



Monthly Planning Department Report

To: Albert P. Childress
City Manager

Date: September 14, 2023

From: Katie P. Halloran
Planning Department Director

Subject: August 2023 Planning Department Report

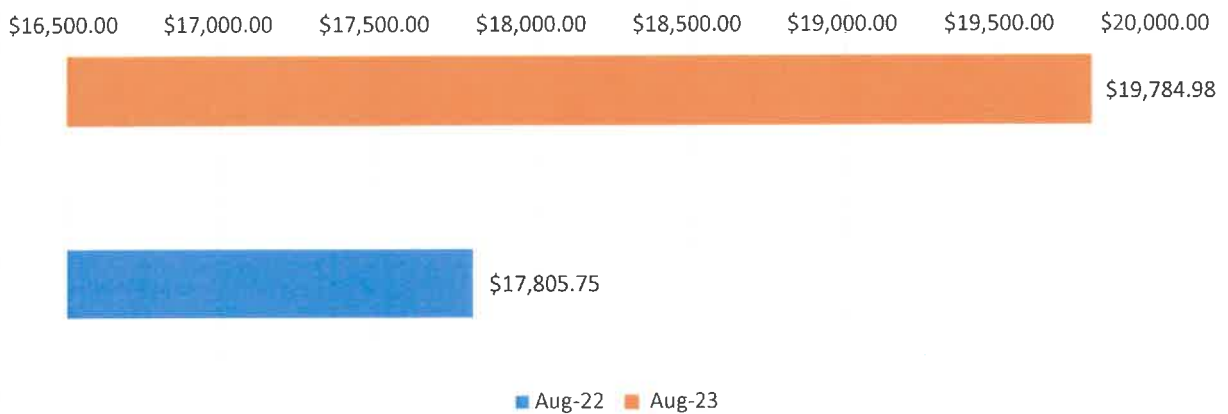
Planning

14 Total Number of Planning Projects Received

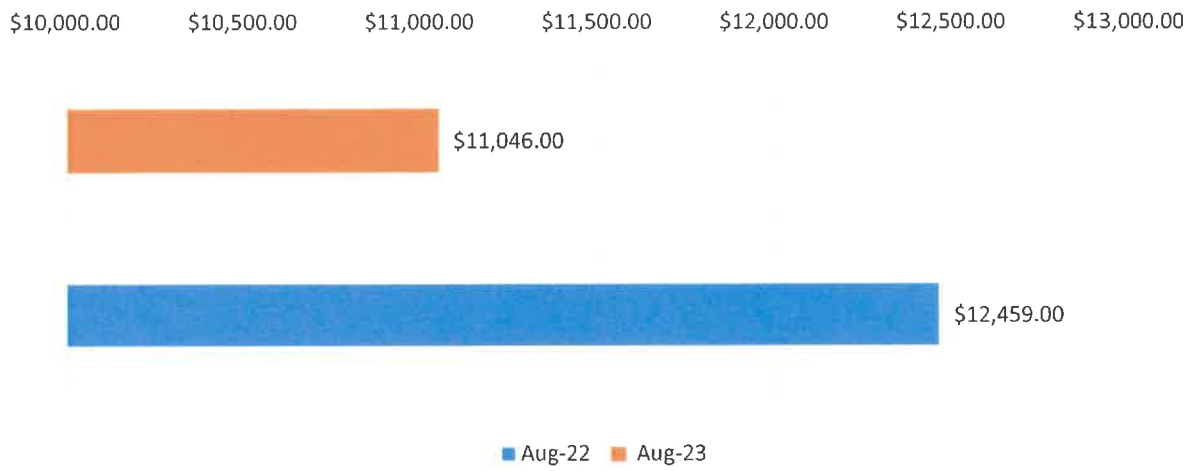
\$19,784.98 Total Project Revenue

\$11,046.00 Total Permit Revenue

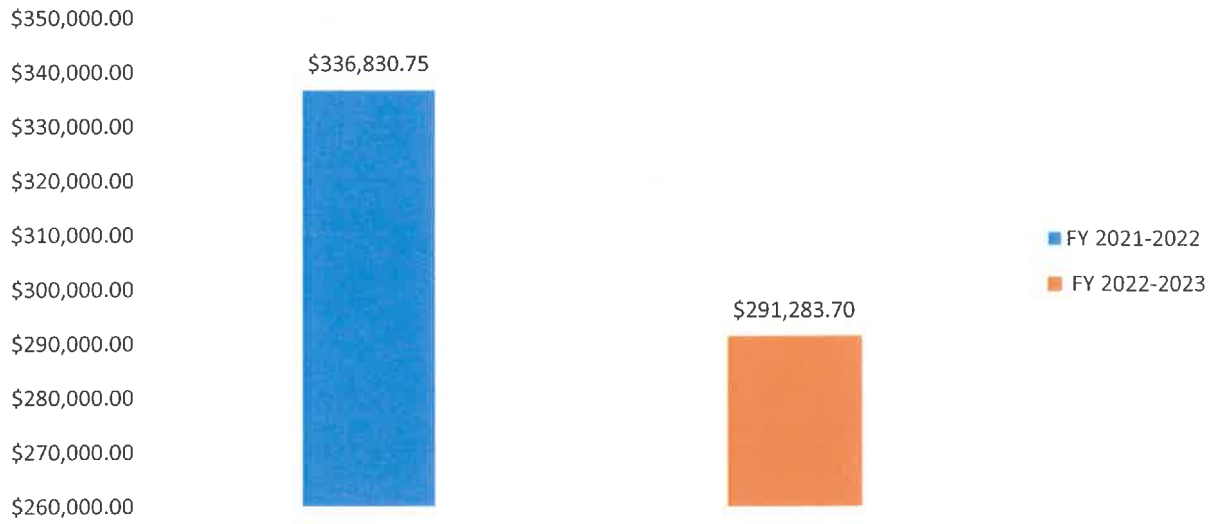
Planning Projects Revenue
August 2022 vs August 2023



