

AGENDA

KEY COLONY BEACH CITY COMMISSION

PUBLIC HEARING

Thursday, February 20th – 9:30 am

Marble Hall, 600 W. Ocean Drive, Key Colony Beach

& via Zoom Conferencing

[*Zoom login Information at the end of this Agenda*](#)

- 1. Call to Order, Pledge of Allegiance, Prayer & Roll Call**
- 2. Approval of Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by majority vote*)
- 3. Citizen Comments & Correspondence**
- 4. Administration of Oath of Witnesses**
- 5. Disclosure of Ex-Parte Communication – Pg. 1**
- 6. Variance Request:** *A Variance Request by Orestes and Elena Sanchez, owners of the property located at 880 Shelter Bay Drive, Key Colony Beach, to request an after-the-fact variance for the installation of a wooden dock that requires a 20-foot variance.*
 - a. Proof of Legal Publications & Affidavits of Mailing/Posting – Pgs. 2-5**
 - b. Presentation of Variance Request – Building Department – Pgs. 6-38**
 - c. Planning & Zoning Board Recommendation – Pgs. 39-43**
 - d. Motion to approve, deny, or approve with conditions**
- 7. Other Business**
- 8. Adjourn**

***This meeting will be held at the City Hall Auditorium ‘Marble Hall’,
600 W. Ocean Drive, Key Colony Beach, Florida 33051,
and via Zoom***

Join Zoom Meeting

<https://us02web.zoom.us/j/81801605498?pwd=NqHMjDuD43UjeBoG0DKtOqEU5z3Qw7.1>

Meeting ID: 818 0160 5498

Passcode: 739366

One tap mobile

*+13052241968,,81801605498#,,,,*739366# US*

*+13126266799,,81801605498#,,,,*739366# US (Chicago)*

“Members of the public may speak for three minutes and may only speak once unless waived by a majority vote of the commission.”

Letters submitted to the City Clerk to be read at the Commission Meeting will be made part of the record but not read into record. Persons who need accommodations in order to attend or participate in this meeting should contact the city clerk at 305-289-1212 at least 48 hours prior to this meeting in order to request such assistance. If a person decides to appeal any decision made with respect to any matter considered at any meeting, that person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

EX-PARTE COMMUNICATIONS

An ex-parte communication is defined as:

any contact, conversation, communication, writing, correspondence, memorandum or any other verbal or written communication that takes place outside a public hearing between a member of the public and a member of a quasi-judicial board, regarding matters which are to be heard and decided by said quasi-judicial board.

Site visits and expert opinions are also considered ex-parte communications.

In the event that someone contacts a Board Member about a quasi-judicial matter outside of a public meeting, at such time that particular issue is brought before the Board, the Board Member should state on the record:

- the existence of any ex-parte communication,
- the nature of the communication,
- the party who originated the ex-parte communication, and
- whether or not the ex-parte communication affects your ability to impartially consider the evidence presented.

Similarly, any correspondence received by a Board Member must be forwarded to the Board Clerk.

Note: The term “Board Member” would include all members of the Code Enforcement Board, the Planning & Zoning Committee, and the City Commission when they are acting in a quasi-judicial capacity (for example, but not limited to, code violation hearings and variance hearings).

AFFIDAVIT OF MAILING

STATE OF FLORIDA
COUNTY OF MONROE

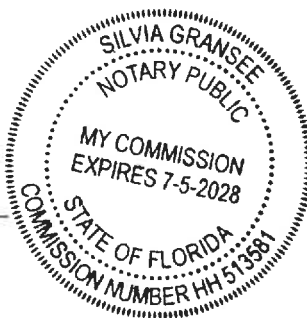
Before me, the undersigned authority, personally appeared Cheryl Baker, who, having been first duly sworn according to law, deposes and says:

1. I am the Administrative Assistant to the City Clerk for the City of Key Colony Beach.
2. I hereby confirm that on the 11 day of December **2024** (no less than 30 days prior to the Planning & Zoning Public Hearing on **January 15th, 2025, and City Commission Public Hearing on February 20th, 2025**) I mailed the Notice of Hearing by first class U.S. mail to the address on file with the Monroe County Property Appraiser's Office for all property owners within 300 feet of the property at 880 Shelter Bay Drive.


Signature

Sworn and subscribed before me this
11 day of December, 2024.


Notary Public, State of Florida
My commission expires: 7-5-28



 Personally known

 Produced as identification

City of Key Colony Beach

PO Box 510141 Key Colony Beach, Florida • Phone # 305-289-1212 • Fax# 305-289-1767



To: Property Owners within 300 feet of 880 Shelter Bay Drive
From: The City of Key Colony Beach
Key Colony Beach Planning & Zoning Board **and** the Key Colony Beach City Commission

**NOTICE IS HEREBY GIVEN,
THAT THE CITY OF KEY COLONY BEACH WILL BE HOLDING
PUBLIC HEARINGS ON:**

DATE/TIME:

Planning & Zoning Hearing: Wednesday January 15th, 2025, 9:30 A.M.
City Commission Public Hearing: Thursday, February 20th, 2025, 9:30 A.M.

LOCATION:

City of Key Colony Beach
City Hall Auditorium 'Marble Hall'
600 W. Ocean Drive, Key Colony Beach, Florida 33051,

To hear an after-the-fact Variance Request from Orestes and Elena Sanchez, owners of the property located at 880 Shelter Bay Drive, Key Colony Beach, Florida 33051. This meeting will be available via Zoom Meetings. Members of the public who wish to attend virtually may email the City Clerk at cityclerk@keycolonybeach.net or call 305-289-1212, Ext. 2 for further instructions on attending via Zoom Meetings.

Applicant requests an after-the-fact variance to the City of Key Colony Code of Ordinances, Chapter 5, Section 38, for the installation of a wooden dock that requires a 20 foot variance.

Interested parties may attend the Hearing and be heard with respect to the requested variance.

If any person decides to appeal any decision made by the City Commission of the City of Key Colony Beach with respect to any matter considered at the Variance Hearing, that person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

If you are unable to attend the Hearings on Wednesday, January 15th, 2025, or Thursday, February 20th, 2025, but wish to comment, please direct correspondence to the City Clerk at P.O. Box 510141, Key Colony Beach, FL 33051, or via email at cityclerk@keycolonybeach.net, and your comments will be entered into the record.

Mailed: On or before December 16th, 2024
City Clerk, City of Key Colony Beach

AFFIDAVIT OF POSTING


STATE OF FLORIDA
COUNTY OF MONROE

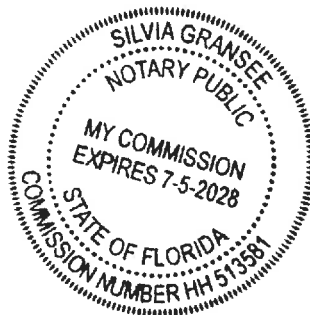
Before me, the undersigned authority, personally appeared Cheryl Baker, who, having been first duly sworn according to law, deposes and says:

1. I am the Administrative Assistant to the City Clerk for the City of Key Colony Beach.
2. I hereby confirm that on the 16th day of December, 2024 (no less than 14 days prior to the Planning & Zoning Public Hearing on January 15th, 2025, and the City Commission Public Hearing on February 20th, 2025) I posted the Notice of Hearing for the property located at 880 Shelter Bay Drive, Key Colony Beach, Florida, 33051, at the United States Postal Office and City Hall.


Signature

Sworn and subscribed before me this
16 day of December, 2024.


Notary Public, State of Florida
My commission expires: 7-5-2028



☒ Personally known

☐ Produced _____ as identification



Published Weekly
Marathon, Monroe County, Florida

PROOF OF PUBLICATION

STATE OF FLORIDA COUNTY OF MONROE

Before the undersigned authority personally appeared JASON KOLER who on oath, says that he is PUBLISHER of the WEEKLY NEWSPAPERS, a weekly newspaper published in Marathon, in Monroe County, Florida; that the attached copy of advertisement was published in said newspaper in the issues of: (date(s) of publication)

January 2, 2025

Affiant further says that the said WEEKLY NEWSPAPERS is a newspaper published at Marathon, in said Monroe County, Florida, and that the said newspaper has heretofore been continuously published in said Monroe County, Florida, once each week (on Thursday) and has been qualified as a second class mail matter at the post office in Marathon, in Monroe County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement. The affiant further says that he has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper(s) and that The Weekly Newspapers is in full compliance with Chapter 50 of the Florida State Statutes on Legal and Official Advertisements.

Sworn to and subscribed before me
this 2 day of JAN, 2025
(SEAL)

Notary



PUBLIC HEARING NOTICE
NOTICE IS HEREBY GIVEN,
THAT THE CITY OF KEY
COLONY BEACH WILL BE
HOLDING
PUBLIC HEARINGS ON:
DATE/TIME:
Planning & Zoning Hearing:
Wednesday, January 15th,
2025, 9:30 A.M.
City Commission Public
Hearing: Thursday, February
20th, 2025, 9:30 A.M.
LOCATION:
City of Key Colony Beach
City Hall Auditorium / Marble
Hall
600 W. Ocean Drive, Key
Colony Beach, Florida 33051
To hear an after-the-fact
Variance Request from
Orestes and Elena Sanchez,
owners of the property
located at 880 Shelter Bay
Drive, Key Colony Beach,
Florida 33051. This meeting
will be available via Zoom
Meetings. Members of the
public who wish to attend
virtually may email the
City Clerk at cityclerk@
keycolonybeach.net or
call 305-289-1212, Ext. 2
for further instructions on
attending via Zoom Meetings.
Applicant requests an
after-the-fact variance to
the City of Key Colony Code
of Ordinances, Chapter 5,
Section 38, for the installation
of a wooden dock that
requires a 20 foot variance.
Interested parties may attend
the Hearing and be heard
with respect to the requested

variance.
If any person decides to
appeal any decision made
by the City Commission of
the City of Key Colony Beach
with respect to any matter
considered at the Variance
Hearing, that person will need
a record of the proceedings
and for such purpose may
need to ensure
that a verbatim record of the
proceedings is made, which
record includes the testimony
and evidence upon which the
appeal is to be based.
If you are unable to attend
the Hearings on Wednesday,
January 15th, 2025, or
Thursday, February 20th,
2025, but wish to comment,
please direct correspondence
to the City Clerk at P.O. Box
510141, Key Colony Beach,
FL 33051, or via email at
cityclerk@keycolonybeach.
net, and your comments will
be entered into the record.
Published: On or before
January 2nd, 2025
City Clerk
City of Key Colony Beach
Publish:
January 2, 2025
The Weekly Newspapers

CITY OF KEY COLONY BEACH
P.O. BOX 510141
KEY COLONY BEACH, FL 33051-0141
305-289-1212 FAX: 305-289-1767

after the fact
variance.

