



THE CITY OF KEY WEST PLANNING  
BOARD  
Staff Report

**To:** Chair and Planning Board Members

**Through:** Katie P. Halloran, Planning Director

**From:** Kimberly Barua, AICP, The Corradino Group

**Meeting Date:** May 19, 2022

**Agenda Item:** **Minor Development Proposal – 2224 N. Roosevelt Blvd (RE# 00051100-000000)**  
A request for approval of a major modification to a property with a previously approved Minor Development Plan to construct a detached office building on a parcel located within the General Commercial (CG) zoning district pursuant to Section 108-91(C)(3) of the Land Development Regulations of the Code of Ordinances of the City of Key West.

**Request:** Minor Development Plan for the construction of an accessory structure for a bank.

**Applicant:** AZO Architecture, LLC

**Property Owners:** KOAA, LLC

**Location:** 2224 Roosevelt Blvd (RE # 00051100-000000)



**Background:**

The subject property is located at 2224 North Roosevelt Boulevard near the corner of Roosevelt Blvd and 5<sup>th</sup> Street. It is within the Commercial General (CG) zoning district. Properties to the immediate east and west are also within the CG district. The rear of the property abuts Patterson Avenue and the Single Family (SF) zoning district. The property is not within the Key West Historic District. The parcel is 19,950 square-feet and it has a newly renovated bank on the property. The bank building is 2,358 gross square foot. The principal building address is 2222 North Roosevelt Boulevard. Both the current building and the proposed accessory building will have the same property identification number. This current planning submission is for a major modification of the approved development plan.

In February 2019, the Planning Board approved renovation of scooter sales center to a bank, Resolution No. 2019-14. In February 2019, the conceptual landscape plan was approved, T2019-0137. In June 2020, the new bank was completed and open for business. The proposed construction will be for the sole purpose of additional office space for Gulf Atlantic Bank. The principal property and business will remain open during construction. The existing ATM and drive-thru lane will remain in use during construction. In April 2022, the project was approved by Tree Commission.

