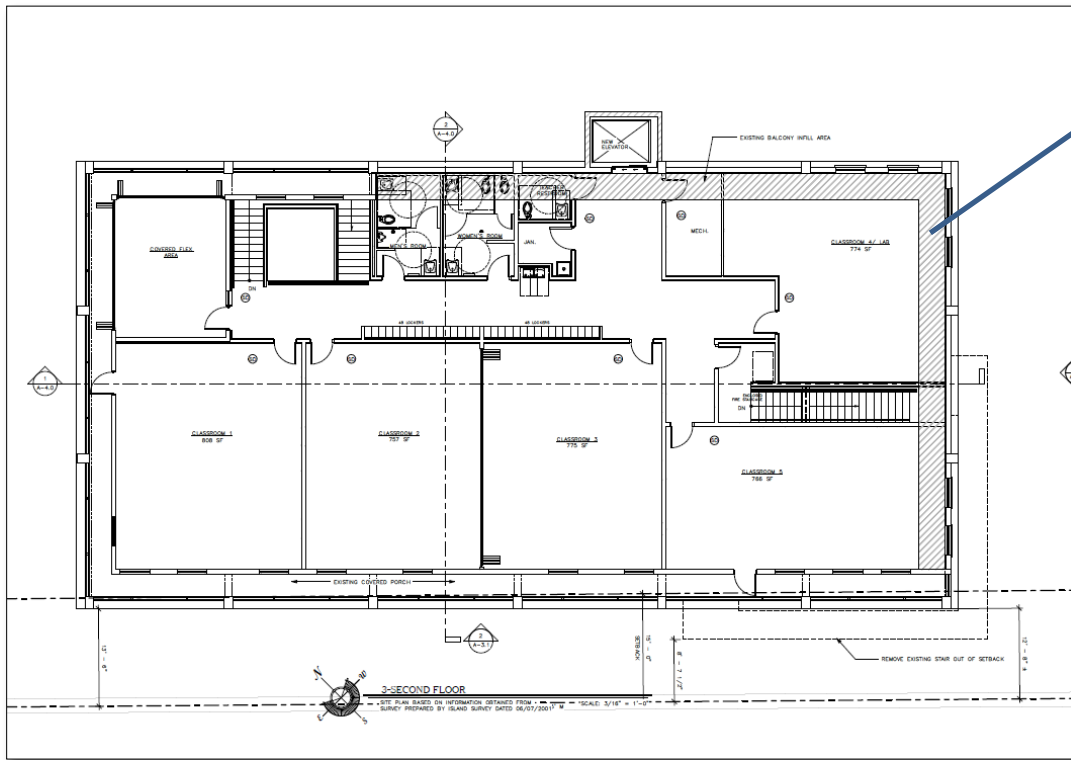
Rendering of auditorium building converted to a high school, submitted by the Applicant.



Proposed first floor renovation plan, submitted by the Applicant.



Proposed mezzanine level floor plan, submitted by the Applicant.



Infill of existing balcony

Proposed second floor renovation plan, submitted by the Applicant.

