



Data and Analysis

Proposed Future Land Use Amendment: Historic Special Medium Density Residential (HSMDR)

Peary Court Housing Complex

On April 6, 2011, the City was notified that the United States Navy, with its concessional housing partner, Southeast Housing, LLC, would be pursuing the sale of the property known as the Peary Court Housing Complex (RE# 00006730-000000), and all of the structures on it, to a private entity. The property is located within a Military (M) Future Land Use designation and corresponding zoning district. As such, should the property be sold to a non-military entity, the Future Land Use Element and Future Land Use Map of the City of Key West Comprehensive Plan must be amended, and subsequent amendments to the City's Land Development Regulations would be required to update the zoning district and the City's Official Zoning Map. In order to amend the Future Land Use Element and Future Land Use Map, the following information was reviewed and analyzed:

- Information regarding the consistency of the proposed land use amendments with the future land use element goals, objectives and policies, and those of other affected elements
- Impacts on Hurricane Evacuation; Planning and the BPAS;
- A description of availability of and the demand on sanitary sewer, solid waste, drainage, potable water and water supply, traffic circulation, and recreation, as appropriate;
- Tenant Rental Types and Rental Ranges in Relation to Affordable Housing;
- Construction Code/Federal Emergency Management Agency (FEMA) Flood Elevation Compliance; and
- Review of Archaeologically Sensitive Areas on the Site.

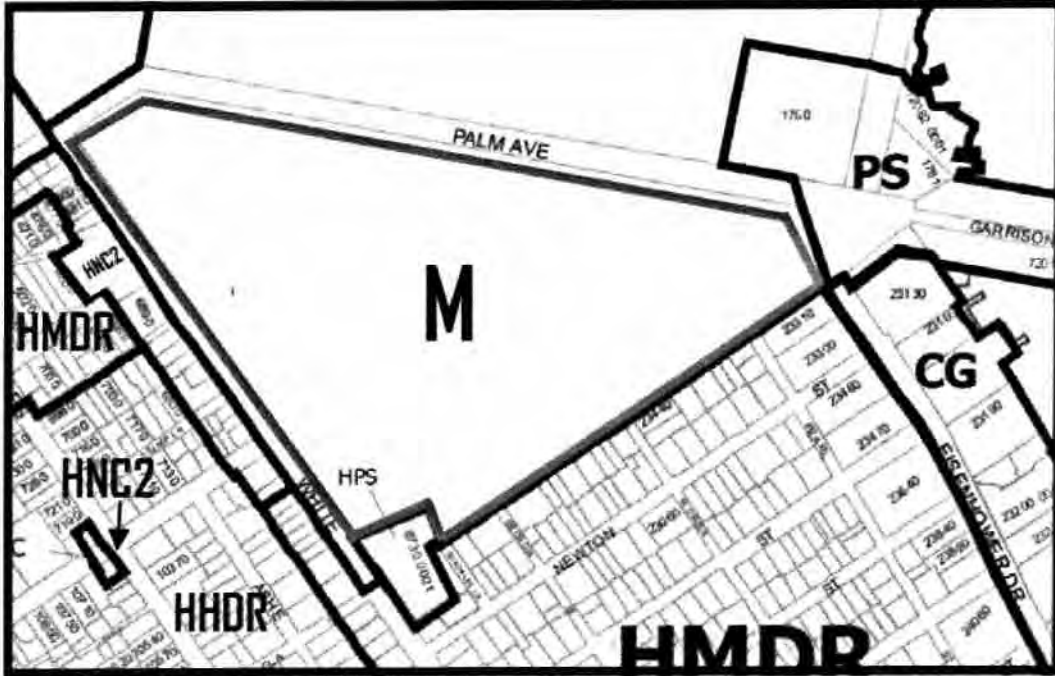
Background and Existing Site Characteristics

The Peary Court Housing Complex consists of approximately 24.26 acres, and began phased construction in 1993. The total number of residences recognized on the property is 160, however only 157 units are currently in existence on the property today. At the time of construction, the residences fulfilled military housing needs. However, over time, the tenant type was broadened to include public sector civilians.

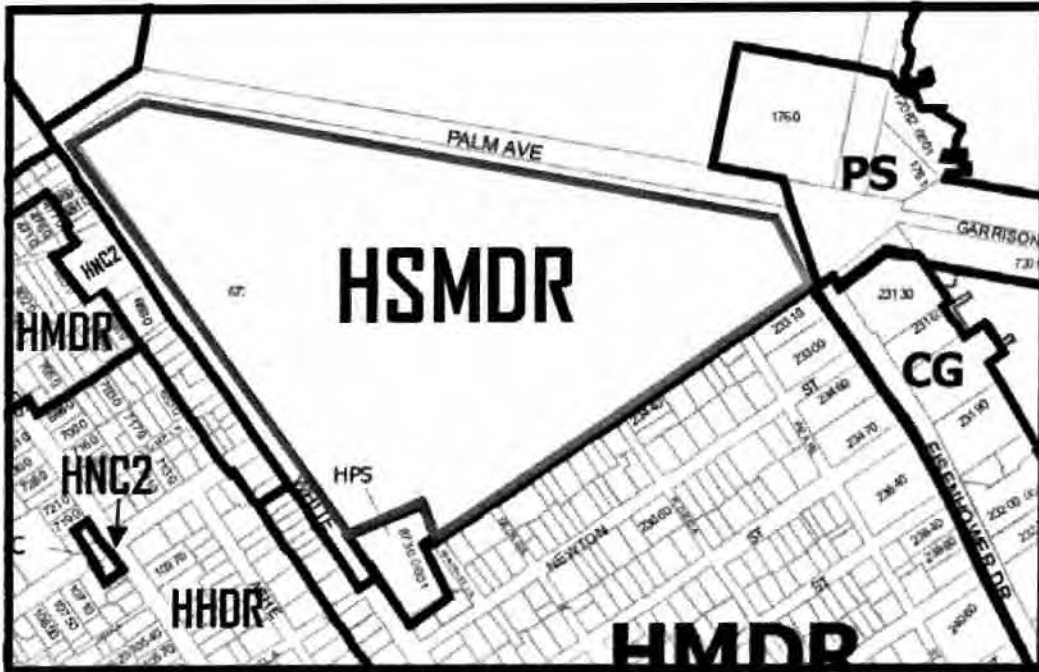
The property is located adjacent to the following future land use designations: Military (M) designation at Trumbo Point Annex, the Historic Neighborhood Commercial Future Land Use designation, the Historic Medium Density Residential (HMDR) designation, the General Commercial Future Land Use designation, and Public Service (PS) Future Land Use designation. Though there are some institutional and commercial Future Land

Use designations proximate or adjacent to the property, there is a significant portion of historic, permanent residential housing abutting the property.

Present Future Land Use Map



Proposed Future Land Use Designation



1. Review of Consistency with the Future Land Use Element Goals, Objectives and Policies, and Those of Other Affected Elements:

The City's Comprehensive Plan was reviewed to ensure that the proposed Future Land Use policy and Future Land Use map series amendments are consistent with the adopted Goals, Objectives, and Policies in the Future Land Use Element and other affected elements. This review determined that the proposed amendments are consistent with the Comprehensive Plan. The following supportive Goals, Objectives, and Policies are identified to provide support for the proposed HSMDR Future Land Use designation:

- **Goal 1-1: Land Use. Ensure that the character and location of land uses incorporate best management practices and principles of resource conservation, promote orderly land use transition, and minimize threats to health, safety, and welfare which may be caused by incompatible land uses, environmental degradation, hazards, and nuisances.**
- **Policy 1-1.1.1: Provide Access to Goods and Services and Protect Residential Areas from the Adverse Impacts of Transition in Land Use.**

Stable residential areas and projected future residential areas as delineated on the Land Use Map shall be protected from encroachment by incompatible development. This objective does not preclude necessary community facilities from locating within residential areas when such activities satisfy established criteria of this plan and the City's Land Development Regulations.

Similarly, perimeter landscaping techniques shall be applied in multiple family residential developments in order to appropriately screen and buffer existing and planned single family home sites from residential development having differing structure types.

In addition, land development regulations shall incorporate standards and/or review criteria for mandating retention of open space and for regulating building design, including setbacks, building placement on site, and building orientation. These provisions shall be directed toward protecting privacy, as well as access to light, air, and open space. Other reasonable design principles shall be included in the zoning code in order to alleviate adverse impacts of potentially incompatible land uses.

- **Objective 1-1.6: Integration of Former Military Sites.**
Ensure that the integration of former military land provides for long-term, sustained, economic growth consistent with the community's vision for the City of Key West, as follows:
 1. Provide meaningful integration of the sites into the community fabric;
 2. Help diversify the economy;

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3. Encourage balanced growth in the area's economy, including commercial and service sector job growth;
 4. Provide employment opportunities for the region's unemployed and underemployed persons;
 5. Strengthen the local tax base;
 6. Help existing business and industries expand;
 7. Help small businesses develop;
 8. Provide affordable housing for Key West residents;
 9. Provide public recreation and access opportunities, especially in the waterfront;
 10. Provide opportunities for port, harbor, and marina improvements;
 11. Facilitate improvements and provide physical and economic links to Bahama Village;
 12. Ensure environmental sensitivity; and
 13. Provide opportunities for social services and special needs housing.

- **Objective 1-2.3: Managing Old Town Redevelopment and Preservation of Historic Resources.**

Areas delineated on the Future Land Use Map for historic preservation shall be planned and managed using a regulatory framework designed to preserve the form, function, image, and ambiance of the historic Old Town. The City's Historic Architectural Review Commission (HARC), in addition to the Planning Board, shall review all development proposals within the historic area designated by the National Register of Historic Places. The land development regulations shall be amended upon plan adoption to incorporate design guideline standards recently adopted by HARC.

Development in any area of Old Town within and outside the HARC review area may impact the historic significance of Old Town. Any development plans for these areas shall be subject to site plan review and shall be designed in a manner compatible with historic structures within the vicinity.

- **Policy 1-2. 6.2: Military Lands (M).**

The Future Land Use Map designates land owned by the United States Navy as Military (M). The City of Key West has in the past exercised no regulatory land use controls directed toward managing land and water resources under military jurisdiction. However, under Chapter 380, the City is designated as an area of critical state concern and the State principles for guiding development specifically require the City to carry out regulatory programs directed to the: (1) "Protection of the value, efficiency, cost effectiveness, and amortized life of existing and proposed major public investments including the Key West Naval Air Station and other military facilities," and (2) Minimize the adverse impacts of proposed public investments on the natural and environmental resources of the City of Key West." The State principles for guiding development require that the City coordinate with the United States Navy in order to effectively manage the impacts of development on public infrastructure and natural resources.

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- **Goal 1-3: Implementing Land Use Goals and Objectives.** Continue to monitor and evaluate development and resource conservation within the City pursuant to goals and objectives of the Comprehensive Plan Land Use Element and carry out an effective implementation program as herein established.

 - **Objective 1-3.1 Concurrency Management.**

The concurrency management system presented in Objective 9-1.5 and 9-1.6 through 9-1.6.3 shall be an integral part of the Future Land Use Element and shall be binding performance criteria to which all new development shall comply. Upon adoption of the plan, the City shall adopt a concurrency management program. Pursuant to Ch. 163, FS, and 9J-5, FAC, the City of Key West shall issue no development order or permit for development unless the applicant provides narrative and graphic information demonstrating to the satisfaction of the City that public facilities required by the subject development shall be in place concurrent with the impacts of development. Furthermore, the applicant shall assure that the facilities operate at or above adopted levels of services standards. The applicant's narrative and graphic information shall also demonstrate that the subject development shall not reduce the levels of service (LOS) associated with public facilities serving the development below adopted LOS standards.

 - **Objective 1-3.2 Manage and Coordinate Future Land Use Decisions.**

Upon adoption of the City's Comprehensive Plan, the City of Key West shall enforce land development regulations which ensure that land development activities, resource conservation, and infrastructure issues are managed in a manner that includes timely coordination with County, regional, and State agencies having jurisdictional authority. Management of land and physical improvements identified on the Future Land Use Map will be regulated (especially lands identified in the land use element analysis of vacant lands) in order to protect and/or conserve natural systems, including topography, soil conditions, vegetation, natural habitat, potable water, wellfields, and other environmentally sensitive land and water resources. Land use shall also be predicated on availability of man-made infrastructure and service systems required to support respective land use activities.

 - **Objective 1-3.5: Protection of Archaeological Resources.**

Upon adoption of the City's Comprehensive Plan, the City shall adopt land development regulations which ensure that future land development activities incorporate appropriate measures to prevent damage to archaeologically and historically significant resources of State significance. In addition, the City's regulatory framework shall require preserving locally significant historic resources as identified by the City's Historic Architecture Review Committee.

 - **Policy 1-3.5.1: Programming for Archaeological and Historic Sites.**

The City shall coordinate with the State and federal government in developing programs for implementing City, State, and federal policies for identifying relative significance , protection, preservation, and enhancement shall be promoted, utilizing available public resources at the local, State, and Federal level as well as available private sector resources.

- **Policy 1-3.5.2: Preventing Adverse Impact of Redevelopment on Historic or Archaeological Sites.**

Development activities shall include precautions necessary to prevent the following adverse impacts to historic or archaeological sites of significance: 1) destruction or alteration of all or part of such site; 2) isolation from or significant alteration to its surrounding environment; 3) introduction of visible, audible, or atmospheric elements that are out of character with the property or significantly alter its setting; 4) transfer or sale of a site of significance without adequate conditions or restrictions regarding preservation, maintenance, or use; and 5) other forms of neglect resulting in its deterioration.

- **Policy 1-3.10.7: Manage Current Development Impacts.**

Evaluate and manage impacts of proposed development pursuant to existing ordinances, including, but not limited to, public facilities, natural environment, and impact on stable residential neighborhoods.

- **Policy 1-3.12.2: Building Permit Allocation Ordinance and Affordable Housing.**

The City permit allocation system shall require that thirty percent (30%) of all new permanent residential units be affordable units based on definitions and criteria contained in Policy 3-1.1.3 (Cross reference Section XI herein).

- **Policy 1A-1.2.4: Land Use Compatibility.**

Upon plan adoption, the City shall identify and through its Building Code and enforcement program, shall pursue the reduction and incremental elimination of inconsistent land uses in the historic district. Adjacent land uses in the Historic District shall be compatible. Reference Objective 1-2.3 of the Land Use Element.

2. Impacts upon Hurricane Evacuation Planning and Building Permit Allocation System (BPAS):

It is the City's understanding, based upon correspondence received from the State Land Planning Agency regarding the evacuation of military installations, that the Peary Court units have been counted as dwelling units in the hurricane evacuation models (Exhibit 1). Based on the foregoing, in conjunction with an October 20, 2011 email from the Areas of Critical State Concern Administrator, the City has been notified that no retroactive BPAS allocations would be necessary (Exhibit 2).

On March 20, 2012, the City received a letter from Balfour Beatty Communities dated March 19, 2012 further describing hurricane evacuation history at Peary Court, as well as documentation outlining the Navy's hurricane evacuation procedures as outlined in Naval Air Station Key West Instruction 3440.1B, Subject: Tropical Cyclone and Destructive Weather Plan (Exhibit 3). Based upon the information provided, it is the City's understanding that no additional impacts upon hurricane evacuation or the BPAS are anticipated.

3. A description of availability and the demand on sanitary sewer, solid waste, drainage, potable water and water supply, traffic circulation, and recreation, as appropriate:

At the January 26, 2012 and February 23, 2012 Development Review Committee (DRC) meetings (meeting minutes attached, Exhibit 4), the consideration of a Future Land Use Element and Future Land Use Map amendment for the subject property was considered. Based on information provided at both meetings, it has been determined that adequate public facilities are available to provide the development (Exhibit 5). The proposed Future Land Use Map Amendment of HSMDR is being considered as a result of the anticipated disposition of the military property, and does not provide for more intense development impacts than the existing site conditions.

4. Tenant Rental Types and Rental Ranges in Relation to Affordable Housing:

According to information available on February 12, 2012, the current average rental rate is \$1,954.02 (Exhibit 6). According to information available at the time that the documentation was submitted to the City, the units on the property were occupied as follows:

- 40 Public Sector Civilian leases;
- 93 Military leases;
- 9 Other Preferred/Retiree leases;
- 8 Department of Defense (DOD) Affiliated Civilian leases; and
- 1 unit used for office/model, and 6 vacant units.

It is important to note that the information provided regarding tenant stratification is not static, as the number and types of leases can change daily. However, this information is intended to provide a snapshot of the stratification of unit types in place to illustrate the existing conditions on the property at the time of the Future Land Use Map amendment. Based on these figures, approximately 25% of the dwelling units on the property are leased to the general public. If the City of Key West Work Force Housing Income, Sale, and Rent Limits were to be applied to the 2012 Rent Limits Adjusted to Family Size (not including utilities), these units would be functioning within the community as affordable units (Exhibit 7).

Separately, on November 14, 2011, the Area of Critical State Concern Administrator from the State Land Planning Agency provided a letter opining that the dwelling units

on the site were subject to the City's Comprehensive Plan Policy 3-1.3.3 (Exhibit 8), which provides:

Policy 3-1.1.3: Additions to LDRs. Based on the Comprehensive Plan analysis of the "growth management," the City shall repeal the growth management ordinance and adopt as part of the land development regulations: 1) an affordable housing ordinance; and 2) a rate of growth ordinance.

Ratio of Affordable Housing to Be Made Available City-Wide: 1990-2010. The affordable housing ordinance shall stipulate that at least thirty percent (30%) of all residential units constructed each year shall be affordable as herein defined. Residential or mixed-use projects of less than ten (10) residential units shall be required to either develop thirty (30) percent of the units as affordable units on- or off-site, or contribute a fee in lieu thereof. However, residential projects of ten (10) units or more shall provide affordable units on- or off-site and will not have the option of fees in lieu thereof based on provisions to be included in the updated land development regulations.

Affordable Housing Trust Fund to be Established. The City shall establish and maintain an "affordable housing trust fund" with revenue received from "fees in lieu" of constructing required affordable housing as herein stipulated that is earmarked for the support and production of low and moderate income housing. The fees-in-lieu and the Housing Trust Fund shall not be commingled with general operating funds of the City of Key West. The trust fund shall be used for direct financial aid to developers as project grants and affordable housing project financing; direct or indirect aid to home buyers or renters as mortgage or rental assistance; and leverage to housing affordability, through site acquisition or development and housing conservation.

Impacted Land Uses. Any new commercial, industrial, hotel/motel or multi-family housing development shall be required to provide affordable housing or make "fees-in-lieu" to the Housing Trust Fund. The formula for determining the number of affordable housing units (or "fees-in-lieu") to be provided by each type of development cited above shall be stipulated in the land development regulations. The formula for commercial, industrial and hotel/motel developments shall be based on an economic assessment to be undertaken as part of the City's Comprehensive Housing Affordability Study to be completed in FY 1992-93. This assessment shall provide a fair and equitable affordable housing unit threshold based on each 100 square feet of gross leasable (or total units in the case of multi-family units or hotel/motel units).

Separately, Objective 1-1.6 of the City's Comprehensive Plan provides criteria for integrating former military sites, as follows:

Objective 1-1.6: Integrate Former Military Sites. Ensure that the integration of former military land provides for long-term, sustained, economic growth consistent with the community's vision for the City of Key West, as follows:

1. Provide meaningful integration of the sites into the community fabric;
2. Help diversify the economy;
3. Encourage balanced growth in the area's economy, including commercial and service sector job growth;
4. Provide employment opportunities for the region's unemployed and underemployed persons;
5. Strengthen the local tax base;
6. Help existing businesses and industries expand;
7. Help small businesses develop;
8. **Provide affordable housing for Key West residents;**
9. Provide public recreation and access opportunities, especially on the waterfront;
10. Provide opportunities for port, harbor, and marina improvements;
11. Facilitate improvements and provide physical and economic links to Bahama Village;
12. Ensure environmental sensitivity;
13. Provide opportunities for social services and special needs facilities;

(Organizing principles specific to each former military use site are provided in the following policies.)

Though Objective 1-1.6 did not anticipate excessing and potential integration specific to the Peary Court Housing Complex, staff has analyzed this policy in conjunction with Policy 3-1.1.3, and proposes that a portion of the dwelling units on the property continue to provide affordable housing to the community.

5. Construction Code/FEMA Compliance:

During the City's review process of the Future Land Use designation change for the subject property, Planning Department staff requested information demonstrating the applicability of any construction codes utilized at the time of the construction of the dwelling units at Peary Court, as well as flood elevation certificates. Documentation has been provided indicating that the units were constructed under the 1988 Southern Standard Building Code Congress International (SBCCI) (referenced in Exhibit 5).

The City's FEMA Coordinator/Floodplain Administrator reviewed the elevation certificates provided for the structures on the property, and identified flood concerns related to: the unattached enclosed storage structures attached to the carports, in that flood vents would need to be provided; the height of air conditioning units on the property; and the lack of flood vents in the guard shacks. Though modification to the structures will be required to achieve compliance with FEMA regulations, the proposed Future Land Use policies and map amendments will not specifically address these nonconformities. However, this issue is being addressed to inform the data and analysis

report of the existing site conditions, and to provide a mechanism to address the issue as part of the Certificate of Occupancy (C/O) process.

Review of Archaeologically Sensitive Areas on the Site:

According to the review of the Florida Department of State Division of Historical Resources letter, dated March 19, 1991 (referenced in Exhibit 5), a cultural resource assessment survey was performed indicating archaeologically sensitive areas on the property. The proposed Future Land Use amendment provides discretion to the City's Historic Preservation Planner due to the development impacts that may occur as a result of the proximity of the subject property to the City's nationally recognized historic district, as well as the potential impacts that development and redevelopment may have on the archaeologically sensitive areas recognized on the site.