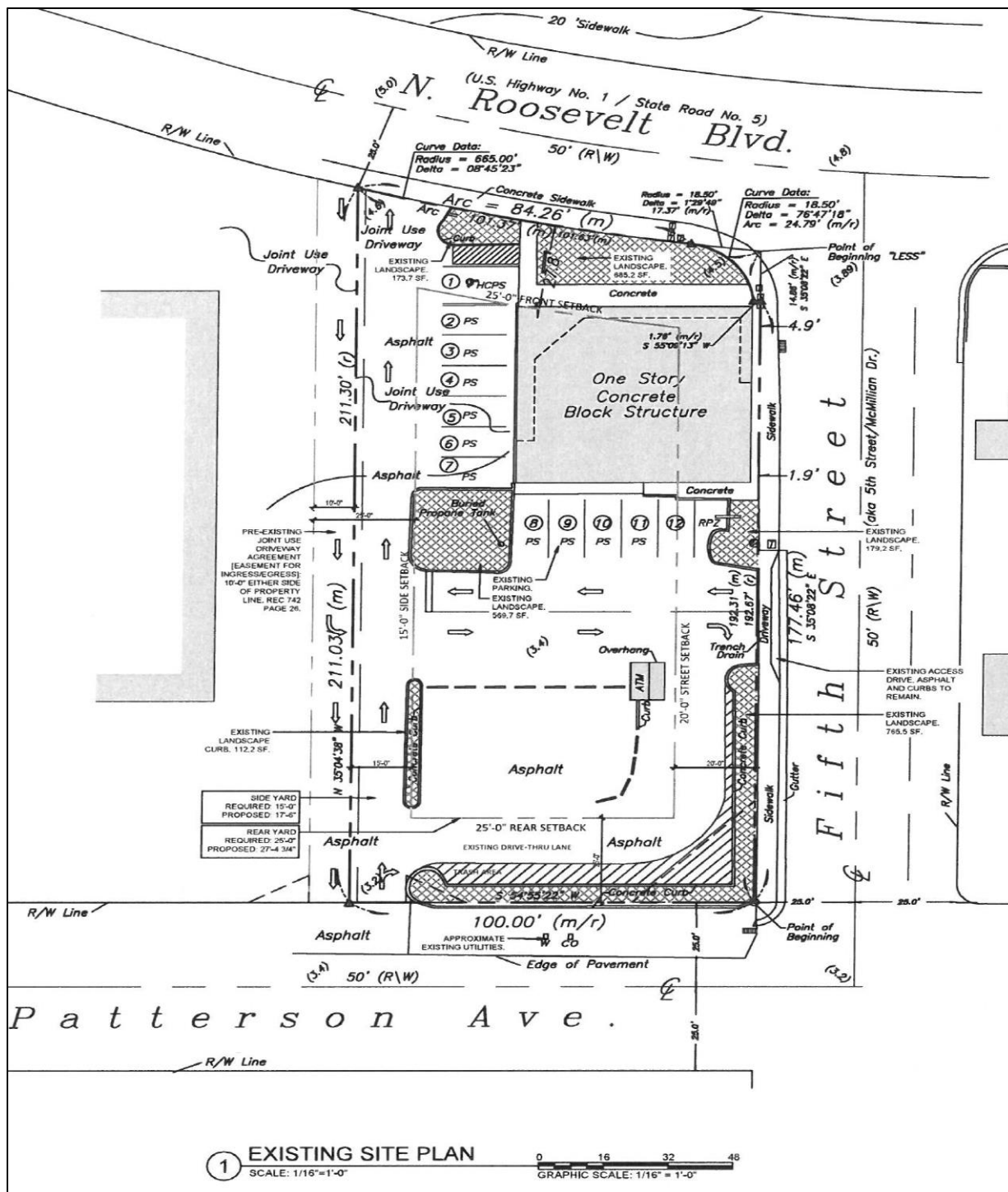
**Proposed Development:**

The proposed office building will be elevated above the new FEMA Flood Map Base Flood Elevation, NAVD88 [AE10], and consist of two floors of offices above parking. Setbacks, floor area ratio, and building cover will be compliant with City of Key West Code requirements. Impervious cover and open space/landscape were improved based on the approved Minor Development Plan Resolution NO. 2019-14.

