



Monthly Planning Report

To: Todd Stoughton
Interim City Manager

Date: October 10, 2024

From: Katie P. Halloran
Planning Director

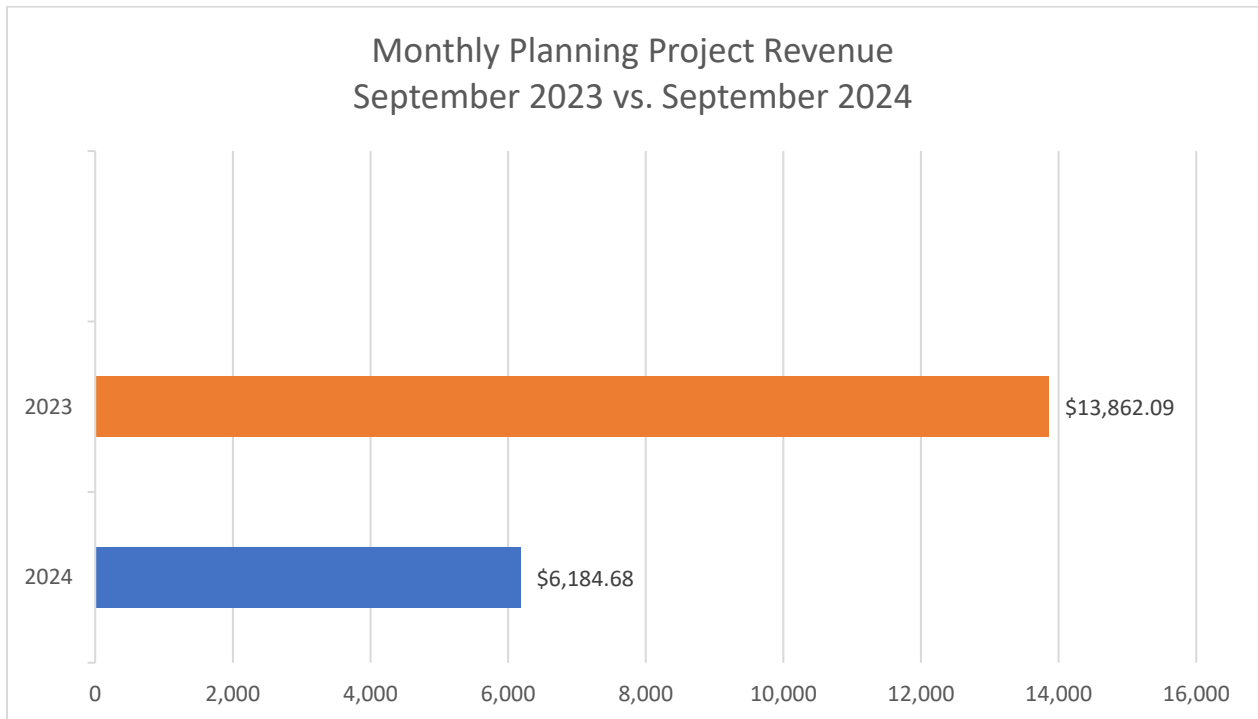
Subject: September 2024 Planning Report

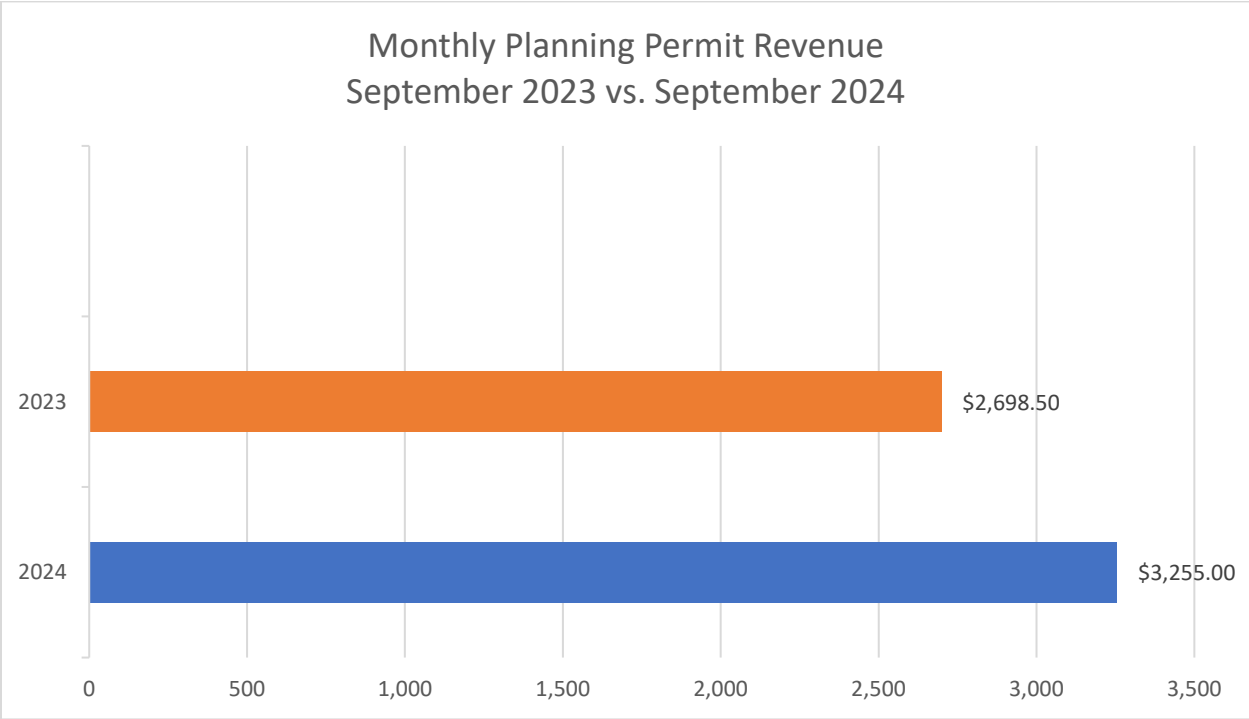
Planning

6 Planning Projects Received

\$6,184.68 Total Monthly Project Revenue

\$3,255.00 Total Monthly Permit Revenue





Total Planning Project Revenue FY 24 – \$233,568.50

Total Planning Permit Revenue FY 24 - \$167,236.00

On-going Planning projects:

- Mallory Square Master Plan (Sasaki)
- Mallory Square Revenue Generation Study (Sasaki with James Lima Planning & Development)
- Duval Street Resiliency & Revitalization Plan (Stantec)
- Currently collaborating to finalize three (3) Land Development Regulation (LDR) text amendment applications initiated through the Building Department (Staff) and postponed to October 10, 2024:
 - Pervious Waterbodies – The text amendment seeks to allow for a revised definition and limitations for the term “impervious surface”.
 - Building Coverage & Accessory Structures – The text amendment seeks to change the definitions of “building coverage” and “accessory structures”, by changing elevated deck setback requirements and creating regulations for covered patios, gazebos, and similar structures.
 - Reconstruction – The proposed text amendments involve the adoption of new definitions for the terms “reconstruction”, “replacement”, and “repairs and maintenance”.
- One private LDR amendment, Comp Plan amendment and ROW Vacation (Staff and Stantec) postponed to November 14, 2024:
 - 715 & 811 Seminole Avenue FLUM & ZONE
 - 715 & 811 Seminole Avenue ROWV

