

**THE CITY OF KEY WEST
PLANNING BOARD
Staff Report**

To: Chairman and Planning Board Members

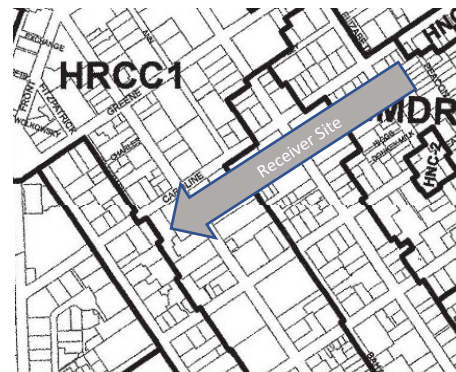
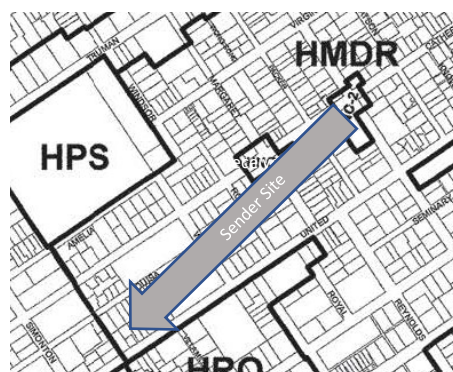
Through: Patrick Wright, Planning Director

From: Vanessa Sellers, Planner I

Meeting Date: July 19, 2018

Agenda Item: **Transient Unit & License Transfer – Unit & License from 629 United Street #2 (RE # 00030620-000000, AK # 1031402) to 425 Caroline Street (RE # 00004440-000000, AK # 1004626) – a request to transfer one transient unit and license from property located within the Historic Medium Density Residential (HMDR) to property located within the Historic Residential Commercial Core – 1 Duval Street Gulfside (HRCC-1) Zoning District pursuant to Section 122-1338 and 122-1339 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida**

SITE DATA:		
	Sender Site	Receiver Site
License Owner:	Laura Fisher	Mark Richard Beveridge
Property Owner:	Laura Fisher	Mark Richard Beveridge
Agent:	Trepanier & Associates, Inc.	Spottswood, Spottswood, Spottswood, & Sterling, PLLC
Location:	629 United Street #2	425 Caroline Street
Real Estate (RE) No.:	00030620-000000	00004440-000000
Zoning District:	HMDR	HRCC-1
Existing Use:	Transient residential	Non-transient accessory structure
Proposed Use:	Re-open interior access to existing non-transient residential unit and convert to a single family non-transient residential	Transient residential



Background:

The subject transient unit/license is currently assigned to property located at 629 United Street #2. The property received the transient unit/license through a lawful unit determination, applied for on May 2, 2017. One bedroom and one bathroom of the two-bedroom, two-bath residence was used for this purpose, but has now been incorporated back into the residence, and transient use has ceased.

The parcel at 629 United Street #2 is located within the Historic Medium Density Residential (HMDR) zoning district.

The receiver site at 425 Caroline Street currently consists of one (1) non-transient residential unit on a 14,701-square-foot lot. The property contains three structures: the main residence, a pool house, and the carriage house. The property is located in the Historic Residential Commercial Core Duval Street Gulfside (HRCC-1) zoning district in which transient residential is a permitted use.

Relevant Code Sections:

The purpose of City Code Chapter 122, Article V, Division 6 “Transient Units” outlined in Section 122-1336 is to:

- Provide for the transfer of existing transient units and transient licenses in order to reduce noncomplying density, structures and uses;
- Remove legal nonconforming transient uses from zoning districts that now prohibit them;
- Encourage permanent residential housing by relocating transient licenses;
- Provide for the conversion of transient units to single-family dwellings by the transfer of units;
- Allow for redevelopment without increasing the population requiring evacuation during emergencies or increasing other public services;
- Protect environmentally sensitive lands; and
- Encourage redevelopment under the existing Building Permit Allocation System (BPAS) that limits the allowable number of residential and transient units.

City Code Section 122-1338. Transfer of transient units.

- (1) The unit being transferred must currently be counted as a unit for purposes of calculating evacuation time under the hurricane model set forth in the comprehensive plan, and must have been obtained in accordance with all applicable regulations, including building permits, at the time of approval or have been otherwise validly obtained if unbuilt at the time of transfer. A transfer pursuant to this division shall not cause a net increase of units in the city.
- (2) Transient use must be an allowed zoning use on the receiver site, unless the units are to be converted into non-transient units as contemplated by subsection (3) of this section. Further, no transient unit shall be recognized for transfer purposes, regardless of whether it will be used transiently or non-transiently, unless accompanied by a business tax receipt duly issued pursuant to section 66-109(10). When units are transferred for non-transient use, the licenses will be extinguished.