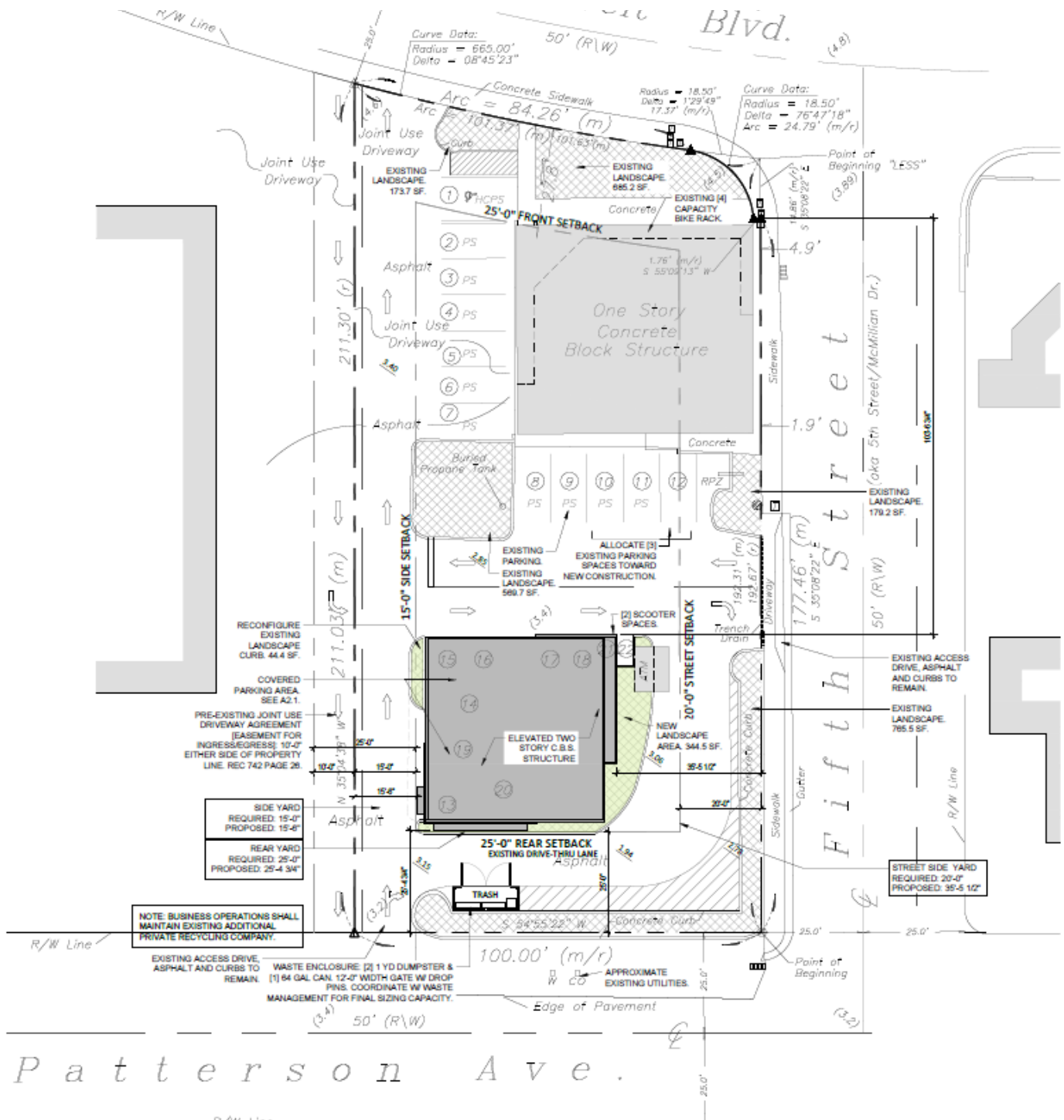
To account for the increase in floor area, additional parking is needed. Utilizing allowed bicycle [Sec 108-574] substitutions, the proposed additional parking complies with City Code parking requirements for the proposed use and gross floor area. In total the site will require 20 vehicle spaces and 12 bicycle spaces. To comply with the Code, the applicant is utilizing the conversion factor from code Section 108-574 (bicycle substitution), in which every 4 bicycle spaces in addition to what is required can be substituted for one vehicle space. There are 12 existing spaces which satisfies parking requirements for the existing use and building (these were previously approved through Resolution No 2019-14). The square footage associated with the proposed new use (bank office building) requires eight additional standard vehicle parking spaces. The applicant is accommodating five standard vehicle parking spaces beneath the new proposed elevated structure and will utilize the bike substitute provision to satisfy the requirements for an additional three standard vehicle parking spaces.

On April 12, 2022, the Key West Tree Commission approved the Conceptual Landscape Plan for construction of an additional structure on the property.