- LDR text amendments (Staff & Planning Board) postponed to October 10, 2024:
 - Home elevations – The proposed amendment is intended to reduce regulatory barriers to the elevation of residential structures or enhance resilience and post-disaster recovery.
- Comp & LDR text amendments (Staff) - Planning Board postponed to November 17, 2024:
 - Affordable and workforce housing requirements
- Private LDR text amendment - definition of affordable & workforce housing
- LDR text amendment – tree protection
- LDR text amendment – Tattoo
- LDR text amendment – Zoning In Progress (ZIP)
- Major development plan at 711 Eisenhower Drive
- Major development plan at 621 Duval Street
- Major development plan at 1904-1908 Flagler Avenue
- Minor development plan at 1817 Staples Avenue
- Minor development plan at 1125 Duval Street
- Major development plan at 3401 Duck Avenue
- Minor development plan at 1500 Reynolds Street
- Development agreement for 715 & 811 Seminole Avenue
- Minor development Plan at 430 Greene Street
- Major development plan at 0 Duval Street
- Major development plan at 3200 N. Roosevelt Blvd.
- Major development plan at 907 Caroline Street

Miscellaneous notable achievements:

- Met with Strategic Planner for City and proposed additional modifications to the City’s Strategic Plan.
- Briefed individual City Commission members on pending amendments to the Land Development Regulations.
- Attended AH – Monroe Housing discussion regarding the redevelopment of the Poinciana housing site.
- Attended Adaptation Plan update.
- Briefed individual Planning Board members on upcoming agenda.
- Attended Planning Board hearing.
- Attended City Commission hearing.
- Attended Budget hearings.
- Met with the Housing and Community Development Director to discuss the proposal to amend the Work Force Housing Ordinance.
- Briefed City Manager’s Office on Land Development Regulation amendments.