Exhibits:

- Exhibit 1: January 20, 2012 Letter from State Land Planning Agency
- Exhibit 2: October 20, 2011 Email from State Land Planning Agency
- Exhibit 3: March 19, 2012 Letter from Balfour Beatty Communities, NASKW Instruction 3440.1B, Tropical Cyclone and Destructive Weather Plan
- Exhibit 4: January 26, 2012 and February 23, 2012 DRC Meeting Minutes
- Exhibit 5: February 15, 2012 Response to Follow Up to January 26, 2012-Development Review Committee Meeting Letter Dated February 3, 2012
- Exhibit 6: February 12, 2012 Letter RE: Balfour Beatty Communities Tenant Rental Types and Rental Ranges
- Exhibit 7: City Commission Resolution 12-091, City of Key West Work Force Housing Income, Sale, and Rent Limits Per Ordinance NO. 05-27, Section 122-1472.
- Exhibit 8: November 14, 2011 Letter State Land Planning Agency
- Exhibit 9: Environmental Baseline Survey Public/Private Venture Housing Privatization Naval Air Station Key West, Florida

Exhibit 1

Rick Scott
GOVERNOR



Doug Darling
EXECUTIVE DIRECTOR

January 20, 2012

Mr. Jeff Green
Gulf Coast Development Manager
Balfour Beatty Communities
3502 East Eighth Street, Bldg 452
Gulfport, Mississippi 39501

Dear Mr. Green:

Thank you for your recent inquiry regarding hurricane evacuation in the City of Key West. Specifically, you have asked the following questions:

1. *How have the 157 units at Peary Court been incorporated into the Hurricane Evacuation Model?* Hurricane modeling is based upon block group data from the census. Information regarding the number of dwelling units, the number of cars that will be driven during an evacuation and whether or not a particular unit is occupied during hurricane season is derived from census data. In 2009, the Department of Community Affairs contracted with Dr. Earl J. Baker, Florida State University, to conduct behavior surveys to update the model. The following response is an excerpt from the study conducted by Dr. Baker.

Evacuation of Military Installations

“At the suggestion of Monroe County Emergency Management, a representative of Key West Naval Air Station was interviewed with respect to the installation’s evacuation procedures. Although there are other military installations in the Keys, the Naval Air Station is the largest, and procedures followed by others were thought to be similar. Jim Brooks, the Public Information Officer, was interviewed.

There are 1,676 uniformed military personnel in the Keys, including all installations, with 1,015 family members. There are up to 459 military training personnel *in addition* who would be flown out in an evacuation. Other personnel and their families would drive their own vehicles in and evacuation. Up to 100 would remain on base. Civilians assigned to the base number 848.

The Caldwell Building 107 E. Madison Street Tallahassee, Florida 32399-4120
850.245.7105 TTY: TDD 1-800-955-8771 Voice 1-800-955-8770 FloridaJobs.org



Mr. Jeff Green
January 20, 2012
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No one would evacuate prior to an evacuation order being issued by the County. (The exception presumably would be personnel removing equipment.) Salary and expenses would be paid during an mandatory evacuation, and NAS reserves hotel rooms in Orlando for personnel and dependents. Mr. Brooks estimated that 90% of personnel and families would leave within 6 hours of the evacuation order and 98% would be gone within 12 hours.

His general impression was that vehicle ownership would be comparable to the general population. It is possible that a larger percentage of available vehicles would be taken in an evacuation because certain personnel would be required to return to the base within 24 hours of passage of a hurricane."

2. *Does the hurricane evacuation model reflect the existing civilian component, as well as the proposed civilian component under new ownership?* The model is based upon how a person responds to census questions taken at ten year intervals regarding whether they live in a household or in group quarters. The software entries would have been determined by the 2000 Census. If residents within Peary Court answered census surveys indicating they lived within a "household," the unit would have been counted. For residents of barracks and other group quarters, no unit counts were developed because the starting assumption was that all group quarters residents (including military) would be evacuated ahead of any general evacuation order. Group quarters would include prisoners, residents of nursing homes, people in hospitals and other medical facilities, as well as the military personnel living in group facilities on the base.

In conclusion, it would be my assumption that the units have been counted as dwelling units in the evacuation models. If you require additional information, please contact (850)717-8494.

Sincerely,



Rebecca Jetton, Administrator
Areas of Critical State Concern

Exhibit 2

Ashley Monnier

From: Don Craig
Sent: Thursday, October 20, 2011 2:32 PM
To: Jim Scholl; Shawn Smith; Mark Finigan
Cc: Ashley Monnier; dph@horan-wallace.com
Subject: Fwd: rogo allocations

FYI
as i requested
don

----- Forwarded message -----

From: **Jetton, Rebecca** <Rebecca.Jetton@deo.myflorida.com>
Date: Thu, Oct 20, 2011 at 2:26 PM
Subject: rogo allocations
To: "DCraig@Keywestcity.com" <DCraig@keywestcity.com>

Don: You recently contacted me regarding the existing units at Peary Court which were constructed by the Navy for their military personnel. Since the units were built by the Navy, no ROGO allocations were identified or allocated by the City. The Navy has sold the units on the private market. You have questioned whether the city must now retro-actively assign ROGO allocations for this facility.

The recent 2010 Census accounts for these units and they were included in our recent hurricane evacuation modeling. I see no reason why the City would now have to allocate the units.

--
Donald Leland Craig , AICP

Exhibit 3

Ashley Monnier

From: Mark Lavin
Sent: Tuesday, March 20, 2012 1:54 PM
To: 'Ashley Monnier'; Don Craig
Cc: ron.demes@navy.mil; david@horan-wallace.com; Shawn Smith; Larry Erskine; Mark Finigan; Leslie Cohn; 'Austin Repetto'; David Forrest; Randall Calvert; Ted Lipham; 'jscholl@keywestcity.com'
Subject: RE: Emailing: Hurricane Evacuation History at Peary Court Requested Information
Attachments: NASKWINST 3440.1B - TROPICAL CYCLONE AND DESTRUCTIVE WEATHER PLAN.pdf; Response to Peary Court Hurricane History.pdf; Hurricane Evacuation History at Peary Court Requested Information.pdf

Mr Craig and Ms Monnier,

Please find attached my response to your letter transmitted via the email below. Additionally, I have attached both the Navy Instruction document cited in my response as well as your letter of request.

I look forward to seeing you at the 19 April 2012 Planning Commission Hearing on Peary Court.

If there is any additional information that you need please let me know.

Thank you for your expeditious handling of this matter.

Mark J Lavin
SVP Navy Portfolio, Balfour Beatty Communities
757-615-5536

-----Original Message-----

From: Ashley Monnier [<mailto:amonnier@keywestcity.com>]
Sent: Wednesday, March 14, 2012 4:54 PM
To: Mark Lavin
Cc: ron.demes@navy.mil; david@horan-wallace.com; Shawn Smith; Larry Erskine; Mark Finigan; Don Craig
Subject: Emailing: Hurricane Evacuation History at Peary Court Requested Information

Please find attached the following letter requesting information pertaining to hurricane evacuation history. Please do not hesitate to contact me with any questions or concerns.

Ashley Monnier
Planner II
City of Key West Planning Department
3140 Flagler Avenue
Key West, Florida 33040
Phone: (305) 809-3725
Fax: (305) 809-3978

Balfour Beatty Communities

10 Campus Boulevard ■ Newtown Square, PA 19073 ■ 610.355.8100 ■ bbcgrp.com

19 March 2012

Dear Mr Craig,

This letter responds to your letter of March 13, 2012 requesting additional information concerning the Hurricane Evacuation History at Peary Court.

Naval Air Station Key West has coordinated evacuations in concert with Monroe County since before 2005. Attached please find the most recent edition of the Navy's hurricane evacuation procedures contained in NASKW Instruction 3440.1B. Specifically Page IV-1-3 paragraph 7 and Page IV-1-6 paragraph 3.a show the consistency with county evacuation procedures.


--Page IV-1-3 paragraph 7 "Depending on the size, strength, and forecasted track of a tropical cyclone, Commanding Officer (CO), Naval Air Station Key West (NASKW) may have to order deployment (evacuation) of personnel to out-of-area safe-haven, in order to ensure their safety and well being. Per reference (a) of the attachment, Commander Navy Region South East (CNRSE) is the primary authority for ordering evacuations. The evacuation order plan will be vetted through CNRSE and coordinated with local city, county and state emergency management authorities. Once authorized, the CO will issue the evacuation order."

Further, at page IV-1-6 paragraph 3.a "The order to evacuate will be vetted through CNRSE, and coordinated with local city, county, and state emergency management teams."

Peary Court is one of the properties that are covered under this NASKW umbrella instruction. Peary Court residents evacuated consistently with the rest of the base for all evacuations. Since at least 2005 Peary Court residents have evacuated when Monroe County/City of Key West called for an evacuation of the City. R/V's and transients historically evacuated earlier than our residents.

I look forward to seeing you at the 19 April 2012 Planning Commission Hearing. If there are any other issues that you need from us please let me know.

Thank you again for your time and consideration in this matter. I look for a favorable outcome.



Mark J. Lavin
SVP, Navy Portfolio
Balfour Beatty Communities



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
PO BOX 9001
KEY WEST FL 33040-9001

NASKWINST 3440.1B
N00
7 Sep 10

NAVAL AIR STATION KEY WEST INSTRUCTION 3440.1B

Subj: TROPICAL CYCLONE AND DESTRUCTIVE WEATHER PLAN

Ref: (a) CNICINST 3440.17
(b) OPNAVINST 3140.24F
(c) CNRSEINST 3440.2D

Encl: (1) Saffir/Simpson Hurricane Category Definitions
(2) COR Order Message Template
(3) Tropical Cyclone COR Checklist - NAVFAC SE DET Key West
Public Works Department (PWD)
(4) Tropical Cyclone COR Checklist - Security
(5) Tropical Cyclone COR Checklist - Air Operations
(6) Tropical Cyclone COR Checklist - Port Operations
(7) Tropical Cyclone COR Checklist - All NASKW Departments
(8) Tropical Cyclone COR Checklist - Tenant Activities
(9) Shelter Guide
(10) Primary Shelter Assignments and Secondary Shelter List
(11) Out-of-Area Evacuation Safe Haven Locations
(12) Key and Essential Billets
(13) Weather Warning Definitions
(14) Emergency Operations Center (EOC) Destructive Weather
Guide
(15) Rapid Damage Assessment Form

1. Purpose. To publish guidance for destructive weather Conditions of Readiness (CORs) for Naval Air Station Key West (NASKW), and establish a plan to mitigate damage to personnel, facilities, and resources assigned to NASKW in the event of a hurricane or other destructive weather phenomena.

2. Cancellation. NASKWINST 3140.5S and NASKWINST 3440.1A. These instructions have been combined and completely revised herein. This instruction should be reviewed in its entirety.

3. Discussion.

a. General

(1) References (a) through (c) provide destructive weather guidance, and establish tropical cyclone and non-tropical cyclone CORs in anticipation of destructive winds or other destructive weather phenomena. Reference (b) directs Commander, Navy Region Southeast (CNRSE) to provide COR guidance to all CNRSE installations to facilitate and support preparations for destructive weather events, and safeguard the lives, property and resources within each installation under its Area of Responsibility (AOR). Per reference

7 Sep 10

(c), Commanding Officer's shall develop and implement an installation-specific plan using the CNRSE template. Accordingly, this instruction establishes a destructive weather plan and assigns responsibility for setting and attaining destructive weather CORs in response to destructive weather events impacting NASKW. The NASKW website, <https://www.cnic.navy.mil/KeyWest>, also contains useful information pertaining to hurricane preparation and evacuation.

b. Tropical Cyclones

(1) A tropical cyclone is a tropical system with destructive winds of fifty (50) knots or greater, and often accompanied with heavy rains, thunderstorms, lightning, tornadoes, storm surge and/or hail. Upon reaching certain wind strength (65 kts or greater), tropical cyclones are categorized as hurricanes. Enclosure (1) contains hurricane category definitions commonly used to describe the strength of tropical cyclones affecting the Eastern United States. The Atlantic tropical cyclone season is 1 June to 30 November each year. It should be noted, however, that throughout history there has been a named storm in every month of the year.

(2) Commander, Naval Maritime Forecast Center (NMFC) Norfolk, Virginia, provides meteorological and oceanographic support for tropical cyclones. Throughout the tropical cyclone season, the Emergency Manager (EM) shall monitor the NMFC website: <http://www.weather.navy.mil/home1.html> for information concerning tropical cyclones which may impact NASKW. Additionally, NMFA issues tropical cyclone forecasts via defense messaging system (DMS) message to collective address designator (CAD) HURRIWARNLANT, and will provide detailed information to CNRSE and NASKW regarding the onset of hazardous (sustained winds 35-49 knots) and destructive (sustained winds 50 knots or greater) meteorological events in order to assist in ordering CORs.

(3) Per reference (b), Commanding Officer (CO), NASKW will order the appropriate COR for NASKW based upon the size and forecast track of an identified tropical cyclone anticipated to impact NASKW. Enclosure (2) is the DMS template to be used to order a COR. In addition, NASKW will notify tenants and residents of a COR by as many means of communication as possible (email, social networks, voice, media, signage, etc.). NASKW will notify the CNRSE Regional Operations Center (ROC) of tropical cyclone COR orders and attainment via the CNIC sponsored Fleet Collaboration Suite Portal (C4Isuite): <https://c4isuite.atfp.cnic.navy.mil>, telephone: (904) 542-3118, DSN 942 and e-mail: cnrse.rocl@navy.mil. DMS messages should not be used to report COR attainment.

(4) Tropical Cyclone CORs are ordered based on the expected onset of destructive winds. Certain preparatory actions are required within each COR to properly secure NASKW and prepare personnel. The

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level of preparation increases with the progression of each COR level (i.e. from picking up loose gear in COR 5, to removing awnings in COR 3, to reporting to shelters in COR 1). Certain NASKW tenant activities and departments (NAVFAC SE Det KW (Public Works Department (PWD)), Security, Air Operations, and Port Operations) have unique, specific responsibilities in attaining each COR using checklists contained in enclosures (3) through (6). All other NASKW departments and tenants are responsible for attaining COR levels using enclosure (7). Tropical Cyclone CORs are defined as follows:

(a) COR 5 - Destructive force winds possible within 96 hours. Due to the geographic location of Key West, COR 5 shall be maintained as the minimum state of readiness from 1 June through 30 November.

(b) COR 4 - Destructive force winds are possible within 72 hours.

(c) COR 3 - Destructive force winds are possible within 48 hours.

(d) COR 2 - Destructive force winds are anticipated within 24 hours.

(e) COR 1 - Destructive force winds are imminent within 12 hours.

(5) Using enclosure (8), tenant activities shall prepare and secure assigned spaces, and report COR attainment to the NASKW Quarterdeck: (305) 293-2268/2971 or email NASKW.IOC.fct@navy.mil.

(6) Depending on the size, strength, and forecasted track of a tropical cyclone, CO, NASKW may order personnel to report to identified shelters onboard the installation. The local shelters shall be operated by designated Shelter Officers. Enclosure (9) contains sheltering procedures. Enclosure (10) is a list shelters on board the installation and provides detailed information concerning shelter assignments.

(7) Depending on the size, strength, and forecasted track of a tropical cyclone, CO, NASKW may have to order deployment (evacuation) of personnel to out-of-area safe-haven, in order to ensure their safety and well being. Per reference (a), CNRSE is the primary authority for ordering evacuations. The evacuation order plan will be vetted through CNRSE and coordinated with local city, county and state emergency management authorities. Once authorized, the CO will issue the evacuation order. Enclosure (11) provides general information concerning out-of-area safe-havens and evacuation procedures. Per reference (a), an order to evacuate is mandatory and therefore non-

elective. Only designated personnel will be authorized to remain on the installation.

(8) In the event of an out-of-area evacuation, a designated safe-haven will be identified for evacuating personnel. An Evacuation Coordination Center (ECC) will be established at the designated safe-haven operated by NASKW personnel throughout the evacuation. The ECC will serve as the primary duty station for all evacuated personnel during the evacuation. General information concerning the out-of-area safe-haven, including directions from Key West, is provided in enclosure (12).

(9) Enclosure (13) lists Category (CAT) A and B Key and Essential billets required to ensure all final preparations are made to secure NASKW. CAT A Key and Essential personnel will be required to remain on station in the event of an out-of-area evacuation. CAT B Key and Essential personnel may be required remain on station beyond the evacuation deployment window and return prior to the evacuation redeployment window. Before each tropical cyclone, the EM, with input from tenants and departments, shall assign personnel to each billet identified in enclosure (13). These assignments shall be maintained and updated, as necessary, throughout the season. The CO NASKW is the final approving authority of the CAT A and CAT B list; only the CO NASKW can approve personnel to remain onboard NASKW during an evacuation.

(10) Per reference (a), the CO shall accurately account for personnel in the NASKW AOR and collect and report personnel accounting data to the ROC. The Navy Family Accountability and Assessment System (NFAAS) contains the exact Unit Identification Codes (UIC) for each command/activity the CO NASKW is responsible for. However, per reference (a), each NASKW tenant activity (whether part of NFAAS or not) shall accurately account for personnel and family members and report updates to the EOC or ECC as necessary.

c. Non-tropical Destructive Weather

(1) Non-tropical destructive weather includes high wind gusts, high-sustained winds, thunderstorms, tornadoes, hail, surge, flooding, and/or lightning not associated with a tropical cyclone.

(2) For non-tropical hazardous and destructive weather, both NMFC and the National Weather Service (NWS) issue appropriate weather warnings to CNRSE and NASKW.

(3) The appropriate COR for destructive weather, other than tropical cyclone origin, will be set by CO, NASKW as needed, based upon the guidance from NMFC, NWS, and local weather forecasts. Ordering and attaining non-tropical destructive weather COR is not reported to CNRSE.

4. Action.

a. Commanding Officer NASKW shall:

(1) Set Tropical Cyclone COR:

(a) Monitor weather conditions and order the appropriate tropical cyclone COR to prepare NASKW for destructive weather, ensure the safety of personnel, and mitigate damage to facilities and resources.

(b) Order actions required within each COR level using enclosures (3) through (8).

(c) Establish an Emergency Operations Center (EOC) onboard NASKW, as well as EOC sub-centers at various locations throughout the Florida Keys (as needed) to ensure continuity of operations (COOP) during a destructive weather event. The location, contact information, and standard operating procedures for the EOC and sub-centers is provided in enclosure (14).

(d) Designate an EM who coordinates with NASKW departments and tenant activities concerning setting and attaining CORs. The EM is the principle advisor to the CO with regard to destructive weather events and shall liaise with local and state emergency management organizations with regard to information that may lead to sheltering or evacuation scenarios.

(1) The EM shall notify all departments and tenant activities when COR settings are changed by the CO. COR notification may be communicated by telephone, mass notification system and/or email.

(2) The EM shall notify the CNRSE ROC when CORs are ordered and attained via C4I, email and/or telephone. Telephone: (904) 542-3118, DSN 942. E-mail: cnrse.rocl@navy.mil. DMS should not be used to report COR attainment.

(2) Order personnel to shelter if necessary:

(a) Designate a Hurricane Shelter Officer (HSO).

(b) Designate hurricane shelters onboard NASKW. Enclosure (9) describes shelter concept of operations and enclosure (10) lists NASKW shelter sites. Shelter information for each tropical cyclone season will be provided in NASKWNOTE 3440.

(c) The EM shall coordinate with the HSO to notify all departments and tenant activities of the decision to shelter personnel, and the scope of the sheltering event. Notification may be

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communicated by telephone, mass notification system, and/or email through the EOC.

(d) The HSO shall oversee the preparations of the designated hurricane shelters, and coordinate with the NAVFAC SE Detachment Key West (Public Works Department (PWD)) to ensure that the buildings identified as shelters meet the necessary engineering criteria for designation as hurricane shelters.

(e) The HSO shall ensure Shelter Officers (SO) (E-6 or above) have been designated in writing for each primary shelter prior to the commencement of tropical cyclone season and each SO is familiar with this instruction.

(f) During a sheltering event, the HSO shall communicate with and, travel conditions permitting, visit SOs to ensure shelters are being operated per regulations.

(3) Order deployment (evacuation) to safe-haven:

(a) The order to deploy (evacuate) personnel to an out-of-area safe-haven is to ensure their safety. The order to evacuate will be vetted through CNRSE, and coordinated with local city, county, and state emergency management teams.

(b) Evacuation information will be passed via the public announcement system, local radio stations, local cable television stations, mass notification systems, NASKW website, social networking sites, email, and/or local command/department telephone trees.

(c) Assignment and handling of Key and Essential CAT A and B personnel requires special attention because these personnel are required to 1) remain on station (CAT A), or 2) may be last out/first in (CAT B) during destructive weather events. These personnel shall be specifically identified in enclosure (12) by billet. All NASKW departments and tenant activities shall provide the names corresponding to the billet of their Key and Essential personnel to the NASKW EM by the beginning of the tropical cyclone season (1 June) and provide monthly updates through the remainder of the season. Category A and B Key and Essential personnel are defined as follows:

NOTE: Category "A" and "B" personnel designations are unique to the NASKW destructive weather plan, and must not be confused with the designation of Personnel Categories 1 thru 5 as defined in reference (a).

(1) CAT A - Personnel identified as extremely critical to actions and security. These individuals will not evacuate. They will shelter in place or at a local hurricane shelter designed to withstand destructive weather forces. There is limited space in the

local shelters therefore the CAT A list should be limited to approximately seventy (70) personnel.