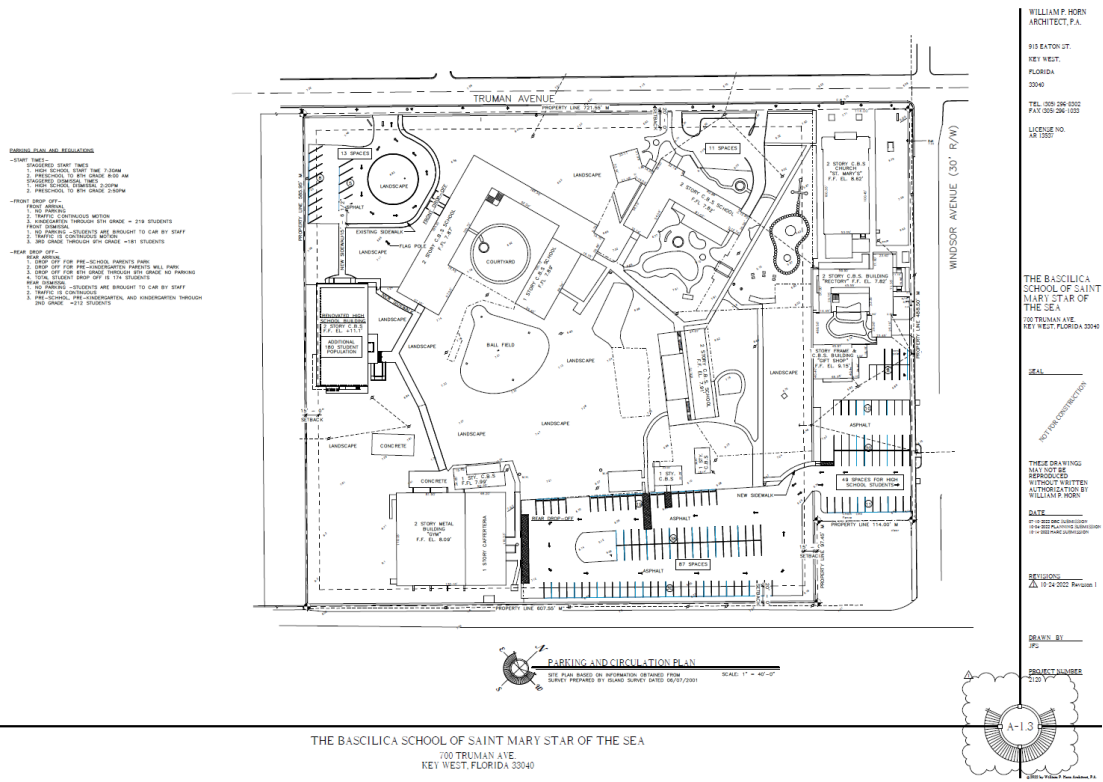
Site Data Table

	CODE REQUIRED	EXISTING	PROPOSED	NOTES
Zoning	HPS			
Flood Zone	X			
Site Area	5,000 SF	8.7 AC		In Compliance
Height	25 FT	38.8 FT	38.8 FT	Variance to exceed max height by 13.8 FT. was approved on Oct. 19 <sup>th</sup> , 2022 by the City's Board of Adjustment.
FAR	1	.196	.198	In Compliance
Front Setback	20 FT	195.38 FT.		In Compliance
Rear Setback	20 FT	257.75 FT		In Compliance
Side Setback	Greater of 5 feet or 10 percent of lot width to a maximum of 15 feet.	≥ 12.63 FT	≥ 12.63 FT	In Compliance
Building Coverage	40%	14.16%	14.32%	In Compliance
Impervious Surface	50%	45.14%	45.55%	In Compliance
Open/Landscape Area	50%	54.86%	54.45%	In Compliance

Parking Analysis

CODE SECTION	CODE REQUIRED			PROVIDED
Section 108-572(3): Parking for public or private school	1 space per 5 seats or 1 space per 150 square feet of floor area in the main assembly hall, whichever is greater	Approximately 200 students vs. Gym/cafeteria with a floor area of 13,932 SF	40 vs. 93 spaces	111 total parking spaces provided  (106 standard, 5 ADA)
Pursuant to Florida Building Code Section 453.10.2.8:	<ul style="list-style-type: none"> <li>- 1 space for each Faculty and Staff member</li> <li>- 1 visitor parking space for every 100 students</li> <li>- 1 parking space for every 10 students in grades 11 and 12</li> </ul>	<ul style="list-style-type: none"> <li>- 11 for staff members</li> <li>- 2 for visitors</li> <li>- 5 for students in grades 11 &amp; 12</li> </ul>	18 spaces	

To supplement the parking analysis, the applicant provided a Parking and Circulation Plan that includes details for pick-up and drop-off procedures. There are three parking areas with a total of 111 parking spaces. There are two drop-off/pick-up locations, one from Truman Avenue and the other from Amelia Street.



*Parking and Circulation Plan, submitted by the Applicant.*

Major Development Review Process:

Development Review Committee:	August 25, 2022
Board of Adjustment (Height Variance):	October 19 <sup>th</sup> , 2022
Planning Board Meeting:	October 25 <sup>th</sup> , 2022
Tree Commission Meeting (Conceptual Landscape Plan):	September 13 <sup>th</sup> , 2022
Tree Commission Meeting (Final Landscape Plan):	November 3 <sup>rd</sup> , 2022
HARC Commission Meeting:	November 29 <sup>th</sup> , 2022
City Commission:	January 4 <sup>th</sup> , 2023
Local Appeal Period:	30 Days
City Clerk renders to DEO for review:	Up to 45 days

Planning Staff Analysis:

Staff determined the proposal is in compliance with the Major Development Plan Review Criteria (Section 108- 91.A.2).

Planning staff and the Planning Board, as required by Section 108 of the City Code, reviewed the request for compliance with the Land Development Regulations and the Comprehensive Plan as detailed in the attached Planning Board staff report. The proposed Major Development Plan was reviewed before the Planning Board on October 25<sup>th</sup>, 2022. The Planning Board recommended approval with conditions through Resolution No. 2022-052.

Recommendation:

The Planning Department and Planning Board, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommend that the request for a Major Development Plan and Landscape Waiver be Approved with the following conditions:

General Conditions:

1. The proposed construction shall be in substantial compliance with the revised site plans dated 10/24/2022 by William P. Horn Architect, P.A. Drawings for permitting shall be dated as approved herein, with any proposed revisions (modifications) clearly noted and dated. Development plan modifications that do not rise to the status of minor or major plan modifications may be approved by the city planner as per Section 108-91(c)(1). All modifications shall be submitted for review and approval to the Planning Department prior to building permit application. Minor and major development plan modifications are addressed as per Section 108(C.).