# Minutes of the Development Review Committee
## Approved February 27, 2014

**Planning Director, Don Craig called the Development Review Committee Meeting of January 23, 2014, to order at 10:04am at Old City Hall in the antechamber at 510 Greene Street, Key West.**

**ROLL CALL**

**Present were:** Planning Director, Don Craig, Fire Department Jason Barroso, Engineering Services, Elizabeth Ignaffo, Building Official, Ron Wampler, Urban Forestry Manager, Karen DeMaria and HARC Planner, Enid Torregrosa

**Not present were:** Recreation Director, Greg Veliz, Police Department, Steve Torrence, Sustainability Coordinator, Alison Higgins and Art in Public Places, Dick Moody

**Comments provided by:** Keys Energy and Sustainability Coordinator, Alison Higgins

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Motion to approve the agenda was made by Ms. Enid Torregrosa and seconded by Ms. Karen DeMaria.

**APPROVAL OF MINUTES**

Motion to approve the December 20, 2013 minutes was postponed until next meeting, February 27, 2014.

**DISCUSSION ITEMS**

**New Business**

1. **Major Development Plan &Conditional Use – 533 Eaton Street (RE # 00004130-000000; AK # 1004294) -** A request for major development plan and conditional use approval for the adaptive reuse of a former Scottish Rite Masonic club/lodge into new art studio classrooms, offices and exhibition spaces on property located within the Historic Neighborhood Commercial District – Truman/Simonton (HNC-1) Zoning District pursuant to Sections 108-91.A.2., 122-62 and 122-808 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 major development plan and conditional use request.

   The applicant, Owen Trepanier, Trepanier & Associates and the Architect, Michael Miller gave members an overview of the major development plan and conditional use request.

**DRC Member Comments:**

**ART IN PUBLIC PLACES:**
No comments.

**URBAN FORESTRY MANAGER:**
Ms. DeMaria stated that regarding the landscape waiver, this is a redevelopment of an existing property. Anything with the street has to be coordinated with herself and Engineering, Karen Olsen, due to line of sight issues and utility issues. She wants to see part of the development plan that states there will be some sort of plantings whether it is right there on the street or nearby to compensate for not planting onsite which can't be done, due to space.

**POLICE DEPARTMENT:**
No comments.

**HARC PLANNER:**
Ms. Torregrosa disclosed that she has had meetings with the applicant. She stated to Mr. Trepanier that in his application it states that the drawings are done by an Engineer but needs to be changed to an Architect. She asked if the 2nd and 3rd floor windows are going to be awning windows. She also requested that the packet contain section drawings in regards to the 2nd and 3rd floor.

**PLANNING DIRECTOR:**
Mr. Craig requested the applicant have a conversation immediately with the Building Official regarding the rooftop garden being habitable space. He stated that the location of the proposed benches is in the City's right of way and would require a submittal of a revocable license application.

**ENGINEERING:**
Please include space within the fenced trash storage area for recyclable materials. Site plans propose landscape improvements on the right-of-way. Please be advised ADA access route shall meet the requirements of Florida Building Code: Accessibility.

**FIRE DEPARTMENT:**
Mr. Barroso had concerns with life safety issues and would like to see a very detailed life safety plan.

**BUILDING OFFICIAL:**
Mr. Wampler stated that his main concern was an outside egress. Building code requires (2) stairways.

**SUSTAINIBILITY COORDINATOR:**
No comments.

**KEYS ENERGY**

KEYS have reviewed the application and will need a project review form and a full set of plans to ensure adequate power for the applicant and surrounding customers.

2. **Variance – 533 Eaton Street (RE # 00004130-000000, AK # 1004294) –** A request for variance to maximum height in order to accommodate non-habitable hardware and utility structures as part of the adaptive reuse of a former Scottish Rite Masonic club/lodge into new art studio classrooms, offices and exhibition spaces on property located within the Historic Neighborhood Commercial District – Truman/Simonton (HNC-1) Zoning District pursuant to Sections 90-395, 122-810(3) and 122-1149 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.

The applicant, Owen Trepanier, Trepanier & Associates and the Architect, Michael Miller gave members an overview of the variance request.

**DRC Member Comments:**

**ART IN PUBLIC PLACES:**
No comments.

**URBAN FORESTRY MANAGER:**
No comments.

**POLICE DEPARTMENT:**
No comments.

**HARC PLANNER:**
No comments.

**PLANNING DIRECTOR:**
No comments.

**ENGINEERING:**
Please include space within the fenced trash storage area for recyclable materials. Site plans propose landscape improvements on the right-of-way. Please be advised ADA access route shall meet the requirements of Florida Building Code: Accessibility.

