



Monthly Planning Report

To: Brian L. Barroso
City Manager

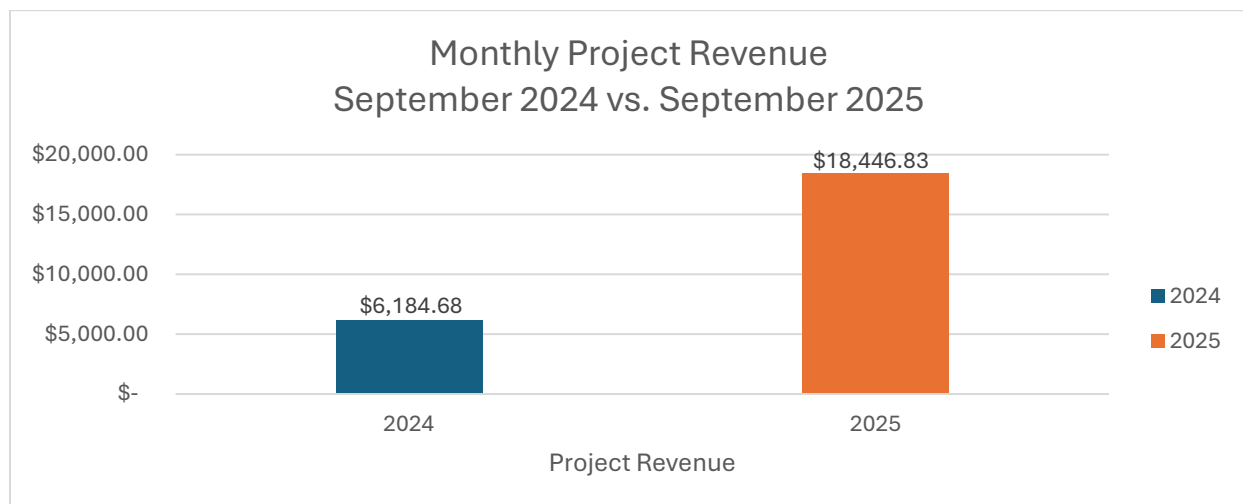
Date: September 30, 2025

From: Patrick Wright
Growth Management Director

Subject: September 2025 Planning Report

Monthly Totals

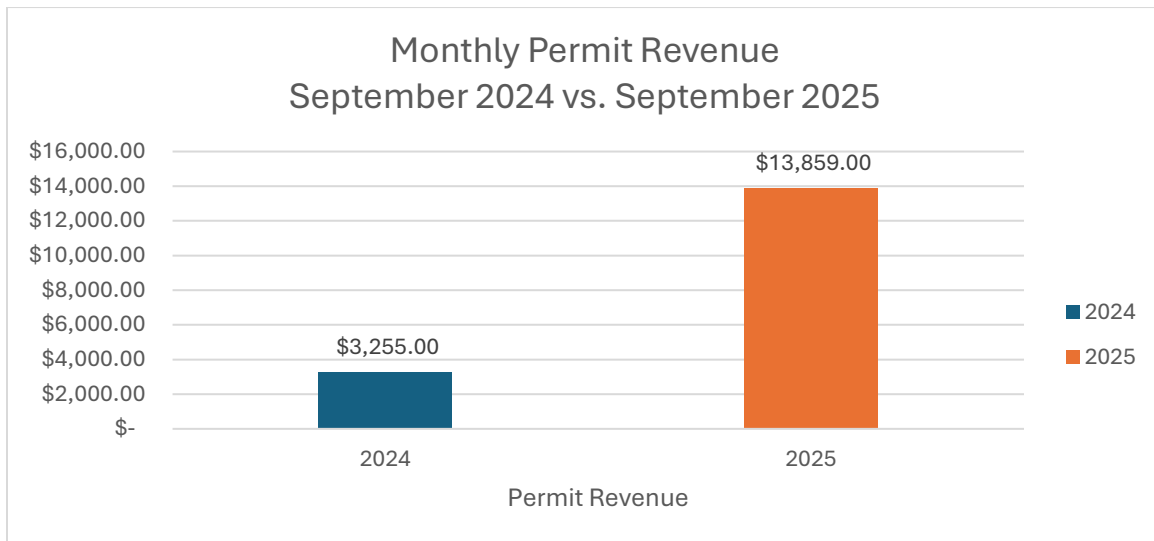
9 Planning Projects Received
\$18,446.83 Total Monthly Project Revenue
\$13,859.00 Total Monthly Permit Revenue
\$32,305.83 Total Monthly Department Revenue



There is a difference of **\$12,262.15** from last September to this year.



Monthly Planning Report



There is a difference of **\$10,604** from last September to this year.