(2) CAT B - Personnel, in addition to CAT A personnel, identified as necessary in order to maintain traffic safety, operate facilities, ensure public safety, and make final preparations for the onset of destructive weather. These personnel are the last to evacuate, and may not be able to safely evacuate by automobile due to dangerous weather conditions impacting roadways. Accordingly, the mode of evacuation for these personnel will be at the discretion of the CO based on the current and anticipated weather conditions and related safety concerns. The CO may authorize individual POV travel, or require travel by government vehicle or military airlift as circumstances dictate. Since there are limited seats on military airlift, the CAT B list should not exceed ninety (90) personnel. After a destructive weather event CAT B personnel must be prepared to redeploy to Key West in advance of the general population in order to restore services to the installation.

(d) When an evacuation is ordered, the CO will remain in Key West with CAT A personnel. The EOC shall relay information concerning the status of NASKW to the ECC.

(e) The NASKW Executive Officer (XO) shall report to the ECC at the designated out-of-area safe-haven during an evacuation. An ECC watch-bill shall be established at the beginning of tropical cyclone season (1 June) and updated monthly throughout the season. When operating, the ECC will maintain contact, when possible, with the EOC for updates on the status of conditions onboard NASKW. The ECC will serve as the primary point of contact and information outlet concerning the status of NASKW during evacuation. For the duration of the evacuation and per a "battle rhythm" established by the XO, all NASKW departments and tenant activity representatives shall report to the ECC for updated information and instruction as well as provide daily muster reports.

(f) The designated out-of-area safe-haven and location of the ECC will be announced as part of the evacuation order. Typically the designated safe-haven is Orlando, Florida, and the ECC is located at the Orlando Armed Forces Reserve Center (AFRC). A list containing the addresses and contact information for the potential safe-havens and ECC locations is provided in enclosure (11). Specific evacuation instructions for each tropical cyclone season will be provided in NASKWNOTE 3441.

(g) The EM should establish a list of potential hotel accommodations in the safe-haven area. Hotel information can be accessed through the NASKW website (www.cnmc.navy.mil/keywest).

(4) Order redeployment:

(a) Once the destructive weather has passed and the extent of damage to the installation has been assessed, the CO will communicate with the ECC for redeployment of personnel. This redeployment may be phased; however, all personnel are subject to immediate recall. The mode of transportation for return of personnel will depend on the circumstances (i.e. road conditions, fuel availability etc.), and may include military airlift.

(b) The CO will authorize the general redeployment of evacuees after a complete condition assessment has been completed, and COR-5 attained. The decision for personnel to return after the evacuation will be relayed through the ECC and public announcement system, local radio stations, local television stations, mass notification systems, NASKW website, social networking sites, email, and/or local command/department telephone trees.

(5) Conduct destructive weather exercise:

(a) At least one annual hurricane exercise (HURREX) shall be conducted prior to the beginning of tropical cyclone season. This drill may be more effectively accomplished in conjunction with the annual United States Fleet Forces Command (USFF) hurricane exercise and/or a state/county hurricane drill. It is also advisable to conduct a base-wide HURREX after the summer Permanent Change of Station (PSC) season just prior to the peak of the tropical cyclone season (late July or early August) in order to ensure full exposure of base procedures to newly arrived personnel and family members. At a minimum the exercise shall:

(1) Simulate tropical cyclone CORs 4 through 1 setting, attainment and reporting using this instruction and enclosures.

(2) Ensure the EM coordinates with the HSO and SOs to establish the readiness of hurricane shelters.

(3) Ensure shelters are equipped and prepared for sheltering events.

(4) Test public announcement systems and other communications systems.

(5) Use the EOC and test communication with the CNRSE ROC using C4I, BGAN (SATTELCOM), and other available systems.

(6) Publish Tropical Cyclone Season Notices:

(a) NASKWNOTE 3440 (Calendar Year Destructive Weather Shelter Instructions).

(b) NASKWNOTE 3441 (Calendar Year Destructive Weather Evacuation Instructions).

b. NASKW Executive Officer (XO) shall:

(1) Direct all operations pertaining to safety and welfare of NASKW AOR personnel and families. Specifically:

(a) Monitor progress of COR settings.

(b) Monitor shelter operations.

(c) Establish a pet shelter when directed.

(d) Deploy to and open the ECC at least 12 hours prior to the deployment of NASKW AOR personnel. Close the ECC after COR-5 has been established and all personnel have redeployed to NASKW.

(e) Prepare and submit all destructive weather event muster reports.

(f) As Installation Training Team (ITT) leader, ensure destructive weather exercise objectives meet mandated requirements.

(2) Ensure a Hurricane Command Duty Officer is designated on the command watchbill during tropical cyclone season (1 JUN - 30 NOV).

c. NASKW Department Heads (DHs) shall:

(1) Be familiar with this instruction and review relevant enclosures, including the department COR checklists, enclosures (3)-(7). Departments that do not have a specific checklist from this instruction are encouraged to develop and exercise local standard operation procedures (SOP) for their department. Department SOPs shall be consistent with the general requirements in enclosure (7). A copy of department-specific SOPs shall be provided to the EM prior to the beginning of tropical cyclone season (1 June).

(2) Ensure all COR preparations are completed when ordered and report attainment to the Quarterdeck.

(3) Maintain an accurate telephone tree for their department updated monthly during tropical cyclone season.

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(4) Ensure all personnel within the department are notified when the COR changes and when sheltering or evacuation is ordered.

(5) Maintain an accurate written muster of all personnel in their departments, identifying each individual's name, position, address, telephone number(s), and number of dependents. This includes ensuring all personnel have up to date information in the Total Workforce Management System (TWMS) and the Navy Family Accountability and Assessment System (NFAAS) to include dependent information.

(6) In the event of an evacuation, ensure the departmental muster identifies the location (i.e. hotel location etc.) and telephone point of contact for each person during the evacuation. In addition, ensure all personnel are familiar NFAAS and the NFAAS website; <https://www.navyfamily.navy.mil>.

(7) In preparation for an evacuation, ensure their personnel have made necessary arrangements for the out-of-area safe-haven (i.e. hotel accommodations, mode of transportation etc.). Department heads should check with the EM for a list of potential hotel accommodations in the safe-haven area, and pass the information to their personnel prior to the start of tropical cyclone season (1 June).

(8) Review this instruction annually and submit recommended changes to the EM by 15 April.

d. NASKW Tenant Activities shall:

(1) Comply with the CORs and/or sheltering/evacuation orders issued by CO, NASKW. Enclosure (8) provides a COR checklist for tenant activities. Notify the NASKW Quarterdeck upon COR attainment.

(2) Prepare and maintain an individual destructive weather plan detailing any additional preparations specific to their activity. The plan should provide an outline concerning evacuation procedures for their personnel. All tenant activities shall provide an updated copy of their destructive weather plan to the NASKW EM at the beginning of each tropical cyclone season (1 June).

(3) During an evacuation, ensure that a representative reports to the NASKW ECC on a daily basis, providing a muster report for activity personnel and family members.

(4) Identify Key and Essential personnel for placement on the CAT A or CAT B lists and provide updates to the NASKW EM.

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(5) Review this instruction annually and submit recommended changes to the EM by 15 April.



P. A. LEFERE

Distribution: (NASKWNOTE 5216)

Lists A and C

Copy to:

CNIC

COMFLTFORCOM

COMNAVAIRFORCES

COMNAVREGSE

Armed Forces Reserve Center Orlando

PATRICK AFB

MACDILL AFB

Navy and Marine Corps Reserve Center Miami

Navy and Marine Corps Reserve Center West Palm Beach

Naval Recruiting District Miami

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SAFFIR/SIMPSON HURRICANE CATEGORY DEFINITIONS

1. Hurricane intensity and expected damage is categorized according to the Saffir-Simpson scale. The scale ranges from categories one through five, with five being the most severe. The latest version of this scale does not address the potential for other hurricane-related impacts, such as storm surge, rainfall-induced floods, and tornadoes. It should also be noted that these wind-caused damage general descriptions are to some degree dependent upon the local building codes in effect and how well and how long they have been enforced. More information can be found on the National Hurricane Center's website. The categories and possible outcomes according to the National Hurricane Center are:

a. Category One (1). Sustained winds 64 to 82 knots (74 to 95 miles per hour) (*Very dangerous winds will produce some damage*). People, livestock, and pets struck by flying or falling debris could be injured or killed. Older (mainly pre-1994 construction) mobile homes could be destroyed, especially if they are not anchored properly as they tend to shift or roll off their foundations. Newer mobile homes that are anchored properly can sustain damage involving the removal of shingle or metal roof coverings, and loss of vinyl siding, as well as damage to carports, sunrooms, or lanais. Some poorly constructed frame homes can experience major damage, involving loss of the roof covering and damage to gable ends as well as the removal of porch coverings and awnings. Unprotected windows may break if struck by flying debris. Masonry chimneys can be toppled. Well-constructed frame homes could have damage to roof shingles, vinyl siding, soffit panels, and gutters. Failure of aluminum, screened-in, swimming pool enclosures can occur. Some apartment building and shopping center roof coverings could be partially removed. Industrial buildings can lose roofing and siding especially from windward corners, rakes, and eaves. Failures to overhead doors and unprotected windows will be common. Windows in high-rise buildings can be broken by flying debris. Falling and broken glass will pose a significant danger even after the storm. There will be occasional damage to commercial signage, fences, and canopies. Large branches of trees will snap and shallow rooted trees can be toppled. Extensive damage to power lines and poles will likely result in power outages that could last a few to several days.

b. Category Two (2). Sustained winds 83 to 95 knots (96 to 110 miles per hour) (*Extremely dangerous winds will cause extensive damage*). There is a substantial risk of injury or death to people, livestock, and pets due to flying and falling debris. Older (mainly pre-1994 construction) mobile homes have a very high chance of being destroyed and the flying debris generated can shred nearby mobile homes. Newer mobile homes can also be destroyed. Poorly constructed frame homes have a high chance of having their roof structures removed especially if they are not anchored properly. Unprotected windows will

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have a high probability of being broken by flying debris. Well-constructed frame homes could sustain major roof and siding damage. Failure of aluminum, screened-in, swimming pool enclosures will be common. There will be a substantial percentage of roof and siding damage to apartment buildings and industrial buildings. Unreinforced masonry walls can collapse. Windows in high-rise buildings can be broken by flying debris. Falling and broken glass will pose a significant danger even after the storm. Commercial signage, fences, and canopies will be damaged and often destroyed. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss may be expected with outages that could last from several days to weeks. Potable water could become scarce as filtration systems begin to fail.

c. Category Three (3). Sustained winds 96 to 113 knots (111 to 130 miles per hour) (*Devastating damage will occur*). There is a high risk of injury or death to people, livestock, and pets due to flying and falling debris. Nearly all older (pre-1994) mobile homes will be destroyed. Most newer mobile homes will sustain severe damage with potential for complete roof failure and wall collapse. Poorly constructed frame homes can be destroyed by the removal of the roof and exterior walls. Unprotected windows will be broken by flying debris. Well-built frame homes can experience major damage involving the removal of roof decking and gable ends. There will be a high percentage of roof covering and siding damage to apartment buildings and industrial buildings. Isolated structural damage to wood or steel framing can occur. Complete failure of older metal buildings is possible, and older unreinforced masonry buildings can collapse. Numerous windows will be blown out of high-rise buildings resulting in falling glass, which will pose a threat for days to weeks after the storm. Most commercial signage, fences, and canopies will be destroyed. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water may be unavailable for several days to a few weeks after the storm passes.

d. Category Four (4). Sustained winds 114 to 135 knots (131 to 155 miles per hour) (*Catastrophic damage will occur*). There is a very high risk of injury or death to people, livestock, and pets due to flying and falling debris. Nearly all older (pre-1994) mobile homes will be destroyed. A high percentage of newer mobile homes also will be destroyed. Poorly constructed homes can sustain complete collapse of all walls as well as the loss of the roof structure. Well-built homes also can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Extensive damage to roof coverings, windows, and doors will occur. Large amounts of windborne debris will be lofted into the air. Windborne debris damage will break most unprotected windows and penetrate some protected windows. There will be a high percentage of structural damage to the top floors

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of apartment buildings. Steel frames in older industrial buildings can collapse. There will be a high percentage of collapse to older unreinforced masonry buildings. Most windows will be blown out of high-rise buildings resulting in falling glass, which will pose a threat for days to weeks after the storm. Nearly all commercial signage, fences, and canopies will be destroyed. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages may last for weeks to possibly months. Long-term water shortages may increase human suffering. Most of the area may be uninhabitable for weeks or months.

e. Category Five (5). Sustained winds greater than 135 knots (155 miles per hour) (*Catastrophic damage will occur*). People, livestock, and pets are at very high risk of injury or death from flying or falling debris, even if indoors in mobile homes or framed homes. Almost complete destruction of all mobile homes will occur, regardless of age or construction. A high percentage of frame homes will be destroyed, with total roof failure and wall collapse. Extensive damage to roof covers, windows, and doors will occur. Large amounts of windborne debris will be lofted into the air. Windborne debris damage will occur to nearly all unprotected windows and many protected windows. Significant damage to wood roof commercial buildings will occur due to loss of roof sheathing. Complete collapse of many older metal buildings can occur. Most unreinforced masonry walls will fail which can lead to the collapse of the buildings. A high percentage of industrial buildings and low-rise apartment buildings will be destroyed. Nearly all windows will be blown out of high-rise buildings resulting in falling glass, which will pose a threat for days to weeks after the storm. Nearly all commercial signage, fences, and canopies will be destroyed. Nearly all trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Long-term water shortages will increase human suffering. Most of the area will be uninhabitable for weeks or months.

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CONDITION OF READINESS (COR) MESSAGE TEMPLATE

UNCLASSIFIED

O DTG

FM NAS KEY WEST//00//

TO ALL MILACTS KEY WEST FL

COMNAVREG SOUTHEAST JACKSONVILLE FL//ROC//

INFO COMFLTFORCOM NORFOLK VA//N3//

COMNAVIRLANT NORFOLK VA//N3/N34A

NAVLANTMETOCEN NORFOLK//NMFC/NAFA//

NAVLANTMETOCFAC JACKSONVILLE FL//00//

BT

UNCLAS //NO3140//

MSGID/GENADMIN/NAS KEY WEST FL 306//

SUBJ/ORDER TROPICAL CYCLONE CONDITION//

REF/A/DOC/NASKWINST/-/3440.1B/

REF/B/DOC/CNRSEINST 3440.2D//

REF/C/RMG/NAVLANTMETOCEN NORFOLK/XXXXZXXX20XX//

NARR/REF A IS NASKW TROPICAL CYCLONE AND DESTRUCTIVE WEATHER PLAN. REF B IS COMMANDER, NAVY REGION SOUTHEAST (CNRSE) DESTRUCTIVE WEATHER PLAN INSTRUCTION. REF C IS TROPICAL CYCLONE WARNING NR ---.//

POC/CDO/NASKW/TEL: DSN 483-2268/

TEL: COM(305)293-2268/EMAIL: NASKW.IOC.FCT@NAVY.MIL//

RMKS/1. PER REFS A AND B, AND IRT REF C, ORDER TROPICAL CYCLONE CONDITION OF READINESS (COR) X FOR NASKW EFFECTIVE XXXXZXXX2009

THROUGHOUT MONROE COUNTY. TAKE ALL ACTIONS REQUIRED BY REF A. MAKE ALL REQUIRED REPORTS TO THE NASKW QUARTERDECK AT EXT 2268/2971/2041.

2. AS OF XX/XXXXZ, (NAME) WAS LOCATED AT XX.X N XX.X W MOVING XX DEGREES AT XX KNOTS. MAX WINDS XXX KTS WITH GUSTS TO XXX KTS. STRENGTH IS FORECAST TO (INCREASE/DECREASE) WITH CPA TO (NAME OF INSTALLATION) OF XXNM OR FORECAST TO MAKE LANDFALL AT (LOCATION) AT ___ LOCAL HOURS (AS NECESSARY).

3. EXECUTE SHELTER/EVACUATION PLAN (AS NECESSARY).

4. FOR ADDITIONAL DETAILS (CURRENT STORM TRACK, SATELLITE FOR DOWNLOAD, ETC) VISIT SSL ENABLED WEBSITE AT HTTPS (SLASH SLASH) WEATHER.NAVY.MIL/HOME.HTML AND FOLLOW THE TROPICAL CYCLONE INFORMATION LINK.//

Enclosure (2)

NAVFAC SE Public Works Department Key West (PWD)
DESTRUCTIVE WEATHER AND RECOVERY CHECKLIST

TROPICAL CYCLONE COR-5

This COR is set at the beginning of tropical storm season (1 June) and remains the general state of heightened readiness throughout the season (through 30 November), unless another COR is announced. The PWO shall identify department personnel designated as Key and Essential personnel in enclosure (13) and submit a list containing the name and billet of these personnel to the NASKW EM. This list must be updated monthly during tropical storm season (1 June - 30 November). This list will identify CAT A personnel who must be capable of standing watch in Key West during destructive weather; and CAT B personnel who must be capable of making final preparations to the base before the onset of destructive weather and serve as first responders after storm passage. In addition, the following actions are to be completed within this COR:

CHECKLIST ITEM	RESPONSIBLE PERSON
1. Notify all codes of storm condition.	PR7
2. Notify applicable contractors of storm condition. Review contingency plans.	PR71; PR72; PR73; PR74
3. Update recall list and forward to PWD Admin Officer	PR71; PR72; PR73; PR74
4. Inspect utilities for potential hazards (airborne, trees, damage by flooding).	PR732
5. Inspect facilities/grounds for potential hazards (airborne, trees, damage by flooding).	PR711; PR723
6. Establish JON to all reimbursable customers.	PR7
7. Verify all doors and windows can be locked. Repair those that cannot be locked.	PR71; PR72; PR73; PR74
8. Inspect adjacent property for possible airborne hazards.	PR711; PR723
9. Confirm emergency generators, switching gear work and sump pumps are operational.	PR732
10. Ensure water valves are exercised and working properly.	PR732; FKA
11. Identify source of portable generators if necessary.	PR711; PR73

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12. Evaluate transportation equipment vs requirements.	PR733
13. Establish and publish hurricane job order number.	PR7
14. Ensure all equipment is operational and ready for emergency use.	PR733
15. Check, replenish and inventory emergency supplies.	PR71; PR72; PR73; PR74
16. Establish and notify the NASKW EM of a Turn-in Plan for government vehicles. The plan should designate parking areas and direct personnel where keys can be stored and retrieved. Coordinate with Air Operations on the use of hangars for storing essential equipment.	PR733
17. Brief Commanding Officer, NASKW and the NASKW EM concerning PWD's capabilities and limitations for supporting station hurricane requirements.	PR7
18. Prepare emergency storage plan (what will need to be moved inside or tied down in the event of a tropical cyclone).	PR711; PR73; PR723
19. Inspect assigned facilities for structural integrity and report structural integrity and location suitability of shelters to the NASKW EM.	PR71
20. Update and publish shuttering requirements.	PR73
21. Report setting of condition V.	PR71; PR72; PR73; PR74
22. Designate CAT A and CAT B personnel.	PR7
23. Report condition V to higher authority.	PR7

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TROPICAL CYCLONE COR-4

This COR is set when the onset of destructive force winds on station is possible within 72 hours. The following actions are to be completed within this COR:

CHECKLIST ITEM	RESPONSIBLE CODE(S)
1. Notify all codes of storm condition.	PR7
2. Notify applicable contractors of storm condition. Prepare sites and ensure they are clear of loose gear and trash is removed and stowed.	PR71; PR72; PR73; PR723
3. Ensure completion of all Condition V checklist items.	All
4. Prepare WWTP for Tropical Cyclone.	PR73
5. Fill water tanks. Maintain at full level.	PR732; FKAA
6. When/where appropriate, inspect the emergency generators to ensure they are operable, top off emergency generator fuel, and secure (with exception to WWTP, A-132, A-324, 1280, Pump House).	PR732
7. Complete Hazardous Waste weekly inspections at all collection points. Check for loose objects and debris.	PR73
8. Check installation of all tie downs.	PR71
9. Secure airfield signs.	PR7 3
10. Install shutters where required.	PR7 3
11. Prepare evacuation orders in the event they are necessary.	PR7; NAVFAC SE

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12. Hook-up two generators on vehicles.	PR73
13. Prepare gear for essential personnel (cell phone, charger, camera, film, blueprints, water, flashlights, batteries, MREs, rain gear, tools, equipment).	CAT A Team
14. Inspect the emergency transportation equipment to ensure it is operable.	PR733
15. Issue contingency funds to FEAD to exercise any additional emergency equipment from Blanket Purchase Authority or procurement.	PR7
16. Refuse collection/secure dumpsters.	PR733
17. Ensure catch basins and storm drain grates are free of obstructions.	PR73
18. HW personnel inspect each collection site.	PR74
19. Report setting of condition IV.	PR71; PR72; PR73; PR74
20. Report condition IV to higher authority.	PR7

TROPICAL CYCLONE COR-3

This COR is set when the onset of destructive force winds on station is possible within 48 hours. The following actions are to be completed within this COR:

CHECKLIST ITEM	RESPONSIBLE CODE(S)
1. Notify all codes of storm condition.	PR7
2. Notify applicable contractors of storm condition. Prepare sites and ensure they are clear of loose gear and trash is removed and stowed.	PR71; PR72; PR73; PR74
3. Ensure completion of all Condition V and IV checklist items.	All