**FIRE DEPARTMENT:**
No comments.

**BUILDING OFFICIAL:**
No comments.

**SUSTAINABILITY COORDINATOR:**
No comments.

**KEYS ENERGY:**
No objections.

3. **Easement – 533 Eaton Street (RE # 00004130-000000; AK # 1004294)** – A request for an easement in order to maintain an existing concrete roof overhang that extends into the Eaton and Simonton Street rights-of-way on property located within the Historic Neighborhood Commercial District – Truman/Simonton (HNC-1) Zoning District pursuant to Section 2-938 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 easement request.

   The applicant, Owen Trepanier, Trepanier & Associates and the Architect, Michael Miller gave members an overview of the easement request.

   **DRC Member Comments:**

   **ART IN PUBLIC PLACES:**
   No comments.

   **URBAN FORESTRY MANAGER:**
   No comments.

   **POLICE DEPARTMENT:**
   No comments.

   **HARC PLANNER:**
   No comments.

   **PLANNING DIRECTOR:**
   No comments.

   **ENGINEERING:**
   Please include space within the fenced trash storage area for recyclable materials. Site plans propose landscape improvements on the right-of-way. Please be advised ADA access route shall meet the requirements of Florida Building Code: Accessibility.

   **FIRE DEPARTMENT:**
   No comments.

   **BUILDING OFFICIAL:**
   No comments.

   **SUSTAINABILITY COORDINATOR:**
   No comments.

**KEYS ENERGY:**
No objections.

4. **Alcohol Sales Special Exception – 533 Eaton Street (RE # 00004130-000000; AK # 1004294) –** A request for special exception to the prohibition of alcoholic beverage sales within 300 feet of a church, school, cemetery or funeral home for property located within the Historic Neighborhood Commercial – Truman/Simonton (HNC-1) Zoning District pursuant to Section 18-28(b) of the Code of Ordinances of the City of Key West, Florida.

   Mr. Bond gave members an overview of the alcohol sales special exception request.

The applicant, Owen Trepanier, Trepanier & Associates and the Architect, Michael Miller gave members an overview of the variance request.

**DRC Member Comments:**

**ART IN PUBLIC PLACES:**
No comments.

**URBAN FORESTRY MANAGER:**
No comments.

**POLICE DEPARTMENT:**
No comments.

**HARC PLANNER:**
No comments.

**PLANNING DIRECTOR:**
No comments.

**ENGINEERING:**
No comments.

**FIRE DEPARTMENT:**
No comments.

**BUILDING OFFICIAL:**
No comments.

**SUSTAINABILITY COORDINATOR:**
No comments.

**KEYS ENERGY:**
No objections.

5. **Major Development Plan & Conditional Use - 1300 White Street (RE # 00040100-000000; AK # 1040827)** –A request for major development plan and conditional use approval for the adaptive reuse of a former school into new city government offices with related cultural and civic activities on property located within the Historic Public and Semipublic Services (HPS) Zoning District pursuant to Sections 108-91.A.2., 122-62 and 122-958 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 major development plan and conditional use request.

**ART IN PUBLIC PLACES:**
No comments.

**URBAN FORESTRY MANAGER:**
Ms. DeMaria asked what the correct address is. The applicant stated 1302 White Street. Mr. Bond clarified that the correct address is 1300 White Street, as shown on the Monroe County Property Appraiser's record card.

Ms. DeMaria stated she has received an application for the conceptual review of the landscape plan; it will be heard at the February 11, 2014 Tree Commission meeting. She has questions regarding the removal of the trees, especially on Seminary and a row of the Sable palms which are to be removed from the loading zone on United Street. If that is the case, these sable palms will be relocated. She has serious issues with the vegetation list. A lot of the trees on the list are not Key Florida native trees. Regarding the memorial gardens; the consultants need to sit down with the Butler family

**POLICE DEPARTMENT:**
No comments.

**HARC PLANNER:**
Ms. Torregrosa stated that the elevations on the front façade look to solid. It is treated very different from the back façade. She stated that the proposed façade for the service structure has to lower the columns; the elevation needs review. Further comments will be sent electronically, if needed, as the site plans were not available on line.

**PLANNING DIRECTOR:**
Mr. Craig stated the confusion on the landscape plan regarding the proposed sidewalk, especially on the United Street side. The distance between the planting beds of the trees and the other planting beds on the inside needs clarification as to whether it meets full requirement of ADA width. It is also difficult on the architectural plan to see if the fence on the South side of the building that encloses that side of the building has public access available.