On-going Planning projects:

- Mallory Square Master Plan (Sasaki)
- Duval Street Resiliency & Revitalization Plan (Stantec)

Planning Board

In September the Planning Board approved 5 planning projects and 1 text amendment:

- 2 Variances
- 2 Minor Development Plans
- 1 Major Development Plan
- Tattoo Text Amendment
- 3 Text Amendments were postponed to later planning board dates

Planning Staff continues to work on various other projects, code amendments, building permit reviews, and handling daily walk in appointments.



Monthly Planning Report

HARC MONTHLY REPORT

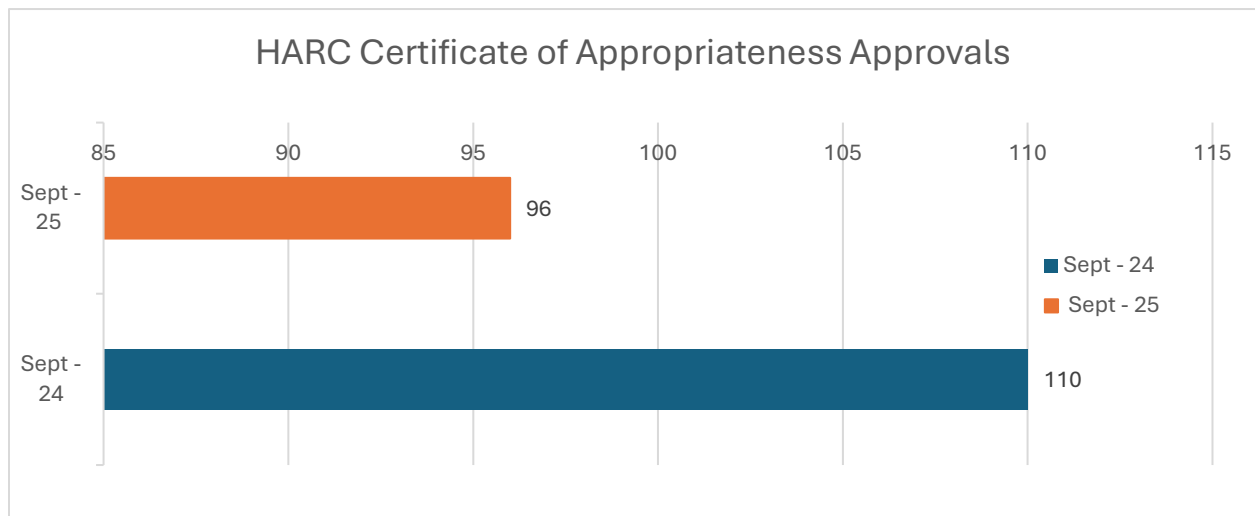
September 2025

Review and Compliance

96 Total Certificate of Appropriateness Reviewed

92 Certificate of Appropriateness Reviewed by staff or 95.8% of reviewed applications.

4 Certificate of Appropriateness scheduled for HARC meeting.

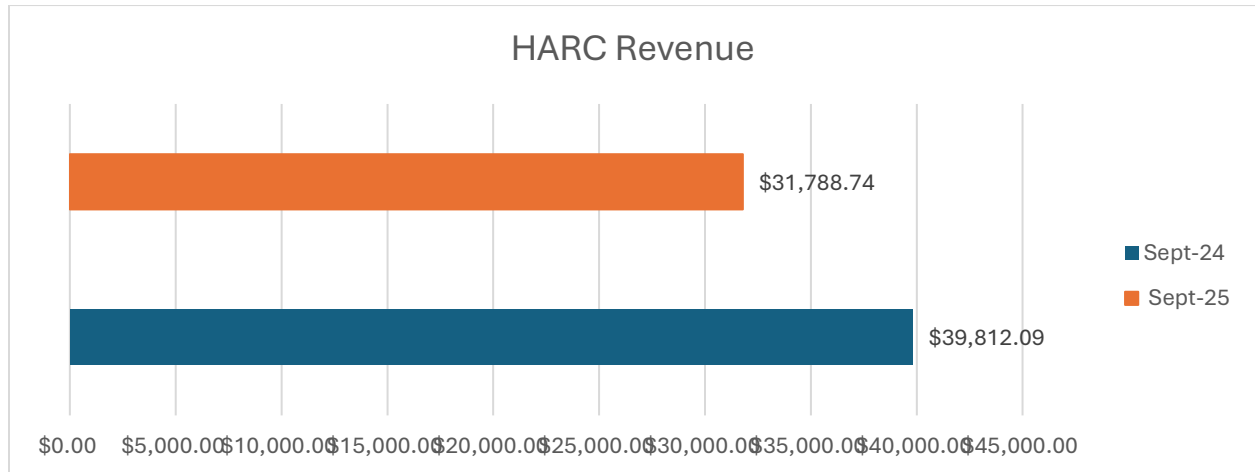


HARC Revenue

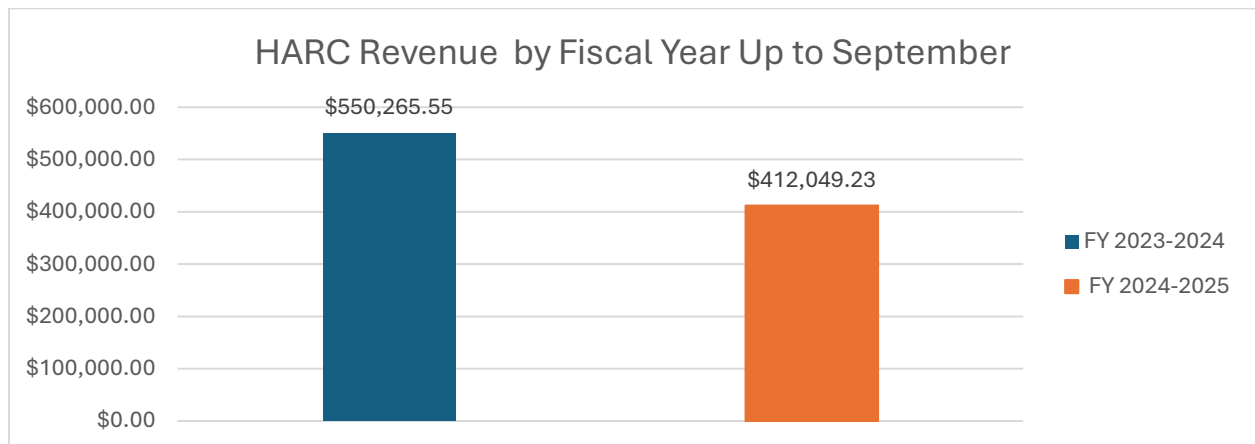
\$31,788.74 HARC revenue for the month of September



Monthly Planning Report



HARC Revenue 2024-2025 FY up to August \$412,049.23



HARC Inspections

60 HARC Final Inspections were completed and 2 Revision Recommended.



Monthly Planning Report

Urban Forestry

Brett Mayle has been selected as the new **Urban Forestry Manager**. Brett is an experienced licensed arborist with decades of experience in the industry. Brett started with the City on **September 8, 2025**. **Zach Bentley** will continue **full-time** as **Assistant Urban Forestry Manager**. With Brett's experience and Zach's intimate knowledge of our canopy and gained interim experience I truly believe this will bring dynamic team element that the City has not seen in our Urban Forestry Program before. The Public Works tree trimming crew will also be moving over to Urban Forestry.

Sustainability & Adaptation September Report

- **Adaptation Plan (Resiliency Manager):**
 - Adaptation Plan: The draft Chapter actions are currently under final review and then will be scored. Staff has provided comments for the Historic, Economic, Housing, Infrastructure, Power/Water, and Environmental chapters thus far.
 - Green Building Program: Stakeholder outreach plan is complete and the presentation is posted on the [City's website](#). The Program was presented to the Planning Board on September 18th, who provided staff with great guidance. The Program will go back to the Planning Board on October 16.
 - Duval Revitalization: The consultants are providing final draft product for review. The effort expects to bring a final version to staff the week before agenda setting for a final presentation at the December Commission meeting.
- **Grants (Resiliency Manager):**
 - DOD Housing Grant: DOD staff is routing language through Congress to expand it's authority to help with our Housing Study. We expect final passage between October and December 2025.
 - DOD Wastewater Treatment Plant: Awaiting approval for time extension. May be delayed by federal government shutdown.



