

**Development Review Committee
April 23, 2009 – 2:00 p.m.
ADA Conference Room, 525 Angela Street**



Item 3a. Approval of Minutes – March 26, 2009

Minutes of the Development Review Committee
Meeting of March 26, 2009

Amy Kimball-Murley, Planning Director, convened a meeting of the Development Review Committee of the City of Key West at 2:05 pm, March 26, 2009. The meeting was held in the First Floor Conference Room at City Hall, 525 Angela Street, Key West, Florida.

1. Roll Call

Present for the Roll Call were:

Amy Kimball-Murley, Planning Director
Gary Bowman, General Services
John Wilkins, ADA Coordinator

Alan Averette, Lt. Fire Inspector
Cynthia Coogle, Landscape Coordinator
Enid Torregrosa, HARC

Planning Staff:

Brendon Cunningham
Nicole Malo

Ashley Monnier
Carlene Cowart

Comments received from:

Ed Nicolle, FKA

Dale Finigan, City Electric

Others present were:

Manny Castillo (1400 Kennedy Dr)
Stephan Klish Earth (1411 Eliza St)
Mark Phillips (519 Duval St)
Allen Perez (1010 Kennedy, Ste 400)
Scott Montgomery (802 Eaton #6)
John Allison (1010 Kennedy, Ste 302)

William Vasquez (1310 Fifth St)
William Horn (915 Eaton St)
Dan Strosnider (402 Appelrouth Ln)
Ryan McLean (1010 Kenned, Ste 400)
Victor Mills (417 Southard St)
Pritam Singh (1010 Kennedy, Ste 302)

2. Approval of Agenda

Motion to approve the Agenda was made by Mr. Averette and seconded by Mr. Wilkins.

Motion carried by unanimous voice vote.

3. Approval of Minutes

a. February 26, 2009

Motion to approve the Minutes from the February 26, 2009 DRC Meeting was made by Mr. Averette and seconded by Mr. Wilkins.

4. New Business

- a. Transient License Transfer - Transient License Transfer from 2801 North Roosevelt Boulevard in the commercial General (CG) zoning district (RE#00002410-000400) to 519 Duval Street, (RE#00009690-000000) & 522 Bahama Street in the HRCC-1 Historic Residential Commercial Core zoning district (RE#0000740-000000), for the purpose of using two new residential units as transient rentals.**

The applicant, Mark Phillips, reviewed the transient license transfer request with committee members. Representatives from the sender site stated their legal arguments regarding the suitability of the transfer and the proposed number of licenses (which equated to a 1.2 license fractional conversion rate per receiving unit) being offered as part of the application. The Planning Director noted that any legal arguments regarding the sender site needed to be made in writing to the Planning and Legal Departments prior to the application moving forward.

Committee members reviewed the application and asked the following:

1. Mr. Wilkins asked whether the proposed transient units needed to meet commercial ADA requirements; and,
 2. Staff discussed landscaping requirements relative to commercial versus residential uses.
- b. Variance - 1411 Eliza Street - Variances to Section 122-600 of the Land Development Regulations, regarding a variance to building coverage percentage, as well as variances to side yard setbacks, for property in the Historic Medium Density Residential (HMDR) Zoning District (RE# 00034240-000000), under the Code of Ordinances of the City of Key West, Florida.**

The applicant, Stephan Wischerth, reviewed the variance request with committee members.

Committee members reviewed and discussed the site plan with the applicant and made the following recommendations:

1. Applicant will provide a proposed site plan that indicates side yard dimensions.
 2. Applicant will use best management practices for stormwater.
 3. HARC granted applicant approval on August 22, 2006. The HARC Planner has approved minor change to the HARC application.
 4. Applicant will remove some trees from the right-of-way as well as trim the lime tree growing into his yard and obtain tree permits as required.
 5. Applicant will need to provide a tree survey.
 6. Members recommended that applicant meet good neighbor policy.
 7. Staff will provide 300' radius mailing list upon request.
- c. Variance - 1310 Fifth Street - Variances to Section 122-231 of the Land Development Regulations for a non-conforming lot for purposes of granting rear yard, side yard, and front yard setbacks for property in the Single Family zoning district (RE# 0048970-000000) under the Code of Ordinances of the City of Key West, Florida.**

The owner, William Vasquez, reviewed the variance request with committee members.

