



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

### Frederick Douglass Gym Expansion Meeting Minutes 8/14/2019

Location: KWCH ☒ Job Site ☐ Teleconference ☐

Subject of Meeting: Preliminary Design Conference

Status of Minutes: Draft ☒ Final ☐

#### Attendees:

Kreed Howell  
Roy Bishop  
Steve McAlearney  
Joe Moody  
Ed Goodwin  
Devon Ayers  
Marcus Davila  
Ralph Major  
Amanda Willett-Ramirez

#### Company:

CKW, Engineering  
CKW, Planning  
CKW, Engineering  
K2M Design  
K2M Design  
K2M Design  
CKW, Community Services  
CKW, Community Services  
CKW, Legal/BVRAC

#### Distribution of Notes Other than Attendees:

Jim Scholl  
Greg Veliz  
Clayton Lopez

Closed Items from the previous meeting minutes will be ~~crossed~~ out and will be removed from next meeting agenda. New Items will be marked in *red, italicized* and incorporated as open items in next meeting minutes. Open/Continuing Items carry to next meeting until closed.



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### Frederick Douglass Gym Expansion Meeting Agenda 8/14/2019

#### Existing Conditions

- ~~Current Zoning: HNC 3 (per KWCC Resolution 18-369)~~
- ~~Lot Size: 34,000 SF~~
- ~~ISR for HNC 3: 60%~~
- ~~Maximum Building Coverage: 40%~~
- ~~Maximum Height: 30'~~
- ~~Minimum lot depth: 90'~~
- ~~Minimum lot width: 40'~~
- ~~Minimum Setbacks:~~
  - ~~Front: None~~
  - ~~Side: 5'~~
  - ~~Rear: 15'~~
  - ~~Street side: 7.5'~~
- Minimum parking requirements (community centers)
  - 1 space for every 150 SF of assembly or main hall
    - Estimated main hall floor area 3400 SF
    - Total required parking spaces: 22
    - Total number of parking spaces at Fort Street parking lot: 44
    - Total ADA accessible parking spaces: 2
  - *K2M to investigate parking at the Fort Street lot*

#### Discussion Items

- Non-Conforming issues
  - ~~Insufficient Parking~~
  - ~~Encroachment at building rear and setbacks (2 sides)~~
  - ~~Exceeds max lot occupancy~~
  - *K2M to meet with CKW Planning Department to discuss current and future conformity issues.*
- Land Development Regulations Sec. 122-28 (d)
  - Properties without dwelling units. For a proposed reconstruction or replacement of a property without dwelling units, where that property is either a



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nonconforming use or a noncomplying building or structure, (i) if the property is involuntarily destroyed, reconstruction or replacement does not require a variance; and (ii) if voluntarily destroyed to the extent that reconstruction or replacement would exceed 50 percent of the property's appraised or assessed value, the applicant must apply to the planning board for a variance.

▪ *Leaving this in the minutes for reference purposes*

▪ ~~Updated asessed/appraised value: \$6,800,000~~

▪ ~~Potential maximum GSF: 6,800 SF (\$3,400,000 / \$500 per sq ft design-construction cost)~~

○ ~~Major Development / DRC approval~~

○ ~~Parking at Fort Street parking lot~~

○ ~~Tree Protection~~

### Pre-Design – Project Kickoff – Programming

*K2M to initiate the following and remain as future discussion items.*

- Data Collection
  - Existing / current uses (band room, computer lab, study rooms, etc.)
  - Total number of students/participants
  - Hours of operation
  - Total number of employees/adults
- Programming
  - Analyzing actual usage
  - Collaborative office space vs. single use
  - Analyzing CKW programs e.g., haves, needs and wants
  - Design charrette
    - Dates
    - Location
    - Invitees
    - Political involvement, e.g., BVRAC, HARC, District 6 etc.
- Preliminary Design
  - Geo-Technical Investigation
  - Asbestos and LBP Survey
  - City Code Analysis
  - Minimum LEED Standards
  - Preliminary civil engineering

### Additional Notes and Action Items:

Frederick Douglass Gym Expansion Pre-Design Meeting  
14 August 2019



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### *Design team and key stakeholders contact information list:*

Kreed Howell, Senior Construction Manager, [lhowell@cityofkeywest-fl.gov](mailto:lhowell@cityofkeywest-fl.gov), 305-809-3963  
Roy Bishop, Senior Planner, [rbishop@cityofkeywest-fl.gov](mailto:rbishop@cityofkeywest-fl.gov), 305-809-3728  
Steve McAlearney, Engineering Director, [smalearney@cityofkeywest-fl.gov](mailto:smalearney@cityofkeywest-fl.gov), 305-809-3747  
Joe Moody, Architect, [jmoody@k2mdesign.com](mailto:jmoody@k2mdesign.com), 305-307-5845  
Ed Goodwin, Senior Project Manager (K2M) [egoodwin@k2mdesign.com](mailto:egoodwin@k2mdesign.com), 305-307-5849  
Devon Ayers Project Manager (K2M), [dayers@k2mdesign.com](mailto:dayers@k2mdesign.com), 305-307-5846  
Marcus Davila, Community Services Director, [madavila@cityofkeywest-fl.gov](mailto:madavila@cityofkeywest-fl.gov), 305-809-3751  
Ralph Major, Superintendent Parks & Recs, [rmajor@cityofkeywest-fl.gov](mailto:rmajor@cityofkeywest-fl.gov), 305-809-3781  
Amanda Willett-Ramirez, CKW Legal, [awillett@cityofkeywest-fl.gov](mailto:awillett@cityofkeywest-fl.gov), 305-809-3700  
Clayton Lopez, District 6 Commissioner, [clopez@cityofkeywest-fl.gov](mailto:clopez@cityofkeywest-fl.gov), 305-809-3844  
Jim Scholl, CKW City Manager, [jscholl@cityofkeywest-fl.gov](mailto:jscholl@cityofkeywest-fl.gov), 305-809-3888  
Greg Veliz, CKW Assistant City Manager, [gveliz@cityofkeywest-fl.gov](mailto:gveliz@cityofkeywest-fl.gov), 305-809-3879

If there is any person that needs to be included in this list, please let me know so I can add them to future correspondence.

### *Upcoming dates of interest:*

Bahama Village Redevelopment Advisory Committee, City Hall, 5:30 PM, September 5, 2019  
CKW District 6 Meeting, MLK Community Center, 6:00 PM, September 12, 2019  
FDGE Design Progress Meeting, CM Conference Room, 10:00 AM, September 17, 2019

This project update will become part of the active working minutes for future meetings. Minutes of the meeting and a potential action item list will be distributed by COB the following Friday.

A handwritten signature in blue ink, appearing to read "L. Kreed Howell".

Digitally signed by L. Kreed Howell  
DN: cn=L. Kreed Howell, o=City of Key West,  
ou=Engineering,  
email=lhowell@cityofkeywest-fl.gov, c=US  
Date: 2019.08.14 15:32:14 -04'00'

L. Kreed Howell, Senior Construction Manager  
City of Key West, Engineering Services

Frederick Douglass Gym Expansion Pre-Design Meeting  
14 August 2019