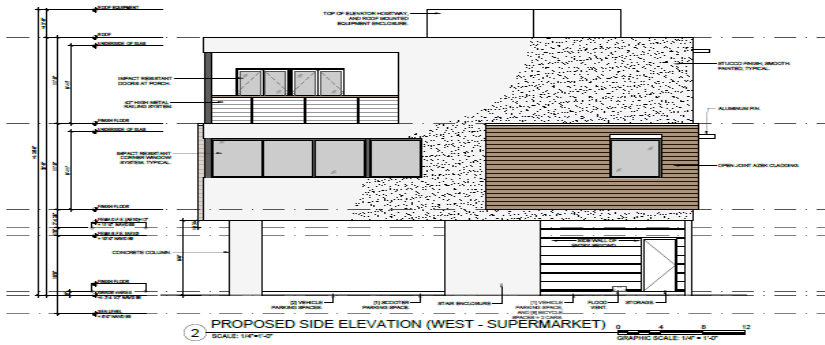
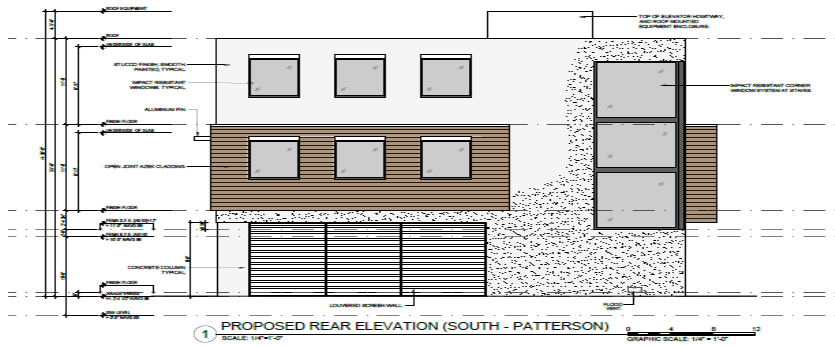
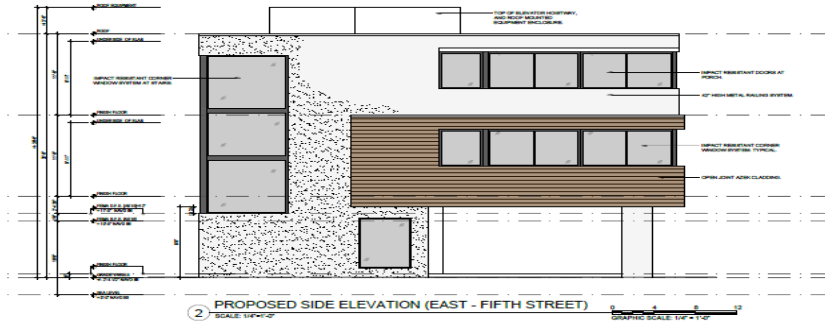
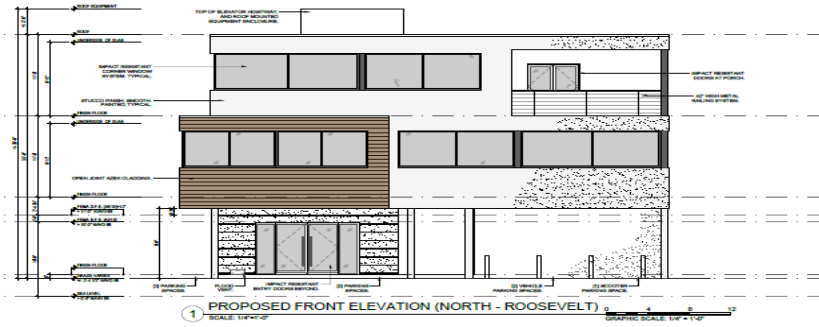
Existing Site Plans, 2224 Roosevelt Blvd, submitted by the applicant



Proposed Site Plan, submitted by applicant



# Elevations



Dimensional Requirement	Required/Allowed	Existing	Proposed	Compliance
Zoning District	CG			
Flood Zone	AE-7 (back of the building) & AE-8 (front building)			
Site Size	19,950 SQ FT			
Maximum Floor Area Ratio	.80	.15	.26	Yes
Maximum Height	30"	N/A	33" From Crown	3" Height increase accounts for the Future Food Zone AE-11.**
Maximum Building Coverage	40% 7,973.6 SF	15.3% 3,098.7 SF	26.7% 5,315.6 SQ FT	Yes
Maximum Impervious Surface	60% 11,960 SQ FT	87.5% 17,448.5 SQ FT	86.4% 17,220 SQ FT	Existing non-compliance Previously approved via through Minor Development Plan
Open Space	20% 3,986 Sq Ft	11.9% 2,367 Sq ft	13.6% 2,913 Sq Ft	Existing non-compliance Previously approved via through Minor Development Plan
Front Yard Setback-Accessory Structure	25'	N/A	103'6"	Yes
Street Side Yard Setback-Accessory Structure	20'	N/A	35'5"	Yes
Side Yard Setback-Accessory Structure	15'	N/A	15'6"	Yes
Rear Yard Setback-Accessory Structure	25'	N/A	25'4"	Yes

\*\*The applicant is requesting 33' feet height maximum plus a 3'6" elevator shaft. The code requires no more than 30'. Sec. 122-1149 provides an exemption for building height maximum is if elevating buildings to or above established flood levels up to four feet. The elevator shaft is permissible.

