



# Monthly Planning Report

**To:** Brian L. Barosso  
City Manager

**Date:** January 17, 2024

**From:** Katie P. Halloran  
Planning Director

**Subject:** December 2024 Planning Report

## Planning

2 Planning Projects Received

\$2,911 Total Monthly Project Revenue

\$1,396 Total Monthly Permit Revenue



## On-going Planning projects:

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

## Planning Board

- Development Plans
  - 1904-1906 Flagler Ave Major Development Plan (MDP) – approved
  - 1817 Staples Ave Minor Development Plan (MiDP) and Conditional Use (CUP) – Approved
- Variances
  - 1904-1906 Flagler Ave Variance – Approved
  - 1415 Rose Street Variance – Approved
  - 2509 Fogarty Ave Variance – Approved
  - 1817 Staples Ave Variance – Approved
- Conditional Use
  - 804 Caroline Street – CUP – Approved
  - 1 Duval Street – CUP – Approved
- December City Commission:
  - 430 Greene Street Easement – Approved
  - 430 Green Street MDP and CUP – Approved

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

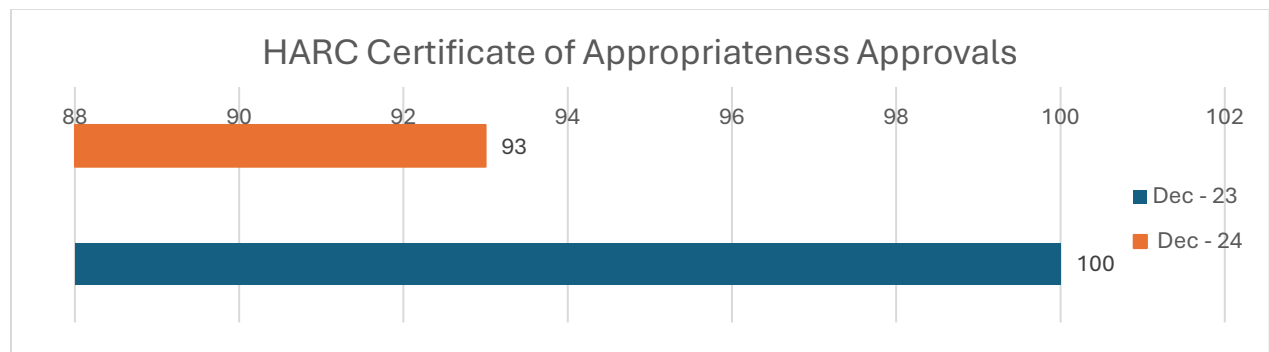
## Historic Architectural Review Commission (HARC)

### Review and Compliance

93 Total Certificate of Appropriateness Reviewed

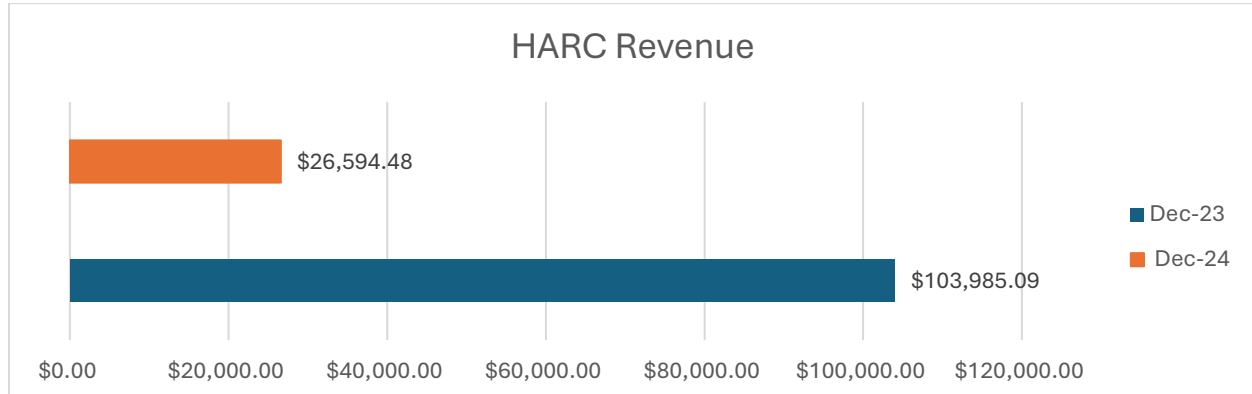
90 Certificate of Appropriateness Reviewed by staff or 96.7% of reviewed applications.