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4. Prepare the interior of all assigned buildings by grouping the contents inside away from windows and exterior walls and cover.	All
5. Remove critical equipment and files/records to safe location.	All
6. Hand out plastic to cover computers.	All
7. Double check vehicles for fuel.	All
8. When/where appropriate, inspect the emergency generators to ensure they are operable, top off emergency generator fuel, and secure (with exception to WWTP, A-132, A-324, 1280, Pump House).	PR732
9. Exercise vehicle turn-in plan for government vehicles. Position equipment and vehicles to ensure maximum survivability and utility. Disperse the equipment, supplies and vehicles as needed.	PR733
10. Assign personnel to stack vehicles inside Maintenance Shops. Other equipment will be moved as close as possible to facilities away from storm direction.	PR733
11. Transfer authority for transportation asset assignments to the Command Center.	PR733
12. Provide 4-wheel drive vehicle to the Command Center.	PR733
13. Recheck Hazardous Waste collection points. Check for loose objects and debris. Move all waste inside facility as required.	PR73; PR74
14. Move as much equipment as possible inside facility.	All
15. Move all files, furniture, computers, and other items away from doors and windows. Cover all computers with plastic. Unplug all unneeded equipment.	All

16. Conduct final inspection of facilities/utilities for hazards.	All
17. Report setting of condition III.	PR71; PR72; PR73; PR74
18. Report condition III to higher authority.	PR7

TROPICAL CYCLONE COR-2

This COR is set when the onset of destructive force winds on station is possible within 24 hours. The following actions are to be completed within this COR:

CHECKLIST ITEM	RESPONSIBLE CODE(S)
1. Notify all codes of storm condition.	PR7
2. Notify and secure contractors of storm condition.	PR71; PR72; PR73; PR74
3. Ensure completion of all Condition V, IV, and III checklist items.	All
4. Coordinate with Environmental in regard to contact of EPA and State regulators of situation/plan of action.	PR74
5. Secure all non-essential personnel. If evacuation is ordered, issue orders. Update recall list.	PR7
6. When/where appropriate, inspect the emergency generators to ensure they are operable, top off emergency generator fuel, and secure (with exception to WWTP, A-132, A-324, 1280, Pump House).	PR732
7. Recheck potable water tank levels.	PR732; FKA
8. Ensure that emergency generators are topped off.	PR732
9. Disconnect 400 cycle units in hangars.	PR731
10. Secure all main water lines returning to potable water reservoirs.	PR731

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11. If a sheltering event is ordered, personnel and their dependents deemed to be in danger will be directed to report to designated shelters on the installation. Enclosures (9) and (10), as well as NASKWNOTE 3440 should be reviewed in their entirety.	All
12. Check equipment-staging plan.	PR733
13. Stage portable generators.	PR731
14. Conduct final inspection of facilities/utilities for hazards.	All
15. If evacuation is ordered, CAT B team, if required, report to NASKW Air Terminal for the scheduled air lift to a safe-haven if necessary.	CAT B
16. Report setting of condition II.	PR71;PR72; PR73
17. Report condition II to higher authority.	PR7

TROPICAL CYCLONE COR-1

This COR is set when the onset of destructive force winds on station is imminent. The following actions are to be completed within this COR:

CHECKLIST ITEM	RESPONSIBLE CODE(S)
1. Activate CAT A and ensure ready to respond as needed.	CAT A
2. If a sheltering event is ordered - all remaining personnel who have not yet reported to shelters should make final preparations to the installation and report to the shelters immediately.	All
3. Ensure completion of all Condition V, IV, III, and II checklist items.	All
4. Category A personnel should complete their assigned duties and report to the designated shelter.	CAT A

5. Report setting of condition I.	PR71; PR72; PR73
6. Report condition I to higher authority.	PR7

HURRICANE/TROPICAL STORM RECOVERY

CHECKLIST ITEM	RESPONSIBLE CODE(S)
1. Key and Essential personnel immediately begin inspection and evaluation of utilities.	CAT A (Use enclosure (15) or equivalent assessment form)
2. Recovery personnel proceed directly to their place of work to assess damage and initiate clean up and repair.	CAT A (CAT B if necessary)
3. Inspect/evaluate wastewater plants, distribution systems, and lift stations. If plant was secured, start emergency generator and proceed with start up procedures.	CAT A (CAT B if necessary)
4. Inspect/evaluate water storage tanks. Inspect distribution system for main breaks and water leaks.	CAT A (CAT B if necessary)
5. Relocate excess HAZWASTE.	
6. File reports with regulators if necessary.	CAT A (CAT B if necessary)
7. Potable water assessment. If "boil water" notice has been issued, provide pamphlets to all returning residents and tape pamphlets to all facilities which prepare food.	CAT A (CAT B if necessary)
8. If needed, coordinate expedient sampling for bacteria and clearance of boil water notice from regulators.	CAT A (CAT B if necessary)
9. Inspect systems for damage. Isolate damaged facilities from distribution systems.	CAT A (CAT B if necessary)
10. Initiate repairs to systems.	CAT A (CAT B if necessary)
11. Initiate transportation operations as soon as possible.	CAT A (CAT B if necessary)
12. Clear roads, parking areas, and building entrances.	CAT A (CAT B if necessary)

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13. Refueling operations: top off emergency equipment, provide fuel as requested.	CAT A (CAT B if necessary)
15. Restore communications: establish communications with all personnel.	CAT A (CAT B if necessary)
16. De-shutter when appropriate.	CAT A (CAT B if necessary)
17. When/where appropriate, activate all generators.	CAT A (CAT B if necessary)
18. Install airfield signs.	CAT A (CAT B if necessary)

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**SECURITY DEPARTMENT
TROPICAL CYCLONE CONDITIONS OF READINESS (COR) CHECKLIST**

1. The Security Department has a significant role in safeguarding the personnel and property assigned to NASKW during a destructive weather event. The following information outlines the preparatory requirements and responsibilities of the Security Department under each COR set by Commanding Officer, NASKW.

a. Tropical Cyclone COR-5. This COR is set at the beginning of hurricane season (June 1) and remains the general state of heightened readiness throughout the hurricane season (through November 30), unless another COR is announced. The following actions are to be completed within this COR:

(1) Review and provide updates of this instruction to the NASKW Emergency Manager at the beginning of the hurricane season.

(2) Identify department personnel designated as Key and Essential personnel in enclosure (12) and submit a list containing the name and billet of these personnel to the NASKW Emergency Manager. This list must be updated monthly during tropical storm season (June 1 - November 30). This list will identify CAT A personnel who must be capable of standing watch in Key West during destructive weather; and CAT B personnel who must be capable of making final preparations to the base before the onset of destructive weather and serve as first responders after storm passage.

(3) Ensure signs are posted at guardhouses notifying personnel of the current COR.

(4) Continuously police grounds for loose gear and potential missile hazards.

(5) Review plan to safeguard all weapons and ammunition, in the event of an evacuation. Forward plans to NASKW Emergency Manager at the beginning of hurricane season (June 1).

(6) Review the parking, traffic control and evacuation plan with PWO. Primarily focusing on the orderly removal/evacuation of personnel from government quarters to local shelters or out-of-area safe havens, depending on the order of the Commanding Officer. Forward any changes to the EM at the beginning of hurricane season (June 1).

(7) Review hurricane traffic control plan as it interfaces with local law enforcement plans to ensure primary and alternate routes will be available to and from all annexes.

Enclosure (4)

(8) Review ASF activation plan. ASF members, when activated, shall muster with the Security Department until released by the Security Officer, and may be designated as Category B essential personnel if needed.

(9) Ensure the Security Department's emergency generators are fueled and tested monthly throughout the hurricane season.

(10) Update the recall bill and hurricane watch bills.

(11) Perform key control inventory.

(12) Review non-essential Security vehicles parking MOU.

b. Tropical Cyclone COR-4. This COR is set when the onset of destructive force winds on station is possible within 72 hours. The following actions are to be completed within this COR:

(1) Ensure signs are posted at guardhouses notifying personnel of the current COR.

(2) Begin to shutter assigned buildings and ensure shutter shortages have been reported to the PWD and the EM.

(3) Survey all annexes ensuring COR tasks are being accomplished. All discrepancies will be documented. Security Officer will provide the EM with discrepancies.

(4) Notify ASF of possible activation. ASF members will report to ASF coordinator prior to leaving the area.

(5) Report completion of COR-4 to the EM.

c. Tropical Cyclone COR-3. This COR is set when the onset of destructive force winds on station is possible within 48 hours. The following actions are to be completed within this COR:

(1) Ensure signs are posted at guardhouses notifying personnel of the current COR.

(2) Secure inactive and vacant Security buildings.

(3) Park non-essential Security vehicles IAW MOU.

(4) Review fuel conservation plan and restrict un-necessary driving.

(5) Protect equipment and move away from windows and exterior walls.

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(6) Ready hurricane equipment and material and begin saving water.

(7) Deliver 72 hours of Meals Ready to Eat (MRE) rations to the patrol room (Bldg A-324).

(8) Receive additional vehicles to attain CORs from PWD.

(9) Brief CO, and EM concerning evacuation time required, evacuation limitations, intended and recommended procedures.

(10) Report completion of COR-3 to the EM.

d. Tropical Cyclone COR-2. This COR is set when the onset of destructive force winds on station is possible within 24 hours. The following actions are to be completed within this COR:

(1) Ensure signs are posted at guardhouses notifying personnel of the current COR.

(2) Activate hurricane watch bill. In the event of a sheltering, muster ASF.

(3) Initiate shelter/evacuation plans, as needed.

(4) Ensure PWD secures non-essential utilities to Security buildings.

(5) Use Public Announcement System and circulate vehicles with public address systems through the housing areas to announce shelter or evacuation orders directed by the CO. Unless otherwise directed by the CO, one of the following announcements shall be made:

(a) If a sheltering event is ordered, the public announcement should state: **"TROPICAL CYCLONE CONDITION TWO IS NOW IN EFFECT. ALL RESIDENTS ARE TO PREPARE TO GO TO ASSIGNED SHELTERS. PERSONNEL WITHOUT MEANS OF TRANSPORTATION SHOULD NOTIFY SECURITY FOR ASSISTANCE. NO BOATS, TRAILERS OR PETS ARE PERMITTED. PREPARE TO GO TO ASSIGNED SHELTERS."**

(b) If an evacuation is ordered, the public announcement should state: **"TROPICAL CYCLONE CONDITION TWO IS NOW IN EFFECT. BY ORDER OF THE COMMANDING OFFICER, ALL NASKW PERSONNEL ARE TO EVACUATE AND REPORT TO THE PRIMARY EVACUATION COORDINATION CENTER IN ORLANDO, FLORIDA. THE TELEPHONE NUMBER FOR THE EVACUATION COORDINATION CENTER IS (877) 822-7213. PERSONNEL WITHOUT MEANS OF TRANSPORTATION SHOULD NOTIFY THEIR CHAIN OF COMMAND. ALL TENANT ACTIVITY PERSONNEL SHOULD CONTACT THEIR COMMANDS FOR FURTHER DIRECTION."**

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(6) If a sheltering event is ordered, personnel and their dependents residing in government quarters deemed to be in danger will be directed to report to designated shelters on the installation. The Shelter Guide, enclosure (9), should be reviewed in its entirety.

(7) Report completion of COR-2 to the EM.

e. Tropical Cyclone COR-1. This COR is set when the onset of destructive force winds on station is imminent. The following actions are to be completed within this COR:

(1) Ensure signs are posted at guardhouses notifying personnel of the current COR.

(2) During 40/35 mph/kts sustained winds, secure all gates/guardhouses, mobile patrols and lower drop-arms. Notify Security Officer of secured gates. Security personnel must be readily available to re-open the gates at the direction of the Security Officer.

(3) Detail non-essential personnel to their assigned shelters.

(4) If evacuation is ordered - Category B personnel should complete final preparations and evacuate upon completion.

(5) Report completion of COR-1 to the EM.

**AIR OPERATIONS DEPARTMENT
TROPICAL CYCLONE CONDITION OF READINESS (COR) CHECKLIST**

1. The NASKW Air Operations Department is responsible for a wide range of actions in preparing for a tropical cyclone. The following information outlines the requirements under each COR ordered by CO, NASKW.

a. Tropical Cyclone COR-5. This COR is set at the beginning of tropical cyclone season (1 June) and remains the general state of heightened readiness throughout the tropical cyclone season (through 30 November), unless another COR is announced. The following actions are to be completed within this COR:

(1) All assigned grounds should be policed for loose gear and potential missile hazards. This action should be done continuously throughout the entire tropical cyclone season.

(2) Review and provide updates of this instruction to the EM at the beginning of the tropical cyclone season.

(3) Identify department personnel designated as Key and Essential personnel in enclosure (12) and submit a list containing the name and billet of these personnel to the NASKW EM. This list must be updated monthly during tropical cyclone season (1 June - 30 November). This list will identify CAT A personnel who must be capable of standing watch in Key West during destructive weather; and CAT B personnel who must be capable of making final preparations to the base before the onset of destructive weather and serve as first responders after storm passage.

(4) Review and update the NASKW aircraft evacuation plan.

(5) Review and update the aircraft and equipment protection/disposition plan.

(6) The Ground Electronics (GE) Division shall:

(a) Assign personnel to the EOC.

(7) Establish an equipment storage plan for hangars A-936 and A-981.

b. Tropical Cyclone COR-4. This COR is set when the onset of destructive force winds on station is possible within 72 hours. The following actions are to be completed within this COR:

(1) Inspect all assigned buildings and areas to ensure they

Enclosure (5)

are clear of loose gear and trash is removed and stowed.

(2) Begin to shutter assigned buildings and ensure shutter shortages are reported to PWD and the EM.

(3) Notify visiting detachments of anticipated destructive weather and advise detachments to depart NASKW.

(4) Prepare personnel who staff the EOC in Marathon, Key West and NASKW for deployment no later than the setting of COR-3.

(5) Report attainment of COR-4 to the Quarterdeck.

c. Tropical Cyclone COR-3. This COR is set when the onset of destructive force winds on station is possible within 48 hours. The following actions are to be completed within this COR:

(1) Completely secure all inactive and vacant Air Operations buildings.

(2) Prepare the interior of all assigned buildings by grouping the contents away from windows and exterior walls, and cover.

(3) Ensure that any hurricane equipment and material is easily accessible, and begin saving water.

(4) Defuel and secure all grounded aircraft in the hangars, and top off the fuel tanks of all other aircraft.

(5) Implement aircraft evacuation plan upon direction from the Air Operations Officer.

(6) Place AN/TSQ-6 Greenhouse and Ground Controlled approach (GCA) generator in hangar.

(7) Ensure that all field equipment is secured and protected.

(8) GE Division check generators for proper operation.

(9) Report attainment of COR-3 to the Quarterdeck.

d. Tropical Cyclone COR-2. This COR is set when the onset of destructive force winds on station is possible within 24 hours. The following actions are to be completed within this COR:

(1) Man watch in EOC.

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(2) Secure the airfield and stow movable equipment as soon as evacuation is completed. Issue field closure via Notice to Airmen (NOTAM).

(3) Secure non-essential utilities.

(4) If a sheltering event is ordered, personnel and their dependents residing in government quarters deemed to be in danger will be directed to report to designated shelters on the installation. Enclosures (9) and (10), as well as NASKWNOTE 3440 should be reviewed in their entirety.

(5) Report attainment of COR-2 to the Quarterdeck.

e. Tropical Cyclone COR-1. This COR is set when the onset of destructive force winds on station is imminent. The following actions are to be completed within this COR:

(1) If a sheltering event has been ordered - all remaining personnel who have not yet reported to shelters make final preparations to the installation and report to the shelters immediately.

(2) If evacuation has been ordered - CAT B personnel should complete the final preparations and report safe-haven via transportation guidelines prescribed by the CO. CAT A personnel should complete their assigned duties and report to the designated shelter.

(3) Report attainment of COR-1 to the Quarterdeck.

**PORT OPERATIONS DEPARTMENT
TROPICAL CYCLONE CONDITION OF READINESS (COR) CHECKLIST**

1. The Port Operations Department is responsible for a wide range of activities involving the harbor and small craft during the preparation for a hurricane. The following information outlines the preparatory requirements under each COR set.

a. Tropical Cyclone COR-5. This COR is set at the beginning of tropical cyclone season (1 June) and remains the general state of heightened readiness throughout the tropical cyclone season (through November 30), unless another COR is announced. The following actions are to be completed within this COR:

(1) All assigned grounds and piers should be policed for loose gear and potential missile hazards. This action should be done continuously throughout the entire hurricane season.

(2) Review and provide updates of this instruction to the NASKW Emergency Manager at the beginning of the tropical cyclone season.

(3) Identify department personnel designated as Key and Essential personnel in enclosure (12) and submit a list containing the name and billet of these personnel to the NASKW EM. This list shall be updated monthly during tropical cyclone season (1 June - 30 November). This list will identify CAT A personnel who must be capable of standing watch in Key West during destructive weather; and CAT B personnel who must be capable of making final preparations to the base before the onset of destructive weather and serve as first responders after storm passage.

(4) Review and update the small craft and equipment protection/disposition plan, and the equipment storage plan.

b. Tropical Cyclone COR-4. This COR is set when the onset of destructive force winds on station is possible within 72 hours. The following actions are to be completed within this COR:

(1) Inspect all assigned buildings, piers and areas to ensure they are clear of loose gear and that trash is removed and stowed.

(2) Begin installing shutters on assigned buildings and ensure shutter shortages have been reported to PWD and the EM.

(3) Notify visiting ships of the anticipated destructive weather and advise the ships to prepare to depart NASKW.

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(4) Report attainment of COR-4 to the Quarterdeck.

c. Tropical Cyclone COR-3. This COR is set when the onset of destructive force winds on station is possible within 48 hours. The following actions are to be completed within this COR:

(1) Completely secure all Port Operations' buildings. Remove all portable and moveable equipment from Navy piers.

(2) Prepare the interior of all assigned buildings by grouping the contents away from windows and exterior walls, and cover.

(3) All ships at Navy piers shall depart immediately upon setting COR-3. Navy piers will remain closed to all waterfront activities, not associated with storm preparations, until the passage of destructive force winds and the CO has determined that it is safe to reopen the Navy piers.

(4) Ensure that any hurricane equipment and material is easily accessible, and begin saving water.

(5) Ensure all boats, trailers, vehicles and other harbor equipment are secured and protected.

(6) Report attainment of COR-3 to the Quarterdeck.

d. Tropical Cyclone COR-2. This COR is set when the onset of destructive force winds on station is possible within 24 hours. The following actions are to be completed within this COR:

(1) Secure non-essential utilities.

(2) If a sheltering event is ordered, personnel and their dependents residing in government quarters deemed to be in danger will be directed to report to designated shelters on the installation. Enclosures (9) and (10), as well as NASKWNOTE 3440 should be reviewed in their entirety.

(3) Report attainment of COR-2 to the Quarterdeck.

e. Tropical Cyclone COR-1. This COR is set when the onset of destructive force winds on station is imminent. The following actions are to be completed within this COR:

(1) If a sheltering event is ordered - all remaining personnel who have not yet reported to shelters make final preparations to the installation and report to the shelters immediately.

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(2) If evacuation is ordered - CAT B personnel should complete the final preparations and report safe-haven via transportation guidelines prescribed by the CO. CAT A personnel should complete their assigned duties and report to the designated shelter.

(3) Report attainment of COR-1 to the Quarterdeck.

2. Pursuant to the Lease dated June 26, 2003, between the City of Key West, Florida (City) and the United States of America, acting by and through the Department of the Navy, the City leased, on a non-exclusive basis, the Truman Annex Outer Mole Pier berth for the purpose of docking cruise ships and passenger disembarkation and embarkation. As a condition of the Lease the City agreed to adhere to all base rules and regulations regarding security, ingress, egress, safety and sanitation as may be prescribed from time to time by the CO. The following information outlines the City's preparatory requirements under each COR setting.

a. Tropical Cyclone COR-5. This COR is set at the beginning of tropical cyclone season (1 June) and remains the general state of heightened readiness throughout the tropical cyclone season (through 30 November), unless another COR is announced. The following actions are to be completed within this COR:

(1) The Outer Mole berth shall be policed for loose gear and potential missile hazards. This action shall be done continuously throughout the entire tropical cyclone season.

(2) The City shall provide the EM and Port Operations Officer with a 24 hour emergency contact telephone number to ensure that communication is available after normal working hours and on weekends or holidays.

(3) The City shall provide the EM and Port Operations Officer with a list of supervisory city personnel that are responsible for compliance with the Outer Mole Pier berth COR. The list shall contain the each individual's name, position, area of responsibility, work telephone number and work cellular phone number. This list shall be updated monthly during tropical cyclone season (1 June - 30 November).

b. Tropical Cyclone COR-4. This COR is set when the onset of destructive force winds on station is possible within 72 hours. The following actions are to be completed within this COR:

(1) Inspect the Outer Mole Pier berth to ensure it is clear of loose gear and that all trash is removed from Navy property.

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(2) If a cruise ship is berthed at the Outer Mole Pier, notify the ship of anticipated destructive weather and advise the ship to prepare for departure.

(3) Report attainment of COR-4 to the Quarterdeck.

c. Tropical Cyclone COR-3. This COR is set when the onset of destructive force winds on station is possible within 48 hours. The following actions are to be completed within this COR:

(1) Remove all portable and moveable City owned or operated equipment from the Mole Pier and Navy property; including, without limitation, all portable barriers, fences, shelters, tents, chairs, bleachers, signs, trash cans and port-a-potties.

(2) If a cruise ship is berthed at the Outer Mole Pier, the ship shall depart immediately upon setting COR-3, unless prior permission to remain until the ship's scheduled sailing time has been granted by the CO. The Navy Mole Pier will remain closed to all waterfront activities, not associated with storm preparations, until the passage of destructive force winds and the CO has determined that it is safe to reopen the Pier.