PARKING INFORMATION				
	Required	Existing	Proposed	Compliance
Standard Spaces (including one accessible space)	20	12	5 (+3 see below)	Yes
Bike Spaces per Sec. 108-572	5	4	6	Yes
Bike Substitution per Sec. 108-574	Substitute 4 Bike= 1 Vehicle	0	12 new bicycle spaces to substitute for 3 required vehicle spaces	Yes
Scooter Spaces	1	0	3	Yes

\*The applicant is utilizing Sec. 108-574. Substitution of bicycle parking

Section 108-572 (15) states for banks: 1 parking space is needed for every 300 sq ft of gross floor area.

Existing Building- 2,358 sq ft

Accessory Building- 3,770 sq ft

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Total- 6,128 sq ft

6,128 divided by 300= 20 parking spaces needed

25% of 20 needs to be bike spaces= 5 bike spaces

**Process:**

Development Review Committee: November 18, 2021

Conceptual Landscape Plan: April 11, 2022

Final Tree Commission: April 11, 2022

Planning Board: May 19, 2022

DEO review: Up to 45 days, following local appeal period

\*The delay between the DRC and PB is due to landscaping issues and interior reconfiguration to satisfy fire regulations.

**Staff Analysis- Evaluation:**

City Code Section 108-91 B 1 (b) requires Minor Development Plan approval for the addition or reconstruction of 1,000 to 4,999-square-feet of gross nonresidential floor area outside of the Key West Historic District. The proposed project is 3,770 sf gross floor area.

City Code Section 108-196 (a) states after reviewing a Minor Development Plan for a property and staff recommendations therefore, the Planning Board shall act by resolution to approve, approve with conditions, or disapprove it based on specific development review criteria contained in the LDRs and the intent of the LDRs and comprehensive plan. The Planning Board resolution shall provide written comments documenting any conditions of approval that the Planning Board finds necessary to effectuate the purpose of Development Plan review and carry out the spirit and purpose of the Comprehensive Plan

and the LDRs. If the Development Plan is recommended for disapproval, the Planning Board resolution shall specify in writing the reasons for recommending such denial.

**Concurrency Facilities and Other Utilities or Services (City Code Section 108-233):**

- Comprehensive Plan Objective 9-1.5 directs the City to ensure that public facilities and services needed to support development are available concurrent with the impacts of new development. The analysis considers potable water, sanitary sewer, solid waste, drainage, vehicle trip generation and recreation. Code Section 94-36 requires a concurrency review determination to be made concerning the proposed development. The Applicant provided a concurrency analysis as part of the Minor Development Plan application. Staff reviewed the provided concurrency analysis following the criteria in Code Section 94-36 and determines that public facilities are expected to accommodate the proposed development at the adopted level of service (LOS) standards. Staff is requesting stormwater drainage plans and details.

**1. Potable water supply.**

The adopted potable water LOS standard is anticipated to be adequate to serve the proposed development. The property is serviced with potable water by the Florida Keys Aqueduct Authority (FKAA) and has available capacity to service the proposed development with the existing infrastructure currently in place.

Sec. 94-68 states the Level of Service (LOS) standards for potable water for nonresidential uses shall be 650 gallons/per acre/per day:

Based on per capita nonresidential:  $650 \text{ gal/acre/day} \times 0.458 \text{ acres (19,950.48-square feet)} = 297.7 \text{ gal/day}$ .

The total potable water demand for the proposed reconstruction is 297.7 gallons per day.

**2. Wastewater management.**

The applicant states that the current utility service is adequate to support the proposed development pursuant to City Code Section 94-67. The Code states nonresidential uses at 660 gallons per acre per day.

