

# Minutes of the Development Review Committee

**Approved on December 20, 2013**

Don Craig called the Development Review Committee Meeting of November 22, 2013, to order at 10:00am at Old City Hall in the antechamber at 510 Greene Street, Key West.

## ROLL CALL

**Present were:** Planning Director, Don Craig, Arts in Public Places, Dick Moody, Engineering Services, Elizabeth Ignaffo, Police Department Steve Torrence, and Fire Department, Jason Barroso

**Not present were:** HARC Planner, Enid Torregrosa, Urban Forestry Manager, Karen DeMaria, Sustainability Coordinator, Alison Higgins, Building Official, Ron Wampler and Recreation Director, Greg Veliz.

**Comments provided by:** HARC Planner, Enid Torregrosa, Urban Forestry Manager, Karen DeMaria and Keys Energy, Supervisor of Engineering, Matthew Alfonso.

**Also in attendance was Planning Department staff:** Kevin Bond, Brendon Cunningham, and Stacy Gibson

## PLEDGE OF ALLEGIANCE

## APPROVAL OF AGENDA

Motion to approve the agenda was made by Elizabeth Ignaffo and seconded by Jason Barroso

## APPROVAL OF MINUTES

Motion to approve the October 24, 2013 minutes was made by Elizabeth Ignaffo and seconded by Jason Barroso.

## DISCUSSION ITEMS

### New Business

1. **Transient License Transfer - 1201 Duval Street to 525 Caroline Street (RE#00028520-000000; AK#1029319) (RE#00001210-000100; AK#8569858)** – A request for a Transient License Transfer of one unit and license from property located in the HRCC-3 zoning district to property located in the HRCC-1 zoning district per Section 122-1338 (2) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Mr. Cunningham gave members an overview of the transient license transfer request.

### DRC Member Comments:

### ART IN PUBLIC PLACES:

No comments

### URBAN FORESTRY MANAGER:

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No comments.

**POLICE DEPARTMENT:**

No comments

**HARC PLANNER:**

No Comments

**ENGINEERING:**

No comment.

**FIRE DEPARTMENT:**

Mr. Barroso stated that since a third story is being added on an existing building with side setbacks that limit accessibility, the Fire Department is requesting the second story be sprinkled. He encouraged the applicant to meet with the Fire Department.

**BUILDING OFFICIAL:**

No comments.

**SUSTAINIBILITY COORDINATOR:**

No comments.

**KEYS ENERGY:**

No objections

2. **Variiances – 3930 South Roosevelt Boulevard (RE # 00066180-000400; AK # 8781644)** – A request for variances to the minimum open space, maximum impervious surface ratio and minimum setbacks in order to construct a community and fitness center building on property located within the High Density Residential (HDR) Zoning District pursuant to Sections 108-346(b), 122-330(4)b. and 122-330(6)b. of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Mr. Bond gave members an overview of the variance request. Mr. Bond stated that a setback variance was not required.

The applicant, Mr. Gregory Oropeza of Smith & Oropeza P.L. gave members an overview of the request.

**DRC Member Comments:**

**ART IN PUBLIC PLACES:**

No comments.

**URBAN FORESTRY MANAGER:**

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The project involves developing in an area that is currently a landscaped area. The project will need to be reviewed by the Tree Commission to include the removal and the replacement of trees in the area.

### **POLICE DEPARTMENT:**

Mr. Torrence asked the applicant if there would be a telephone in the space for 911 emergencies; the applicant stated yes.

### **HARC PLANNER:**

No Comments

### **ENGINEERING:**

Stormwater Drainage

Sheet A-3 identifies the open space area east of the pool as the location of the existing swale and for the proposed swale.

Please design the swale depth so that the swale slope shall not exceed 4:1 ratio. The swale and retention basin shall be planted with sod or ground cover vegetation.

### **FIRE DEPARTMENT:**

Mr. Barroso stated that a general life safety plan has to be in place for a 1500sf building to include sprinkling. He encouraged the applicant to meet with the Fire Department.

### **BUILDING OFFICIAL:**

No comments.

### **SUSTAINABILITY COORDINATOR:**

No comments.

### **KEYS ENERGY:**

No objections to the variances. However, applicant will need to provide a site plan and Project Review Form for all electrical loads. Thus to ensure the applicant and surrounding customers have adequate power

## **ADJOURNMENT**

Meeting adjourned at 10:23am

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