(3) Report attainment of COR-3 to the Quarterdeck.

d. Tropical Cyclone COR-2. This COR is set when the onset of destructive force winds on station is possible within 24 hours. The following actions are to be completed within this COR:

(1) The Navy Mole Pier will remain closed to all waterfront activities, not associated with storm preparations, until the passage of destructive force winds and the CO has determined that it is safe to reopen the Pier.

(2) The City has no reporting requirement for COR-2.

e. Tropical Cyclone COR-1. This COR is set when the onset of destructive force winds on station is imminent. The following actions are to be completed within this COR:

(1) The Navy Mole Pier will remain closed to all waterfront activities until the passage of destructive force winds and the CO has determined that it is safe to reopen the Pier.

(2) The City has no reporting requirement for COR-1.

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**NAVAL AIR STATION KEY WEST DEPARTMENT
TROPICAL CYCLONE CONDITION OF READINESS (COR) CHECKLIST**

1. All Departments on board NASKW are responsible for preparing NASKW for the onset of destructive weather. The following information outlines the preparatory requirements under each COR set by CO, NASKW. All departments are encouraged to create procedures specific to their own department in order to assist in attaining the requirements of this enclosure. Any department-specific procedures shall be provided to the EM prior to the beginning of tropical cyclone season (June 1).

a. Tropical Cyclone COR-5. This COR is set at the beginning of tropical cyclone season (1 June) and remains the general state of heightened readiness throughout the season (through 30 November), unless another COR is announced. The following actions are to be completed within this COR:

(1) All assigned grounds should be policed for loose gear and potential missile hazards. This action shall be done continuously throughout the entire tropical cyclone season.

(2) Identify department personnel designated as Key and Essential personnel in enclosure (12) and submit a list containing the name and billet of these personnel to the NASKW EM. This list must be updated monthly during tropical cyclone season (1 June - 30 November). This list will identify CAT A personnel who must be capable of standing watch in Key West during destructive weather; and CAT B personnel who must be capable of making final preparations to the base before the onset of destructive weather and serve as first responders after storm passage.

b. Tropical Cyclone COR-4. This COR is set when the onset of destructive force winds on station is possible within 72 hours. The following actions are to be completed within this COR:

(1) Inspect all assigned buildings and areas to ensure they are clear of loose gear and trash is removed and stowed.

(2) Begin installing shutters to spaces and ensure any shutter shortages are reported to PWD and the EM.

(3) Report attainment of COR-4 to the Quarterdeck.

c. Tropical Cyclone COR-3. This COR is set when the onset of destructive force winds on station is possible within 48 hours. The following actions are to be completed within this COR:

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(1) Completely secure all inactive and vacant spaces.

(2) Prepare the interior of all assigned buildings/spaces by grouping the contents away from windows and exterior walls, and cover.

(3) Ensure that any hurricane equipment and material is easily accessible, and begin saving water.

(4) Report attainment of COR-3 the Quarterdeck.

d. Tropical Cyclone COR-2. This COR is set when the onset of destructive force winds on station is possible within 24 hours. The following actions are to be completed within this COR:

(1) If a sheltering event is ordered, personnel and their dependents residing in government quarters deemed to be in danger will be directed to report to designated shelters on the installation. Enclosures (9) and (10), as well as NASKWNOTE 3440 should be reviewed in their entirety.

(2) Report attainment of COR-2 to the Quarterdeck.

e. Tropical Cyclone COR-1. This COR is set when the onset of destructive force winds on station is imminent. The following actions are to be completed within this COR:

(1) If a sheltering event is ordered - all remaining personnel who have not yet reported to shelters make final preparations to the installation and report to the shelters immediately.

(2) If evacuation is ordered - CAT B personnel should complete the final preparations and report to safe-haven via transportation guidelines prescribed by the CO. CAT A personnel should complete their assigned duties and report to the designated shelter.

(3) Report attainment of COR-1 to the Quarterdeck.

**TENANT ACTIVITY
TROPICAL CYCLONE CONDITION OF READINESS (COR) CHECKLIST**

1. Tenant activities are required to take specific actions to safeguard personnel and property from destructive weather events effecting the installation. The following information outlines the preparatory requirements under each COR set. All activities are encouraged to take extra precautions, as needed, in addition to these directives. All tenant activities shall provide a copy of any additional hurricane plans to the NASKW EM prior to the beginning of tropical cyclone season (1 June).

a. Tropical Cyclone COR-5. This COR is set at the beginning of hurricane season (1 June) and remains the general state of heightened readiness throughout the tropical cyclone season (through 30 November), unless another COR is announced. The following actions are to be completed within this COR:

(1) Police all grounds for loose gear and potential missile hazards. This shall be done continuously throughout the entire tropical cyclone season.

(2) Update tenant activity destructive weather plan and forward a copy to the EM.

(3) Identify personnel designated as Key and Essential personnel in enclosure (12) and submit a list containing the name and billet of these personnel to the EM. This list shall be updated monthly during tropical cyclone season (1 June - 30 November). This list will identify CAT A personnel who must be capable of standing watch in Key West during destructive weather; and CAT B personnel who must be capable of making final preparations to the base before the onset of destructive weather and serve as first responders after storm passage.

b. Tropical Cyclone COR-4. This COR is set when the onset of destructive force winds on station is possible within 72 hours. The following actions are to be completed in this COR:

(1) Inspect all assigned buildings and areas to ensure they are clear of loose gear, and trash is removed and stowed.

(2) Shutters should be installed on assigned buildings if available. Report all shutter shortages to Public Works.

(3) Report attainment of COR-4 to the NASKW Quarterdeck.

Enclosure (8)

c. Tropical Cyclone COR-3. This COR is set when the onset of destructive force winds on station is possible within 48 hours. The following actions are to be completed in this COR:

- (1) Completely secure all inactive and/or vacant buildings.
- (2) Secure or remove all movable awnings on assigned buildings.
- (3) Prepare the interior of all assigned buildings by grouping the contents away from windows and exterior walls, and cover.
- (4) Ensure that any hurricane equipment and material is easily accessible, and begin saving water.
- (5) Report attainment of COR-3 to the NASKW Quarterdeck.

d. Tropical Cyclone COR-2. This COR is set when the onset of destructive force winds on station is possible within 24 hours. The following actions are to be completed in this COR:

- (1) Secure all non-essential utilities and man essential watch stations.
- (2) If a sheltering event is ordered, personnel and their dependents residing in government quarters deemed to be in danger will be directed to report to designated shelters on the installation. Enclosures (9) and (10), as well as NASKWNOTE 3440 should be reviewed in their entirety.
- (3) Report attainment of COR-2 to the NASKW Quarterdeck.

d. Tropical Cyclone COR-1. This COR is set when the onset of destructive force winds on station is an imminent threat. The following actions require immediate action.

- (1) If a sheltering event is ordered - all remaining personnel who have not yet reported to shelters make final preparations to the installation and report to the shelters immediately.
- (2) If evacuation is ordered - CAT B personnel should complete the final preparations and report to safe-haven via transportation guidelines prescribed by the CO. CAT A personnel should complete their assigned duties and report to the designated shelter.
- (3) Report attainment of COR-1 to the NASKW Quarterdeck.

**NAVAL AIR STATION KEY WEST (NASKW)
HURRICANE SHELTER GUIDE**

1. Discussion. The CO, NASKW will order personnel to shelter when necessary to ensure their safety. The CO will generally order the local shelters to be opened when a category 1 or 2 hurricane threatens to impact NASKW. However, the order to shelter may be limited depending upon storm strength, direction, and predicted effects of the storm surge. For example, residents on Truman Annex may be ordered to shelter during a category 1 hurricane, while Sigsbee Park and Trumbo Point residents may not be ordered to shelter until a category 2 storm is expected. The following information outlines operating procedures as well as rules and regulations pertaining to local hurricane shelters located on board NASKW. The purpose of a shelter is to provide a safe-haven from the storm. It should be expected that the traditional comforts of home will not be available.

a. Concept of Operations (CONOPS)

(1) Priority for sheltering shall be given to U. S Government affiliated residents of NASKW Public Private Venture (PPV) family housing and other on-base Government Quarters displaced by the shelter order. This plan provides specific guidance to execute this priority. Secondarily, additional shelter sites are identified and will be made available for NASKW and Tenant Activity employees and their immediate family members living on the economy.

(2) Specific buildings on board NASKW have been designated shelters because they have the engineering criteria and structural integrity to provide safe harbor in the event of a category 1 or 2 hurricane. Prior to the beginning of each tropical cyclone season (1 June), the XO and EM shall identify the Hurricane Shelter Officer (HSO) who shall be responsible to the CO for assuring shelters and plans are in their highest state of readiness for the upcoming season. The HSO and EM shall request NAVFAC SE Det PWD Key West to inspect all shelters to ensure their suitability as hurricane shelters. The XO and EM shall identify Shelter Officers (SO) (active duty military E-6 or above) from NASKW Departments and Tenant Activities to be designated in writing at the beginning of each hurricane season. The EM will coordinate the operation of the local shelters with the HSO and SOs. All discrepancies shall be immediately reported to the XO or CDO. The SOs will be assigned shelters and will be responsible the operational preparedness of the shelter during each COR setting, as well as the operation of the shelter during a sheltering event.

(3) The SOs shall ensure that the each shelter has a stocked hurricane locker containing:

Enclosure (9)

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- | | |
|--------------------------------|---------------------------------|
| 1. Swabs-2/floor | 11. Masking Tape-5RO/bldg |
| 2. Buckets-2/floor | 12. Duct Tape-5RO/bldg |
| 3. Hand Soap-4Bx/Bldg | 13. Flashlights-15/bldg |
| 4. Toilet paper-1 Bx/bldg | 14. D Batteries-3pck/bldg |
| 5. Assembly lantern-3/bldg | 15. Disinfectant Oil-2GL/bldg |
| 6. Switch lantern-3/bldg | 16. First Aid Kit-1/bldg |
| 7. 6V Batteries-3/lantern | 17. Insect Rep.-6cans/bldg |
| 8. Replacement bulbs-1/lantern | 18. Insect Spray-5cans/bldg |
| 9. Nylon line-600'/bldg | 19. Water pur. tabs-1 case/bldg |
| 10. Rope-600'/bldg | 20. Portable Toilet-2/bldg |

(4) The EM and SO shall coordinate with the Security Department and the NAS Key West Housing Director to ensure that shelter check-in is accomplished in an orderly and safe manner.

(5) The CO's order to shelter will be communicated to NASKW departments and tenant activities via the EM. Notification may be accomplished by Voice Mass Notification System, e-mail and/or telephone, World Wide Web (websites and social networking), and posted at the entry control point marquees. The decision to shelter will also be announced at department head meetings and tenant activity meetings when possible.

(6) Navy Branch Health Clinic (NBHC) should coordinate with Fire and Emergency Services to provide one Corpsman or Emergency Medical Technician to each shelter. The HSO will designate one room to be used as a first aid and medical treatment room for the shelter. The building SO will include the location of the Medical Room to all sheltering personnel as part of the check-in briefing.

b. Shelter Procedures

(1) When personnel are ordered to shelter they shall first secure their homes. This should include securing both the interior and exterior of the home. Property should be moved away from windows and exterior walls, and outdoor furniture, trash cans etc. should be stowed and secured.

(2) Personnel should pack clothing, food, water, and hurricane emergency kits (including flashlights and batteries) to take with them to the shelter.

(3) Personnel with pets should arrange to board their pets with local kennels, if possible. Pets are not allowed in the hurricane shelters nor are they allowed to remain in base housing during a sheltering event. Resources permitting, a designated pet

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shelter may be established (building A-931, FISC warehouse for example) onboard Boca Chica Field. All pets boarded on base must be in a size-appropriate portable kennel before reporting to the designated pet shelter. Because building configurations and other circumstances change, NASKWNOTE 3440 will contain updated information specific to each calendar year's sheltering plan.

(4) Personnel shall check-in with the SO immediately upon entering the shelter. The SOs are the CO's representatives and their orders shall be followed. No one is allowed to leave the shelter for any reason without the permission of the SO.

(5) Upon checking in with the SO, each person will be assigned a room. Personnel need to note that due to the limited number of hurricane shelters, there may be more than one family assigned to a room.

(6) Personnel requiring transportation to the local shelters should contact the Security Department at 305-293-2531.

(7) Shelter Rules. Sheltered personnel shall:

(a) Not bring pets to shelters. All pets should be kenneled and taken to the designated pet shelter.

(b) Not possess alcohol in the shelters or adjacent property.

(c) Not possess firearms, ammunitions or explosives on board NASKW.

(d) Not use cooking devices or flammable liquids.

(e) Not smoke in shelters.

(f) Register immediately upon entering the shelter and cooperate with all orders of the SO and other personnel operating the shelter.

(g) Bring food and supplies. Each person must provide their own food, water, blankets, sheets, pillows, and toiletries; enough for three days. One gallon of water per person per day, and non-perishable canned food that does not require cooking is recommended. Items such as ready-to-eat meats, fruits, vegetables, canned juices, high-energy foods such as peanut butter, jelly, crackers, granola bars, trail mix, and other snack foods.

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Special dietary concerns should be addressed including baby food or formula. A manual can opener and eating and drinking utensils including paper plates is highly recommended.

- (h) Bring required medications to the shelter.
- (i) Bring their own disposable diapers for babies, and bring small toys, games, and books for amusement of children.
- (j) Not remove any items (i.e., TVs, VCRs, furniture) from shelters.
- (k) Bathe (if possible) and eat before leaving home.
- (l) Military personnel entering the shelters are in a duty status, and shall conduct themselves appropriately.
- (m) Be held strictly accountable for the conduct of their family members.
- (n) Clean the shelter before it is vacated.
- (o) Not leave the shelter without permission of the SO.

c. Shelter Assignments

(1) Shelter facilities are for all personnel living in on base Government or Public Private Venture (PPV) Quarters. Shelter assignment is determined by the physical address of the residence (See Hurricane Shelter Assignments table below).

(2) Personnel assigned to NASKW and Tennant Activities who reside on the economy are authorized to shelter on base. For shelter assignment these personnel shall report to the Chief Petty Officer's Mess Training Room (southwest corner of Bldg A-350 Boca Chica Field) where they will receive shelter assignment. Employees are reminded that Monroe County and the City of Key West offer hurricane sheltering at the Key West High School and Sugarloaf Middle School. Traveling to Boca Chica Field may not be the best option during the onset of destructive weather. Personal sheltering decisions must be made early to avoid hazardous driving conditions.

(3) Those members who are on PCS orders and are in temporary quarters at Morale Welfare or Navy Gateway Inns and Suites will shelter in Building 439 on Truman Annex.

(4) Those personnel who are live-aboards at the MWR Boca Chica Field Marina will shelter in building A-649 Boca Chica Field.

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(5) Shelter will not be provided for non-affiliated residents of PPV housing. These individuals are required to vacate their PPV housing upon order by the CO NASKW and seek shelter within the City of Key West or Monroe County.

(6) The purpose of a Shelter is to provide a safe-haven from the storm. It can be expected that many of the traditional comforts of home will not be available. In addition, personal expenditures associated with sheltering at a military facility are not reimbursable under Joint Federal Travel and Joint Travel Regulations (JTFR Volume I/JTR Volume II).

HURRICANE SHELTER ASSIGNMENTS

Primary Shelters (priority for on base housing residents)

SHELTER #	CAPACITY	ASSIGNMENT	ASSIGNED # (REMAINING AVAILABLE)
Truman Annex 437	475	All Residents of Trumbo Point Annex	329 (146)
Truman Annex 438	525	All Residents of Peary Court	471 (54)
Truman Annex 439	525	All Residents of Truman Annex, JIATF-S Watch Standers, those on PCS orders and in temporary lodging with MWR or NGIS	271 (254)
Boca Chica Field A-638	252	Sigsbee Park Streets: Bowfin Court, Batfish Court	245 (7)
Boca Chica Field A-639	252	Sigsbee Park Streets: Seahorse Court, Salmon Court, Sealion Court, Spadefish Court, Tang Court, Trout Court, Tinoso Court, Tunney Court	209 (43)
Boca Chica Field A-648	452	Sigsbee Park Streets: Stephen Mallory Road, Matthew Peary Road, David Porter Road, on Duty Station 1 Fire Fighters	393 (59)
Boca Chica Field A-649	460	Sigsbee Park Streets: Dewey Road, Truxton Road, Farragut Road. Residents on Navy Branch Health Clinic, Boca Chica Marina Live-Aboards	407 (53)
Boca Chica Field A-727	1160	Sigsbee Park: Gilmore Drive,	707 (453)
Fleming Key KW 100/500	200	U.S. Army Spec. Ops	

Total Capacity: 4,301
Total Assigned: 3,017
Total Available: (1,084)

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Secondary Shelters (available for contingency use)

Building	First Floor Capacity	Second Floor Capacity	TOTAL
A-626	139	146	285
A-629	193	165	358
A-711	45	53	99
A-718	115	94	209
A-4165	296	N/A	296
A-4203	111	94	206
		Total	1452

OUT-OF-AREA EVACUATION SAFE HAVEN LOCATIONS

1. The primary out-of-area safe-haven is Orlando, Florida. The ECC will be established at the Orlando Armed Forces Reserve Center. The address and telephone numbers for the ECC at the Orlando Armed Forces Reserve Center (AFRC) is:

2700 Dowden Road (Corner of 4th ST and Boggy Creek RD)
Orlando, FL 32827
(877) 822-7213 (Recorded Message)
(800) 221-9401 ext 2117 (CDO)
(321) 239-4226 (CDO Cell Phone)

2. Directions from Key West to the ECC at the Orlando AFRC are:

- * Take US 1 North to the Florida Turnpike.
- * Stay on the Florida Turnpike North to Orlando.
- * I-4 East to Exit 249.
- * Turn left on Dart Boulevard (becomes East Osceola Parkway).
- * Turn right on Country Road 527.
- * Turn right on 4th Street (becomes Dowden Road)
- * Continue on Dowden Road arriving at AFRC.

3. Secondary safe-havens are available if Orlando is not a safe option. The information concerning these secondary safe-havens is provided below.

a. Patrick Air Force Base:

(1) Telephone number: (800) 470-7232.

(2) Directions:

- * Take US 1 North to the Florida Turnpike North.
- * Drive north on the turnpike as far as the Fort Pierce exit.
- * Follow signs to I-95 north and take I-95 north to exit #73 Wickham Road.
- * Turn right onto Wickham Road and proceed to the Pineda Causeway intersection (look for signs to Patrick AFB).
- * Turn left onto Pineda Causeway and proceed until you see signs for PAFB. Ask gate guard for directions.
- * For information call (800) 470-7232.

b. MacDill Air Force Base:

(1) Telephone number: (813) 828-4361 / (DSN) 968

(2) Directions:

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- * Take US 1 North to the Florida Turnpike North.
- * Drive North on the Turnpike following signs to I-75 north.
- * Take I-75 North to Tampa.
- * At exit #50 you will get onto the Crosstown Expressway.
- * Proceed on the Crosstown Expressway until it ends at the Dale Mabry Highway.
- * Follow signs to Dale Mabry Highway south to lead into the main gate at MacDill AFB.
- * Once on station, proceed to Hangar #4 for processing.
- * Base Command Post (813) 828-4361 or DSN 968-4361.

Orlando Area Hotels

During an evacuation to the Orlando area safe-haven, it is the individual responsibility for lodging. There are many hotels and motels in the Orlando area but they may become rapidly filled during an evacuation. It is therefore recommended that the individual make reservations as soon as possible once an evacuation order has been issued. Information on evacuation area hotels can be found on the NASKW World Wide Web site <https://www.cnmc.navy.mil/KeyWest> under the hurricane quick link.

Travel Orders and Claims

All personnel must maintain up to date personal information in the Total Workforce Management System (TWMS) to include dependent data. TWMS is the source from which evacuation orders are issued for sponsors and dependents. Military members must have correct Page 2s on file and ensure dependent data is correct in Navy Standard Integrated Personnel System (NSIPS) for TWMS to have the correct data. **Note: Not having correct data in NSIPS will delay the issuance of orders for dependents and may delay reimbursement of travel claims.** The Commander, Navy Region Southeast (CNRSE) Financial Management Key West Storefront will be responsible for the issuance of orders to Departments. Travel orders for military members should be issued via the Defense Travel System (DTS).