APPLICATION FOR VARIANCE

APPLICANT: Orestes and Elena Sanchez
Property Owner Name

(786) 252-9994
Phone Number

880 Shelter Bay Drive
Street Address of Variance

32 8 Key Colony Beach 1st add.
Lot Block Subdivision

124300 SW 23rd Terr. Miami, FL. 33175
Mailing Address of Property Owner

Owners may have an agent complete this application and represent them at the hearings. In this case, owners must attach to this application a written, signed statement stating the name of the individual or business that may represent them in this matter.

Agent Name

Agent Phone Number

VARIANCE REQUESTED to: Land Development Regulations Chapter _____, Section _____
Code of Ordinances Chapter 5, Section 38

DESCRIPTION OF VARIANCE: Please describe the variance request in regard to type of structure, location on lot, distance from side, rear or front lot lines, or details of the variance, including the current rule in effect and the reason for the variance (for example, building would encroach into the setback by _____ feet). Also state if this is for future construction or existing conditions.

A wooden dock will be installed 25 feet from the current seawall. This would require a 20 foot variance from the city. The area around the current seawall is so shallow it has mangroves and seagrass. Without a variance 70% of the seawall is useless.
THIS WAS APPROVED BY BUILDING OFFICIAL 5/4/23

Please attach the following to this application:

- A sketch or site plan of the property showing the variance requested.
- Written responses to the five criteria (questions attached).
- Fee of \$700.00 - waived per Building Department.

Signature of Applicant [Signature]

Office Use Only

Date Filed _____

Date Paid _____

Check # _____

Variance granted / denied on (date) _____

Signature of City Official _____

Applicant Questions and Responses-

Summarizing Land Development Code 101-171 (5)(a): Variances shall be approved only if the applicant can demonstrate a good and sufficient cause, that denial would result in unnecessary hardship, it will not be contrary to the public interest, that special conditions exist, and that it will not confer any special privilege on the applicant. Please see the attached pages for the entire city codes relating to Variances.

To assist the Planning & Zoning Committee and City Commission in evaluating this variance request, please answer the following questions:

1. What is the "good and sufficient cause" that explains why this variance should be granted?
The dock Project was approved with out
a variance. We were never made aware of
Needing a variance
2. What are the unnecessary hardships that would result if the variance is not granted?
The Project Is already done. It would cost
a lot to Redo what was approved
3. If this variance is granted, would there be any increase to public expense that would not otherwise occur? Would it create a threat to public health and safety? Would it create a nuisance? Or cause fraud or victimization of the public?
NO TO All
4. What are the unique or peculiar physical/geographical circumstances or conditions that apply to this property, but do not apply to other properties in the same zoning district?
Due to Shallow water, Mangroves seagrass etc.
Dep will not allow a dredging of that area.
5. If the variance is granted, would it confer upon the applicant any special privilege that is denied to other properties in the immediate neighborhood in terms of the established development pattern?
NO

Office Use Only

Comments and Recommendation of the Building Official

City of Key Colony Beach

PO Box 510141 Key Colony Beach, Florida • Phone # 305-289-1212 • Fax# 305-289-1767



November 12, 2024

RE: 880 Shelter Bay Drive Variance Request

To Whom it May Concern,

Application for Building Permit #B23-000149 was found in our system, not processed, after receiving more recent New Construction and Demolition applications for the same property. Thorough research was conducted, and it was found the dock was completed and according to the Owner, fully inspected by City Staff at the time. The Owner was not informed a variance would be necessary to approve this project, an unfortunate oversight by the Building Department at the time. We are requesting the City Commission approve to waive the \$700.00 variance application fee as this Owner has been compliant in all other matters including bringing this matter into compliance.

Please note that this is being put forth as an after the fact variance as the work was already completed and according to the owner, fully inspected by the prior Building Official and Code Officer.

Thank you,
Key Colony Beach Building Department



FLORIDA DEPARTMENT OF Environmental Protection

Southeast District Office
3301 Gun Club Road, MSC 7210-1
West Palm Beach, FL 33406
561-681-6600

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Secretary

October 3, 2022

Orestes Sanchez
c/o Will Campbell
Campbell Engineering Consultants LLC
5800 Overseas Hwy Ste 32
Marathon FL 33050
will@cecflk.com

File No.: 0381661-005 EE / 006 EE / 007 EE, Monroe County

Dear Orestes Sanchez:

On September 2, 2022, we received your request for verification of exemption to perform the following activities:

Project 005:

To install a 280 square foot private residential single-family dock in Bonefish Bay at 880 SHELTER BAY DR, KEY COLONY BEACH Florida 33051 Parcel ID 00074380 000000 in Bonefish Bay & man -made basin, Class III Outstanding Florida Waters, Section 05, Township 66 South, Range 33 East, Monroe County.

Project 006:

To install a 20K 4 post private residential single-family boat lift with four 12-inch piles in the man-made boat basin at 880 SHELTER BAY DR, KEY COLONY BEACH Florida 33051 Parcel ID 00074380 000000 in Bonefish Bay & man -made basin, Class III Outstanding Florida Waters, Section 05, Township 66 South, Range 33 East, Monroe County.

Project 007:

To maintenance dredge 50 cubic yards of material from a 550 square foot portion of a man-made boat basin at 880 SHELTER BAY DR, KEY COLONY BEACH Florida 33051 Parcel ID 00074380 000000 in Bonefish Bay & man -made basin, Class III Outstanding Florida Waters, Section 05, Township 66 South, Range 33 East, Monroe County.

Your request has been reviewed to determine whether it qualifies for (1) regulatory exemptions, (2) proprietary authorization (related to state-owned submerged lands), and (3) federal approval that may be necessary for work in wetlands or waters of the United States.

Your project did not qualify for the **federal review portion** of this verification request. Specifically, the activity is located in State Assumed Waters and is not eligible for review under the State Programmatic Permit. This letter does not relieve you from the responsibility of obtaining other federal, state, or local authorizations that may be required for the activity. Please refer to the specific section(s) dealing with that portion of the review below for advice on how to proceed.

If you change the project from what you submitted, the authorization(s) granted may no longer be valid at the time of commencement of the project. Please contact us prior to beginning your project if you wish to make any changes.

If you have any questions regarding this matter, please contact Alicia Cedeño Salgado by telephone at (305) 289-7082 or by e-mail at AliciaCedenoSalgado@floridadep.gov.

1. Regulatory Review – VERIFIED

Based on the information submitted, the Department has verified that the activity as proposed in Project 005 is exempt under Chapter 62-330.051(5)(b), Florida Administrative Code, and Section 403.813(1)(b) of the Florida Statutes from the need to obtain a regulatory permit under Part IV of Chapter 373 of the Florida Statutes.

Based on the information submitted, the Department has verified that the activity as proposed in Project 006 is exempt under Chapter 62-330.051(5)(h), Florida Administrative Code from the need to obtain a regulatory permit under Part IV of Chapter 373 of the Florida Statutes.

Based on the information submitted, the Department has verified that the activity as proposed in Project 007 is exempt under Chapter 62-330.051(7)(a), Florida Administrative Code, and Section 403.813(1)(f) of the Florida Statutes from the need to obtain a regulatory permit under Part IV of Chapter 373 of the Florida Statutes.

This exemption verification is based on the information you provided the Department and the statutes and rules in effect when the information was submitted. This verification may not be valid if site conditions materially change, the project design is modified, or the statutes or rules governing the exempt activity are amended. In the event you need to re-verify the exempt status for the activity, a new request and verification fee will be required. Any substantial modifications to the project design should be submitted to the Department for review, as changes may result in a permit being required.

Project 005:

2. Proprietary Review – GRANTED

The Department acts as staff to the Board of Trustees of the Internal Improvement Trust Fund (Board of Trustees) and issues certain authorizations for the use of sovereign submerged lands. The Department has the authority to review activities on sovereign submerged lands under Chapters 253 and 258 of the Florida Statutes, and Chapters 18-18, 18-20, and 18-21, Florida Administrative Code, as applicable.

The activity as proposed in Project 005 appears to be located on sovereign submerged lands owned by the Board of Trustees. The activity is not exempt from the need to obtain the applicable proprietary authorization. As staff to the Board of Trustees, the Department has reviewed the activity described above, and has determined that the activity qualifies for a letter of consent under Rule 18-21.005(1)(c), Florida Administrative Code, and Section 253.77 of the Florida Statutes to construct and use the activity on the specified sovereign submerged lands and as long as the work performed is located within the boundaries as described herein and is consistent with the terms and conditions herein.

During this term of this Letter of consent you shall maintain satisfactory evidence of sufficient upland interest as required by paragraph 18-21.004(3)(b), Florida Administrative Code. If such interest is terminated or the Board of Trustees determines that such interest did not exist on the date of issuance of this Letter of Consent, this Letter of Consent may be terminated by the Board of Trustees at its sole option. If the Board of Trustees terminates this Letter of Consent, you agree not to assert a claim or defense against the Board of Trustees arising out of this Letter of Consent.

Special Consent Conditions

1. The applicant agrees to indemnify, defend and hold harmless the Board of Trustees and the State of Florida from all claims, actions, lawsuits and demands in any form arising out of the authorization to use sovereignty submerged lands or the applicant's use and construction of structures on sovereignty submerged lands. This duty to indemnify and hold harmless will include any and all liabilities that are associated with the structure or activity including special assessments or taxes that are now or in the future assessed against the structure or activity during the period of the authorization.
2. Failure by the Board of Trustees to enforce any violation of a provision of the authorization or waiver by the Board of Trustees of any provision of the authorization will not invalidate the provision not enforced or waived, nor will the failure to enforce or a waiver prevent the Board of Trustees from enforcing the unenforced or waived provision in the event of a violation of that provision.
3. Applicant binds itself and its successors and assigns to abide by the provisions and conditions set forth in the authorization. If the applicant or its successors or assigns fails or refuses to comply with the provisions and conditions of the authorization, the authorization may be

terminated by the Board of Trustees after written notice to the applicant or its successors or assigns. Upon receipt of such notice, the applicant or its successors or assigns will have thirty (30) days in which to correct the violations. Failure to correct the violations within this period will result in the automatic revocation of this authorization.

4. All costs incurred by the Board of Trustees in enforcing the terms and conditions of the authorization will be paid by the applicant. Any notice required by law will be made by certified mail at the address shown on page one of the authorization. The applicant will notify the Board of Trustees in writing of any change of address at least ten days before the change becomes effective.
5. This authorization does not allow any activity prohibited in a conservation easement or restrictive covenant that prohibits the activity.