Committee members reviewed and discussed the site plan and made the following recommendations:

1. Applicant will provide modified plans for staff review.
 2. Mr. Bowman will review stormwater after final plans have been submitted.
 3. The loss of onsite parking is not allowed.
 4. Members recommended that applicant meet good neighbor policy.
- d. Change of Non-Conforming Use - 417 Southard Street - Change in non-conforming use for the purpose of renting 10 bicycles, 15 scooters, 5 motorcycles, and 2 electric cars on a property split between the Historic / Residential Office District (HRO) and the Historic Residential Commercial Core (HRCC-1) (RE#00010040-000000) district under Section 122-32(e) of the Code of Ordinances of the City of Key West, Florida.**

The applicant, Victor Mills, reviewed the change of non-conforming use request with committee members.

Committee members reviewed and discussed the application and made the following recommendations:

1. Staff verified that the change does not affect the structure.
2. Mr. Wilkins suggested that the applicant provide hand peddle or three-wheel bikes for handicapped clients. This is not an ADA requirement; however, just a recommendation.
3. Staff noted that the change in non-conforming use criteria included a comparison of existing and proposed impacts.

e. Lot Split – 1012 Fleming Street - A lot split for the purpose of splitting the rear portion of the lot at 1012 Fleming Street in the Historic HNC-2 (RE# 00007420-000000) to add to 11 Nassau Lane in the Historic Medium Density Residential zoning district (HMDR) (RE# 00007370-000000) under Section 118-169 of the Code of Ordinances of the City of Key West, Florida.

The applicant, Alton Christ, was not present for the review process.

Committee members reviewed and discussed the site plan and made the following recommendations:

1. Ms. Torregrosa requested the opportunity to make a site visit.
2. Ms. Coogle will perform a site visit to ensure that the proposed lot split will not impact site trees.

f. Major Development Plan - 105-115 Truman Avenue / 915 Fort Street/920 Emma Street - Redevelopment of the 44-unit Roosevelt Sands Jr. Housing Complex in the HMDR Zoning District (RE 00015390-000000) Note: Due to extremely short funding deadlines, the plans and application material will be provided at the DRC meeting.

The applicant, William Horn, reviewed the major development plan and variance request with committee members.

Committee members reviewed and discussed the site plan and made the following recommendations:

1. Mr. Bowman will provide an address for the development.
2. Demolition approvals need to be obtained.
3. The applicant will need to provide 10 copies of the application to the Tree Commission.
4. It was discussed that the trees on the landscape plan along Emma Street are not lined up uniformly due to light conditions on the right of way, and canopy space between the buildings.
5. Amy, John Wilkens, Manny Castillo, and Jack Spottswood planned to meet after the meeting regarding the following issues on the proposed site plan: (1.) a handicap van parking space located partially on City right of way and partially on Key West Housing Authority property, and whether or not a cross easement would be the appropriate mechanism to allow the parking to be used, and (2.) sidewalks on Housing Authority property and associated legal issues.

6. Staff suggested that the applicant request a parking variance for six less parking spaces in case the easements (if they need to be applied for), are not approved allowing on-street parking.
 7. The FKAA has an 8' watermain located on Emma Street which appears adequate to serve this project. A civil plan indicating the proposed water service will be required to determine the most efficient method to meter the project.
 8. Applicant will need to provide a full set of plans and a project review form for Keys Energy review.
 9. The applicant is requesting two set back variances (front and rear).
 10. The proposed plan will require variances for impervious surface ratio.
 11. Variances to open space requirements will also be required.
 12. Applicant will research if a fire hydrant can be placed on the corner of Fort Street and Truman Avenue.
- g. Variance - 105-115 Truman Avenue / 915 Fort Street / 920 Emma Street - Variances to Section 122-600 of the Land Development Regulations for impervious surface and setback requirements for redevelopment of the 44-unit Roosevelt Sands Jr. Housing Complex in the HMDR Zoning District (RE 00015390-000000) . Note: Due to extremely short funding deadlines, the plans and application material will be provided at the DRC meeting.**

The variance application was discussed along with the major development plan request. See notes above.

5. Adjournment

Meeting adjourned at 3:30 pm.

Submitted written comments are attached.

Respectively Submitted,

Carlene Cowart
Administrative Coordinator