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**NAVAL AIR STATION KEY WEST
HURRICANE ROSTER OF KEY AND ESSENTIAL PERSONNEL**

CATEGORY A-CRITICAL COMMAND AND EMERGENCY SERVICES PERSONNEL					
CBMU 202					
ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Team Leader		EOC			LCPO
Builder/Surveyor		EA1			LCPO
Equipment Operations		EO2			LCPO
Equipment Operations		EOCN			LCPO
Equipment Operations		EO2			LCPO
Mechanic		CM2			LCPO
Equipment Operations		EOCN			LCPO
	7				
COMMAND GROUP					
ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel #	Muster POC
Commanding Officer		CAPT	305-797-4342		EM
Business Manager		YC-02	305-797-0158		EM
Hurricane CDO			305-797-4428		EM
	3				
EMERGENCY MANAGEMENT (EM + 3 to remain)					
ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Emergency Manager		YA-02	305-797-1210		EM
Emergency Dispatcher					EM
Emergency Dispatcher					EM
	3				
FIRE DEPARTMENT					
ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Fire Chief/EOC		YN-2	305-797-4401	N/A	Fire Chief
Batt Chief/Boca Chica		GS-09			Fire Chief

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FF/Boca Chica		GS-08			Fire Chief
FF/Boca Chica		GS-06			Fire Chief
FF/Boca Chica		GS-07			Fire Chief
FF/Boca Chica		GS-06			Fire Chief
Batt. Chief/Trumbo Pt.		YN-1			Fire Chief
FF/Trumbo Point.		GS-07			Fire Chief
FF/Trumbo Point.		GS-06			Fire Chief
FF/Trumbo Point		GS-07			Fire Chief
FF/Trumbo Pt.		GS-07			Fire Chief
FF/Truman Annex		GS-07			Fire Chief
FF/Truman Annex		GS-06			Fire Chief
FF/Truman Annex		GS-07			Fire Chief
FF/Truman Annex		GS-06			Fire Chief
	15				Fire Chief

MWR

ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Head, MWR Maintenance					MWR Director
	1				

HOUSING DEPARTMENT

ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Site Manager					Housing Manager
	1				

2

Enclosure (12)

JIATF-S

ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Director for Logistics & Contracting		CIV			J4
Hurricane Officer		CIV			J4
JIATFS Liaison to NASKW EOC		CIV			J4
OIC, Disaster Control Team		CIV			J4
Security Specialist		CIV			J4
Security Specialist		CIV			J4
Security		CONT	x5398		J4
Security		CONT	x5398		J4
Security		CONT	x5398		J4
Generator Technician		CONT	305-797-1432		J4
	10				

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AIR OPERATIONS					
ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Field Service LCPO		ABHC		159*53673*34	LCPO
Air Traffic Controller		AC1			LCPO
Air Traffic Controller		ACAN			LCPO
Ground Elect. Technician		ET3			LCPO
Ground Elect. Technician		ET2			LCPO
Airfield Manager		CIV	305-797-0294	158*42*1610	LCPO
6					

PUBLIC WORKS					
ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
PWO		O-4	(305) 797- 4294	None	PWO

FS Director		WS13	(305) 797-4297	159*115384*6	PWO
FS Maintenance Ops Supervisor		WS10	(305) 797-4296	159*115384*5	PWO
PM Supervisor		WS10	(305) 797-4303	159*115384*9	PWO
Supervisor, Electrician		WG10	(305) 797-4298	159*115384*7	PWO
BSVE Director		GS12	(305)-797-4306	159*115384*11	PWO
6					

U S ARMY SPECIAL FORCES					
Position 1		CIV			
Position 2		CIV			
Position 3		SSG			
Position 4		SFC			
4					

SECURITY DEPARTMENT					
ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Security Officer/EOC		O-3/4	305-797-4418	158*48*563	SECO
Operations Chief/EOC		E-7	305-797-0988	158*48*143	SECO
Monroe County/KW EOC		GS-9	305-304-2069		SECO
Patrolman		E-6	305-797-0119	158*48*103	SECO
Watch Commander		E-6	305-797-0986	158*48*142	SECO

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Hurricane Coord/ EOC		MA2	305-797-1202	158*48*253	SECO
K-9 Patrol		MA3	305-797-1193	158*48*249	SECO
Watch Commander		MA1	305-797-4423	158*48*568	SECO
Patrol Supervisor		GS-6	305-797-4423	158*48*568	SECO
Patrol Supervisor		GS-6			SECO
Patrolman		MA2		158*48*566	SECO
Patrolman		MA2			SECO
Patrolman		MA2			SECO

Patrolman		MA2			SECO
Patrolman		MA2			SECO
Patrolman		MA2			SECO
Patrolman		MA3			SECO
Patrolman/Armorer		MA3			SECO
Patrolman		MA3			SECO
Patrolman		MA3			SECO
Patrolman		MA3			SECO
Patrolman		MASN			SECO
Patrolman		MA2			SECO
Patrolman		MASN			SECO
Patrolman/Armorer		MA3			SECO
Patrolman		GS-5			SECO
Patrolman		GS-5			SECO
Patrolman		GS-5			SECO
Patrolman		GS-5			SECO
Patrolman		MA3			SECO
Patrolman		GS-5			SECO

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SUPPLY

ASSIGNMENT	NAME	GRADE	Gov't Cell Phone or Contact Phone	Nextel Direct Connect #	Muster POC
Warehouse Leader		WL-05			FISC OIC
Inventory Mgmt		YA			FISC OIC
	2				

WEATHER WARNING DEFINITIONS

1. Weather terminology used in NASKW warnings.

Types of Destructive Weather Corresponding Wind Speed and Weather

THUNDERSTORM Thunderstorms are forecast to impact the warning area. Expect winds gusting to less than 50 knots, lightning, and hail less than ¼ inches in diameter.

SEVERE THUNDERSTORM Severe thunderstorms are forecast to impact the warning area. Expect winds gusting to 50 knots or more, lightning, and hail greater than 3/4 inch in diameter.

TORNADO A violent, rotating column of air. Wind speed estimates are between 100 and 300 knots.

TROPICAL CYCLONE Tropical system with winds 50 knots or greater. Heavy rains, thunderstorms, lightning, tornadoes, storm surge, and hail may also be expected.

SMALL CRAFT WARNING Sustained winds 18-33 knots with higher gusts.

GALE WARNINIG Sustained winds (non-tropical) between 34 and 47 knots.

STORM WARNING Sustained winds (non-tropical) of 48 knots or greater.

WATERSPOUT A cloud in the form of a pendant extending down to and touching the surface of the water. Waterspouts are very common in the waters around South Florida.

2. National Weather Service (NWS) Warnings. NWS warnings should always be heeded and, in some cases, may serve as the only source of weather watches and warnings.

SEVERE THUNDERSTORM OR
TORNADO WATCH Conditions are conducive for tornadic activity and/or severe thunderstorms within and close to the watch area.

Enclosure (13)

SEVERE THUNDERSTORM OR
TORNADO WARNING

A severe thunderstorm or
tornado has been confirmed by
observation or indicated by weather
radar. Persons should take cover
immediately. Those further away
should take cover if threatening
conditions approach.

TROPICAL STORM/HURRICANE
WATCH

Tropical Storm/Hurricane
poses a possible threat to a specified
coastal area within 36 hours.

TROPICAL STORM/HURRICANE
WARNING

Tropical Storm/Hurricane
force winds are expected in a
specified coastal area within 24
hours.

3. Warnings. Warnings of destructive weather will be issued in the
following forms:

a. **Tropical Depression/Tropical Storm/Hurricane Warnings.** Issued
by NAVMARFCSTACT (NMFA) Norfolk to the collective Hurricane Warnings
Atlantic (HURRIWARNLANT) and received by all military communications
centers within CNRSE Area of Responsibility (AOR).

b. **Local Area Warnings.** Thunderstorm, sonic boom,
tornado/waterspout, storm, gale and small craft warnings are issued by
NAVLANTMETOC DET Key West.

(1) NASKW will inform local units and local units take
precautions that will permit appropriate protection of personnel and
material on short notice. Naval Atlantic Meteorology and
Oceanographic Facility (NAVLANTMETOCFAC) Jacksonville assumes the
warning responsibility NASKW, when a forecaster is not available.

(2) Thunderstorm/Tornado Conditions:

(a) Thunderstorm/Tornado Condition II: Lightning,
thunder, hail and destructive winds accompanying the phenomena are
expected in the general area within six hours or is present within 25
miles.

(b) Thunderstorm/Tornado Condition I. Lightning, thunder,
hail and destructive winds of force indicated accompanying the
phenomena are imminent, within one hour, or within 10 miles of Boca
Chica. An advance warning time of 20 minutes is desired to allow
sufficient time for notification and precautionary action by local
units. However, this is not always practical and host commands will

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inform local units as soon as possible with all units taking immediate precautions to protect personnel and material.

(3) Wind Warnings

(a) Storm Warning. Storm Force Winds is a term used for windstorms experiencing sustained winds of 48 knots or higher and are not associated with tropical cyclones. The optimum lead-time for a Storm Warning is 12-24 hours.

(b) Gale Warning. Gale Force Winds have sustained wind speeds of 34 to 47 knots and are not associated with tropical cyclones. The optimum lead-time for a Gale Warning is 12-24 hours.

(c) Small Craft Warnings: Small Craft Warnings are issued when sustained winds of 18-33 knots are expected within a 10 nautical mile radius of Boca Chica. The optimum lead-time for a Small Craft Warning is 1 hour. Warnings will be disseminated to designated activities via telephone or fax. Activities are responsible for their individual Standard Operating Procedures.

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Emergency Operations Center (EOC) Destructive Weather Guide

1. The NASKW EOC will serve as the central point of contact for all communications during a destructive weather event. The NASKW EOC will be tasked with communicating the setting and attainment of CORs with NASKW departments and tenant activities; relaying information to and from CNRSE ROC; and communicating with the ECC during evacuation events.

a. Location. The primary NASKW EOC is located inside the command building (A-324) Boca Chica Field. The EOC is designed to be mobile and EOC personnel may be forced to relocate for safety reasons depending on the size, strength and anticipated impact of a hurricane. Three alternate EOC sites include the Key West City police department, Monroe County Jail, and the Monroe County Government Building. These sites will also serve as EOC sub-centers during a destructive weather event and may be manned (as needed) by NASKW personnel. The location and contact information for the EOC sites is provided below:

(1) Primary EOC:

Naval Air Station Key West, Building A-324.

Telephone: (305) 293-2268; DSN 483

E-mail at naskw.ioc.frt@navy.mil

(2) Alternate EOC and sub-center:

Key West Police Dept, 1604 North Roosevelt e

Telephone: (305) 809-1100

Telephone to Radio Desk: (305) 809-1080

(3) Alternate EOC and sub-center:

Monroe County Government Bldg., Marathon

Telephone: (305) 289-2660

(4) Alternaternate EOC and sub-center:

Monroe County Jail, Stock Island

Telephone: (305)-293-7325

b. Staffing. The personnel operating the NASKW EOC and EOC sub-centers must be identified as Category A, Key and Essential personnel within enclosure (13). As Category A personnel these people will not evacuate and will stay in Key West at a local hurricane shelter designed to withstand severe hurricanes. At a minimum EOC manning will consist of following personnel:

Enclosure (14)

Commanding Officer, NASKW
NAVFAC SE Public Works Officer
NAVFAC SE Public Works Engineering Director
Security Officer
Fire Chief
NASKW Emergency Manager
Hurricane CDO
Ground Electronics Officer
2 County/City Liaison Officers
2 Active Duty Recorders
2 Hospital Corpsmen
2 Civilian Dispatchers

c. Operations. As the primary point of contact during a destructive weather event, the NASKW EOC must be informed, readily accessible, flexible, and mobile. The EOC must maintain contact with all departments, tenant commands and CNRSE ROC during hurricane preparations and sheltering events. The EOC must also communicate (when possible) with the ECC during evacuation events. Additionally, the EOC must communicate with those commands that are under the NASKW Area of Responsibility (AOR), but geographically distant from Key West.

(1) NASKW Departmental watch stations: Department watch stations may be utilized during a destructive weather event in order to provide immediate updates and necessary information to the EOC before, during, and after a weather event. These watch stations may be manned at the direction of the Commanding Officer. The contact information for the Department watch stations is provided below:

<u>Department:</u>	<u>Station:</u>	<u>Telephone:</u>
Fire Rescue	Dispatch	2776
Security	Dispatch	2114/2531
ACC	Duty Office	745-3957
Public Works	Electric Shop	2245
Public Works	Maintenance	2210/2136
Public Works	Trouble Desk	2519
Public Works	Transportation	2226
Security	Front Gate	2803
Naval Munitions Command	Weapons	2653/3648
NCTS	Communications	2999/2222
USCG Station	KW	292-8727
Fire Rescue	Trumbo Point Annex	4334
Fire Rescue	Truman Annex	5293
JIATF South	Command Post	5791/5719

7 Sep 10

(2) AOR Command Centers (Geographically remote). Each of the following units will be considered a separate command center. Coordination will be exercised by telephone while it is possible and with message backups whenever possible.

a. Navy and Marine Corps Reserve Center, Miami, FL, (305) 628-5150/5155 Fax (305) 628-5156.

b. Navy and Marine Corps Reserve Center, West Palm Beach, FL, (561) 688-7888.

c. Naval Recruiting District, Miami, FL, (305) 591-8696 Ext. 119, Fax (305) 591-8696.

(3) Communications. EOC communications will be facilitated by telephone and/or e-mail as long as possible. As an alternate, VHF command radios may be used. The ELMR command radios are located at the primary EOC location in the command building (A-324) Boca Chica Field.

a. Radio Frequencies and Call Signs. The Hurricane Net will be Zone C Channel 1 on the ELMR radios. ELMR radios may be used as a form a communication during a destructive weather event. Units providing direct hurricane support will use their "CHARLIE" call sign appropriate to their function(s). Non-hurricane business will not be authorized on this net and strict radio procedures must be adhered to. The EOC will function as Net Control. Standard Navy voice procedures from effective Joint Army Navy Air Force Publications/Allied Communication Publications (JANAP/ACP) shall be used on all transmissions, and a log of all transmissions and receipts of messages shall be maintained. Ground Electronics shall conduct the test as Net Control and report results by email to the NASKW Emergency Manager. The Hurricane Net voice call signs are common terminology by duty position.

RAPID DAMAGE ASSESSMENT FORM



Inspection:

Inspector Name: _____ Date: _____
 Affiliation: _____ Time: _____ AM PM
 Areas Inspected: Exterior Only Exterior and Interior

Building/Facility Description:

Activity Name: _____ Zone: _____
 Building/Facility No: _____ Facility Type: _____
 Address /Nearest Intersection: _____
 Building POC: _____ No. of Stories Aboveground: _____ Basement: Yes No
 Structure Type: Masonry Wood Steel Concrete Pre-Engineered Bldg. Other: _____
 Roof Type: Shingle Metal Flat/Built-up Other: _____
 Exterior Finish: Vinyl CMU Brick Concrete Metal EIFS Wood Other: _____

Evaluation:

General Observed Conditions:

- Bldg:** Collapsed Partially collapsed Building off of foundation Building significantly out of plumb
Roof: Entire Roof Missing/Collapsed Roof Structure/Deck Damaged Roof Envelope Compromised
Water: Rising water damage (_____ inches above ground floor) Interior damage from wind-driven rain

Damage Assessment:	None	Affected			Major		Destroyed
	0%	5%	10%	25%	50%	75%	100%
• Structural Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Flood Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Roof Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Flashing & Trim Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Window/Glazing Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wall Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interior Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interior Contents/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall General Assessment of Total Loss: _____ %

Posting:

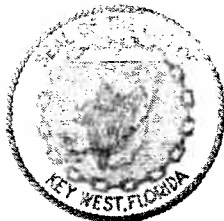
Choose posting based on the evaluation and team judgment. Severe conditions endangering the overall building are grounds for an Unsafe Posting. Localized Severe and overall Moderate conditions may allow a Restricted Use posting.

INSPECTED (Green Placard) RESTRICTED USE (Yellow Placard) UNSAFE (Red Placard)

Record any use and entry restrictions: _____

Further Action Required / Field Notes: (Use back of Form for Sketches & Additional Notes)

Photos Taken: Yes No (Record Photo Numbers)



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

March 13, 2012

VIA ELECTRONIC AND U.S. MAIL

Attn. Mark Lavin
SVP Navy Portfolio, Balfour Beatty Communities
381 Gainsborough Rd.
Virginia Beach, VA 23462

RE: Hurricane Evacuation History at Peary Court

Dear Mr. Lavin,

On February 28, 2012, the City of Key West Planning Department received an email from you requesting a summary of outstanding information with respect to how hurricane evacuation is managed at Peary Court (Attachment 1). This letter has been prepared in response to your email, as well as outstanding information from the February 23, 2012 Development Review Committee (DRC) meeting. As part of the February 23, 2012 DRC package, City staff received a letter prepared by the Department of Economic Opportunity's Areas of Critical State Concern Administrator on this topic (Attachment 2). Based on the information that has been provided, the City would like confirmation as to when residents of Peary Court have historically evacuated during hurricanes; specifically, whether they evacuate with the tourist population or the permanent population.

Respectfully,



Donald Leland Craig, AICP Planning Director

Attachments:

Attachment 1: February 28, 2012 Email
Attachment 2: DEO Letter

C: Ron Demes, Executive Director/Business Manager Naval Air Station Key West
David Paul Horan, Esq.
Shawn Smith, City Attorney
Larry Erskine, Chief Assistant City Attorney
Mark Finigan, Assistant City Manager

Attachment 1

Ashley Monnier

From: Mark Lavin
Sent: Tuesday, February 28, 2012 4:46 PM
To: 'dcraig@keywestcity.com'; 'amonnier@keywestcity.com'
Cc: Leslie Cohn; 'Demes, Ron A CIV CNRSE, N02'; Ted Lipham; 'Carson, Christopher CIV NAVFAC SE'; 'David P. Horan'; 'jscholl@keywestcity.com'
Subject: DRC follow up

Mr Craig and Ms Monnier, during the 23 Feb DRC meeting the issue of hurricane evacuation modeling information for Peary Court and as I understand your information need, you needed to know whether the military residents at Peary Court would evacuate with the transient evacuation or with the permanent member's evacuation. Please advise if this is the specific request.

I spoke to both Ron Demes and the CO following the DRC meeting and they related to me that there was going to be meetings with the state DEO this week concerning this very topic.
Ron Demes assured me that he would be able to reduce to writing the response that you need.

If you could reply to all with the exact response you need from Navy, Mr Demes will accommodate.

Thank you for your efforts in expediting this rezoning and land use change for Peary court.

If there are any questions please feel free to contact me at the number below.

Mark J Lavin
SVP Navy Portfolio, Balfour Beatty Communities
757-615-5536 mlavin@bbcgrp.com
Website bbcgrp.com

Attachment 2

Rick Scott
GOVERNOR



Doug Darling
EXECUTIVE DIRECTOR

January 20, 2012

Mr. Jeff Green
Gulf Coast Development Manager
Balfour Beatty Communities
3502 East Eighth Street, Bldg 452
Gulfport, Mississippi 39501

Dear Mr. Green:

Thank you for your recent inquiry regarding hurricane evacuation in the City of Key West. Specifically, you have asked the following questions:

1. *How have the 157 units at Peary Court been incorporated into the Hurricane Evacuation Model?* Hurricane modeling is based upon block group data from the census. Information regarding the number of dwelling units, the number of cars that will be driven during an evacuation and whether or not a particular unit is occupied during hurricane season is derived from census data. In 2009, the Department of Community Affairs contracted with Dr. Earl J. Baker, Florida State University, to conduct behavior surveys to update the model. The following response is an excerpt from the study conducted by Dr. Baker.

Evacuation of Military Installations

“At the suggestion of Monroe County Emergency Management, a representative of Key West Naval Air Station was interviewed with respect to the installation’s evacuation procedures. Although there are other military installations in the Keys, the Naval Air Station is the largest, and procedures followed by others were thought to be similar. Jim Brooks, the Public Information Officer, was interviewed.

There are 1,676 uniformed military personnel in the Keys, including all installations, with 1,015 family members. There are up to 459 military training personnel *in addition* who would be flown out in an evacuation. Other personnel and their families would drive their own vehicles in and evacuation. Up to 100 would remain on base. Civilians assigned to the base number 848.

The Caldwell Building 107 E. Madison Street Tallahassee, Florida 32399-4120
850.245.7105 TTY: TDD 1-800-955-8771 Voice 1-800-955-8770 FloridaJobs.org



Mr. Jeff Green
January 20, 2012
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No one would evacuate prior to an evacuation order being issued by the County. (The exception presumably would be personnel removing equipment.) Salary and expenses would be paid during an mandatory evacuation, and NAS reserves hotel rooms in Orlando for personnel and dependents. Mr. Brooks estimated that 90% of personnel and families would leave within 6 hours of the evacuation order and 98% would be gone within 12 hours.

His general impression was that vehicle ownership would be comparable to the general population. It is possible that a larger percentage of available vehicles would be taken in an evacuation because certain personnel would be required to return to the base within 24 hours of passage of a hurricane."

2. *Does the hurricane evacuation model reflect the existing civilian component, as well as the proposed civilian component under new ownership?* The model is based upon how a person responds to census questions taken at ten year intervals regarding whether they live in a household or in group quarters. The software entries would have been determined by the 2000 Census. If residents within Peary Court answered census surveys indicating they lived within a "household," the unit would have been counted. For residents of barracks and other group quarters, no unit counts were developed because the starting assumption was that all group quarters residents (including military) would be evacuated ahead of any general evacuation order. Group quarters would include prisoners, residents of nursing homes, people in hospitals and other medical facilities, as well as the military personnel living in group facilities on the base.

In conclusion, it would be my assumption that the units have been counted as dwelling units in the evacuation models. If you require additional information, please contact (850)717-8494.

Sincerely,



Rebecca Jetton, Administrator
Areas of Critical State Concern

Exhibit 4

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Call Meeting To Order

Don Craig, City Planning Department Director, called the City of Key West Development Review Committee (DRC) Meeting of February 23, 2012 to order at **10:02 am** at Old City Hall, in the antechamber at 510 Greene Street, Key West.