General Conditions for Authorizations for Activities

All authorizations granted by rule or in writing under Rule 18-21.005, F.A.C., except those for geophysical testing, shall be subject to the general conditions as set forth in paragraphs (a) through (i) below. The general conditions shall be part of all authorizations under this chapter, shall be binding upon the grantee, and shall be enforceable under Chapter 253 or 258, Part II, F.S.

- (a) Authorizations are valid only for the specified activity or use. Any unauthorized deviation from the specified activity or use and the conditions for undertaking that activity or use shall constitute a violation. Violation of the authorization shall result in suspension or revocation of the grantee's use of the sovereignty submerged land unless cured to the satisfaction of the Board.
- (b) Authorizations convey no title to sovereignty submerged land or water column, nor do they constitute recognition or acknowledgment of any other person's title to such land or water.
- (c) Authorizations may be modified, suspended or revoked in accordance with their terms or the remedies provided in Sections 253.04 and 258.46, F.S., or Chapter 18-14, F.A.C.
- (d) Structures or activities shall be constructed and used to avoid or minimize adverse impacts to sovereignty submerged lands and resources.
- (e) Construction, use, or operation of the structure or activity shall not adversely affect any species which is endangered, threatened or of special concern, as listed in Rules 68A-27.003, 68A-27.004, and 68A-27.005, F.A.C.
- (f) Structures or activities shall not unreasonably interfere with riparian rights. When a court of competent jurisdiction determines that riparian rights have been unlawfully affected, the structure or activity shall be modified in accordance with the court's decision.
- (g) Structures or activities shall not create a navigational hazard.

- (h) Structures shall be maintained in a functional condition and shall be repaired or removed if they become dilapidated to such an extent that they are no longer functional. This shall not be construed to prohibit the repair or replacement subject to the provisions of Rule 18-21.005, F.A.C., within one year, of a structure damaged in a discrete event such as a storm, flood, accident, or fire.

Structures or activities shall be constructed, operated, and maintained solely for water dependent purposes, or for non-water dependent activities.

Project 006 and 007:

Proprietary Review - NOT REQUIRED

The activity does not appear to be located on sovereign submerged lands, and does not require further authorization under Chapter 253 of the Florida Statutes, or Chapters 18-20 or 18-21 of the Florida Administrative Code.

3. Federal Review - SPGP NOT APPROVED

As of Dec. 22, 2020, Florida has assumed authority to administer the dredge and fill permitting program under Section 404 of the federal Clean Water Act within certain waters in the state "assumed waters." The activity as proposed and outlined in the application and attached drawings has been determined to be located within State 404 assumed waters and is therefore, **not eligible** for authorization pursuant to the State Programmatic General Permit. The activities are not regulated under the State 404 Program.

If your project is located within historically navigable waters regulated under Section 10 of the Rivers and Harbors Act, then your project may require a separate Section 10 authorization from USACE.

Authority for review an agreement with the USACOE entitled "Coordination Agreement Between the U. S. Army Corps of Engineers (Jacksonville District) and the Florida Department of Environmental Protection, or Duly Authorized Designee, State Programmatic General Permit", Section 10 of the Rivers and Harbor Act of 1899, and Section 404 of the Clean Water Act.

Additional Information

Please retain this letter. The activities may be inspected by authorized state personnel in the future to ensure compliance with appropriate statutes and administrative codes. If the activities are not in compliance, you may be subject to penalties under Chapter 373, F.S., and Chapter 18-14, F.A.C.

NOTICE OF RIGHTS

This action is final and effective on the date filed with the Clerk of the Department unless a petition for an administrative hearing is timely filed under Sections 120.569 and 120.57, F.S., before the deadline for filing a petition. On the filing of a timely and sufficient petition, this action will not be final and effective until further order of the Department. Because the administrative hearing process is designed to formulate final agency action, the hearing process may result in a modification of the agency action or even denial of the application.

Petition for Administrative Hearing

A person whose substantial interests are affected by the Department's action may petition for an administrative proceeding (hearing) under Sections 120.569 and 120.57, F.S. Pursuant to Rules 28-106.201 and 28-106.301, F.A.C., a petition for an administrative hearing must contain the following information:

- (a) The name and address of each agency affected and each agency's file or identification number, if known;
 - (b) The name, address, and telephone number of the petitioner; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding; and an explanation of how the petitioner's substantial interests are or will be affected by the agency determination;
 - (c) A statement of when and how the petitioner received notice of the agency decision;
 - (d) A statement of all disputed issues of material fact. If there are none, the petition must so indicate;
 - (e) A concise statement of the ultimate facts alleged, including the specific facts that the petitioner contends warrant reversal or modification of the agency's proposed action;
 - (f) A statement of the specific rules or statutes that the petitioner contends require reversal or modification of the agency's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes; and
 - (g) A statement of the relief sought by the petitioner, stating precisely the action that the petitioner wishes the agency to take with respect to the agency's proposed action.
- The petition must be filed (received by the Clerk) in the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000, or via electronic correspondence at Agency_Clerk@dep.state.fl.us. Also, a copy of the petition shall be mailed to the applicant at the address indicated above at the time of filing.

Time Period for Filing a Petition

In accordance with Rule 62-110.106(3), F.A.C., petitions for an administrative hearing by the applicant and persons entitled to written notice under Section 120.60(3), F.S., must be filed within 21 days of receipt of this written notice. Petitions filed by any persons other than the applicant, and other than those entitled to written notice under Section 120.60(3), F.S., must be filed within 21 days of publication of the notice or within 21 days of receipt of the written notice,

whichever occurs first. You cannot justifiably rely on the finality of this decision unless notice of this decision and the right of substantially affected persons to challenge this decision has been duly published or otherwise provided to all persons substantially affected by the decision. While you are not required to publish notice of this action, you may elect to do so pursuant Rule 62-110.106(10)(a).

The failure to file a petition within the appropriate time period shall constitute a waiver of that person's right to request an administrative determination (hearing) under Sections 120.569 and 120.57, F.S., or to intervene in this proceeding and participate as a party to it. Any subsequent intervention (in a proceeding initiated by another party) will be only at the discretion of the presiding officer upon the filing of a motion in compliance with Rule 28-106.205, F.A.C. If you do not publish notice of this action, this waiver will not apply to persons who have not received written notice of this action.

Extension of Time

Under Rule 62-110.106(4), F.A.C., a person whose substantial interests are affected by the Department's action may also request an extension of time to file a petition for an administrative hearing. The Department may, for good cause shown, grant the request for an extension of time. Requests for extension of time must be filed with the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000, or via electronic correspondence at Agency_Clerk@dep.state.fl.us, before the deadline for filing a petition for an administrative hearing. A timely request for extension of time shall toll the running of the time period for filing a petition until the request is acted upon.

Mediation

Mediation is not available in this proceeding.

FLAWAC Review

The applicant, or any party within the meaning of Section 373.114(1)(a) or 373.4275, F.S., may also seek appellate review of this order before the Land and Water Adjudicatory Commission under Section 373.114(1) or 373.4275, F.S. Requests for review before the Land and Water Adjudicatory Commission must be filed with the Secretary of the Commission and served on the Department within 20 days from the date when this order is filed with the Clerk of the Department.

Judicial Review

Once this decision becomes final, any party to this action has the right to seek judicial review pursuant to Section 120.68, F.S., by filing a Notice of Appeal pursuant to Florida Rules of Appellate Procedure 9.110 and 9.190 with the Clerk of the Department in the Office of General Counsel (Station #35, 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000) and by filing a copy of the Notice of Appeal accompanied by the applicable filing fees with the appropriate district court of appeal. The notice must be filed within 30 days from the date this action is filed with the Clerk of the Department.

EXECUTION AND CLERKING

Executed in West Palm Beach, Florida.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION



Jeffrey L. Meyer
Environmental Administrator
Southeast District

Enclosures:

Project drawings

62-330.051(5)(b), F.A.C./403.813(1)(b), F.S.

62-330.051(5)(h), F.A.C.

62-330.051(7)(a), F.A.C./403.813(1)(f), F.S.

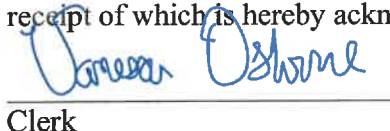
CERTIFICATE OF SERVICE

The undersigned duly designated deputy clerk hereby certifies that this document and all attachments, including all copies, were sent to the addressee and to the following listed persons:

U.S. Army Corps of Engineers, Miami Office, SEAppls@usace.army.mil

FILING AND ACKNOWLEDGMENT

FILED, on this date, pursuant to Section 120.52(7), F.S., with the designated Department clerk, receipt of which is hereby acknowledged.



Clerk

10-03-2022

Date

SITE ADDRESS: 880 SHELTER BAY DR, KEY COLONY BEACH, FL 33051

LEGAL DESC.: BK 8 LT 32 KEY COLONY BEACH FIRST ADDN AMENDED PLAT PB-4-11 SHELTER KEY

FLOOD ZONE: AE (SL 7)

LOT AREA: 11,700 SQFT

SETBACKS: FRONT 20', SIDE 10', BACK 20'

MAX BUILDING COVERAGE: 9.380 SQFT

MIN. OPEN SPACE: 20%

F.U.M.U.: RESIDENTIAL CANAL

ZONING: SINGLE FAMILY RESID.

