

# **Minutes of the Development Review Committee**

## **August 22, 2013 DRAFT**

Planner Brendon Cunningham called the Development Review Committee Meeting of August 22, 2013 to order at 10:05 AM at Old City Hall in the antechamber at 510 Greene Street, Key West.

### **ROLL CALL**

**Present were:** Engineering Services, Elizabeth Ignaffo; Fire Department, Jason Barroso; HARC Planner, Enid Torregrosa; Building Official, Ron Wampler, and Police Department, Steve Torrence.

**Not present were:** Planning Director, Don Craig; ADA Coordinator, Diane Nicklaus; Interim Urban Forestry Manager, Karen DeMaria; Recreation Director, Greg Veliz, Arts in Public Places, Dick Moody and Sustainability Coordinator, Alison Higgins.

**Comments provided by:** Keys Energy.

**Also in attendance was Planning Department staff:** Stacy Gibson and Carlene Smith

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF AGENDA**

### **APPROVAL OF MINUTES**

#### **June 27, 2013**

Motion to approve the June 25, 2013 minutes was made by Mr. Torrence and seconded by Ms. Ignaffo.

#### **July 25, 2013**

Motion to approve the July 25, 2013 minutes was made by Mr. Torrence and seconded by Ms. Ignaffo.

### **DISCUSSION ITEMS**

#### **Old Business**

- 1. After-the-Fact Variances – 2922 Flagler Avenue (RE# 00069210-000000, AK# 1073105) - A request for building coverage , impervious surface ratio, side and rear-yard setbacks, for a shed, and impervious surface ratio requirements and detached habitable space for an after-the-fact construction of a satellite bedroom and bath in the SF zoning district per Section 90-391, Sections 122-238(4)a & b, 122-238(6)a, 2 & 3 of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

The applicant, Armando Mundy Parrase, gave members an overview of the request.

#### **DRC Member Comments:**

#### **POLICE DEPARTMENT**

No comments

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### **HARC PLANNER:**

No comments

### **ENGINEERING:**

Please install a sewer backwater valve in the sanitary sewer lateral, to prevent wastewater backup into the structures during flooding events.

### **FIRE DEPARTMENT:**

Mr. Barroso had issues with setbacks. He asked the applicant to meet with the fire department.

### **BUILDING OFFICIAL**

### **SUSTAINABILITY COORDINATOR**

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### **KEYS ENERGY:**

No comments

### **New Business**

- 2. Variances - 728 Windsor Lane (RE#00018890-000100, AK#1019542) - A request for building coverage, impervious surface ratio, front, side and rear-yard setbacks to reconstruct the existing historic structure and non-historic addition and add a swimming pool in the HHDR zoning district per Section 122-630 of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

The applicant's contractor, Gary Burchfield, gave members an overview of the request.

### **DRC Member Comments:**

### **POLICE DEPARTMENT:**

No comments

### **HARC PLANNER:**

No comments

### **ENGINEERING:**

Please construct storm water retention swales around the proposed deck, in landscape designated areas. Swales shall be planted with sod or groundcover to prevent erosion.

### **FIRE DEPARTMENT:**

Mr. Barroso had issues with setbacks. He asked the applicant to meet with the fire department.

### **BUILDING OFFICIAL:**

No comments

### **SUSTAINABILITY COORDINATOR**

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### **KEYS ENERGY:**

No comments

- 3. Conditional Use - 1102 Truman Avenue (RE# 00033290-000100, AK#9032222) - A request for a Conditional Use to convert a commercial retail space to a community center in the HNC-1 zoning district per Section 122-808(2) of the Land Development Regulations of the Code of Ordinances of the City of Key West.**

The applicant gave members an overview of the request.

### **DRC Member Comments:**

### **POLICE DEPARTMENT:**

No comments

### **HARC PLANNER:**

No comments

### **ENGINEERING:**

Please design and permit the proposed exterior shower to exclude rainwater from entering the sanitary sewer system.

Please construct storm water retention swales in the rear yard, to collect storm water runoff. Swales shall be planted with sod or groundcover to prevent erosion.

### **FIRE DEPARTMENT:**

Mr. Barroso had issues with fire safety equipment. He asked the applicant to meet with the fire department with the applicant's site plans

### **BUILDING OFFICIAL:**

Mr. Wampler had issues with change of use. It is not a community center but an adult daycare. This would change requirements to include ADA requirements.

### **SUSTAINABILITY COORDINATOR**

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### **KEYS ENERGY:**

No comments

### **ADJOURNMENT**

Meeting adjourned at 10:50 AM.

**Respectfully submitted by,**  
*Stacy L. Gibson*  
**Administrative Assistant II**  
**Planning Department**