3 Certificate of Appropriateness scheduled for HARC meeting.



## HARC Revenue

**\$26,594.48** HARC revenue for the month of December



HARC Revenue 2024-2025 FY up to December **\$98,052.14**

## HARC Inspections

**47 HARC Final Inspections** were requested. The HARC Inspector executed only seven inspections of those 47. Those inspections done by the HARC Inspector were only for painting. The rest of the HARC Inspections were assigned by the CBO to building inspectors.

\*One HARC Inspection disapproved because there was no building inspections filed. (BLD2024-2139)  
*Building inspection by private provider\**

\*One HARC Inspection was cancelled and project completed without the HARC Inspection.  
(BLD2024-3087) *Building Inspection by private provider\**

\*One HARC Inspection disapproved because no in-progress inspection (BLD2024-1354)

\*One HARC Inspection canceled even though status of project states completed (BLD2024-2693)

\*One HARC Inspection canceled even though status of project states completed (BLD2024-2692)

\*One HARC Inspection originally disapproved because there were no building inspections for this permit (BLD2024-2605) *Building inspection by private provider\**

## Urban Forestry

- The Urban Forester has been filled and the new employee will report to work on February 10<sup>th</sup>.
- Retired Urban Forester Karen DiMaria has been re-contracted to keep Tree permits moving.

## **Community Redevelopment Agency**

- Coordinated Art in Public Places bids and agenda items for the December Commission mtg.
- Coordinated tenants for the Frederick Douglass Community Center.
- Attended the historic buildings site assessment staffing meetings.
- Attended 4 Project site visits.
- Attended 2 Consultant/ staff meetings.
- Issued the final punch-list items for the Frederick Douglass Community center.
- Received a \$1,000,000 grant for the second phase for the Frederick Douglass Gym renovations. Announcements at the State level will be made in Jan 2025.

## **Sustainability & Adaptation**

- **Adaptation Plan:**
  - The Chapter goals / ranking criteria draft was reviewed by the Staff working group.
  - The next Working Group meeting will be held in February.
- **Grants:**
  - Resilience staff scheduled the first meeting of the CIP Coordination Team.
  - Historic staff began the Task Order process for Adaptation Surveys for 3 buildings in Mallory Square as part of the \$50K Florida Department of Historic Resources Grant
  - Began the grant application process for FEMA BRIC funds for the Duval Street and Mallory Square stormwater system.
- **Water Quality:**
  - The Interlocal Agreement with the College of the Florida Keys was postponed.
  - The priority ranking of the FY25 Water Quality Improvement Plan and a preliminary list of water quality monitoring near key west was emailed to City Commissioners and will be presented at the February meeting.
  - Staff prioritized projects for the new funding for the Florida Keys Water Quality Improvements project.
- **Transportation:**
  - Hosted monthly Transportation Coordination Team meeting. Key discussions included eBikes, Jose Marti and the upcoming budgeting process.
  - The new Sustainable Transportation Coordinator will start work on January 21<sup>st</sup>.
- **Energy**
  - The Energy Service Company Owners Representative Contract is passed legal review.
  - Energy staff assisted the Asset Management team by populating energy and water meter info for the demonstration buildings in the Maintain X software.
  - Energy and Resilience staff have been coordinating the January 30<sup>th</sup> and 31<sup>st</sup> stakeholders workshop for the Ten Year Energy Plan as part of our technical assistance grant with the Energy Transitions Initiative Partnership Project (ETIPP).