DESIGN CODE	
•	2017 FLORIDA BUILDING CODE - 6 th EDITION, BUILDING
•	2017 FLORIDA BUILDING CODE - 6 th EDITION, RESIDENTIAL
•	2017 FLORIDA MECHANICAL CODE FBC-M

- 2017 FLORIDA BUILDING CODE, 6th EDITION, BUILDING, FBC
- 2017 FLORIDA BUILDING CODE, 6th EDITION, RESIDENTIAL, FBC-R
- 2017 FLORIDA MECHANICAL CODE FBC-M
- 2014 NATIONAL ELECTRICAL CODE, NEC 2014
- 2017 FLORIDA PLUMBING CODE, FBC-P
- 2017 FLORIDA FUEL GAS CODE, 6th EDITION, FFPC
- FLORIDA FIRE PREVENTION CODE, FBC-FG
- NATIONAL FIRE PROTECTION ASSOCIATION, NEBA

DESIGN LOADS (MINIMUM):	
A.	ROOF DEAD LOAD 17 PSF (METAL)
B.	ROOF LIVE LOAD 20 PSF
C.	DEAD LOAD FOR UPLIFT CALCULATION 7PSF
D.	FLOOR DEAD LOAD (WOOD FRAMING) 20 PSF
E.	FLOOR DEAD LOAD (12" CONCRETE) 150 PSF
F.	FLOOR LIVE LOAD (LIVING AREAS) 40 PSF
G.	FLOOR LIVE LOAD (BALCONY AREAS) 60 PSF
H.	STAIRS LIVE LOAD 60 PSF AND 300 LBS NON-CONCURRENT
I.	GUARD RAIL/SANDRAILS 200 LBS

B.	BUILDING OCCUPANCY CATEGORY	II
C.	CONSTRUCTION TYPE	V-6
C.	OCCUPANCY CLASSIFICATION	R-3
D.	WIND SPEED	
	a.) ULTIMATE (URFD) =	100 MPH
	b.) ALLOWABLE (ASD) =	140 MPH
E.	WIND EXPOSURE CATEGORY	D
F.	ENCLOSURE CLASSIFICATION	ENCLOSED
G.	INTERNAL PRESSURE COEFFICIENT	+0.18
H.	WIND-BORNE DEBRIS AREA	YES
I.	REFER TO DRAWINGS FOR STRUCTURE HEIGHT AND AREA	
J.	STRUCTURAL LOADS AND DESIGN PRESSURES LISTED IN THESE PLANS ARE	
	a.) LOWWIND (ASD) UNLESS NOTED OTHERWISE	

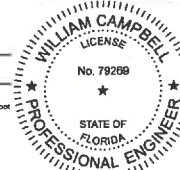
- INSTALL 280SQFT MARINE GRADE WOOD DOCK W/ (15) 10" DIA. PILES PER PLAN
- INSTALL 20K 4 POST ELEV. BOAT LIFT W/ (4) 12" PILES PER PLAN
- MAINTENANCE DREDGE APPROX. 550 SQFT AND 50 (CY) @ BOAT LIFT LOCATION PER PLAN

N.T.S.



File Number:
0381661-005 EE / 006 EE /

CS	PROJECT INFORMATION
GN	GENERAL NOTES
SP	SITE PLAN
S1	DOCK PLAN
S2	REPAIR LOCATION PICTURES

[illegible]

PROJECT #:
1465
Date:
OCT. 15, 2019

SHEET 1 of 5

SHEET #

CS

COVER SHEET

General Notes

1. All wood members shall meet or exceed requirements stated in "ANSI/APA National Design Specification for Wood Construction" and all referenced standards.
2. All wood members shall be Southern Pine #2, MC 10%, NO. 2 Dense or greater in dry as referenced in the Standards.
3. All wood members exposed to the exterior or directly contacting concrete or steel shall be Pressure Treated (PT) UCR3 grade per AWPA Standards and treated with chemicals to protect from insects and decay. Allow wood to dry after treatment.
4. All field cuts in Pressure Treated lumber shall be treated on site.
5. Nailing shall be in accordance with FBC 2017, Nails and other fasteners for Pressure Treated wood shall be Stainless Steel or ACO Approved treated.
6. Sheathing shall be 3/4" CDX Plywood Sheathing Grade, unless otherwise stated specified in the plans.
7. Use 10d ring-shank nails with spacing of 4" o.c. on all edges and 6" o.c. in the field with all edges blocked.
8. Cutting and notching of wood members including but not limited to floor joist shall not exceed one-fourth of the depth of the member and cannot be located in the middle one-third of the span.
9. The depth of the notching at the ends of the wood members shall not exceed one-fourth of the depth of the member.
10. Beams, joist, and rafters with a thickness equal or greater than 4" shall only be notched at the ends of the members and shall not be notched on the tension side of the member.
11. Holes cut into wood members shall have a diameter less than one-third of the depth of the member and shall not be located closer than two inches to the top or bottom of the member.
12. Bleeding shall be placed between all joist at a spacing not to exceed 6" on center.
13. Install Simpson LUS Series Galvanized Joist Hangers at locations where structural wood members including but not limited to joist and beams connect into other members.

Reinforcing Steel

1. Reinforcing steel shall meet or exceed 304 Stainless Steel properties or be 2mm galvanized for non exposed Simpson products, unless otherwise specified.
2. All connectors shall have stainless steel screws and fasteners or ACO Approved treated for non exposed areas.
3. All connectors and fasteners shall be applicable for use and compatible with pressure treated wood.
4. Apply a bond breaker between the wood surface and any connector or fastener that is not compatible with pressure treated wood.
5. All connectors and fasteners shall be manufactured by Simpson Strong Tie or an approved equal and installed as per the manufacturer's recommendations prior to loading the connected wood member.
6. All structural members shall have a connector or fastener securing and anchoring the member for hurricane protection.

Cast in Place Concrete

The concrete shall have the following properties:

1. Compressive strength at 28 days equal to or greater than 4000PSI
2. Ready Mix as per ASTM C84
3. Type 1 Portland Cement shall adhere to ASTM C 150
4. Normal weight aggregates shall adhere to ASTM C 33
5. Light weight aggregates shall adhere to ASTM C 330
6. No calcium chloride
7. Air entraining shall adhere to ASTM C 260
8. Water reducing shall adhere to ASTM C 494
9. Water used shall be fresh water which is clean and potable
10. Concrete slump range shall be within the range of 3" to 5" unless otherwise stated.
11. Applicable code is ACI 318 latest edition and ACI 301.

Foundation and Concrete

1. All footings including shall be placed on firm, undisturbed, natural rock unless otherwise noted.
2. All footings shall be centered under the walls, columns, or specified line unless otherwise noted.
3. Auger piles shall be drilled no less than 3" into the cap rock and must be 18" in diameter unless otherwise noted.
4. All exposed concrete edges shall be constructed and finished with a 2" chamfer edge.
5. All concrete works including but not limited to masonry, placing, and curing shall conform with ACI 305R Hot Weather Concrete.
6. Concrete shall be water cured with a continuous flow of water over the surface of the concrete for 7 days or until 75% concrete compressive strength has been achieved. At the time, a concrete curing compound shall be applied to the surface of the concrete while the concrete is still damp or moist from the prior water curing event.
7. All soil below the concrete slab on grade shall be treated and covered with a 10MIL vapor barrier.

Reinforcing Steel

1. The reinforcing steel shall be ASTM A615 Grade 60.
2. The spacing length shall be 45 times the bar diameter unless otherwise noted.
3. The rebar shall have a minimum clear cover of 3" for concrete placed at the existing grade elevation and a 2" minimum clear cover for concrete placed above the referenced elevation unless otherwise noted.
4. The welded wire fabric shall be in accordance with ASTM A-185.
5. The space length of the welded wire fabric shall be one full mesh section with the ends and sides connected by wire.
6. All rebar accessories including but not limited to rebar chairs shall be installed in accordance with ACI 318.

General Requirements

1. Prior to starting any work, the Contractor shall review these plans and site conditions and notify the Engineer if any discrepancies are discovered or conflicts with these plans, specifications, or dimensions which affect the execution of construction or safety.
2. The set of plans is solely intended to be utilized for construction at the specified location.
3. The Contractor shall not scale the drawings and shall request additional information required for construction from the Engineer of Record.
4. The Contractor shall be responsible for calling Sunshine Utility Locate Service prior to performing any construction activities in any areas where underground utilities may be present. The Engineer of Record shall not be responsible for providing the location of utilities.
5. The Engineer of Record is not responsible for the supervision of the Contractor nor their employees during the construction.
6. The Contractor is responsible for providing and implementing the means and methods for the construction process and perform all work in accordance with the standards and requirements of the 2017 Florida Building Code, manufacturer's recommendations, local county and city codes and ordinances, and specifications referenced within these plans.
7. The Contractor must complete the construction in accordance with the Building Envelope Energy Requirements of the Florida Model Energy Code.
8. Quality of the work must meet or exceed the industry standard practices.
9. Any deviations from these plans shall be reviewed and approved by the Engineer of Record.
10. Install shoring as required for all structural members of the existing structure.
11. Contractor is responsible for all means and methods as required to improve or maintain the existing condition, structural integrity, and safety of the structure including but not limited to the design and installation of structural shoring or tie-downs and diligently performing works. The Contractor is responsible for the safety of all personnel entering the designated working area.
12. The Contractor shall coordinate their work with all other trades in order to avoid scheduling conflicts.
13. The Engineer of Record certifying this document shall not be held liable for any financial or time related damages including but not limited to damages to the structure, personnel, time related delays, and structural issues that result from the construction in accordance with the applicable specifications of the certified document. The Contractor shall notify the Engineer of Record if any conditions or issues arise that do not adhere to the details specified.

Roof System

1. Type of Roof System: Pre-Engineered truss with standing seam metal pan
2. Materials: Standing seam over 3/4" CDX Plywood roof, or approved equal
3. Fastening Requirements: Per manufacturer's recommendations
4. Flashing Requirements: Min. 25 Gauge Galvanized Flashing
5. Hurricane Anchoring shall be selected, located, and secured to withstand 180MPH min. wind live load and associated uplift per ASCE 7-10 and Chapter 18 of the 2017 FBC Fifth Edition.

Portland Cement Plaster/Stucco Notes

1. The Contractor shall perform all work in conformance with the 2017 Florida Building Code.
2. Comply with ASTM C 925 in regards to proper conditions while performing plaster/stucco works.
3. PVC Lath shall be furnished from PVC, paper backed, and self-furring. The product shall be Plaster Components, Inc. Ultra Plaster Lath or approved equal.
4. All accessories shall comply with ASTM C 1063
5. Plastic accessories shall be high impact PVC.
6. Corner beads shall be small nose corner beads with perforated flanges.
7. Casing beads shall be bull nose style.
8. Control joints shall be one piece, V-shaped configuration, with perforated flanges and removable protective tape on plaster face of control joint.
9. Expansion joints shall be two piece, formed with a slop joint and square edge 1-1/2" wide reveal with perforated concealed flanges.
10. Water for mixing shall be potable and free of any contaminants.
11. Fiber for base coat shall be alkali resistant glass or polypropylene fibers 1 1/2 inch long, free of contaminants, manufactured for use in portland cement plaster.
12. The bonding compound shall conform with ASTM C 932
13. Steel drill screws shall comply with ASTM C 1002 or ASTM C 954
14. Fasteners used for attaching the PVC lath to the substrate shall comply with the manufacturer's requirements.
15. Fasteners used for attaching metal lath to substrates shall comply with ASTM C 1063
16. Wire shall conform with ASTM A 14-14 M14, Class I Zinc Coating, soft temper, not less than .0475 inches in diameter, unless otherwise noted.
17. Portland cement shall conform with ASTM C 150 Type I
18. Masonry cement shall conform with ASTM C 91 Type N
19. Lime shall comply with ASTM C 206 Type S or ASTM C 207
20. Sand aggregate shall comply with ASTM C 897
21. Perforated aggregate shall comply with ASTM C 36
22. Plaster mixes shall comply with ASTM C 226
23. Comply with fiber manufacturers recommendations for quantity of fiber and mixing procedure.
24. Control joints shall be delineated into areas with the maximum sizes for vertical surfaces at 144 SQ. FT. and non vertical surfaces at 100 SQ. FT. with length to width ratio of 2:1.
25. Distances between control joints shall not exceed 18 FT.
26. Install control joints at locations where control joints occur in the main wall behind the plaster.
27. Install control joints where the areas change dimensions.
28. The plaster application shall conform with ASTM C 925
29. The plaster application shall not deviate more than 1/8" in 10 FT.
30. Three coat plaster work shall contain base coat mixes for over PVC lath with scratch and brown coats.