**ENGINEERING:**
Please address ADA access into the commercial property. Proposed porch design does not include provisions for ADA accessibility. Pursuant to 403.814 F.S., general permit is granted for construction of a stormwater management system serving a project area up to 10 acres, and in accordance with Part IV of Chapter 373. An electronic self-certification shall be submitted to

SFWMD within 30 days after construction begins, certifying system design and criteria. Electrical Site Plan E1.1 shows SW3 type poles mounted within the bicycle parking spaces. Please coordinate light pole and bicycle rack placement. Proposed Architectural Site Plan A1.1 shows geo-web pervious pavers placement in vehicle parking spaces, including beneath parking shelter. Geo-web pavers shall be installed in accordance with manufacturer's recommendations, regarding fill material, compaction, sodding criteria, and frequency of parking use.

**FIRE DEPARTMENT:**
Mr. Barroso stated to come up with a detailed life safety plan, to include the turn radius on the circular driveway which has to be accessible for the fire trucks.

**BUILDING OFFICIAL:**
Mr. Wampler stated a 30% review of the plans has been completed. His main comment is the overall energy use, considering this is a LEED type project, still very concerned about the use of energy. Energy use needs a review.

**SUSTAINABILITY COORDINATOR:**
Ms. Higgins asked why the energy efficiency dropped from 20% to only 14% improvement. She stated that the City mandate is 15%. She asked to reinstate the green housekeeping program.

**KEYS ENERGY:**
Keys have reviewed the application and will need a project review form and a full set of plans to ensure adequate power for the applicant and the surrounding customers. KEYS encourage solar renewable energy for your project. Customer is required to apply for interconnection of solar. Policy and requirements are available at the KEYS offices. KEYS will require underground primary for site. Customer needs to apply for service and coordinate with KEYS. Underground primary service point to be on Seminary Street.

6. **Variance – 1300 White (RE # 00040100-000000; AK # 1040827) –** A request for variance to maximum height in order to accommodate non-habitable hardware and utility structures as part of the adaptive reuse of a former school into new city government offices on property located within the Historic Public and Semipublic Services (HPS) Zoning District pursuant to Sections 90-395, 122-960(3) and 122-1149 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.

**DRC Member Comments:**

**ART IN PUBLIC PLACES:**
No comments.

**URBAN FORESTRY MANAGER:**
No comments.

**POLICE DEPARTMENT:**
No comments.

**HARC PLANNER:**
No comments.

**PLANNING DIRECTOR:**
No comments.

**ENGINEERING:**
Please address ADA access into the commercial property. Proposed porch design does not include provisions for ADA accessibility. Pursuant to 403.814 F.S., general permit is granted for construction of a stormwater management system serving a project area up to 10 acres, and in accordance with Part IV of Chapter 373. An electronic self-certification shall be submitted to SFWMD within 30 days after construction begins, certifying system design and criteria. Electrical Site Plan E1.1 shows SW3 type poles mounted within the bicycle parking spaces. Please coordinate light pole and bicycle rack placement. Proposed Architectural Site Plan A1.1 shows geo-web pervious pavers placement in vehicle parking spaces, including beneath parking shelter. Geo-web pavers shall be installed in accordance with manufacturer's recommendations, regarding fill material, compaction, sodding criteria, and frequency of parking use.

**FIRE DEPARTMENT:**
No comments.

**BUILDING OFFICIAL:**
No comments.

**SUSTAINABILITY COORDINATOR:**
**KEYS ENERGY:**
No objections.

7. **Petition for Vacation of City Property - 1300 White Street (RE # 00040100-000000, AK # 1040827)** – A petition for vacation of a portion of the Whalton Street public right-of-way located within the Historic Public and Semipublic Services (HPS) Zoning District pursuant to Article VII of Chapter 90 of the Code of Ordinances of the City of Key West, Florida.

   Mr. Bond gave members an overview of the petition for vacation of City property request.