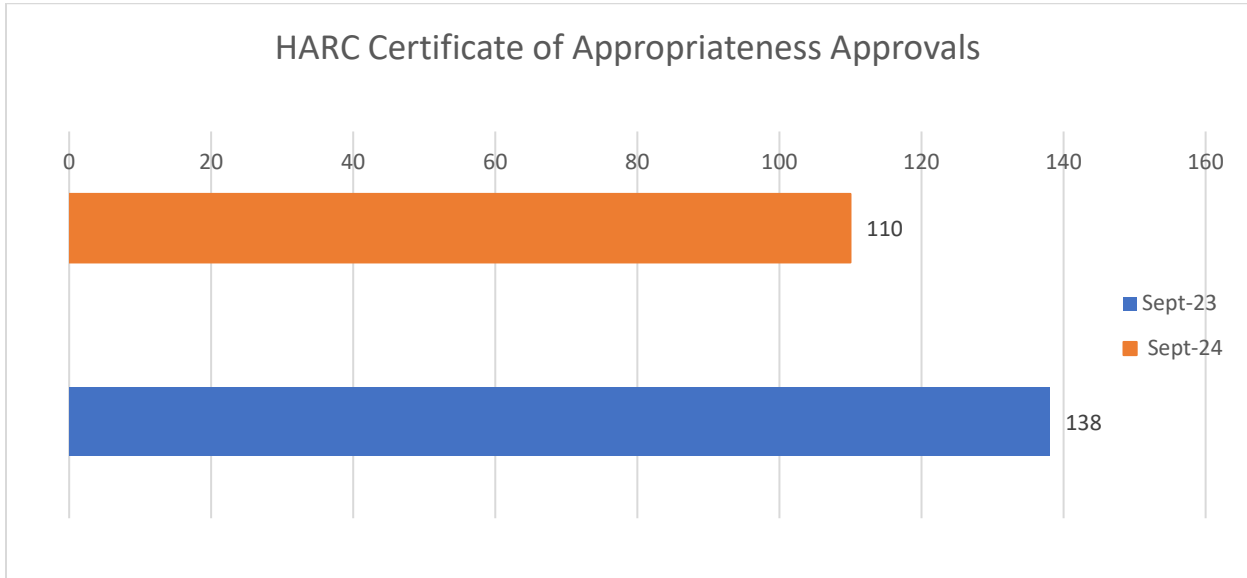
HARC

Review and Compliance

110 Total Certificate of Appropriateness reviewed.

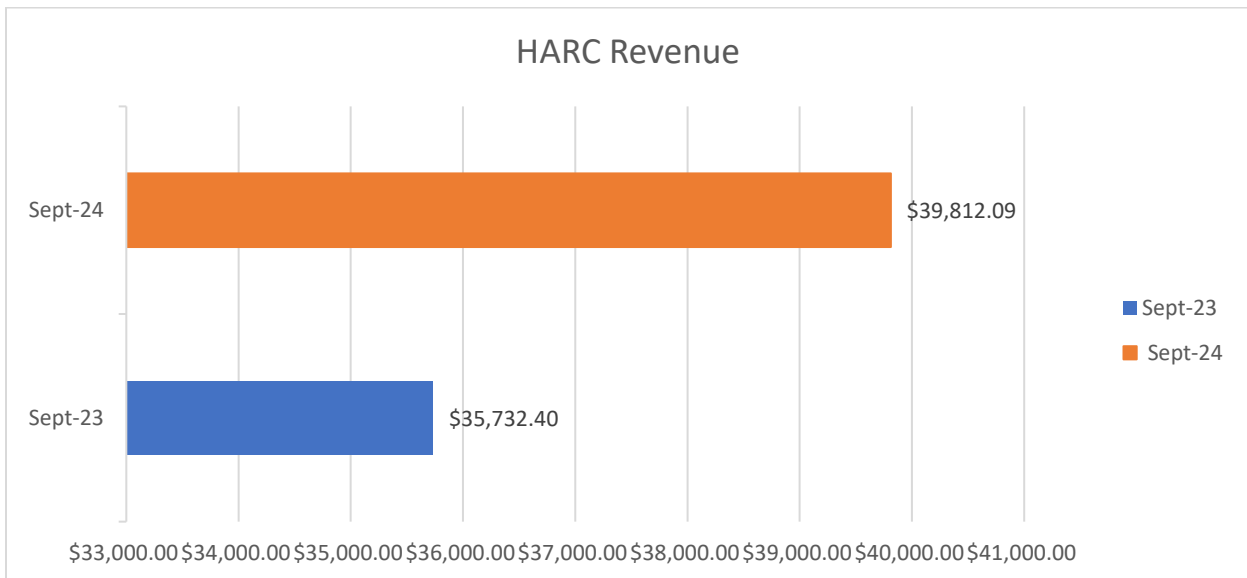
103 Certificate of Appropriateness reviewed by staff or 95% of reviewed applications.