Forming Notes

1. Unless stated otherwise, all framing lumber shall be Southern Pine #2, MC 10%, NO. 2 Dense
2. All timber construction shall conform to the latest edition of AFTC, T.P.I., and National Design Specifications for Wood Construction.
3. All wood shall be PT (Pressure Treated) to prevent decay and protect from insects and must be dry prior to use.
4. All wood fasteners and connectors shall be compatible with PT wood.
5. For all non-compatible members with PT wood, building paper or an approved equal material must be used as a barrier between the referenced members.
6. All PT wood framing connections must utilize a products manufactured by Simpson Strong Tie or an approved equal and must be installed as per the manufacturer's recommendations.
7. Bleeding must be placed between all joist with a spacing not to exceed 6" o.c.
8. Simpson LUS Type Joist Hangers must be used at intersection points of all structural wood members including but not limited to joist and beams.
9. All structural wood members shall have a fiber stress of at least 1200PSI
10. Wood Studs shall be stress graded standard American Lumber (F=625 PSI, F=400PSI Minimum, E=1,000,000 PSI) #2 Southern Yellow Pine
11. General Sheathing Notes: 10d Ring Shank Nails, 4" O.C. for Short Side, 6" O.C. Long Side, 6" O.C. Field
12. General Building Notes: Exterior Windows: 1"x2" PT Buck on Jambas and Head, Exterior Doors: 2"x4" PT Buck on Jambas and Head, Install subfloor fasteners of specified type in order to meet or exceed stated loads.
13. Roof Framing Construction: Use min full nails at 6" O.C. TYP. and 4" O.C. TYP. at eave.
14. Fasteners shall be spaced in equal distance across the length of the buck and shall be no closer than 2" or further than 4" from the end of the buck
15. The minimum fasteners for a top buck is 2 and the minimum fasteners for a side buck is 3.
16. The approved fasteners are as follows: 1/2" Penetration and 230LBS of Connection Strength Capacity, 3/4" Tapcon with 2" Penetration and 300LBS of Connection Strength Capacity.
17. Refer to manufacturer's installation recommendations and specifications for the fasteners required for entry doors and windows.

Structural Notes

1. The design and applicable scope of work is intended to comply with the 2017 Florida Building Code and ASCE 7-10.
2. The structure referenced in these documents is designed to withstand the applicable forces from 180MPH wind load and a floor live load of 40PSF in accordance with ASCE 7-10.
3. The soil bearing capacity must meet or exceed 2,000LBS per SQ. FT. Comparison required (Standard Proctor) typical under slab, pile caps, grade base and foundation or where concrete is in contact with the soil at 98%.
4. The engineer must be notified and submit a written approval for all modifications or deviations from the specified design.
5. The contractor shall provide all temporary shoring as required to resist all loads generated from wind or the construction sequence until all structural members, connectors, and fasteners are installed including shear walls and decking.
6. The contractor must submit material certifications/specifications, shop drawings and erection plans/drawings for all components and construction methods required for the structure to be constructed.
7. All major structural shop drawings must be submitted with calculations and the seal of a Florida Professional Engineer.

Electrical Notes

1. The Contractor shall perform all work in conformance with the 2017 Florida Building Code and the latest edition of the National Electric Code.
2. Electrical service shall be performed by a licensed Florida electrician
3. Electrical conduits or pipes shall not be located within any structural members unless otherwise specified. Structural members shall not be modified for installation of electrical works unless approved by the Engineer of Record.
4. It is the responsibility of the Contractor to coordinate all works including but not limited to new service additions with the local utility company as required.
5. Conductors shall be copper and shall be THWN if #6 or greater in size.
6. Wire shall be #12 THHN/THWN unless specified otherwise.
7. All materials shall be UL approved.
8. Descriptions of all additions shall be typewritten and fixed to the electrical panel door.
9. All branch circuits shall be equipped with a ground equipment grounding conductor sized in accordance with NEC 250.96
10. All buses shall be dual element, line only unless otherwise noted.
11. All lights shall be installed as per the manufacturer's recommendations as well in accordance with the ceiling manufacturer's recommendations and local regulations.
12. All outlets located in the garage and on the exterior of the house shall be GFCI protected.
13. All outlets located on the exterior of the house shall be water proof protected.



CONSTRUCTION PROPOSED FOR THE FOLLOWING LOCATION:

**880 SHELTER BAY DR
KEY COLONY BEACH, FLORIDA**

CAMPBELL ENGINEERING CONSULTANTS LLC

William R. Campbell, P.E. License # 79269 Calligraphy # 31437

Email: will@cecfc.com

Phone #: 305-735-4626

WILLIAM CAMPBELL

License No. 79269

STATE OF FLORIDA

PROFESSIONAL ENGINEER

PROJECT #:

1465

Date:

OCT. 15, 2019

SHEET 2 of 5

SHEET #

GN



880 SHELTER BAY DR
KEY COLONY BEACH, FLORIDA

William R. Campbell, P.E. License #: 79269
Email: wili@cecilk.com
Phone #: 305-735-4626





PROPOSED DOCK LOCATION PICTURES

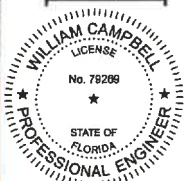


EXEMPT

File Number:
0381661-005 EE / 006 EE /

CONSTRUCTION PROPOSED FOR
THE FOLLOWING LOCATION:
880 SHELTER BAY DR
KEY COLONY BEACH, FLORIDA

CAMPBELL ENGINEERING
CONSULTANTS, LLC
William R. Campbell, P.E. License #: 79259
Email: wrcampbell2284@gmail.com
Phone #: 305-363-5330



PROJECT #:

1465

Date:

OCT. 15, 2019

SHEET 5 of 5

SHEET #

S2

62-330.051 Exempt Activities.

The activities meeting the limitations and restrictions below are exempt from permitting. However, if located in, on, or over state-owned submerged lands, they are subject to a separate authorization under chapters 253 and 258, F.S., as applicable.

(5) Dock, Pier, Boat Ramp and Other Boating-related Work –

(b) Installation of private docks, piers, and recreational docking facilities, and installation of local governmental piers and recreational docking facilities, in accordance with section 403.813(1)(b), F.S. This includes associated structures such as boat shelters, boat lifts, and roofs, provided:

1. The cumulative square footage of the dock or pier and all associated structures located over wetlands and other surface waters does not exceed the limitations in section 403.813(1)(b), F.S.;
2. No structure is enclosed on more than three sides with walls and doors;
3. Structures are not used for residential habitation or commercial purposes, or storage of materials other than those associated with water dependent recreational use; and
4. Any dock and associated structure shall be the sole dock as measured along the shoreline for a minimum distance of 65 feet, unless the parcel of land or individual lot as platted is less than 65 feet in length along the shoreline, in which case there may be one exempt dock allowed per parcel or lot.

Section 403.813, Florida Statutes Permits issued at district centers; exceptions.—

(1) A permit is not required under this chapter, chapter 373, chapter 61-691, Laws of Florida, or chapter 25214 or chapter 25270, 1949, Laws of Florida, for activities associated with the following types of projects; however, except as otherwise provided in this subsection, this subsection does not relieve an applicant from any requirement to obtain permission to use or occupy lands owned by the Board of Trustees of the Internal Improvement Trust Fund or a water management district in its governmental or proprietary capacity or from complying with applicable local pollution control programs authorized under this chapter or other requirements of county and municipal governments:

(b) The installation and repair of mooring pilings and dolphins associated with private docking facilities or piers and the installation of private docks, piers and recreational docking facilities, or piers and recreational docking facilities of local governmental entities when the local governmental entity's activities will not take place in any manatee habitat, any of which docks:

1. Has 500 square feet or less of over-water surface area for a dock which is located in an area designated as Outstanding Florida Waters or 1,000 square feet or less of over-water surface area for a dock which is located in an area which is not designated as Outstanding Florida Waters;
2. Is constructed on or held in place by pilings or is a floating dock which is constructed so as not to involve filling or dredging other than that necessary to install the pilings;
3. Shall not substantially impede the flow of water or create a navigational hazard;
4. Is used for recreational, noncommercial activities associated with the mooring or storage of boats and boat paraphernalia; and
5. Is the sole dock constructed pursuant to this exemption as measured along the shoreline for a distance of 65 feet, unless the parcel of land or individual lot as platted is less than 65 feet in length along the shoreline, in which case there may be one exempt dock allowed per parcel or lot.

Nothing in this paragraph shall prohibit the department from taking appropriate enforcement action pursuant to this chapter to abate or prohibit any activity otherwise exempt from permitting pursuant to this paragraph if the department can demonstrate that the exempted activity has caused water pollution in violation of this chapter.

62-330.051 Exempt Activities.

The activities meeting the limitations and restrictions below are exempt from permitting. However, if located in, on, or over state-owned submerged lands, they are subject to a separate authorization under chapters 253 and 258, F.S., as applicable.

(5) Dock, Pier, Boat Ramp and Other Boating-related Work –

(h) The installation of a pile-supported boat lift within an existing mooring area at a docking facility that is legally in existence, provided:

1. Such installation does not conflict with a condition of a permit issued thereunder;
2. The boat lift does not include additional structures, such as platforms, cat walks, and roofs.

62-330.051 Exempt Activities.

The activities meeting the limitations and restrictions below are exempt from permitting. However, if located in, on, or over state-owned submerged lands, they are subject to a separate authorization under chapters 253 and 258, F.S., as applicable.