Planning Permit Revenue August 2022 vs August 2023



Planning Revenue by Fiscal Year Through August



HARC MONTHLY REPORT

August 2023

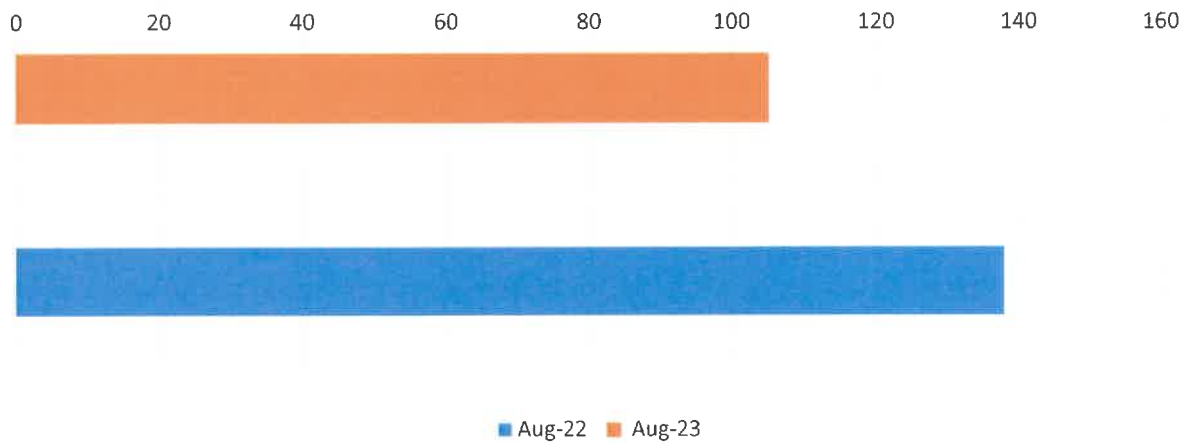
Review and Compliance

105 Total Certificate of Appropriateness Reviewed

102 Certificate of Appropriateness Reviewed by staff or 97 % of reviewed applications.