7 Certificate of Appropriateness scheduled for HARC meeting.

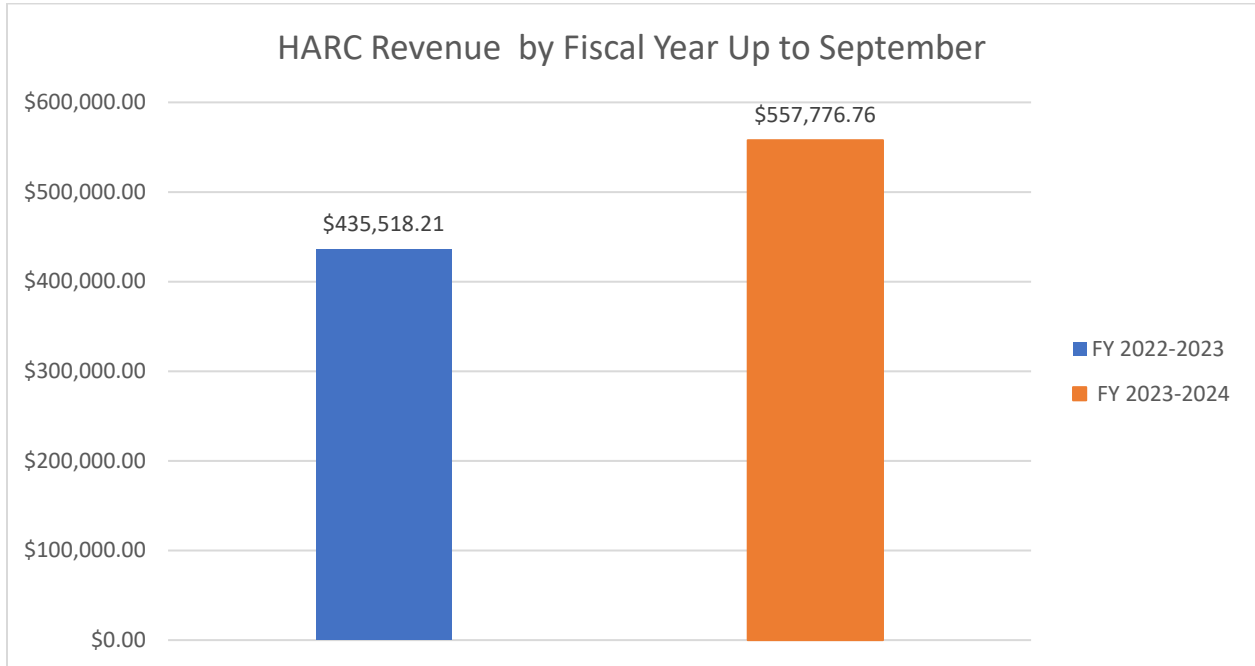


HARC Revenue

\$39,812.09 HARC revenue for the month of September



\$557,776.76 FY24 Revenue



HARC revenue has exceeded \$212,776.76 from the FY 2023-2024 projection of \$345,000.

HARC Inspections for September:

Seventy-nine (79) HARC inspections were performed and only six (6) of those inspections were executed by the HARC Inspector.

Community Redevelopment Agency Manager

- Miscellaneous services and meetings
 - Watched the two (2) City Commission Budget Meetings.
 - Facilitated the monthly Bahama Village Advisory Committee meeting.
 - Met one on one with each committee member that was interested in reviewing the annual budget.
 - Coordinated art in public places bid, site visits, and artwork locations
 - Coordinated tenants for the new community center.
 - Attended the historic buildings site assessment staffing meeting.
 - Attended twelve (12) project site visits attended.
 - Attended six (6) consultant / staff meetings.
 - Processed \$378,000.00 in pay applications.
 - Applied for multiple grants and met with grant writers for future grant opportunities.

Urban Forestry Work

Tree Commission Related Work:

- Attended and presented reports to the Tree Commission during the September 3, 2024 meeting.
- Completed sixty-two (62) site visits related to permitting work (issuance and closure of permits) and tree diagnostics, as part of the general requirements of the job.
- Created and finalized sixteen (16) reports containing twenty-five (25) dicot trees for the October 1st Tree Commission meeting
- Approved two final landscape plans to move projects forward to City Commission.
- Issued a total forty-two (42) palm/dicot tree permits.
- Two emergency permits were issued (see below)
- Closed nineteen (19) tree permit files.
- Posted sixteen (16) properties with meeting public notices.
- Created a tree violation notice in order to notify resident of issue without crossing on to private property. UFM is its own tree codes agent.
- Posted 5 (five) violation notice that have resulted in five (5) after-the-fact permits.
- After-the-fact permits fees double and include mitigation.
- Worked with Michael McCoy, GreenLeaf, to provide and independent evaluation of the historic *Swietenia mahogni* (mahogany) tree in the right of way on Frances Street to determine the scope of work and what could be done. UFM provided a TRAC evaluation for the tree.
- Working with Dr. Mica McMillan, University of Florida Palm Specialist, who will be visiting on October 4, 2024
- Working with Dr. Thomas Chouvenec, University of Florida Urban Entomologist, who will be visiting on November 8, 2024. Dr Chouvenec is the Asian and Formosan subterranean specialist for the state of Florida and has been working with the city of Fort Lauderdale for years to try and save South Florida tree canopy.

Urban Forestry Manager Related Work:

- Attended the September City Commission meeting regarding the Urban Forestry requests.
- Worked directly with property owner regarding emergency removal of a large mahogany tree failure of a large branch that fell onto the house (termite damage) and knocked out electricity.
- Worked with property owner regarding emergency removal of a Gumbo Limbo tree failure resulting half of the tree falling onto the house (termite damage).
- Joined and met with the Green Team at the Key West Botanical Gardens.
- Met with Carolyn Sheldon and Misha McRAE for additional grant funding for the Botanical Gardens.