(7) Maintenance and Restoration –

(f) Placement of wooden, composite, metal, or other non earthen construction mats to provide temporary access to maintain or repair projects within wetlands, provided:

1. There is no cutting or clearing of wetland trees having a diameter four inches (circumference of 12 inches) or greater at breast height;
2. The maximum width of the construction access area shall be 15 feet;
3. Mats shall be removed as soon as practicable after equipment has completed passage through, or work has been completed at, each location along the alignment of the project, but in no case longer than seven days after equipment has completed work or passage through that location; and
4. Areas disturbed for access shall be restored to natural grades immediately after the work is complete.

Rulemaking Authority 373.026(7), 373.043, 373.4131, 373.4145, 403.805(1) FS. Law Implemented 373.406, 373.4131, 373.4145, 373.415, 403.813(1) FS. History—New 10-1-13, Amended 6-1-18.

City of Key Colony Beach

P.O. BOX 141 KEY COLONY BEACH, FLORIDA 33051 • PHONE (305)-289-1212
FAX (305)-289-1767



Filed and Recorded in Official Records of
MONROE COUNTY KEVIN MADOK, CPA

Doc # 2023-000149
Recorded 5/15/2023

Notice of Commencement

Permit # B23-000149
Tax Folio # 00074380-000000

State of FLORIDA
County of MONROE

This Instrument prepared by:

Name: Yanira Cabanas
Address: 1140 Hern Rd
Key Largo, FL 33037

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of Property: BK 8 LT 32 KEY COLONY FIRST ADD AMENDED
PLAT PB-4-11 Shelter Key.
2. General Description of Improvements: WOOD DOCK and BOAT LIFT.
3. Owner Information:
 - a. Name & Address: ORESTE SANCHEZ
 - b. Interest In Property: OWNER - ORESTE SANCHEZ
 - c. Name & Address of fee simple titleholder (other than owner): -
4. Contractor's Information:
 - a. Name & Address: Atlantic Miami Boat Lifts, Inc. 9250 SW 41st
 - b. Phone #: 305 207-9955 c. Fax #: N/A Miami, FL 33165
5. Surety Information:
 - a. Name & Address: -
 - b. Phone #: - c. Amount of Bond: -
6. Lender's Information:
 - a. Name & Address: -
 - b. Phone #: - b. Fax #: -
7. Person within the State of Florida designated by the owner upon whom notices of other documents may be served as provided by Chapter 713.13(1)(a)7, Florida Statutes:
 - a. Name & Address: -
 - b. Phone #: - c. Fax #: -
8. In addition to him/her, Owner designates - who can be contacted at - to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes.
9. Expiration date of Notice of Commencement (the expiration date is one (1) year from the date of recording unless a different date is specified): May 3, 2024

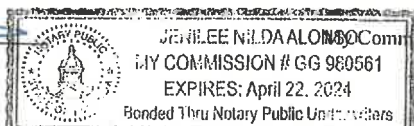
WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR THE IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner's Signature

Owner's Printed Name

The foregoing instrument was acknowledged before me this 30 day of May, 2023 by Oreste Sanchez who is personally known ☒ or produced ☐ identification.

Notary Signature



JENILEE NILDA ALONSO Commission Expires: April 22, 2024
MY COMMISSION # GG 980561
EXPIRES: April 22, 2024
Bonded thru Notary Public Underwriters

CONSTRUCTION PROPOSED FOR
THE FOLLOWING LOCATION:
880 SHELTER BAY DR
KEY COLONY BEACH, FLORIDA

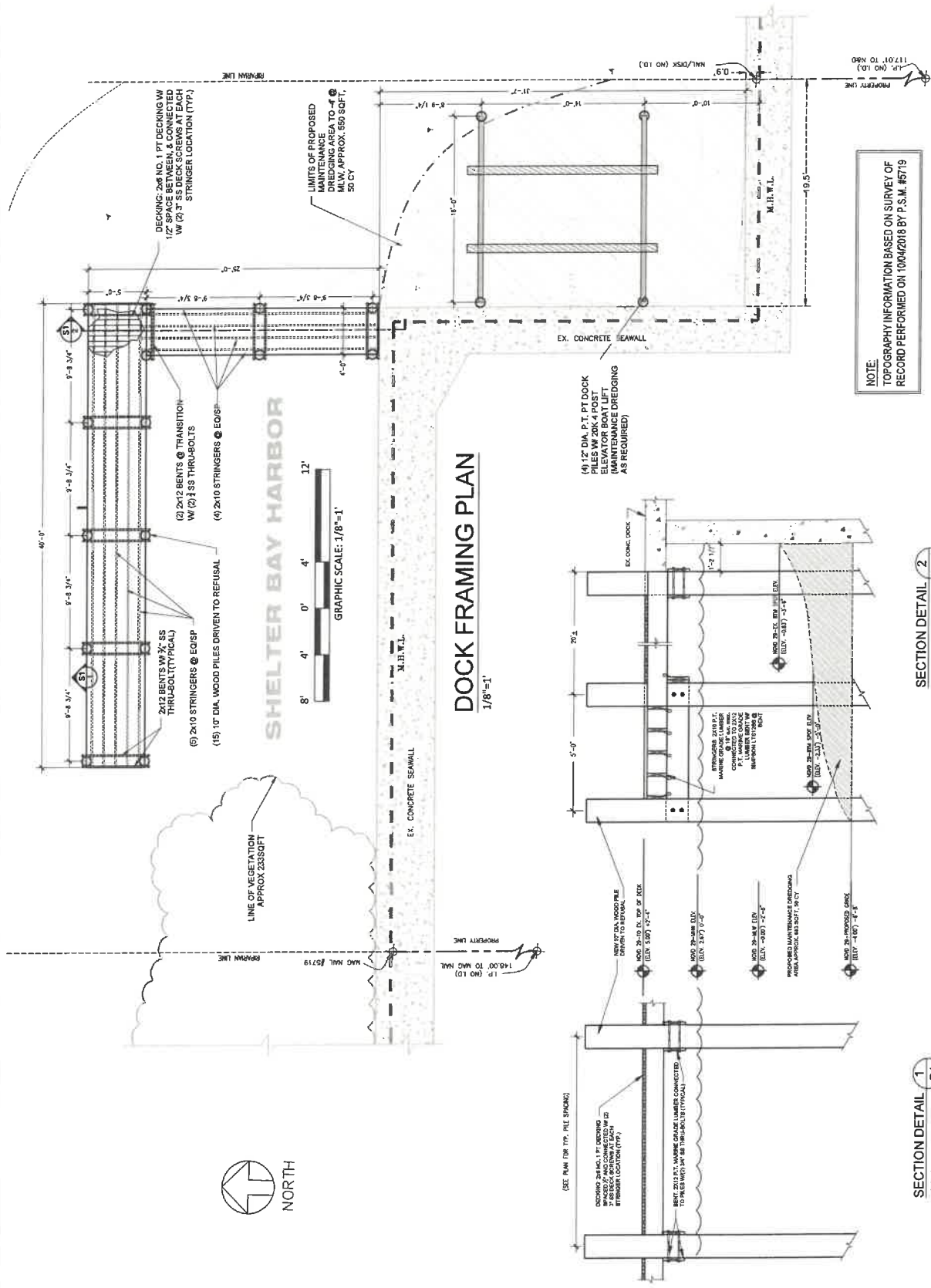
CAMPBELL ENGINEERING
CONSULTANTS LLC
William R. Campbell, P.E. License #: 79269
Email: will@cecfk.com
Phone #: 305-735-4626

PLANS ARE NOT VALID
UNLESS SIGNED AND
DATED



PROJECT #:
1465
Date:
OCT. 15, 2019

SHEET 4 of 5
SHEET #
S1



NOTE:
TOPOGRAPHY INFORMATION BASED ON SURVEY OF
RECORD PERFORMED ON 10/04/2018 BY P.S.M. #5719

SECTION DETAIL 2
1/8"=1'

SECTION DETAIL 1
1/8"=1'

CONSTRUCTION PROPOSED FOR
THE FOLLOWING LOCATION:
880 SHELTER BAY DR
KEY COLONY BEACH, FLORIDA

CAMPBELL ENGINEERING
CONSULTANTS LLC
William R. Campbell, P.E. License #: 79269
Email: wrcampbell2284@gmail.com
Phone #: 305-363-8330

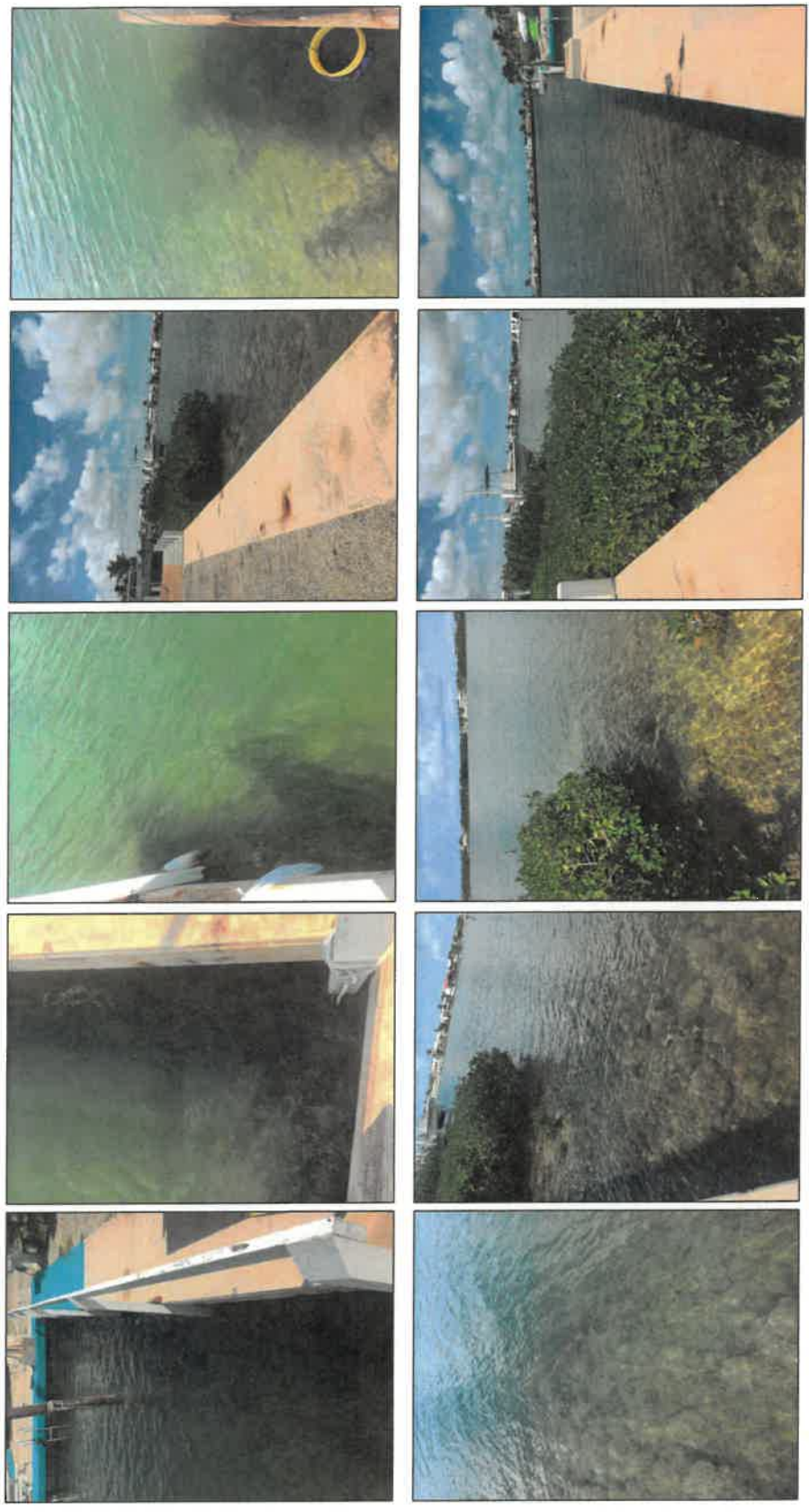
PLANS ARE NOT VALID
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DATED