**DRC Member Comments:**

**ART IN PUBLIC PLACES:**
No comments.

**URBAN FORESTRY MANAGER:**
No comments.

**POLICE DEPARTMENT:**
No comments.

**HARC PLANNER:**
No comments.

**PLANNING DIRECTOR:**
No comments.

**ENGINEERING:**
Please address ADA access into the commercial property. Proposed porch design does not include provisions for ADA accessibility. Pursuant to 403.814 F.S., general permit is granted for construction of a stormwater management system serving a project area up to 10 acres, and in accordance with Part IV of Chapter 373. An electronic self-certification shall be submitted to SFWMD within 30 days after construction begins, certifying system design and criteria. Electrical Site Plan E1.1 shows SW3 type poles mounted within the bicycle parking spaces. Please coordinate light pole and bicycle rack placement. Proposed Architectural Site Plan A1.1 shows geo-web pervious pavers placement in vehicle parking spaces, including beneath parking shelter. Geo-web pavers shall be installed in accordance with manufacturer's recommendations, regarding fill material, compaction, sodding criteria, and frequency of parking use.

**FIRE DEPARTMENT:**
No comments.

**BUILDING OFFICIAL:**
No comments.

**PLANNING DIRECTOR**
No comments.

**SUSTAINABILITY COORDINATOR:**
No comments.

**KEYS ENERGY:**
No objections.

8. **Variance – 527 Louisa (RE # 00028680-000000; AK # 1029467) –** A request for side-yard setback requirements to construct a room addition on the house and reconstruct the roof on the garage in the H NC-1 zoning district per Section 122-810(6)b. 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 variance request.

The applicant, William Rowan, Architect, gave members an overview of the variance request.

**DRC Member Comments:**

**ART IN PUBLIC PLACES:**
No comments.

**URBAN FORESTRY MANAGER:**
Ms. DeMaria stated applicant will need to ensure tree protection during construction and expansion would not impact any existing trees. Prior to any tree removal, please contact her to see if the tree will need a tree permit.

**POLICE DEPARTMENT:**
No comments.

**HARC PLANNER:**
Ms. Torregrosa stated that she met with the applicant. She stated that the survey was old. She asked if there was an existing swimming pool. She stated that the proposal does not have any HARC issues.

**PLANNING DIRECTOR:**
Mr. Craig agreed with Ms. Torregrosa that the survey is very old. He stated that a new survey is needed to show how the property exists now.

**ENGINEERING:**
Please construct gutters and downspouts on garage roof, side along property line. Direct downspout discharge back onto property, into swale and landscaped areas.

**FIRE DEPARTMENT:**
Mr. Barroso stated initial concerns with the setbacks; please set up an appointment.

**BUILDING OFFICIAL:**
No comments.

**SUSTAINABILITY COORDINATOR:**
No comments.

**KEYS ENERGY:**
No objections.

9. **Variances – 2315 North Roosevelt Boulevard (RE # 00072082-001000; AK # 8757760) –** A variance request for development within the Coastal Construction Control Line Setback in the CG zoning district per Section 122-1148 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 variance request.

The applicant, Mr. Bob Harvey and Mr. Jay McDaniel gave members an overview of the variances request.

**DRC Member Comments:**

**ART IN PUBLIC PLACES:**
No comments.

**URBAN FORESTRY MANAGER:**
Ms. DeMaria stated to check with the Army Core of Engineers and the Department of Environmental Protection on the requirements of permits needed to replace a structure on a pier. She stated that absolutely no materials, during demolition, can go into the water because of environmental laws.

**POLICE DEPARTMENT:**
No comments.

**HARC PLANNER:**
Ms. Torregrosa stated application was incomplete. A verification and authorization was not included in the application package. Mr. Cunningham stated forms were received and apologized for not being available.

**PLANNING DIRECTOR:**
Mr. Craig stated that this structure is very close to the water. He asked Ms. Ignaffo if downspouts or gutters were needed.

**ENGINEERING:**
Please coordinate project with Florida Department of Environmental Protection (FDEP), to obtain construction permit or exemption. Demolition Plan indicates existing finger piers will be removed. Please correct plans to show existing finger piers will remain.

**FIRE DEPARTMENT:**
Mr. Barroso stated that the fire department wants a fire extinguisher and an emergency light at the location of building.

**BUILDING OFFICIAL:**
Mr. Wampler stated that he would like to see a certification of the structure being built, by an Engineer. This property is located in wind exposure D and has to be able to withstand this type of wind exposure.

**SUSTAINABILITY COORDINATOR:**
No comments.

**KEYS ENERGY:**
No objections.

10. **Minor Development Plan – 2800 Flagler (RE # 00065090-000100; AK # 8633394) -** A minor development request to construct 10 single-family houses on property located in the SF zoning district per Section 108-91 B.1.(a) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Postponed to date certain, March 27, 2014.**

**ADJOURNMENT**

Meeting adjourned at 11:38am

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