Based on per acre nonresidential:  $660 \text{ gal/acre/day} \times 0.458 \text{ (19,950.48-square-feet)} = 302.28 \text{ gal/day}$

The adopted sanitary sewer capacity LOS standard is anticipated to be adequate to serve the proposed development.

**3. Water quality.**

The property is served by the City's central sewer system. The property is not adjacent to any bodies of water, therefore, no adverse impacts to water quality are anticipated.

**4. Stormwater management/drainage**

See Sheet A1.3 from Planning Package.

**5. Solid waste.**

The solid waste LOS standard for nonresidential uses is 6.37 pounds per capita per day, pursuant to City Code Section 94-71. The proposed development is anticipated to accommodate 24 persons. Utilizing this LOS standard, the demand for solid waste collection and disposal capacity is estimated as follows:



Based on per capita nonresidential: 6.37 lbs/capita/day x 24 persons = 152.88 lbs/day.  
The plans show one area designated for enclosed trash and recycling receptacles. The adopted solid waste LOS is anticipated to be adequate to serve the proposed development.

**6. Roadways.**

The trip generation of the previous commercial use is not addressed by the Institute of Transportation Engineer Trip Generation User's Guide. However, a bank with drive-in lanes is contemplated as Land Use Code 912. Peak hours of the generator were as follows:

weekday a.m. peak hour: between 11:00 a.m. and noon.

weekday p.m. peak hour: varied between noon and 6:00 p.m.

The average rate of trip generation per employee on a weekday is 72.79, with a range of rates of 31.85 – 272.33, and a standard deviation of 46.58.

**7. Recreation.**

The proposed plans do not show recreation facilities. The proposed development is not expected to impact recreation level of service.

**8. Fire Protection.**

A life safety plan was submitted by the applicant and reviewed by the lieutenant fire inspector. The applicant is proposing the following features: LED combo exit lights, LED emergency lights, fire extinguishers, ceiling mounted combo smoke detector/carbon monoxide sensors, and wall mounted horn/strobes. Two exits will be available as means of egress.

**9. Reclaimed water system.**

The proposed plans do not show a water catchment system.

**10. Other public facilities.**

Based on comments received from the DRC members, and based on the Applicant's concurrency analysis, all public facilities would be expected to accommodate the proposed development at the adopted LOS standards.

**Appearance, design, and compatibility (City Code Section 108-234):**

The development plan shall satisfy criteria established in:

**City Code Chapter 102 (historic preservation)**

The property is not located in the historic district and the proposed development would not need to obtain Certificates of Appropriateness from the Historic Architectural Review Commission (HARC) for the construction of the commercial building.

**Articles III (site plan), IV (traffic impacts) and V (open space, screening, and buffers) of City Code Chapter 108 (planning and development)**

The proposed site plan is analyzed in greater detail below. Traffic impacts are expected to be minimal. The proposed open space, screening, and buffers provided on site will be an improvement from the previous landscaping, although modifications and waivers are requested as part of the development plan review.

**City Code Section 108-956 (potable water and wastewater)**

Potable water and wastewater were found to be in compliance in the concurrency determination above.

**Article II (archaeological resources) of City Code Chapter 110 (resource protection)**

There are no known archaeological resources on the property. If archeological resources are discovered during construction, the Applicant is required to comply with this article.

**Site location and character of use (City Code Section 108-235)**

- (a) *Compliance.* The submitted major modification to a Minor Development Plan has been reviewed for compliance with all applicable performance criteria set forth in Chapter 94 (concurrency management), Code Chapter 102 (historic preservation), Chapter 106 (performance standards), Articles I and III through IX of Chapter 108 (planning and development), Chapter 110 (resource protection) and Chapter 114 (signs).
- (b) *Vicinity map.* The subject property a corner lot and is bounded by North Roosevelt Boulevard on the north, Fifth Street on the east, and Patterson Avenue on the south.
- (c) *Land use compatibility.* Uses within 50 feet include single-family residential, two-family residential, and commercial. No unincorporated parts of the county are located nearby, nor would any be impacted by the proposed development.
  - Surrounding properties are located within the General Commercial (CG) and Single-Family (SF) zoning districts. Surrounding uses include a pet supply superstore, a barber/hairstyling shop, a take-out restaurant, and residential dwellings (single-family and two-family).
- (d) *Historic and archeological resource protection.* There are no known historic or archeological resources at the property.
- (e) *Subdivision of land.* No subdivision of land is proposed.