Pledge of Allegiance to the Flag

Roll Call

DRC Member or Designated Staff	DRC Representative	Present	Absent
ADA Coordinator	Diane Nicklaus	X	
Building Official	John Woodson / Wayne Giordiano	X	
Community Housing	Omar Garcia		X
Department of Transportation	Myra Wittenberg / Carolyn Haia		X
Fire Chief	Alan Averette	X	
Florida Keys Aqueduct Authority	Marnie Walterson	Written comments	
General Services/Engineering Director	Doug Bradshaw / Elizabeth Ignoffo	X	
HARC Planner	Enid Torregrosa		X
Keys Energy	Matthew Alfonso / Dale Finigan		X
Landscaping Coordinator	Karen DeMaria / Paul Williams	X / X	
Planning Director	Don Craig	X	
Police Chief	Steve Torrence		X
Public Works	Greg Veliz		X
Sustainability Coordinator	Alison Higgins		X

Also present:

Agency / Department	Name	Present	Absent
FEMA Coordinator	Scott Fraser	X	
Planning Department	Ashley Monnier	X	
Planning Department	Brendon Cunningham	X	
Planning Department	Nicole Malo	X	
Planning Department/Recording Secretary	Jo Bennett	X	

Approval of Agenda

Actions/Motions:

Mr. Craig stated he had a request from the applicant to move item #8 to first action item due to applicant having another meeting schedule for noon in Marathon.

A motion was made by Mr. Steve Torrence, seconded by Mr. Alan Averette, that the minutes be **Approved** moving item #8 to first in the agenda. The motion **Passed** by a unanimous voice vote.

Approval of Minutes

1 January 26, 2012 Minutes

Actions/Motions:

A motion was made by Mr. Steve Torrence, seconded by Mr. Alan Averette, that the minutes be **Approved**. The motion **Passed** by a unanimous voice vote.

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Discussion Items

8 Comprehensive Plan Amendment: Consideration of a Future Land Use Element and Future Land Use Map amendment for military property located at Peary Court (RE# 00006730-000000) to one of the following designations: Planned Redevelopment District (PRD), Historic Planned Redevelopment District (HPRD), Medium Density Residential (MDR), Historic Medium Density Residential (HMDR), or a hybrid of these designations.

Staff Report:

Ashley Monier presented the project. Ms. Monier stated that this is the second DRC meeting where the Peary Court Future Land Use Designation change has been on the DRC agenda. Ms. Monier stated that is on this agenda again because we wanted to supplement the information that was provided at the January 26, 2012 DRC Meeting. Ms. Monier stated that since that time the applicant has provided substantial amount more of additional information to help inform potential impacts that may be brought into the City as a result of the ownership change of this property from military to civilian. Ms. Monier added that part of what to be discuss today is what those potential impacts may be based on the DRC's view of the additional information, as well as additional discussion of the process and where this project is headed. Ms. Monier stated reminded the members that at the last meeting Mr. Demes mentioned that this is a very unique type of project. Ms. Monier added that this is something the members may not see again or may not have experience with processing in the past because it doesn't follow the typical disposition or accessing requirements such as what might be under the 288 or the McKinney Act. Ms. Monier stated that as such we are doing our best under the circumstances to try to expedite this project through the State Coordinated Review process and then bring it through subsequent rezoning process. Ms. Monier stated that this is the Future Land Use consideration at the DRC. Ms. Monier added that once it goes through that State coordinated review process, it may come back to the DRC with the LDR change for the actual zoning. Ms. Monier reviewed the the information that had been received since the last DRC meeting, the Department of Economic Opportunity has provided information with respect to how the 157 units are incorporated into the hurricane evacuation model. Ms. Monier stated that Staff has some questions still that remain with respect to actually when the residents there are evacuating and that is something that we can still continue to work with the applicant to try to get a better handle on. Ms. Monier stated that information has been received with respect to the construction codes that were utilized and also a little bit more information with respect to how this property will meet concurrency requirements and the capacity that we have in both our sewer sanitary, sewer solid waste and stormwater requirement. Ms. Monier added that Elevation Certificates have been provided since the last DRC and have been reviewed. Ms. Monier stated that a survey has also been received that it is believed to be updated. Ms. Monier requested that an original be provided.

Applicant:

Paul Horan of the law firm of Horan, Wallace and Higgins and Mark Lavin with Southeast Housing, which is a division of Balfour Beatty. Mr. Horan stated that they had a couple of issues that need to be addressed by the DRC. First, is that, although we have been talking about 157 units, that one of the three-unit complexes burned down a few years ago. It was located by the Confederate cemetery on White Street and we believe that from now on the consideration should be for 160 units, not 157. We believe those should legitimately be included. The other thing to have addressed, is a letter of February 01, 2012 from Mr. Craig having to do with some FEMA issues and one of them was that the later stated that after examining the newly arrived elevation certificates, staff has determined that there are 26 dwellings where the AC units are below the base flood elevation level. Mr. Horan stated that typically, they are a few inches below BFE and, in some cases, as much as half a foot low. Mr. Horan stated that based on the fact that after a certain

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period of time when things are put in the ground in Key West, they will subside a little bit and this subsidence has, in fact, put us in the position where those units are, you know, that far below base flood elevation. I do not believe that there is any rational way to look at this as being noncompliant with the City of Key West and that the City of Key West loses some kind of an advantage it might have being a preferred community under the FEMA guidelines. Mr. Horan stated that this is one of those things where it really does not make any sense at all to turn around and say, okay, you have got to do that. Mr. Horan added that that there would be no problem whatsoever in putting something in there that says if any air conditioning work has to be done or if a building permit for the unit has to be executed, or whatever, then the unit has to be brought up. But to bring them up under the current way it's done would require a tremendous amount of work. You have got to pump down the Freon in the unit. You have got to bring it up and do your pipe connections and all this kind of stuff and that just makes no sense whatsoever. Mr. Horan stated that he really want to go ahead and get that particular thing looked at by the DRC. Mr. Horan stated that a restriction could be added that when a unit is replaced they will be brought up. Mr. Horan stated that another thing had to do with the little louvers on the non-habitable storage. Mr. Horan stated that was pointed out as something that we needed either to put them in or it had to be addressed as some type of FEMA variance. Mr. Horan stated that an eMail should have been received by the City stating that there is no need for a variance on something like that. When we did the walkthrough, there was no problem because we were told that when we do any work on the units, put the louvers in, and that will be done. Mr. Horan also asked about some language about certificates of occupancy being issued by the City which has caused concerns and needs to be addressed. Mr. Horan and Mr. Lavin remained to respond to questions.

DRC Member Comments:

General Services/Engineering Director –

Ms. Ignoffo mentioned that that it is her understanding that the sewer laterals will not be transferred to the City. Ms. Ignoffo added that individual sewer laterals need to be provided to each unit and that the billing for sewer, if individual water meters were installed, could be based on flow to each unit. Ms. Ignoffo also stated that it is the City's understanding that the road will not be conveyed to the City. Mr. Horan responded that it is his understanding that the property is currently on a on a master water meter and discussed master meter billing. Ms. Ignoffo responded that there's actually a sewer meter, in line at the pump station so the flow would be based on 80 percent of the water flow and then divided per unit.

ADA Coordinator – Ms. Nicklaus reminded the applicant that they will have to provide something in writing that states what their plan is to address the ADA issues with the sidewalks and ramping and when they intend to come into compliance. Mr. Horan responded that they are not going to be conveying the roads to the City therefore they are not going to be in that particular queue with regard to coming back into compliance. Ms. Nicklaus suggested that the applicant move forward with submitting a letter to the City's Chief Building Official stating their intent to come into compliance.

Police Chief – Mr. Torrence stated that he was just concerned that from White Street to Palm Avenue, if there is a cut-through there is a concerned about the increase in traffic. Mr. Torrence stated that Instead of people going around, they are just going to be shooting through that development. Mr. Torrence also asked the applicant to make sure that all the houses have proper addresses on them and there are street signs, so that public safety can find it.

Sustainability Coordinator – Ms. Higgins reminded the applicant that Keys Energy does the free audits to let you know how each house can be made more affordable, more green, for the people and ask them to make sure that those get done for all 157/60 units. Mr. Horan responded they

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planning for each unit to be individually metered and that they will work with Keys Energy. Ms. Higgins also inquired if recycling will be addressed. Mr. Horan responded that it would be.

FEMA Coordinator – Mr. Fraser stated that he had good news to report since we last met and that's that, having reviewed all the elevation certificates for all the structures on this property, every one of them is at or above the floodplain. And that's for the dwelling units and the commercial buildings, the main structures. Any other deficiency beyond that pales in comparison because that was the largest concern. The deficiencies that remain involve some of the air conditioning units, approximately 26 of them, that are below the flood level. Because, if you look at the structures out there, you'll see that the slabs are at one level and then the air conditioning units are a few inches below that. And, ideally, they would have been at or above the level of the slab and then we wouldn't be discussing them today. There is a way administratively that we can rectify the additional cost that would be incurred for getting new elevation certificates to replace the ones that have already been done for these 26 units. The problem with the elevation certificates that have been paid for and been completed is that if the machinery, in this case the air conditioning, is below flood, then how do we know it's above flood absent another elevation certificate, to show that the rectified height is now in accordance. But administratively in this scenario, we can accomplish that by utilizing a section on the elevation certificate for community information, because the professional surveyors have already determined that the slabs are above the flood level. So, by going out and visually looking at the newly elevated air conditioners, we can administratively say we know they are above flood because they are above the level already measured by the professional surveyors. And that should save considerable amounts of money for the applicant by some relatively minor activity by the staff. In addition to the low air conditioning units, the storage units are well below the slab, so, by default, well below the flood level. And it's unfortunate that these small-enclosed areas are wholly enclosed, because that makes them a storage unit below the floodplain, even though they are not much larger than two trash cans can fit inside, but in FEMA's eyes they are enclosed structures. And, therefore, since they are not habitable structures, flood vents are required. And the size and shape and position of them is determined by the area of the enclosure. And then lastly there are the guard shacks, which I've been told will be removed. They would be noncompliant with the flood area basically because they are not elevated and they don't have flood vents. Mr. Fraser stated that if they are to be removed, then it's going to be a nonissue. We get into the issue of whether these things can be grandfathered, these deficiencies. And really the City doesn't want to be in a position where it assumes these deficiencies. FEMA is surely a bureaucratic monstrosity but it's one from which the residents of the City benefit and we have, as a community, received more from the National Flood Insurance Program than we have paid into since its inception here in the '70s. Mr. Fraser continued stated that while we struggle with regulations and with compliance, the alternative would not be pretty for the City because insurance on the commercial market would be ten to twenty times more expensive. In the eyes of FEMA, absorbing this property is much akin to an annexation. And for us to accept any property into the City with these deficiencies, we might well have approved the deficiencies at construction as to accept them now, because the burden of those deficiencies is going to fall upon the City. And how will that injure the City? Well, the stick that FEMA holds over the City and its residents is being part of the National Flood Insurance Program. And, if we don't adhere community wide to the requirements of that program, they will suspend us from that program. And, not only do insurance rates sky rocket, but there are many, many consequences that would wreck economic havoc upon the community because of that. But, beyond the basic compliance with the National Flood Program, we are also as a City pursuing what's called a CRS, or Community Rating System discount, which could garner every policyholder upwards of a discount of ten percent. But, in order to achieve that, we need to, A, be in compliance with the program at its very basic level, and then we need to go through a lot of process and procedures to go beyond the scope of the basic level of compliance. Mr. Fraser stated

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that this September we're expecting FEMA to come in and do a community assessment visit, where they rate our compliance. And the very first thing FEMA does in one of these community assessment visits is ask for any floodplain variances that have been issued, because that's their primary concern. And the reason for that is that they want to make sure a community didn't adopt its regulations only in theory to appease FEMA and then just go issue blanket variances or exceptions to make compliance moot. The City, to my knowledge, has never issued a floodplain variance, so this very first one would not be a favorable one to garner their attention. There are no grandfathering provisions within the National Flood Insurance provision for anything built after October 19, 1974. And the exception to the requirements would have to come through the variance process.

Mr. Horan responded to Mr. Fraser's comments, stating that FEMA is very similar to ADA that the correlation between the two is just incredible. And that is, I don't think there is any way to get there from here. The City is actually looking at and has, for some period of time, annexing Key Haven, which is where I live. You have got the entire A and B section of Key Haven that's below floodplain. Mr. Horan asked "Are you meaning to tell me that when you annex Key Haven, you're going to have to consider floodplain variances for the entire A and B section of Key Haven, and that makes you out of compliance and it costs the people of Key West ten percent on that or sky rocketing twenty times over their FEMA flood insurance?" Mr. Horan stated that is totally patently ridiculous. Mr. Horan stated that he has worked with FEMA, with the County, and they have now blinked big time with regard to some other issues having to do with endangered species and some other things that we have been working on. FEMA is not that -- are the most bureaucratic people I have ever seen, except for possibly the Navy, but think about this. The government is going to discriminate against the City because the City took government housing that was okay and then they are going to say, oh, no, that's noncompliant. We're not going to apply for a floodplain variance. There is no need for us to do so. Why would you, the City of Key West, ever consider going ahead and entertaining floodplain variances on inches on air conditioners when all you have got to do is say, When you replace that, bring it up to the thing that didn't subside, the main floor pan, for all those units. We'll do that. That's not a problem. But, for God sakes, don't put yourself in the position where you are considering issuing a floodplain variance, which is going to yell to FEMA come reevaluate the entire City of Key West. That doesn't make any sense at all. As far as the guard shacks are concerned, they are not habitable structures. If they are fully enclosed, we'll take a door off. Then they are not enclosed. But to turn around and say, Well, you have got to bulldoze those on the day you convey the property to a private owner, that doesn't make any sense. And as far as the floodplain, 26 units, it isn't 26. It's actually something like 78 because there's three air conditioners per unit, I mean, per, you know, tri-plex. So, we're talking about a bunch. We're talking about a lot of money and we're talking about a lot of Freon that is going to escape and all this. It doesn't make sense. For that reason, that's what the DRC is here to do, go ahead and look at this and go, You know, that just doesn't make good sense and why should we go ahead and embark on a variance procedure. You haven't done it in the past. Please don't start now.

HARC Planner – Mr. Craig stated that all of the existing structures on-site are non-historic in nature and, therefore, would not have to meet the requirements of HARC. Mr. Craig stated that there are archeological resources on-site, which have been evidenced by prior analysis by the federal government, and we are in receipt of the copies of that material, which we are currently verifying. Mr. Craig added that the basic part of that determination was that the entire site could be built upon with the exception of the Peary Court Cemetery and a certain buffer area adjacent to that. Mr. Craig stated that is within the communication from SHPO and the consultant hired by the federal government. Mr. Craig stated that there are some underground resources that are identified by that analysis and that analysis will be a key piece of information in our library and

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should, in the future, additional structures or remediation or additions to structures would occur, we would refer to that mapped resource and that inventory. Mr. Craig stated that so, in sum, that is not a concern of HARC. Mr. Craig added that one of the things that you should realize, though, is that one of the potential zoning designations for this property is HMDR, Historic Medium Density Residential and that is being considered because of the history of the City applying a similar designation to a part of the Truman Annex property, which the City received in anticipation of residential development occurring on a part of that and the desire of the City to make sure that development within that HMDR district, even though it would be new, would be consistent with the surrounding existing historic neighborhood. Mr. Craig stated that the same circumstance occurs here so, that in future, there may be a cursory type of review by HARC for consistency with the adjacent neighborhood, but it would not be the same level of review by HARC. Mr. Craig stated that that may be reflected in the Future Land Use Map designation as well as the zoning.

Planning Director – Mr. Craig stated that with regard to the FEMA issues, and I'll get into the planning issues in a minute, regardless of the common-sense approach that you've espoused, which I can agree with, we are faced with the fact that the federal government has particular rules and regulations which we cannot accept. There may be a way, however, of understanding that and making headway with FEMA. We are in communication with FEMA on a regular basis dealing with issues such as this and this may be one of those very special circumstances which FEMA may recognize. I have been giving it some thought and one of the things that you and one of the potential purchasers identified was a special development agreement that you may or may not be proposing for the project. One of the things that could be entered into in a development agreement, if that be between the City, the State, under a 380-agreement for certain purposes that your special counsel understands, and the City would be a paragraph and an understanding that at a time certain, a number of years, or with the improvement of a particular property, those structures would be brought into compliance. And, for the period of pendency of that improvement, there may be a way of exempting the property owner from reimbursement due to damage caused by those flood structures or structures not meeting the requirement. So, what I'm giving you is a statement on the part of the Planning Department that we will investigate a way of solving the issue. It may require a variance if it's justifiable, simply because of the process required. But we understand the circumstances which you find yourself. And, as in my last eMail to you last evening, it was that if a variance is required and sufficient justification can be provided by the evidence, then it would be something that the City could then defend with FEMA. So, I'm not going to give up on coming to a reasonable common-sense solution, and I have given several avenues. We'll further go into those as the Planning staff gets into the analysis for the FLUM. With regard to the one standing planning issue that I have identified that was briefly discussed by Ashley, it involves hurricane evacuation and a very finite but important point. Though DCA wrote a letter to us saying that Peary Court is considered, are considered households, and that they would be required to respond to a mandatory evacuation, the issue is which evacuation. Is it the evacuation that's required of transient units or permanent units? It's a very fine point but it's important and the reason is that the comprehensive plan for the County, with which the City must be consistent according to its own comprehensive plan, lists military housing to be evacuated at the time of transient evacuation versus permanent. So, if evidence can be presented that, regardless of the County policy, past military policy has been that they evacuate at the time of permanent dwelling units, then the possibility of an impact on the City's hurricane evacuation modeling will be less, perhaps zero. So, that's the issue that we need to have responded to in this process as we move forward to the Planning Board and to the City Commission. Those are my only comments with regard to Planning.

Mr. Horan responded to Mr. Craig's comments. We have looked into that issue of whether we evacuate as transient or as permanent and, fortunately, the City has a resource that most cities

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February 23, 2012

Approved – March 22, 2012

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wouldn't have, and that is the City Manager just happens to be a former commanding officer at Boca Chica, and he will be happy to testify under oath that it was evacuated on the general evacuation, not on transient. It was a general evacuation and has always been that. Ron Demes, who has been here forever, would do the same thing. So, I can tell you that there is no impact with regard to hurricane evacuation. And I'm sure that you realize that that hurricane evacuation is inextricably intertwined with the ROGO issue and all this, and we really do not have a ROGO or a BPASS issue with regard to this either. So, based on that, I think that that is going to resolve itself. The other thing is the special development agreement, and we have spoken with the group that is right now looking at the issue much closer than anybody else is, and they are definitely working towards that. I think they met with City staff on some of those issues. And we can definitely address those particular issues under the special development agreement. I would hope that the idea of applying for floodplain variance, which would really put us on the map as far as FEMA is concerned, would be the last feasible alternative we should pursue, because it's been my experience that that would be a real dangerous position for the City to take with regard to variances.

Mr. Craig concluded stating that has to be put in writing because the Planning Board members and the City Commission would be interested in that particular issue and, as we proceed ahead with the hurricane evacuation workshops in the next several months, we need to put that issue to bed in writing. Mr. Craig concluded that the next step is the Planning Board meeting.

Keys Energy – Mr. Craig reminded the Commission members concerning the letter from Keys Energy Services which was included as part of the meeting package.

There were no additional Committee member comments for the record.

Public Comments:

- Steve Dawkins – 1212 Angela Street
Asked that the fence remain. Mr. Horan responded that the plan is for it to remain.
- Cynthia Domenech-Coogle – 1006 16th Terrace
Reminded everyone that health of the trees on the property needs to be monitored.

2 Variances – 812 & 814 Baptist Lane (RE# 00014520-000000) - A variance application for side and rear-yard setback requirements in the HMDR zoning district per Section 122-600 (6) b. & c. of the Land Development Regulations of the Code of Ordinances of the City of Key West.

Staff Report:

Brendon Cunningham presented the variance application. Mr. Cunningham stated that this is a re-visit of this variance application. Mr. Cunningham added that the applicant had also entertained applying for a vacation of City property but has since re-thought that approach and made changes in their plans as appropriate by reducing the scope of their plan.


Applicant:

Ty Symroski, Chris Liddle, and Cynthia Domenech-Coogle presented the application for a rear setback variance. Mr. Symroski stated that they have revised their plan, which allows them to withdraw the Vacation of Property request, and minimized their need for a setback variance. Mr. Symroski described the work that is planned to take place on the property, which will include improvements to for the property parking. Mr. Symroski concluded that he feels this project will improve the property greatly. Mr. Symroski, Mr. Liddle, and Ms. Domenech-Coogle remained to respond to any questions from Committee members.

	<p>Public Comments: There were no public comments.</p>
<p>3</p>	<p>Comprehensive Plan Amendment: Consideration of a Future Land Use Element and Future Land Use Map amendment for military property located at Peary Court (RE# 00006730-000000) to one of the following designations: Planned Redevelopment District (PRD), Historic Planned Redevelopment District (HPRD), Medium Density Residential (MDR), Historic Medium Density Residential (HMDR), or a hybrid of these designations.</p> <p>Staff Report: Ashley Monnier introduced the project on behalf of the City Planning Department. Ms. Monnier stated that this action is a result of the property transitioning ownership from military to private. With that in mind, Ms. Monnier stated that the City has taken action with the zoning in progress, which resulted in the numerous designations read into the record by Mr. Craig. Ms. Monnier stated that once the sale is completed the property would be placed in an interim zoning district until such time the final appropriate zoning determination and zoning process can be completed. Ms. Monnier stated the Planning Department also is interested in learning more about the following:</p> <ul style="list-style-type: none"> ➤ Hurricane Evacuation Plan Modeling ➤ When hurricane evacuations occur ➤ How the hurricane evacuations occur ➤ Level of service standards and potential concurrency impact ➤ Construction codes at the time of construction ➤ Potential impacts to emergency services <p>Ms. Monnier concluded that the City Planning Department expects to continue to work with the Navy and Balfour Beatty to insure a smooth transition of the project.</p> <p>Applicant: Ron Demes, Naval Air Station owner representative. Mr. Demes explained what is taking place concerning this property. Mr. Demes stated that the property is currently leased to Balfour Beatty. Mr. Demes stated that he had anticipated a letter addressing the City's request would have already been delivered to the City. Mr. Demes remained to respond to any questions from the DRC members.</p> <p>DRC Member Comments: FEMA Coordinator – Mr. Fraser stated he participated in a site visit in October 2011 and listed the following items which need to be addressed:</p> <ul style="list-style-type: none"> ➤ Elevation Certificates from a Florida licensed land surveyor are required for every dwelling building (slabs, not individual units/addresses) and commercial structure, including the guard shacks. Mr. Fraser recommended that on the Elevation Certificates, the addresses should be ranged to include all street addresses shared by the single building. Thereby, making a single certificate applicable to every dwelling unit sharing the same slab. ➤ Determine if the numerous air-conditioning compressors are in fact below BFE, and should be elevated. ➤ Installation of at least two appropriately sized flood vents in each of the accessory storage enclosures attached to the carports. If engineered flood vents are used, a Florida licensed engineer must certify them. ➤ Installation of flood vents in the two guard shacks or removal of the structures. ➤ Ascertain, specifically, the elevations of the large commercial building currently occupied by a credit union, to determine compliance status.

