

**Minutes of the Development Review Committee**  
**Meeting of May 26, 2011**

Nicole Malo, Planning Representative, convened a meeting of the Development Review Committee of the City of Key West at 10:00AM, May 26, 2011 was held at Old City Hall, in the antechamber at 510 Greene Street, Key West.

**Roll Call**

Nicole Malo, on behalf of Don Craig  
Steve Torrence, KWPD  
John Cruz, Building Official

Elizabeth Ignaffo, General Services  
Alan Averette, Fire Department  
Enid Torregrosa, HARC Planner

**Planning Staff:**

Patrick Wright  
Brendon Cunningham

**Comments received from:**

Myra Wittenberg, DOT Director,  
Florida Keys Aqueduct Authority  
Cynthia Domenech-Coogle, Landscape Coordinator

Keys Energy  
Diane Nicklaus, ADA Coordinator

**Approval of Agenda**

Mrs. Torregrosa made a motion to approve the agenda; the motion was seconded by Mr. Averette. Motion carried.

**Approval of Minutes**

**1. March 24, 2011**

Mr. Torrence made a motion to approve the minutes; the motion was seconded by Mrs. Torregrosa. Motion carried.

**Discussion Items**

- 2. Minor Development Plan - 241 Margaret (RE Number 00072082-004501) - A Minor Development Plan for the reconstruction of the Key West Bait and Tackle retail shop and second storey offices in the HRCC-2 zoning district per Section 108-91(A.)(1)(b.) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida**

Nicole Malo gave an overview of the project.

Owen Trepanier presented the project.

Mr. Torrence and Mr. Averette had no comments.

Ms. Ignaffo stated a 4:1 slope is recommended for the retention area.

Mrs. Torregrosa stated that the applicant needs to add the approval dates of March 8 and March 22, 2011.

Nicole Malo asked the applicant if there was going to be a solid waste handling area.

Mr. Trepanier stated that there is a compactor next to the waterfront market shown on plan C-2, and trash would be brought to collective dumpster area.

Ms. Malo asked that the landscaping and open space be clarified. She added that a variance would be needed for impervious surface.

Ms. Ignaffo stated that parking triggers stormwater and ADA issues if developed.

Mr. Cruz asked if they had a FEMA flood elevation.

Troy Walt of Satech of the Florida Keys stated that they were unsure.

The following comments from Cynthia Domenech-Coogle, Landscape Coordinator were read into the record:

Need to add more trees on the site. Cynthia will coordinate with Marilyn Wilbarger.

The following comments from Diane Nicklaus, ADA Coordinator were read into the record:

Where is the ADA access to the second floor? What about ADA bathroom(s)? Because this is commercial space and new construction, all ADA guidelines must be adhered to. I will withhold final comments until the plan review process through the building department.

**3. Variances - 730 Southard Street (RE#0001169-000000) A variance to setback requirements per Section 122-630 (6) c. in the Historic High Density Residential zoning district as required when the scope of renovation exceeds 66% of the assessed or appraised value of the structure per Section 122-28 (b) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida**

Brendon Cunningham gave an overview of the project.

Tom Pope presented the project.

Mr. Averette, Mr. Torrence, Mrs. Nicklaus and Mr. Cruz had no comments.

Mrs. Torregrosa stated that the April 12, 26 and May 10, 2011 HARC dates needed to be added to the application.

Ms. Ignaffo asked that applicant that all downspouts be placed toward swales and landscaped areas.

The following comments from Cynthia Domenech-Coogle, Landscape Coordinator were read into the record:

Applicant has gone through Tree Commission and there is a replacement required on their permit. Cynthia will get staff a copy of the permit.

**4. Change in Nonconforming Use - 1511 Truman Avenue (RE# 00043900-000000) - A change in nonconforming use from a business and professional office to a medical office in the HMDR zoning district per Section 122-32(e) of the Land Development Regulations of the City of Key West**

Brendon Cunningham gave an overview of the project.

Ginny Stones presented the project.

Mr. Averette, Mr. Torrence, and Mr. Cruz had no comments.

Enid Torregrosa stated that all signage and changes in color needed to come before HARC.

Ms. Ignaffo stated that stormwater retention needs to be met. She added that ADA parking space needs to clear, and a right-of-way easement may be necessary for the overhang.

The following comments from Diane Nicklaus, ADA Coordinator were read into the record:

I withhold final comments until the plan review process goes through the Building Department. I am not sure whether there was ADA compliance from previous use, but the medical use will definitely require compliance for the entrance(s) as well as bathroom facilities.

The following comments from Cynthia Domenech-Coogle, Landscape Coordinator were read into the record:

There is no green space on site. Need to discuss adding some green space or mitigation

**Adjournment**

A motion to adjourn was made by Mr. Torrence and seconded by Mrs. Torregrosa.

Motion was carried by unanimous voice vote.

Meeting adjourned at 10:45 am.

**Respectively Submitted,  
Patrick Wright  
Administrative Coordinator**