**Site and structures (City Code Section 108-236)**

The Applicant submitted a major modification to a Minor Development Plan that generally exhibits harmonious overall design characteristics in compliance with the performance standards stipulated in Code Sections 108-278 through 108-288, as analyzed below. The property is not located in the historic district and the proposed development would not need to obtain Certificates of Appropriateness from the Historic Architectural Review Commission (HARC) for the construction of the commercial building.

**Site plan (City Code Section 108-237).**

The Applicant submitted a site plan pursuant to City Code Section 108-237, which is analyzed in greater detail below.

**Architectural drawings (City Code Section 108-238).**

The Applicant submitted extensive architectural drawings prepared by a professional architect registered in Florida pursuant to City Code Section 108-238.

**Site amenities (City Code Section 108-239).**

Proposed site amenities include new paved ADA compliant pedestrian walkways, new landscaping, new curbing, delineated parking stalls with wheel stops, bicycle racks and scooter parking.

**Site survey (City Code Section 108-240).**

The Applicant submitted a site survey pursuant to City Code Section 108-240.

**Soil survey (City Code Section 108-241).**

None anticipated for the project.

**Environmentally sensitive areas (City Code Section 108-242).**

The parcel is located within both the AE-7 and AE-8 flood zones. It is not located within or near a wetland, an upland wildlife habitat, or a coastal high hazard area. It is not located within open water; however, the front boundary of the parcel is approximately 80-feet from open water.

**Land clearing, excavation and fill, tree protection, landscaping, and irrigation plan (City Code Section 108-243):**

- (a) *Land clearing, excavation, and fill.* None
- (b) *Landscaping plan.* See L1.0 in Planning Package
- (c) *Irrigation plan.* Included in Planning Package

**On-site and off-site parking and vehicular, bicycle, and pedestrian circulation (City Code Section 108-244):**

The proposed on-site parking for vehicles is shown on the site plans. To account for the increase in floor area, additional parking is needed. Utilizing allowed bicycle [Sec 108-574] substitutions, the proposed additional parking complies with City Code parking requirements for the proposed use and gross floor area. In total the site will require 20 vehicle spaces and 12 bicycle spaces. To comply with the Code, the applicant is utilizing the conversion factor from code Section 108-574 (bicycle substitution), in which every 4 bicycle spaces in addition to what is required can be substituted for one vehicle space. There are 12 existing spaces which satisfies parking requirements for the existing use and building (these were previously approved through Resolution No 2019-14). The square footage associated with the proposed new use (bank office building) requires eight additional standard vehicle parking spaces. The applicant is accommodating five standard vehicle parking spaces beneath the new proposed elevated structure and will utilize the bike substitute provision to satisfy the requirements for an additional three standard vehicle parking spaces.

**Off-street parking and loading (Code Chapter 108, Article VII):**

Off-street parking is proposed as noted immediately above. No loading zone is proposed.

**Housing (City Code Section 108-245):**

The development project does not include residential development.

**Economic resources (City Code Section 108-246):**

The market improved value of the parcel will increase with the proposed development.

**Special considerations (City Code Section 108-247):**

- (a) The relationship of the proposed development to the City's land use plans, objectives, and policies is being evaluated as part of this analysis. The relationship of the proposed development to public facilities was evaluated above and no conflicts were identified.
- (b) The project is not located in the historic district and is within the AE-7 and AE-8 flood zones.
- (c) No unincorporated portions of the county would be impacted by the proposed development.
- (d) The project does not front a shoreline, so shoreline access would not be impeded.
- (e) No special facilities will be provided to accommodate bus ridership.
- (f) The plans do not specify any special design features that will be utilized to reduce energy consumption.
- (g) The plans do indicate that the existing building will be elevated.