3 Certificate of Appropriateness scheduled for HARC meeting.

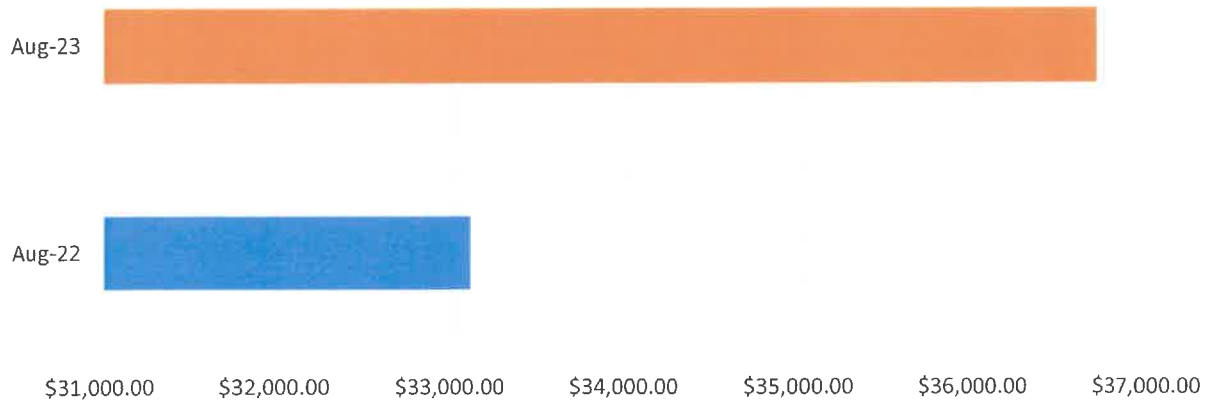
HARC Certificate of Appropriateness Approvals



HARC Revenue

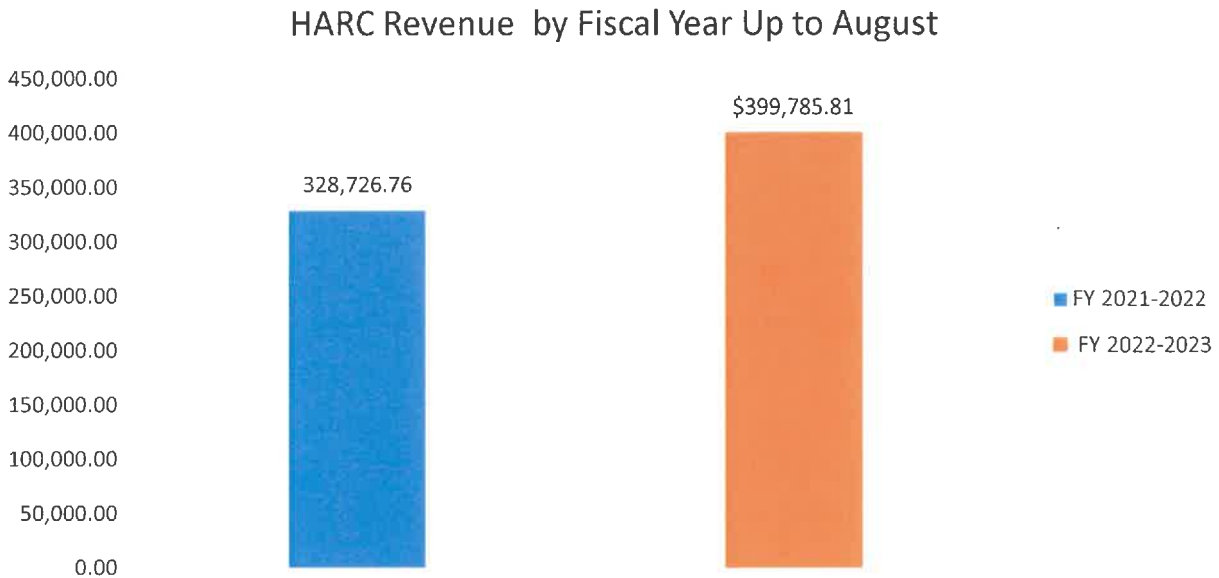
\$36,696.88 HARC revenue for the month of August

