

Minutes of the Key West Planning Board

December 20, 2012

DRAFT ACTION MINUTES

Chairman Richard Klitenick called the Key West Planning Board Meeting of December 20, 2012 to order at 6:00pm at Old City Hall, in the antechamber at 510 Greene Street, Key West.

ROLL CALL

Present were: Chairman Richard Klitenick, Sam Holland, Lisa Tennyson and Greg Oropeza.

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

Also in attendance were: Planning Director, Donald Craig; Chief Assistant City Attorney, Larry Erskine; Urban Forester, Paul Williams; Fire Department, Jason Barroso; Building Department, Karen Olson; Planning Department staff: Ginny Haller and Karen de Berjeois.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Craig informed members of the continuance of items #1 and #2 to the January 17, 2013 Planning Board meeting.

A motion to approve the agenda as amended was made by Mr. Holland and seconded by Mr. Oropeza.

Motion carried by unanimous voice vote.

SO ORDERED.

APPROVAL OF MINUTES

November 29, 2012 Meeting

A motion to approve the November 29, 2012 meeting minutes (with the spelling correction of Mr. DeLaune's name) was made by Ms. Tennyson and seconded by Mr. Oropeza.

Motion carried by unanimous voice vote.

SO ORDERED.

RESOLUTIONS

New Business

- 1. Conditional Use – 707 Catherine Street (RE# 00030650-000000) - Request for Conditional Use approval for a daycare facility in the HMDR zoning district per Section 122-62 of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Continued to January 17, 2013.

- 2. Variance – 707 Catherine Street (RE# 00030650-000000) – Variance request to reduce the number of parking spaces for a daycare facility from the required 28 to 5 with bicycle substitution of 2 for a total of 7 in the HMDR zoning district per Section 108-572 (5) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

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Continued to January 17, 2013.

- 3. Minor Development Plan and Conditional Use – 701 Passover Lane (RE# 00020620-000000) – Request for the redevelopment of the existing Sexton’s House at the Key West Cemetery in the HPS zoning districts per Section 108-91(A)(1) b and Section 122-958(1) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

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

Conditions to be completed prior to the issuance of a Building Permit and ongoing through construction:

1. Plans cited as basis for approval on page 3 of 12 are incorporated by reference.
2. The ADA parking space must meet Federal guidelines.
3. Variances associated with the Minor Development Plan and Conditional Use request be approved by the Planning Board, as applicable.
4. In order to reduce impacts on the surrounding community, a Construction Management Plan will be followed with an emphasis on keeping noise, dust and debris to a minimum. The Plan shall include:
 - A. An eight foot opaque construction fence will be erected around the property;
 - B. During demolition, the building will be pressure sprayed with water to control dust;
 - C. Adjacent streets shall be cleared of dust, dirt, and debris at the end of each work day;
 - D. All waste containers should be covered at the end of each working day;
 - E. Current regulations as to the start and stop of each work day will be met: Monday through Friday 8 a.m. to 7 p.m. and Saturdays 9 a.m. to 5 p.m. with no Sundays or holidays; and
 - F. Margaret and Angela Streets and Passover Lane remain open during construction;

Conditions to be completed prior to the issuance of certificate of occupancy:

5. All lighting fixtures shall meet “Dark Sky” lighting standards

General Conditions:

6. The Sausage tree next to the existing Sexton’s House not be removed, unless it is specified in writing that the tree would prevent the construction of the proposed building.

There were no public comments.

A motion to approve the Minor Development Plan and Conditional Use request with the Planning Department’s recommended conditions was made by Mr. Oropeza and seconded by Ms. Tennyson.

Motion was carried by unanimous voice vote.

SO ORDERED.

- 4. Variances – 701 Passover Lane (RE# 00020620-000000) – Request for front yard and street side setback, landscape buffer, landscape waiver, and parking waiver from the required two spaces (one parking, one ADA) to one ADA accessible parking space in the HPS zoning district as per Sections 122-960(6) a, 122-960(6) d, 108-346(b), 108-413, 108-415, and 108-572(3) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

Ms. Haller gave members an overview of the Variances request. Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, the Planning Department recommended the request for variances for front yard and street side setback, landscape buffer, landscape waiver, and parking

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waiver from the required two spaces (one parking, one ADA) to one ADA accessible parking space be denied, however, if the Planning Board approved the request, staff would like to require the following conditions:

1. That a Certificate of Elevation be provided to confirm that the structure meets FEMA base flood elevation requirements;
2. The rare sausage tree next to the existing Sexton's House not be removed, unless it is specified in writing certified by the City Engineer concurring with the City Urban Forestry Manager that the tree would prevent the construction of the proposed building.

There were no public comments.

A motion to approve the Variances request based on the Planning Department's recommendation and that the rare sausage tree next to the existing Sexton's House not be removed, unless it is specified in writing certified by the City Engineer concurring with the City Urban Forestry Manager that the tree would prevent the construction of the proposed building, was made by Mr. Holland and seconded by Mr. Oropeza.

Motion was carried by unanimous voice vote.

SO ORDERED.

PLANNER'S REPORT

Mr. Craig gave members an overview of the State ORC Report for the EAR based Comprehensive Plan amendments. He notified members that we just received the ORC Report back on the Comprehensive Plan which will allow us to respond with our consultant and bring back to the board revisions in order to be compliant with an adopted Comprehensive Plan by March.

ADJOURNMENT

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

Motion was carried by unanimous voice vote.

SO ORDERED.

Meeting adjourned at 6:26pm.

**Respectfully submitted by,
Karen de Berjeois
Administrative Assistant II
Planning Department**