- Processed one (1) *Lignum vitae* into the Heritage tree program.
- Gave a presentation at the Key West Rotary (lunch) and was invited to join.
- Working with Todd Little with the Florida Department of Forestry in regard to a canopy cover project that will also identify trees in need of replacement due to health issues or age. This will be a grant that will also provide the removal of said tree with a replacement of a native dicot or fruit tree.
- Spoke with Chris Seymour and agreed to write an article, monthly, for The Key West Citizen to be featured on the cover of The Home page.
- Working with “Save a Tree”, Karen O’Leary, for the donation of thirty (30) breadfruit trees to schools and/or culinary programs, that will result in a citizen science project for those that are donated to school systems.
- Gave a presentation at Green Drinks about tree conservation.
- Worked in collaboration with Andrew Faugherty (Blue Native) to install ten (10) *Clusia rosea* aka autograph tree shrubs and one *Chrysophyllum oliviforme* aka satinleaf tree, in the right of way behind Grace Lutheran on Staples Avenue.

Sustainability & Adaptation

- Adaptation and Energy Coordinator prepared the City's Green E- News Letter for September and October.
- Adaptation and Energy Coordinator completed editing 80% of the 10 Year Energy and Resiliency Plan.
- Adaptation and Energy Coordinator applied for and successfully obtained the [Energy Transitions Initiative Partnerships Project](#) technical assistance and \$50,000 cash award for energy transition efforts for the City of Key West.
- Adaptation and Energy Coordinator completed the RFP for Owners Representative for the Key West Energy and Resiliency Project. The RFP is posted online as of September 28, 2024 and closes November 6, 2024.
- Adaptation and Energy Coordinator continue to successfully host “Green Drinks” monthly events at Key West Side Bar, every 3rd Tuesday of the month from 5:30pm to 7:00pm. Next event is on October 15, 2024, on Energy Awareness. Guest speaker for this series are Sheetal Almas, Adaptation and Energy Coordinator for the City of Key West and Alison Higgins, Sustainability Coordinator for the City of Key West.
- Adaptation and Energy Coordinator is working to submit the Carbon Disclosure Project Reporting 2024 for the City of Key West. CDP reporting is a global platform, where cities, states, regions, companies and businesses report their initiatives, targets, and environmental impact to track their environmental impact data and progress.
- Adaptation and Energy Coordinator is tracking water meter information of all City owned buildings.
- Adaptation and Energy Coordinator completed the Module 2 Certification of the PCNRC Performance Contracting National Resource Center Training Certificate Series.

- **Adaptation Plan:**
 - The Vulnerability Assessment is complete and was presented to the City Commission on September 12th.
 - The FDEP deliverables were reviewed and submitted to the grantors.
 - The final two Chapter Working Groups met to set goals for their sector.
 - Monthly Progress meeting focused on methodology for policy development.
- **Other Adaptation:**
 - Advertised the Request for Proposals for the Energy Service Company Owners Representative.
 - Presented on residential resiliency resources to the Key West Association of Realtors monthly luncheon.
 - Assisted with planning for the upcoming Climate Summit in December.
 - Presented the USACE Storm Risk map to the Quarterly CBO meeting, sharing the homes and businesses eligible for floodproofing and elevation.
 - Assisted with creation of a new CIP focused Asset Management team, dedicated to comprehensive planning for funding and grants.
- **Grants:**
 - Assisted with submittals for Florida Defense grant for Infrastructure (Bahama Village Resilience Hub \$) and Reinvestment (Housing Assessment \$) due Oct 4.
 - Assisted with the Key West portion of a grant projects tour by the EPA South Florida Priorities projects.
 - Advised on Task Order language for commencement on the awarded Adaptation Surveys for 3 historic buildings (\$50K)
- **Transportation:**
 - Hosted the monthly Transportation Coordination Team meeting. Key discussions included updating a guidance letter regarding the City Commission discussion on Parking Fees.
- **Other:**
 - Assisted with goals for the next reiteration of the Strategic Plan.