HARC Revenue



HARC Revenue Statistics

\$399,785.81 2022-2023 FY HARC revenue up to August



HARC revenue has exceeded \$53,785.81 from the FY 2022-2023 projection of \$345,000.

CRA Managers Monthly Report

- Miscellaneous Services
 - 2 monthly committee meetings
 - 2 Construction Pay applications processed totaling \$125,154.
 - 1 Purchase Order processed \$7,985,928.
 - 2 landscape Permits facilitated.
 - 1 Legistar Item approved for City Commission.
 - 10 Project site visits attended.
 - 32 Consultant meetings.
 - 1 Grant Application completed for \$586,000. for wind hardening.

Urban Forestry Work

Tree Commission:

- Issued a total of 28 tree related permits (removal, transplants, and major trimming) meeting agendas and reports.
- Closed a total of 35 permits.
- Completed 8 reports, finalized the agenda, and posted 7 properties for the August Tree Commission meeting. Meeting was cancelled due to lack of quorum.

- Drafted an additional 6 reports and created the agenda for the September Tree Commission meeting.
 - Mailed over 100 notice letters to property owners reminding them of the need to close out their three-related permits.
 - Coordinated the donation of a Gumbo Limbo tree that was planted at Bill Butler Park by the Community Services crew.
 - Finalized the delivery of trees for early September to be planted in street planters by the Community Services crew.
 - Verified the removal of (1) Mahogany tree located on City property at 1701 Von Phister Street as per BOA approval.
 - Finalized reports to the State and Federal Land agencies related to the status and condition of the Berg/KW Nature Beach Property, Fran Ford White Crown Pigeon Park, Poinciana Pond, and McCoy Indigenous Park.
 - Attended a meeting with Key West Seaport staff and consultants regarding upgrades to the ferry terminal parking lot and harbor walk expansion along Trumbo Road.
 - Discussed with engineering representatives the ITB of the John Jones Navigation Center.
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- Met with City project manager and contractor at Douglas Gym (111 Olivia Street) onsite regarding status of trees on property, issued tree removal and transplant permits, and discussed trimming of certain canopy trees near the demolition area.
 - Finalized endangered species report related to building permit application and requirements related to FEMA/FWS lawsuit settlement.
 - Held a training session with a new landscape maintenance business regarding the City of Key West Tree Ordinance, permitting procedures including permit mitigation requirements, and proper tree trimming procedures.
 - Coordinated with Project Managers regarding project start dates for several landscaping and City tree transplant projects (US1 Triangle Beautification, 1st St Tree Planting, Caroline St Tree Planting, 111 Olivia St tree transplants, and United St transplants.).

Sustainability Coordinator August Monthly

- Sustainability Coordinator interviewed and made a job offer that was accepted for the Adaptation and Energy Efficiency position.
- Sustainability Coordinator shepherded the final contract for our Adaptation Plan with Tetratech.
- Sustainability Coordinator helped submit the following grants: FDEP's Resilient Florida Program (\$10M Fogarty & 3rd), and DOD OLDCC (\$450K, Wastewater Treatment Plant Resiliency Plan).
- Sustainability Coordinator coordinated training for Sean McCoy, Katie Halloran, Ryan Stachurski and Ben Gagnon.

- Sustainability Coordinator presented potential Transportation Revenue projects to the Transportation Coordination Team for prioritization.
- Sustainability Coordinator provided comments on the MIRR final draft, submitting a considerable number of suggestions to the MIRR project to help get more funding for Keys resiliency projects.