

MINUTES
PLANNING & ZONING BOARD
REGULAR MEETING & PUBLIC HEARING

Wednesday, April 17th, 2024 - 9:30 a.m.
Marble Hall, 600 W. Ocean Drive, Key Colony Beach, Florida 33051
& via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance & Rollcall:** The Key Colony Beach Planning & Zoning Meeting was called to order by Chair George Lancaster at 9:30 am followed by the Pledge of Allegiance and Rollcall. **Present:** Chair George Lancaster, Vice-Chair Lin Walsh, Bob Glassman. **Also present:** Mayor/City-Administrator Joey Raspe, Administrative Assistant Tammie Anderson, City Clerk Silvia Gransee.

Public Attendance: 2

2. **Agenda Additions, Deletions, or Changes:** City Clerk Gransee asked to move Agenda Item 9 and 10 to allow Mayor Raspe to speak on behalf of the Building Official who was absent. There were no objections.
3. **Citizen Comments & Correspondence:** None.
4. **Approval of Minutes:**
 - a. **Planning & Zoning Board Meeting Minutes March 20th, 2024:** Chair Lancaster asked for additions or corrections to the minutes. There were none and Chair Lancaster accepted the minutes as written.
5. **Administration of Oath of Witnesses:** City Clerk Gransee administered the Oath of Witness.
6. **Disclosure of Ex-Parte Communication:** None.
7. **Discussion/Approval of Recommendation for Appointment of Carman Slusher to the Planning & Zoning Board:** Chair Lancaster introduced the agenda item and asked for a motion to approve.

MOTION: Motion made by Bob Glassman to approve. Chair Lancaster asked for a second. Lin Walsh seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

8. **(9) Discussion/Approval for the installation of a 40,000 lb. cradle-style Boat Lift at the property located at 820 Shelter Bay Drive.**
 - a. Presentation by the Building Department
 - b. Statement by Applicant
 - c. Planning & Zoning Board Discussion
 - d. Motion to approve, deny, or approve with conditions

Chair Lancaster introduced the agenda item. Mayor/City-Administrator Raspe asked the applicants contractor to speak on the matter first.

Trent Meier, Permitting Engineer, spoke on the proposed lift, and explained dimensions and proposed location of the lift.

Mayor/City-Administrator Raspe stated that the Building Department supports approval of the request.

Trent Meier gave additional information on the extension of the lift into the canal in proportions to the finger pier. The Board confirmed neighboring letters of support were received.

MOTION: Motion made by Lin Walsh to make a recommendation to approve. Chair Lancaster seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Gransee informed for the recommendation to be presented to the City Commission on May 16th.

9. Continued Discussion/Approval of a request for an architecture review for the property located at 1000 W. Ocean Drive, Key Colony Beach, Florida (tabled at the 03-20-2024 Hearing)

- a. Presentation by the Building Department
- b. Statement by Applicant
- c. Planning & Zoning Board Discussion
- d. Motion to approve, deny, or approve with conditions

Chair Lancaster introduced the agenda items and asked Mayor/City Administrator Raspe to elaborate.

Mayor Raspe informed for the requested review to allow for the construction of a new 2-story, stand-alone, single-family residence, with a zero lot line setback to the neighboring property to the north. Mayor Raspe provided the Building Department's staff report which recommended a setback requirement for a minimum of 7.5 feet to the north side yard, and the proposed structure being redesigned to be more harmonious with the surrounding single-family and duplex structures. Chair Lancaster confirmed having seen prior building plans.

Attorney Jack Bridges, representative of the owner, spoke on the zero lot line and stated for a party wall agreement to be in effect. Jack Bridges further spoke on height requirements due to new construction and gave his opinion on the proposed building adding value to the neighborhood. Attorney Bridges asked Attorney Simmons to elaborate on the matter.

Attorney Theron Simmons was sworn in by City Clerk Gransee. Attorney Simmons testified to the party wall agreement, questions on aesthetics specifications, and stated to being open to architectural changes the Board might want. Chair Lancaster asked if the new drawings have the same dimensions as the previous ones. Attorney Simmons explained for it to be the same design but the structure was moved away from the neighboring structure because of the party wall agreement. Attorney Simmons agreed with the City's concern on the party wall agreement and to have as much space as possible. Attorney Simmons stated for the City not having architectural standards and asked to be informed of any requested changes. Attorney Simmons could not confirm the design of the building and deferred to the Building Official on the question. Bob Glassman asked about variance requirement for the setback. Attorney Simmons stated no need for a variance and the variance from the neighbor would be part of the party wall agreement. Attorney Simmons gave further thoughts on the party wall agreement and the neighbor's prior objection to a zero setback. Attorney Simmons continued his testimony on the proposed plans. Mayor Raspe informed for the building plans to contain the proposed square footage for each floor and assumed the ground level to be storage area only. Vice-Chair Walsh asked for clarification if the Building Department accepts the 5.9 setback or if a variance is needed. Discussion followed on the party wall agreement between the parties and what it consists of. Mayor Raspe advised for the Board to find the next step if an architectural review is needed.

MOTION: Motion made by Lin Walsh to request the Board to make an architectural review. Chair Lancaster asked for a second. Bob Glassman seconded the motion.

DISCUSSION: Chair Lancaster explained the need to have more information to make a recommendation for an architectural review.

ON THE MOTION: Rollcall vote. Unanimous approval.

The Board gave further thoughts to the need for an architectural review. Chair Lancaster voiced concern on parity and size. Attorney Simmons informed to address the concerns at the next meeting.

City Clerk Gransee informed on the next meeting being held on May 15th and the deadline to submit any documents to be on May 7th, 2024

10. Introduction by Planner James LaRue on the upcoming objectives of the Comprehensive Plan Amendments, 5-Year Capital Improvement Plan, and State Review Process.

Chair Lancaster introduced the agenda item and Jim LaRue was introduced via Zoom. Jim LaRue gave details on the Comprehensive Plan and Peril of Flood requirements including redevelopment strategies, details on coastal elements, best practice redevelopment, and additional policies on the participation in CRS. Jim LaRue informed on timelines for meetings for the local planning agency, a needed update for the capital improvement project, and the need to merge information with the vulnerability research from the County.

Chair Lancaster spoke on the effects of the decrease in population in conjunction with the town growing property wise. Chair Lancaster stated his belief for homeowners converting or selling their homes for vacation rentals rather than living in the city year around. Jim LaRue gave agreement to the thought and for similar scenarios to have occurred in other coastal areas of the State. Jim LaRue explained that this will not effect the planning and for the State to go by the density for each land use category. Jim LaRue gave further explanations on density and other infrastructure elements involved. Jim Larue explained the process on policy proposals for recommendations from the Board to the City Commission and consequent public Hearing requirements. Jim LaRue estimated the process to be completed in three to six month. Chair Lancaster informed Jim LaRue of no Board meeting in June and Jim LaRue agreed upon providing materials at the July meeting.

Jim LaRue gave further information and explanations on policy requirements and confirmed for the policies to be developed based on flooding and sea level rises. Lin Walsh asked for specific requirements for the flood provision. Jim LaRue explained for policies to represent a road map and not be area specific to allow for protection and to also give eligibility for grants in certain instances. Jim LaRue confirmed materials to be available in June.

There was no further discussion.

11. Other Business: None.

12. Adjourn: The meeting adjourned at 10:12 am.

Respectfully submitted,
Silvia Gransee
City Clerk

ADOPTED: May 15, 2024
Silvia Gransee
City Clerk