- (h) There are no private or public recreational facilities shown on the plans.
- (i) Coordination with applicable agencies was facilitated through the DRC.
- (j) No wetlands or submerged land would be impacted.

**Construction management plan and inspection schedule (City Code Section 108-248):** The construction is proposed to proceed in a single phase. The construction is proposed to progress steadily based on the LDRs and the Florida Building Code. Temporary construction fencing and erosion barrier shall be installed and maintained during all phases of construction. All City streets and sidewalks shall be kept clean and safe during all phases of construction.

**Truman Waterfront Port facilities (City Code Section 108-249):**

Not applicable

**Site plan (City Code Chapter 108, Article III):**

The City shall not approve a site plan unless a finding is made that such site plan conforms to all applicable sections of the LDRs, pursuant to City Code Section 108-276, as analyzed below.

**Site location and character of use (City Code Section 108-277)**

The proposed business and professional office is a permitted use within the CG zoning district.

**Appearance of site and structures (City Code Section 108-278)**

The appearance, design, and land use compatibility complement the surrounding properties.

**Location and screening of mechanical equipment, utility hardware and waste storage areas (City Code Section 108-279 & 280)**

The site plans show one location for a trash and recycling enclosure. The HVAC system will be roof-mounted, and appropriate screening will be installed if needed.

**Roll-off compactor container location requirements (City Code Section 108-281)**

None proposed.

**Utility lines (City Code Section 108-282)**

None proposed.

**Commercial and manufacturing activities conducted in enclosed buildings (City Code Section 108-283)**

The accessory building includes a drive thru teller. The teller will stay in the building. The customer will stay in the vehicle.

**Exterior lighting (City Code Section 108-284)**

See A1.3 in Planning Package

**Signs (City Code Section 108-285):**

The plans show proposed building signage to be determined. Signage for the parcel is subject to Chapter 114, Article II, Divisions 1 and 4.

**Pedestrian sidewalks (City Code Section 108-286):**

Paved interior walkways are proposed and will connect to the existing pedestrian access at North Roosevelt Boulevard and Fifth Street.

**Stormwater and surface water management (Code Chapter 108, Article VIII)**

The stormwater management or drainage LOS standard is pursuant to City Code Section 94-69. The impervious surface ratio will decrease by 1%. Therefore, no adverse impacts to stormwater management or drainage facilities are anticipated. However, a stormwater management plan shall be submitted prior to final approval.

**Utilities (Code Chapter 108, Article IX):**

Access to potable water, access to wastewater disposal systems and conservation of potable water supply were analyzed in the above concurrency management determination and were found in compliance.

**RECOMMENDATION:**

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board that the request for Minor Development Plan be **APPROVED with the following conditions:**

**Conditions of Approval:**

1. The proposed construction shall be in substantial compliance with the site plans signed, sealed, and dated April 29, 2022, by A2O Architecture, except for the change specified in condition #4 below. Construction drawings for permitting shall be dated as approved herein, with any proposed revisions (modifications) clearly noted and dated. Development plan modifications that do not rise to the status of minor or major plan modifications may be approved by the city planner as per Section 108-91(c)(1). All modifications shall be submitted for review and approval to the Planning Department prior to building permit application. Minor and major development plan modifications are addressed as per Section 108(C.).
2. The hours of construction shall follow City Code and be limited to 8 AM to 7 PM on Monday to Friday, and 9 AM to 5 PM on Saturday.
3. During all phases of construction, temporary fencing shall be installed and maintained. All adjacent City streets and sidewalks shall be kept clean and clear of construction debris.

**Conditions prior to City Commission:**

4. The applicant shall submit an updated site plan to include a location for an additional 4-bicycle bike rack to satisfy the parking code (4 bicycle parking spaces may substitute for 1 required vehicle space).

**Conditions prior to issuance of a building permit:**

5. Applicant shall coordinate a full project review with Keys Energy Services.

**Conditions prior to issuance of a certificate of occupancy:**

6. All applicable impact fees shall be paid in full.