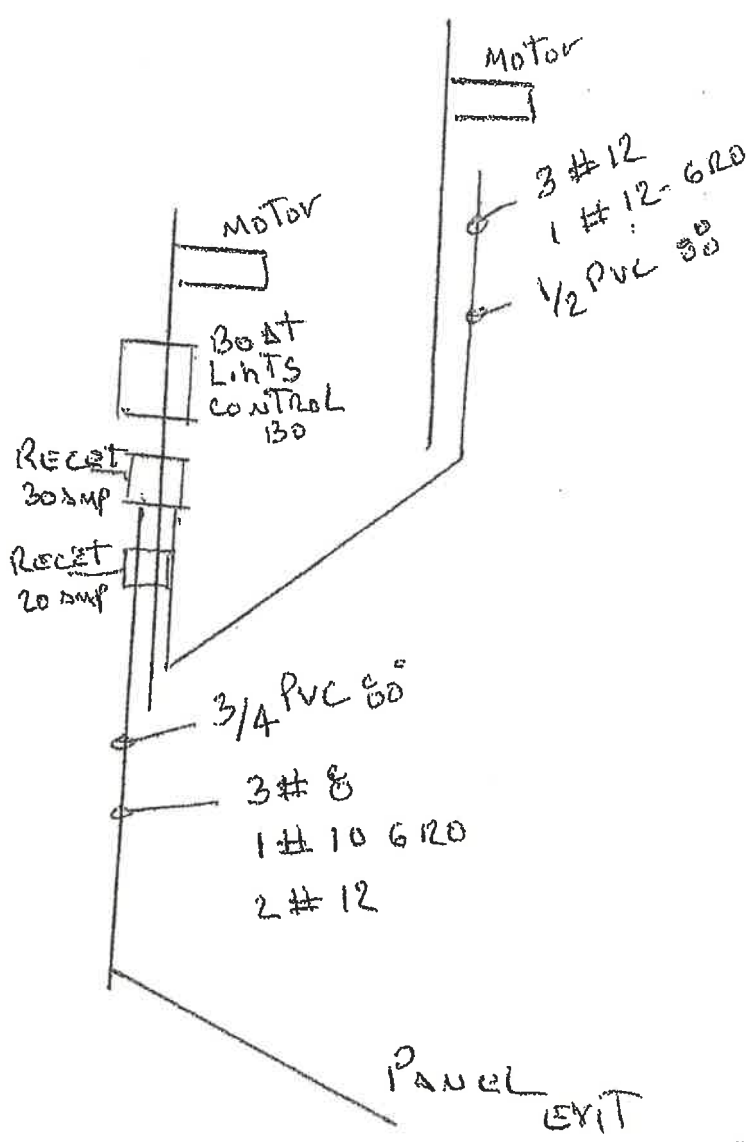


PROJECT #:
1465
Date:
OCT. 15, 2019

SHEET 5 of 5
SHEET #
S2

PROPOSED DOCK LOCATION PICTURES





NEW GFI BR 20 AMP - 240
2P
NEW GFI BR 20 AMP - 120
1P

HORSE POWER ELECTRIC INC
8105 W 20TH AVE
HIALESH FLORIDA
305 819-4060

880 Shelter Bay Drive.
PROPERTY ADDRESSES

Hector Ortiz
Handwritten Signature

(20K 4-POST)
ILLUMINATED



PERMIT PROJECT
FILE #: 23-000422
880 SHELTER BAY DR KEY COLONY BEACH FL 33051
THERE IS AN OPEN CODE VIOLATION FOR THIS PROPERTY
INSTALL 280SQFT MARINE GRADE WOOD DOCK W/ (15) 10" DIA. PILES PER PLAN · INSTALL 20K
4 POST ELEV. BOAT LIFT W/ (4) 12" PILES PER PLAN · MAINTENANCE DREDGE APPROX. 550
SQFT AND 50 (CY) @ BOAT LIFT LOCATION PER PLAN



PERMIT #: B23-000149

Permit Type
Building Permit

Subtype
Boat Lift

Work Description:
INSTALL 280SQFT MARINE GRADE WOOD DOCK W/ (15) 10" DIA. PILES PER PLAN · INSTALL 20K 4 POST ELEV. BOAT LIFT W/ (4) 12"
PILES PER PLAN · MAINTENANCE DREDGE APPROX. 550 SQFT AND 50 (CY) @ BOAT LIFT LOCATION PER PLAN

Applicant
MONROE MARINE CONSTRUCTION, CORP. - JUAN JOSE QUEVEDO

Status
Payment Required

Valuation
0.00



FEES & PAYMENTS

Plan Check Fees	0.00
Permit Fees	2,111.50
Total Amount	2,111.50
Amount Paid	0.00
Balance Due	2,111.50

☐ Non-Billable



PERMIT DATES

Application Date
05/04/2023

Approval Date

Issue Date:

Expiration Date:

Close Date

Last Inspection

Are you the property owner?

PROJECT INFORMATION

Type of Structure

Single Family

Intended Use (Specify Residential or Business)

PROPERTY OWNER

Type of Construction (Specify concrete block, frame, etc.)

WOOD DOCK & BOAT LIFT

Cost of Construction

\$51,000.00

Will you be using a Private Provider

[click here for private provider packet.](#)

SUBMITTAL REQUIREMENTS

Please upload all supporting documents here

Florida Product Approval or NOA

Florida Product Approval or NOA search [Click this Link](#)

[Upload Installation Instructions](#)

As of 3/1/2024 the new notice of commencement will be required.

Notice of Commencement

[download here](#)

☐ NOC Checked

Private Provider Notice Form

[download here](#)

Private Provider Form

Owner Builder Disclosure Statement

[download here](#)

Owner Builder Disclosure Form

Contractor Registration Form

[download here](#)

Contractor Registration Form

Substantial Improvement/Substantial Damage Worksheet

[download here](#)

Substantial Improvement/Substantial Damage Worksheet

A Notice of Commencement is required prior to scheduling inspections. Please download and complete the Notice of Commencement document. This form needs to be recorded with the Monroe County Clerk of Court and filed with our office.

CONTACTS

Contractor

ATLANTIC MIAMI BOAT LIFTS - JUAN JOSE QUEVEDA

Bonding Company Name/Address

Architect/Engineer Name/Address

Campbell Engineering Consultants - William Campbell



LIST ALL SUBCONTRACTORS, COUNTY & STATE LICENSE NUMBER AND COST

Starting March 1, 2024, the new sub-contractor letter of intent needs to be uploaded for each sub-contractor on the job before any permit will be issued.

Electrical Subcontractor Form



Electrical



Plumbing Subcontractor Form



Plumbing



Mechanical Subcontractor Form



Mechanical



Concrete/Masonry Subcontractor Form



Concrete/Masonry



Carpentry Subcontractor Form



Carpentry



Roofing Subcontractor Form



Roofing



Swimming Pool Subcontractor Form



Swimming Pool



Other Subcontractor Form



Other



ACKNOWLEDGEMENT

Once you click submit you will be directed to our secure payment processor. Failure to pay the application fees will result in a delay in permit review.

OFFICIAL USE

☐ After the fact

Charge Fire Safety Fees



Charge Clean Up Bond Fees



☐ Charge Type of Structure Fee

FEE



FEE	DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Permit Fee3				2,060.00
Building Surcharge Fee				51.50
Plan Check Fees				0.00
Permit Fees				2,111.50
Total Fees				2,111.50

PAYMENTS



DATE	TYPE	REFERENCE	NOTE	RECEIPT #	RECEIVED FROM	AMOUNT
					Amount Paid	0.00
					Balance Due	2,111.50



DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, JACKSONVILLE DISTRICT
701 SAN MARCO BOULEVARD
JACKSONVILLE, FLORIDA 32207-8175
October 13, 2022

Regulatory Division
South Branch
Florida Keys Permit Section
SAJ-2019-04007

Orestes Sanchez
12430 SW 22 Terrace
Miami, Florida 33175

Dear Mr. Sanchez:

You requested re-verification of a project that we previously verified on March 26, 2020. The file number is SAJ-2019-04007. A review of the information and drawings provided shows the proposed work is to dredge 50 cubic yards of submerged bottom within a 550 square foot area to minus 5 feet mean low water or rock if less than -5 feet mean low water performed by clamshell or excavator from land or barge, to construct a 280 square foot "L"-shaped dock with a 4' wide by 20' long access walkway leading to a 5' wide by 40' long terminal platform, to install a 20,000 lb capacity elevator boat lift within the boat notch, to install temporary floating turbidity barriers around all work areas that are in/over U.S. navigable waters and to avoid 223 square feet of onsite wetland shoreline in perpetuity. The activities subject to this permit are authorized pursuant to authorities under Section 10 of the Rivers and Harbors Act of 1899 (33 U.S.C. § 403). You stated in your request that there are no changes to that project. The project is located at 880 Shelter Bay Drive adjacent to Shelter Bay Harbor tributary to the Atlantic Ocean in Section 05, Township 66 South, Range 33 East, Key Colony Beach, Monroe County, Florida. RE#00074380-000000.