- (3) Transient units may be converted to residential units at the appropriate exchange rate as determined by the comprehensive plan so as not to increase hurricane evacuation time. Where a residential unit is created by the transfer of a transient unit and the new residential unit is 600 square feet or less, the transient unit may be transferred at its .58 ROGO unit equivalency into a residential unit with transient use prohibited.
- (4) The transferred units shall not operate to increase density of the receiver site above the maximum allowed density.
- (5) Unless the planning board determines that special conditions exist at the receiver site that warrant otherwise, the transient unit may not include more than two rooms, excluding bathrooms, and excluding porches and decks that are clearly not enclosed or habitable.
- (6) At the sender site, any remaining transient units that are remodeled or combined may not increase the existing number of rooms, excluding bathrooms. All such units shall not have "lockout" capacity.
- (7) There shall be no transfer of units into a "V" zone as depicted on the most current flood insurance rate map, if the transfer would produce new construction.
- (8) Existing nonconforming buildings may receive units providing their nonconforming aspects are not increased.
- (9) Development plans for both sites shall be processed as provided in the LDRs, according to the magnitude and type of development.
- (10) No building permit shall be granted for the receiver site until the city has verified that the transient use at the sender site unit(s) has been extinguished. A person or entity who has lawfully terminated or extinguished legal transient units existing as of January 1, 1999, may preserve the right to transfer the units and then transfer such units pursuant to this section, provided the transient licenses have been maintained. Furthermore, the city shall conduct on-site inspections at both the sender site and receiver site to verify that the terms of this ordinance are being met in the proposed transfer application.

City Code Section 122-1339 (a) states that a business tax receipt (e.g., license) for transient use of a unit may itself be transferred from an area where transient uses are prohibited to a receiver site without the accompanying transfer of the unit. In addition, licenses may be transferred from the HNC-1 and HNC-3 zoning districts. A transfer of a license under this section does not allow a loss of affordable housing at the receiver site.

City Code Section 122-1339 (b) states that where a license alone is transferred, the Planning Board shall consider whether the receiver site is suitable for transient use in the zoning district, shall consider the relative size of the unit from which the license is transferred, and shall consider the room configuration of both sites to maintain approximately the same or less net number of occupants.

City Code Section 122-1340. Development review committee and planning board review.

The development review committee (DRC) shall review each application for transfer. The planning board will receive comments from the DRC and the recommendation of the planning department and may deny an application on the grounds of inconsistency with the purpose of the ordinance or a violation of the specific provisions of the ordinance. When approving an application, the planning board may impose conditions, including but not limited to: physical modifications and the filing of deed restrictions, in order to assure the continuation of permanent residential housing, the preservation of community character and that the transfer advances the purposes of this division. The decision of the planning board shall be final.

Analysis:

The proposed transient unit/license transfer includes the transfer of a transient unit. The receiver site at 425 Caroline Street has one existing dwelling unit.

The existing use of the receiver site at 425 Caroline Street is non-transient residential accessory use. The proposed transfer would not result in a loss of affordable housing because there is no existing deed-restricted affordable housing at the receiver site.

The following table summarizes the applicable approval criteria for the transfer of a transient unit pursuant to City Code Section 122-1338:

Criteria:	Proposal:	Complies? (Yes or No)
<u>Sender Site</u>		
Has transient license from the City	Transient rental unit medallion #924	Yes
The unit is lawful and has been counted in the BPAS	The unit was in existence on or before April 2010 and would have been counted	Yes
Remaining number of rooms to same / does not increase BPAS count	N/A (This is the only transient unit at the sender site)	Yes
Final use conforms with the LDRs	The transfer would reduce the legal non-conformities by removing the non-conforming use and density of the sender site	Yes
Development review process required for proposed construction / redevelopment	There is no proposed construction or redevelopment at this time	Yes
<u>Receiver Site</u>		
Transient use is allowed or the use is residential	Transient use is allowed in the HRCC-1 zoning district	Yes
Complies with density	Maximum allowable density for this property is seven (7) units	Yes
The transient units retain BPAS equivalency	The license and unit will be transferred as 0.78 ESFU	Yes
New construction is not located with the "V" zone	The property is located in the X-flood zone	Yes
Homeowners or Condo Association has approved	N/A. No association exists.	N/A
Transient units may not exceed two rooms in size, excluding bathrooms	The receiver site is two rooms and two bathrooms	Yes

The following table summarizes the applicable approval criteria for a transient business tax receipt transfer pursuant to City Code Section 122-1339:

	Analysis	Complies? (Yes or No)
Transient license transfer from an area where transient uses are prohibited	Sender site zoning is HMDR, where transient use is prohibited	Yes
Transient license transfer from HNC-1 and HNC-3 zoning districts	N/A. The sender site is in the HMDR zoning district.	N/A
Transfer would not result in a loss of affordable housing at the receiver site	No existing deed-restricted affordable housing at the receiver site.	Yes
(b) When a license alone is transferred:		
Receiver site suitable for transient use	N/A. A unit will be transferred with the license.	N/A
Relative size of the unit from which the licenses are transferred	N/A. A unit will be transferred with the license.	N/A
Room configuration of both sites to maintain approximately the same or less net number of occupants	N/A. A unit will be transferred with the license.	N/A

Recommendation:

Based on the above analysis of the standards for considering transfers of transient units and transient business tax receipts in Section 122-1338 and 122-1339 of the Land Development Regulations, the Planning Department recommends the request to transfer one transient unit and associated business tax receipt from 629 United Street #2 to 425 Caroline Street be **APPROVED** with the following conditions:

1. The transfer of the license and unit is confined to the “pool house” in the rear of the property.
2. The individual rooms of the “pool house” shall not be held out for rent, barter, or lease separately as to not establish a lock out unit per Section 86-9 of the Land Development Regulations.
3. All requirements of City Code Section 122-1371 shall be met for the transient use of the residential dwelling unit at 425 Caroline Street.
4. The structure proposed to be used on a transient basis shall comply with all applicable codes and requirements of the Building Department, Fire Department, and all other regulatory agencies.
5. The owner shall obtain and maintain a Conditional Approval Permit, pursuant to City Code Chapter 18, Article XII, Division I. The City Code Compliance shall inspect the property on an annual basis upon reasonable notice to determine compliance with the conditions of the Planning Board resolution.