

**Minutes of the Development Review Committee
June 28, 2012**

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Planning Director, Don Craig called the Development Review Committee Meeting of June 28, 2012 to order at 10:15 am at Old City Hall, in the antechamber at 510 Greene Street, Key West.

ROLL CALL

Present were: Planning Director, Don Craig; HARC Planner, Enid Torregrosa; General Services, Elizabeth Ignaffo; Urban Forestry Manager, Paul Williams; and ADA Coordinator, Diane Nicklaus.

Also in attendance were: Planning Department staff: Brendon Cunningham, Carlene Smith and Ginny Haller.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

May 24, 2012

A motion to approve the May 24, 2012 minutes was made by Ms. Nicklaus and seconded by Mr. Williams.

DISCUSSION ITEMS

- 1. Variances - 1315 United Street (RE# 00035460-000000) - A request for front and side-yard setback, building coverage and impervious surface ratio requirements in the HMDR zoning district per Sections 122-600 (4) a. & b. and 122-600 (6) a. & b. of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Mr. Cunningham gave members an overview of the variances request. He informed members that the applicant would like to reconstruct a historic front porch. The variance request is for front and side-yard setback, building coverage and impervious surface.

The applicant's architect, Bill Rowan, gave members an overview of the project.

Mr. Williams inquired if the project will require any tree removals. Mr. Rowan stated that they may possibly remove some Christmas Palms.

Mrs. Torregrosa requested that the applicant add the HARC approval number on the application, H11-01-832.

Ms. Ignaffo asked that the applicant direct porch roof stormwater runoff back onto the applicant's property, preferably into the proposed swale or other landscape areas.

Mrs. Nicklaus had no comments.

- 2. Variances - 411 Grinnell Street (RE# 00005240-000000) – A request for front and side yard setback in the HMDR zoning district per Section 122-600(6)a and Section 122-600(6)b of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Ms. Haller gave member an overview of the variances request. She stated that the request is to renovate an existing home by elevating it to meet FEMA requirements, and add a rear addition.

The applicant's architect, Tom Pope, gave members an overview of the request.

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Mr. Craig inquired if there are two single family units on three lots. Mr. Pope stated that there are two units and that they are currently working on obtaining a unity of title.

Mr. Williams inquired if the project will require any tree removals. Mr. Pope stated that there are no plans for tree removal.

Mrs. Torregrosa stated that the building is contributing. She then informed members that this item is scheduled for a second reading in their demolition request.

Ms. Ignaffo and Mrs. Nicklaus had no comments.

3. Variance - 517 Elizabeth Street (RE# 00008800-000000) – A request for side yard setback in the HMDR zoning district per Section 122-600(6)b of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Ms. Haller gave members an overview of the variance request. She informed members that this is a request to consider a variance to an existing non-conforming side setback associated with the restoration of an existing enclosed front porch, removal of rear additions, garage, and carport, and the replacement of rear additions with conforming new additions.

The applicant's architect, Tom Pope, gave members an overview of the request.

Mr. William had no comments.

Mrs. Torregrosa stated that this item was approved by HARC at a second reading and requested that the HARC demolition package and pictures be included with the variance application.

Ms. Ignaffo requested that the applicant direct roof gutter downspouts onto the property, retaining all stormwater runoff on the property.

Ms. Nicklaus stated that the fence on the northside of the property encroaches onto the neighbor's lot.

Mr. Pope clarified for members that the concrete area in the back of the property is being removed and which will improve the impervious surface ratio and drainage.

ADJOURNMENT

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

Meeting adjourned at 10:35 am.

**Respectfully submitted by,
Carlene Smith
Development Review Administrator
Planning Department**