Monthly Planning Report

- FDHR Historic Adaptation Surveys Grant #1: Waterfront Playhouse and Meson de Pepe's. Finalizing grant reports for close out.
- FDHR Historic Adaptation Surveys Grant #2: Aquarium & Hospitality House. Agreement has been received and will be on the October City Commission agenda. Working on Task Order for November City Commission agenda.
- FDHR Historic Special Category Grant: Diesel Plant. Entire budget slashed.
- FDHR Historic Surveys Grant #3: Tift Icehouse. Submitted June 2. Waiting for ranking meeting.
- FDHR Historic Special Category Grant: Waterfront Playhouse. Ranked high for FY27. Won't know if the State budget survives until next year.
- FDEM Watershed Master Plan: The final plan was submitted to the City Commission Aug 6th. We are now closing out the grant.
- ACOE Water Quality Improvements: CM's office is readdressing the allocation formula. Next steps are an ILA between the partners and a partner MOU with ACOE.
- FDEP Recreation Development Assistance Program: Bayview Fitness Area. Submitted 9/30.
- USDOT [Innovative Finance and Asset Concession](#). Park N Ride and KWIC. Submitted 10/1.
- USDOT Safe Streets Demonstration Grant: Data Collection. Submitted June 25th
- NEA Grants for Arts Project - Bus Shelters. Submitted July 22
- FEMA HMGP Tier 3: Duval Stormwater. Submitted July 25
- FDEP Resilient Florida: Fire Station 3 & Harris/10th stormwater. Submitted Sept 1
- Evaluating:
 - [FDEP Coastal Partnership Initiative](#) (10/31)
 - [FDOF Community Forestry Grant](#) (10/20)
 - [FDOF Urban and Community Forestry IRA Grant](#) (11/17)
 - [FDOT Transportation Alternative funding](#) (Dec)
 - NPS [Save America's Treasures](#) (Dec)
 - [Parks and Open Space Florida Forever Grant Program](#) (1/19/26).
 - [FDEO CDBG Small Cities](#) (May)



Monthly Planning Report

- **Water Quality (Resiliency Manager):**

- The Water Quality Monitoring Program RFP #2 received 5 submissions that were ranked on Sept 29th. The highest-ranking submission, Stantec is advancing to the October 9th City Commission meeting for approval to negotiate a contract.

- **Transportation (Sustainable Transportation Coordinator):**

- Transit Funding: Successfully identified 15 new funding opportunities for FY26, 2 of which were adopted for Transit and 1 for the General Fund. Currently creating timeline for achieving these specific actions and building upon the other ideas. Also exploring operational changes for time and cost efficiencies.
- Safe Streets and Roads for All (SS4A) Grant: The [Community survey](#) has generated 700 responses. The September meeting will discuss having community-based organizations Review the equity framework.
- Exemplary eBike Program: Creating a Letter to Commission to outline eBike options for enforcement. E-bike survey results from 11 Task Force members ranked 13 initiatives on a scale of 1 to 5:
 - 1) 4.6 – Improve sidewalk infrastructure
 - 2) 4.3 – Traffic gardens
 - 3) 4.3 – Ban class 2 (throttle only) and class 3 (29 MPH) e-bikes on all sidewalks
 - 4) 4.1 – Age limits on e-bike usage
 - 5) 4.0 – Educate the community about e-bike safety



Monthly Planning Report

CRA Projects for Bahama Village and Caroline Street **09/30/2025**

1. Frederick Douglass Community Center- PHASE 1 closeout
 - a) K2M payment- final payment was made.
 - b) K2M closeout documents- requested 8/26.
 1. 9.30.2025- K2M send the remaining item.
 - c) October building review- prior to Keytar's one-year warranty coming to an end in November, a final building walk through with Engineering and FMT will be scheduled.
 - d) Maintain X- project documents saved to the new software-
 1. 9.22.2025 Gary M is working on uploading all the documents
 - e) AIPP- Two out of three art pieces are paid for. Sally Bindard's interior mural is the last remaining art project.
 - f) Kitchen equipment was delivered, and the ice machine was hooked up on 10.01.2025
 - g) Solar Report- solar is connected to the internet and daily reports can be downloaded to show the solar savings.
 - h) Solar Credit- Finance is working with Alison and team on getting the tax payback credit for this item. Anticipated closeout by 8/15
 1. Finance is working with Alison to confirm the tax number for the city.
2. Diesel Plant progress- Project number- BV
 - a) 601 FY26/FY25- \$2M, all previous funds to be transferred to New CIP number
 - b) Draft Cover Memo- completed and uploaded to agenda setting.
 - c) HARC- September 24th at 5pm
 - d) BVRAC meeting- Oct 2 at 5:30
 - e) City Commission meeting- Oct 9, 2025 to determine next steps.
3. Fish House- 631 Greene Street- Project number- CS
 - a) Onsite meeting with Steve and Karen Olsen, was rescheduled for Sept 26 at 9:30am.
 - b) 603 Fund- 2.5M previously funded.
 - c) Project Brief- Karen W.
 - d) Project update meeting to be scheduled in Oct. to determine next steps.
4. Properties to purchase (Commissioner Castillo)
 - a) Meeting with Commissioner, Todd, and Patrick to review properties to purchase. Date- TBD
 - b) 601 FY25- \$350K included in the budget for grant funding for business owners for acquisition or building improvements. The goal is to incentives others to redevelopment sites located in Bahama Village.