Your project is authorized by Nationwide Permit (NWP) Number 3. This verification is valid until **March 14, 2026**. Some of the terms, conditions and regional conditions may have changed because our previous verification was based on the 2017 Federal Register and Regional Conditions. This letter is based on the project being performed in accordance with: the drawings attached to our previous letter; the terms and conditions found on pages 2867 to 2877, inclusive, of the January 13, 2021 Federal Register (86 FR 2744); the Regional Conditions dated February 25, 2022; and the entirety of our previous letter, including the general conditions, special conditions, and attachments

(except for the expiration date and the references to the 2017 Federal Register and Regional Conditions).

If you are unable to access the internet or require a hardcopy of any of the above-referenced documents, please contact me by telephone at 305-526-7181.

Sincerely,

RODRIGUEZ.
ROSALINDA.
1246008902

Digitally signed by
RODRIGUEZ.ROSALIN
DA.1246008902
Date: 2022.10.13
11:33:01 -04'00'

Rosalinda Rodriguez
Project Manager

Enclosures

Copy/ies Furnished:

bcc:
CESAJ-RD-PE



PERMIT PROJECT
FILE #: 23-000422
880 SHELTER BAY DR KEY COLONY BEACH FL 33051
THERE IS AN OPEN CODE VIOLATION FOR THIS PROPERTY
INSTALL 280SQFT MARINE GRADE WOOD DOCK W/ (15) 10" DIA. PILES PER PLAN · INSTALL 20K
4 POST ELEV. BOAT LIFT W/ (4) 12" PILES PER PLAN · MAINTENANCE DREDGE APPROX. 550
SQFT AND 50 (CY) @ BOAT LIFT LOCATION PER PLAN



ROUTE NAME	PERMIT #	STATUS
BUILDING PERMIT ROUTE	B23-000149	

ACTIVITY TYPE	DEPARTMENT	ASSIGNED TO	STATUS	DUE	COMPLETED
Plan Review	Community Development	Edward Borysiewicz	Denied		09/17/2024

BUILDING PERMIT ROUTE	B23-000149	APPROVED
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ACTIVITY TYPE	DEPARTMENT	ASSIGNED TO	STATUS	DUE	COMPLETED
Application Intake	Community Development	Brandi Yellin	Approved	05/05/2023	05/04/2023
Plan Review	Community Development	Lenny Leggett	Approved	05/09/2023	05/04/2023
Review Complete	Community Development	Brandi Yellin	Approved	05/05/2023	05/04/2023

City of Key Colony Beach

PO Box 510141 Key Colony Beach, Florida • Phone # 305-289-1212 • Fax# 305-289-1767



January 15th, 2025

To: The City of Key Colony Beach Board of Commissioners

From: The Key Colony Beach Planning & Zoning Board

Re: A Variance Request by Orestes and Elena Sanchez, owners of the property located at 880 Shelter Bay Drive, Key Colony Beach, to request an after-the-fact variance for the installation of a wooden dock that requires a 20-foot variance.

The Planning & Zoning Board heard the applicant's request for an after-the-fact variance to the City of Key Colony Beach Code of Ordinances, Chapter 5, Section 38, for the installation of a wooden dock that requires a 20-foot variance.

After discussion, the Board voted on the Post-Hearing Questions as follows:

Post Hearing Questions Results:

1) Chair George Lancaster	Yes on all 5 (five) Post Hearing Questions
2) Vice-Chair Lin Walsh	Yes on all 5 (five) Post Hearing Questions
3) Board Member Bob Glassman	Yes on all 5 (five) Post Hearing Questions
4) Board Member Leonard Geronemus	Yes on all 5 (five) Post Hearing Questions
5) Board Member Lynne Conkling	Yes on all 5 (five) Post Hearing Questions

MOTION: Motion made by Bob Glassman to go forward with a recommendation to the City Commission. Lin Walsh seconded the motion.

DISCUSSION: Chair Lancaster clarified that the Board had not decided on waiving the variance fee.

ON THE MOTION: Rollcall vote. Unanimous approval.

Final Recommendation: The Planning & Zoning Board recommends that the after-the-fact variance for the property located at 880 Shelter Bay Drive be approved by the City of Key Colony Beach Board of Commissioners.


George Lancaster, Planning & Zoning Board Chair

MINUTES
PLANNING & ZONING BOARD
REGULAR MEETING & PUBLIC HEARING

Wednesday, January 15th, 2025 - 9:30 am

Marble Hall, 600 W. Ocean Drive, Key Colony Beach, Florida 33051 & via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance & Roll Call:** The Key Colony Beach Planning & Zoning Board 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, Leonard Geronemus, Bob Glassman, Lynne Conkling (via Zoom). **Also present:** City Administrator John Bartus, Building Official Tony Loreno, Administrative Assistant Tammie Anderson, City Clerk Silvia Roussin.

2. **Approval of the Agenda (Additions, changes, and deletions can be made via one motion and a second to approve by majority vote)**

There were no changes to the agenda, and Chair Lancaster asked for a motion to approve.

MOTION: Motion made by Bob Glassman to approve. Leonard Geronemus seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. **Swearing in of newly appointed Board Member Lynne Conkling**

City Clerk Roussin administered the Oath of Office to newly appointed member Lynne Conkling.

4. **Election of Chair & Vice-Chair for 2025**

Chair Lancaster turned the meeting over to the City Clerk for the Chair election for the year 2025. City Clerk Roussin asked for a nomination for Chair.

NOMINATION: Bob Glassman nominated George Lancaster for Chair. There were no other nominations.

ON THE NOMINATION: Rollcall vote. Unanimous approval.

George Lancaster was re-elected to the position of Chair.

Chair Lancaster asked for a nomination for Vice-Chair.

NOMINATION: Lynne Conkling nominated Lin Walsh for the position of Vice-Chair. There were no other nominations.

ON THE NOMINATION: Rollcall vote. Unanimous approval.

Lin Walsh was re-elected to the position of Vice-Chair.

5. **Citizen Comments & Correspondence:** None.

6. **Approval of Minutes:**

- a. Planning & Zoning Board Minutes December 9th, 2024

There were no corrections to the minutes, and Chair Lancaster asked for a motion to approve.

MOTION: Motion made by Lin Walsh to approve the minutes. Bob Glassman seconded the motion.
DISCUSSION: None.
ON THE MOTION: Rollcall vote. Unanimous approval.

7. **Administration of Oath of Witnesses:** City Clerk Roussin administered the Oath of Office to the Building Official.
8. **Disclosure of Ex-Parte Communication:** None.
9. **Variance Request: A Variance Request by Orestes and Elena Sanchez, owners of the property located at 880 Shelter Bay Drive, Key Colony Beach, to request an after-the-fact variance for the installation of a wooden dock that requires a 20 foot variance.**

- a. Proof of Legal Publications & Affidavits of Mailing/Posting: Included in the agenda packet.
- b. Presentation of Variance Request – Building Department

Chair Lancaster introduced the variance request and asked Building Official Loreno to elaborate. Building Official Loreno explained that all state and local requirements were met for the requested project at completion, but the dock never underwent the required variance process. Building Official Loreno explained that this oversight happened before his time with the city and recommended approval of the after-the-fact variance. Building Official Loreno detailed current code regulations, addressed safety concerns about the dock protruding into the canal, and confirmed a cradle-lift on the property. Building Official Loreno gave further details on the previous approval by the Building Department and confirmed for a process to be in place for the variance process.

- c. Variance Application: Included in the agenda packet.
- d. Applicant Questions & Responses

City Clerk Roussin read the applicant's questions and responses into the record.

Chair Lancaster asked for questions from the Board.

Bob Glassman stated his understanding of the Building Department having made a mistake and, therefore, should be forgiving and further recalled a similar matter before the Board in the previous year.

- e. Post-Hearing Questions

Chair Lancaster explained the Post-Hearing Questions to Lynne Conkling. City Clerk Roussin confirmed that all questions must be satisfied for the variance application to be granted.

Chair Lancaster continued with the reading of the Post-Hearing Questions, and City Clerk Roussin provided rollcall for each.

- 1.) Has the applicant shown good and sufficient cause to grant the variance?

Bob Glassman	Yes
George Lancaster	Yes
Lin Walsh	Yes
Leonard Geronemus	Yes
Lynne Conkling	Yes

2.) Will denial of the variance result in unnecessary hardship to the applicant?

George Lancaster	Yes
Lin Walsh	Yes
Leonard Geronemus	Yes
Lynne Conkling	Yes
Bob Glassman	Yes

3.) Granting this variance will not result in public expense, a threat to public health & safety and it will not create a threat to or nuisance, or cause fraud or victimization of the public?

Lin Walsh	Yes
Leonard Geronemus	Yes
Lynne Conkling	Yes
Bob Glassman	Yes
George Lancaster	Yes

4.) The property has unique or peculiar conditions or circumstances to this property that do not apply to other properties in the same zoning district.

Leonard Geronemus	Yes
Lynne Conkling	Yes
Bob Glassman	Yes
George Lancaster	Yes
Lin Walsh	Yes

5.) Granting this variance would not confer any special privileges in terms of established development in the immediate neighborhood?

Lynne Conkling	Yes
Bob Glassman	Yes
George Lancaster	Yes
Lin Walsh	Yes
Leonard Geronemus	Yes

f. Planning & Zoning Board Recommendation

Chair Lancaster asked for a motion for a recommendation to the Commission.

MOTION: Motion made by Bob Glassman to go forward with a recommendation to the City Commission. Lin Walsh seconded the motion.

DISCUSSION: Chair Lancaster clarified that the Board had not decided on waiving the variance fee.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the motion was approved, and the recommendation will be presented to the City Commission on February 20th.

Chair Lancaster invited comments on the recommendation to waive the variance fee. City Clerk Roussin supported waiving the fee, suggesting it be an administrative decision. Vice-Chair Walsh and Bob Glassman also agreed.

Leonard Geronemus expressed his disagreement, emphasizing that the purpose of today's approval is to correct a mistake. Building Official Loreno clarified that all permitting fees had been paid, and the only unpaid fee was the variance fee, which was not the owner's fault. Vice-Chair Walsh reiterated the importance of waiving the

variance fee, stating that the owner should not be held responsible.

Lynne Conkling urged everyone to exercise diligence in the future to ensure the process is followed correctly.

10. **Other Business:** None.
11. **Next meeting:** February 19th, 2025 at 9:30 AM
12. **Adjourn:** The meeting adjourned at 9:53 AM.

Respectfully submitted,

Silvia Roussin
City Clerk

DRAFT