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	<p>Landscape – Ms. DeMaria stated she also participated in the site visit in October 2011 and has placed a memo in file concerning the trees, which may need to be addressed in the development.</p> <p>Keys Energy – Mr. Alfonso stated that they had sent a letter dated January 17, 2012, detailing their comments. Mr. Alfonso also inquired about a pole and line that runs through the property. Mr. Demes reminded Mr. Alfonso that the easement is about to expire. Mr. Demes stated he expect the easement to be renewed.</p> <p>Planning Department – Mr. Craig acknowledged the City Planning Department has received a copy of a letter dated January 17, 2012 from Keys Energy Alex Tejeda to Jeff Green of Balfour Beatty concerning the conversion from the master meter to individual meters. Mr. Craig stated that this would go to the Planning Board as soon as all the requested information has been received by the Planning Department.</p> <p>HARC – Ms. Torregrosa ask for site plans showing the old historic wells.</p> <p>Engineering – Ms. Ignoffo state that her comments are not directed toward the zoning as much as concerning the roads, water, waste management, storm water, and sewer infrastructure needing to be addressed.</p> <p>ADA – Ms. Nicklaus stated that she is sure there is a need for ADA improvements on the property. Ms. Nicklaus also stated that there was a letter on file outline</p> <p>Fire – Mr. Averette stated he had no additional concerns at this time.</p> <p>Mr. Craig read the comments from Marnie Walterson of Florida Keys Aqueduct Authority submitted by into the record – <i>“If rezoning is approved by the City of Key West, the FCAA will require all residences to be individually metered with all meter and impact fees due at that time. Consideration of a Future Land Use Element and Future Land Use Map amendment for military property located at Peary Court (RE# 0006730-000000) to one of the following designations: Planned Redevelopment District (PRD), Historic Planned Redevelopment District (HPRD), Medium Density Residential (MDR), Historic Medium Density Residential (HMDR), or a hybrid of these designations.”.</i></p> <p>There were no additional Committee member comments for the record.</p> <p>Public Comments: There were no public comments.</p>
Adjournment	
	<p>Actions/Motions: A motion was made by Mr. Steve Torrence seconded by Ms. Elizabeth Ignoffo, that the meeting be Adjourned. The motion Passed by a unanimous vote.</p> <p>Meeting adjourned at 10:50 am.</p>

Respectively Submitted by,

Administrative Coordinator

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Approved – February 23, 2012
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Planning Department

Exhibit 5

Balfour Beatty Communities

15 February, 2012

Mr. Don Craig – AICP, Planning Director
The City of Key West
PO Box 1409
Key West, FL 33041-1409

Re: Response to Follow Up to January 26, 2012 – Development Review Committee Meeting
Letter Dated February 3, 2012

Dear Mr. Craig:

Balfour Beatty Communities provides the following responses to your letter dated February 3, 2012. This responds to your letter by first stating the City's concerns in *italics* then providing our response in **bold text** as follows:

- 1) *"How have the 157 units at Peary Court been incorporated into the Hurricane Evacuation Model?"*
The attached letter issued by the Florida Department of Economic Development (DEO) directly addresses the concerns of the City on how the Hurricane Evacuation Model has been calculated and has responded that the units are included in the evacuation plan. (Attachment 1)
- 2) *"Identify whether construction codes were utilized in the construction of the dwelling units, and whether there was a cross reference to a version of the Florida Building Code."*
The letter from our third party code compliance consultant, Bureau Veritas, that opines that "the units were constructed under the 1988 SBCCI Codes." They further state that the "units are well constructed and the truss wall strapping exceeds what was the minimum requirement of the 1988 code cycle." An additional clarifying email from Bureau Veritas North America states that the only code in existence at the time of construction that the State of Florida had adopted was the Southern Standard Building Code Congress International (SBCCI). (Attachment 2).
- 3) *"Please address how the change of ownership will affect the following:"*
 - a) *Transportation concurrency of surrounding roads in the city:* **No impact to current status. Prior to constructing these units the Navy conducted all NEPA required studies to include transportation, schools, environmental, traffic, etc, to obtain the necessary approvals for the design and construction project.**
 - b) *Water:* **No impact. FCAA has indicated that individual meters would need to be installed on the current units in lieu of the master meter system currently utilized. Once the new owner contracts with FCAA and pays all fees associated with the installation, FCAA assures a smooth and uninterrupted service transition. (Attachment 3)**
 - c) *Wastewater Services:* **No impact – new owner will contract directly with the City of Key West for services. (Attachment 3)**
 - d) *Solid waste disposal:* **No impact – new owner will contract directly with the City of Key West or separately with Waste Management for services. (Attachment 3)**


Balfour Beatty Communities

- e) *Drainage/storm water management plan:* **No impact – new owner will contract directly with the City of Key West for services. (Attachment 3)**
 - f) *Recreation:* **No impact to current status. Also included on the NEPA studies discussed previously.**
 - g) *Education:* **No impact to current status. Also included on the NEPA studies discussed previously. (Attachment 3)**
 - h) *Emergency Services:* **The City of Key West will provide directly as with all other private property located in the City of Key West. Navy will continue to provide backup Services as shown in the**
- 4) *"FEMA elevation certificates were provided...Comments based on that review are attached...(Attachment 3)...(Attachment 4):*
- a) *Two elevation certificates (E/C) have the locations incorrectly identified: These E/C's have been corrected and delivered to Mr. Scott Fraser, FEMA Coordinator with the City of Key West.*
 - b) *An E/C has not been provided for one structure (accessory modular bank building): We have contracted with the surveyor to provide an E/C for this location. We anticipate completion by February 17, 2012. This E/C will be provided to the City when obtained.*
 - c) *One E/C was not signed or sealed: This E/C has been signed and sealed and delivered to Mr. Scott Fraser, FEMA Coordinator with the City of Key West.*
 - d) *All E/C's need to have embossed seals shaded for digital imaging: Mr. Scott Fraser has represented that he would take care of this requirement.*
 - e) *All structures for which E/C's were submitted appear to have their first floors above flood as required, however, 26 units have A/C compressors below flood: Balfour Beatty is taking measures to insure compliance. City requirements will be satisfied prior to closing.*
 - f) *By default, most...enclosed storage...below flood and will require flood vents: Balfour Beatty Communities is taking measures to insure compliance. City requirements will be satisfied prior to closing.*
 - g) *"existence of two guard shacks on the property....currently non-compliant with FEMA..." We intend to convey these "as is" and the purchaser will have to resolve the issue to the satisfaction of the City (i.e. demolish, variance, etc).*
- 5) *"Please provide a current survey of the property": Updated survey is included. (Attachment 4)*
- 6) *"...please include the archaeologically sensitive areas in the updated survey": We have included the locations on the updated survey. (Attachment 4)*
- 7) *"...current stratification of tenant types..." Attachment 5 contains the stratification data. (Attachment 5)*
- 8) *"Keys Energy Services provided comments...requiring that all locations be metered independently..." We have an email from Keys Energy clarifying their letter dated January 17, 2012. Per their email dated February 8, 2012, Keys Energy will allow a "grace period" in order to facilitate a smooth transition from the current master meter system to individual meters. (Attachment 6). Purchaser will work with Keys Energy to comply with transition requirements.*
- 9) *"Urban Forestry Comments": Balfour Beatty Communities is in receipt of your Attachment 8 and is currently compliant. The new owner will be responsible to maintain compliance with this requirement.*

Balfour Beatty Communities

I trust this will satisfy the City of Key West's request concerning the follow up letter to the January 26, 2012 Development Review Committee meeting. Please let me know if you have questions or require additional information.

Sincerely,


ATTORNEY-IN-FACT FOR

Mark J Lavin
Senior Vice President – Navy Portfolio
Balfour Beatty Communities
757-615-5536

Attachments
6 each AS

Balfour Beatty
Communities

Attachment 1

Rick Scott
GOVERNOR



Doug Darling
EXECUTIVE DIRECTOR

January 20, 2012

Mr. Jeff Green
Gulf Coast Development Manager
Balfour Beatty Communities
3502 East Eighth Street, Bldg 452
Gulfport, Mississippi 39501

Dear Mr. Green:

Thank you for your recent inquiry regarding hurricane evacuation in the City of Key West. Specifically, you have asked the following questions:

1. *How have the 157 units at Peary Court been incorporated into the Hurricane Evacuation Model?* Hurricane modeling is based upon block group data from the census. Information regarding the number of dwelling units, the number of cars that will be driven during an evacuation and whether or not a particular unit is occupied during hurricane season is derived from census data. In 2009, the Department of Community Affairs contracted with Dr. Earl J. Baker, Florida State University, to conduct behavior surveys to update the model. The following response is an excerpt from the study conducted by Dr. Baker.

Evacuation of Military Installations

“At the suggestion of Monroe County Emergency Management, a representative of Key West Naval Air Station was interviewed with respect to the installation’s evacuation procedures. Although there are other military installations in the Keys, the Naval Air Station is the largest, and procedures followed by others were thought to be similar. Jim Brooks, the Public Information Officer, was interviewed.

There are 1,676 uniformed military personnel in the Keys, including all installations, with 1,015 family members. There are up to 459 military training personnel *in addition* who would be flown out in an evacuation. Other personnel and their families would drive their own vehicles in and evacuation. Up to 100 would remain on base. Civilians assigned to the base number 848.

The Caldwell Building 107 E. Madison Street Tallahassee, Florida 32399-4120
850.245.7105 TTY: TDD 1-800-955-8771 Voice 1-800-955-8770 FloridaJobs.org



No one would evacuate prior to an evacuation order being issued by the County. (The exception presumably would be personnel removing equipment.) Salary and expenses would be paid during an mandatory evacuation, and NAS reserves hotel rooms in Orlando for personnel and dependents. Mr. Brooks estimated that 90% of personnel and families would leave within 6 hours of the evacuation order and 98% would be gone within 12 hours.

His general impression was that vehicle ownership would be comparable to the general population. It is possible that a larger percentage of available vehicles would be taken in an evacuation because certain personnel would be required to return to the base within 24 hours of passage of a hurricane."

2. *Does the hurricane evacuation model reflect the existing civilian component, as well as the proposed civilian component under new ownership?* The model is based upon how a person responds to census questions taken at ten year intervals regarding whether they live in a household or in group quarters. The software entries would have been determined by the 2000 Census. If residents within Peary Court answered census surveys indicating they lived within a "household," the unit would have been counted. For residents of barracks and other group quarters, no unit counts were developed because the starting assumption was that all group quarters residents (including military) would be evacuated ahead of any general evacuation order. Group quarters would include prisoners, residents of nursing homes, people in hospitals and other medical facilities, as well as the military personnel living in group facilities on the base.

In conclusion, it would be my assumption that the units have been counted as dwelling units in the evacuation models. If you require additional information, please contact (850)717-8494.

Sincerely,



Rebecca Jetton, Administrator
Areas of Critical State Concern

Balfour Beatty
Communities

Attachment 2



October 10, 2011

Jeff Green, Gulf Coast Development Manager
Balfour Beatty Communities
NCBC Gulfport
3502 East Eighth Street, Bldg 452
Gulfport, Mississippi 39501

Dear Mr. Green,

In regards to the investigation Bureau Veritas conducted of the 157 Family Housing Units in Key West at Peary Court, the Building Code that was in effect for the State of Florida at that time was the 1988 Southern Standard Building Code Congress International. Based upon our non-destructive inspection it is Bureau Veritas NA opinion that the units were constructed under the 1988 SBCCI Codes. These units are well constructed and the truss to wall strapping exceeds what was the minimum requirement of the 1988 code cycle.

The buildings have metal straps for the truss to wall connection and fire wall separation for the unit separation. Please note the since time of construction, the utility company has installed cable through-out these walls without providing proper protection. However, the walls are still in good condition.

The exterior of the units are vinyl siding and appear in good condition. The interior of each unit also are in good condition with the normal wear and tear that would be expected with a project that is seventeen years old. Overall conditions of these units are "good" and have been maintained.

Thank you for the opportunity of working on this project for you. Should you have any questions, please feel free to contact me directly at 239-229-2852.

Respectfully,

Wayne D. Smith, CBO, MCP, CEAP, LEED AP (BD+C), HUD REAC CI
Operations Manager
Bureau Veritas, BVNA

Bureau Veritas North America
13851 Plantation Road ♦ Fort Myers, Florida 33912 ♦ (239) 278-0939 ♦ Fax: (239) 278-0656
Offices Nationwide

Lynnette Bonin

From: Jeff Green
Sent: Tuesday, January 03, 2012 11:10 AM
To: Ted Lipham
Cc: Mark Lavin; Lynnette Bonin
Subject: FW: FW: Peary Court Housing Code Assessment
Attachments: Peary Court Revised.pdf.zip

Ted, attached is BV's response IRT building codes for Peary Court. Let me know if you have any questions or need me to dig more into the codes.

Thanks
V/R
Jeff

Jeff Green

Gulf Coast Development Manager | Balfour Beatty Communities
NCBC Gulfport | 3502 East Eighth Street, Bldg 452 | Gulfport, Ms. | 39501
C: 610-570-0142 | jgreen@bbcgrp.com
F: 228-863-0428

www.bbcgrp.com

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From: jack.mcstravic@us.bureauveritas.com [mailto:jack.mcstravic@us.bureauveritas.com]
Sent: Tuesday, January 03, 2012 6:49 AM
To: Jeff Green
Subject: Re: FW: Peary Court Housing Code Assessment

Mr. Green,

When Peary Court Housing was constructed the Florida Building Code did not exist, The code the State of Florida had adopted to use was the Southern Standard Building Code Congress.

I hope this helps and answers your questions. If you need to speak with someone today I will be in the office today.

Thank you.



Jack D. McStravic, CEO
Bureau Veritas North America, Inc.
13851 Plantation Road, Fort Myers FL 33912
p: 239-278-0939 c: 630-429-1144, f: 239-278-0856, d: 239-210-3519
jack.mcstravic@us.bureauveritas.com
www.us.bureauveritas.com

**BUREAU
VERITAS**

Jeff Green ---12/29/2011 11:30:51 AM--Jeff Green <JGreen@bbcgrp.com>

Jeff Green <JGreen@bbcgrp.com>

12/29/2011 11:30 AM

To: Wayne Smith/USA/VERITAS@VERITAS, Jack
McStravic/USA/VERITAS@VERITAS

cc: Ted Lipham <TLipham@bbcgrp.com>, Lynnette Bonin
<LBonin@bbcgrp.com>

Subject: FW: Peary Court Housing Code Assessment

Ref

Wayne/Jack,

Hope you and your families are having a safe holiday season.

Could you please confirm if there were any other Florida Building Codes (or cross references) in effect that would or could have applied to the Key West Peary Court housing units addressed in your letter dated 10 Oct 2011. Email confirmation will be sufficient. I apologize for the short fused request, but I need a response as soon as possible..preferably by tomorrow.

Thanks and have a safe and Happy New Year celebration

V/R
Jeff

Jeff Green

Gulf Coast Development Manager | Balfour Beatty Communities
NCBC Gulfport | 3502 East Eighth Street, Bldg 452 | Gulfport, Ms. | 39501
C: 610-570-0142 | jgreen@bbcgrp.com
F: 228-863-0428

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From: jack.mcstravic@us.bureauveritas.com [<mailto:jack.mcstravic@us.bureauveritas.com>]
Sent: Tuesday, October 11, 2011 1:38 PM
To: Jeff Green
Subject: Peary Court Housing Code Assessment

Jeff,

Below is attached the revised letter. Look over and see if there are other changes I need to make.

(See attached file: Peary Court Revised.pdf.zip)



**BUREAU
VERITAS**

Jack D. McStravic, CBO
Bureau Veritas North America, Inc.
13851 Plantation Road, Fort Myers, FL 33912
p: 230-278-0939, c: 630-420-1144, f: 239-278-0666, d: 239-210-3610
jack.mcstravic@us.bureauveritas.com
www.us.bureauveritas.com

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Balfour Beatty
Communities

Attachment 3

Lynnette Bonin

From: Josh Nestor
Sent: Wednesday, February 08, 2012 1:53 PM
To: Ted Lipham
Cc: Lynnette Bonin
Subject: FW: Peary Court
Attachments: Water Rate Summary effective 5.1.2011.pdf

Ted,

See below from Roy Coley with FKAA. All units will need to be individually metered. Unless the Navy relinquishes their credits fees will be applied. All of the fees are attached. If the new owner would like to contract the meters on his own the work will need to be completed prior to turnover. If the new owner wants FKAA to perform the work they will require the money at turnover and will cause no interruption.

From: Roy Coley [<mailto:rcoley@fkaa.com>]
Sent: Wednesday, February 08, 2012 2:28 PM
To: Josh Nestor
Cc: Jolynn Reynolds; Kerry Shelby; Kirk Zuelch
Subject: Peary Court

Mr. Nestor,

Thank you for your questions. The master meter providing the Navy's usage will be unavailable to any subsequent property owner or water customer of Peary Court. Individual meters will be necessary to provide water service to the individual homes and businesses. Unless the Navy relinquishes its reserved capacity serving the Peary Court community typical system development fees will also become necessary. All of these fees can be located on our web site fkaa.com. If you wish to hire a contractor to install these meters to our specifications and with a permit issued by the FKAA then all work should be complete prior to the Navy discontinuing the responsibility of the bill. If you would like to pay to the FKAA the necessary fees for our crews to install the meters, once we receive all sums required from you and you are only waiting on us then the billing can transfer immediately.

If I can be of additional assistance please do not hesitate to contact me.

Best Regards,

Roy Coley

Florida Keys Aqueduct Authority
Director of Operations
(305) 293-6358 office
(305) 797-8207 cell
Rcoley@fkaa.com

FLORIDA KEYS AQUEDUCT AUTHORITY

5/01/11 SUMMARY OF WATER RATES, FEES & CHARGES

Page 1 - Water

ITEM	SECTION/EXPLANATION	AMOUNT	
RESIDENTIAL	System Development Charge 48-208.001(n)	Residential (Single Family-Stand alone dwelling) a) When the premises is served by a single meter the SDC will be charged based on the size of meter to serve the premise b) When the premises is served by a Master Meter with individual units behind the Master Meter, SDC will be charged per unit based on the meter size which would be required to serve each residential unit c) Irrigation-Residential (Single Family). For residential Single Family property, which has not been developed and is not otherwise metered, the SDC for irrigation service will be based on the size of the meter.	(Applicable to A, B & C) 3/4" Meter...\$3,750.00 1" Meter... \$9,375.00
		Residential (Multiple Unit) When the premises is a Residential (Multiple Unit), the SDC will be charged per unit basis: a) Residential - Multiple Unit - 3 units or Less b) Residential - Multiple Unit - Four Units or More c) Common Area facilities (including Irrigation) for Residential Multi-Unit shall be based on Fixture Values as established for Commercial Accounts.	(Applicable to A, B & C) a) \$3,188.00 per unit b) \$2,813.00 per unit c) \$75.00/per Fixture value
COMMERCIAL	System Development Charge 48-208.001(n)(3)	Commercial: a) Fixture Values on the total number of Fixture Values at a Premises or Water Service location (including irrigation), at a charge of <u>\$75.00</u> for each Fixture Value b) Where Fixture Values cannot be determined, the meter-based SDC shall be charged as shown	\$75.00 Per Fixture Value Meter-Based SDC: 3/8".....\$3,750.00 1".....\$9,375.00 1 1/2".....\$18,750.00 2".....\$30,000.00 3".....\$56,250.00 4".....\$93,750.00 6".....\$187,500.00 8".....\$300,000.00

Fire Hydrant Flow Test 48-208.005(8)		\$70.00
Fire Hydrant/Fire Line Application Fee 48-208.005(9)		\$360.00 – first hydrant \$50.00 each additional hydrant
Fixture Review Fee 48-208.005(4)	Review of Development Plans for large single family and developments	\$ 50.00
Return Check/ Bank Draft 48-208.005(1)(b)	Fee charged when the bank does not honor a customer's check used to make payment on their account.	ck. Up to \$50: \$25 ck. \$50 to \$300: \$30 ck. Over \$300: Greater of: \$40 or 5% of Check
Meter Drop-In (New Meter Installation Only) 48-208.001(4)	5/8" x 3/4" Meter 5/8" x 3/4" Meter (T-10) 1" Meter 1 1/2" Meter 2" Meter 2" Compound Meter and larger meters	\$ 325.00 435.00 580.00 675.00 790.00 Actual Cost
Meter Relocation 48-208.001(9)		Actual Cost
Non-Potable Water 48-208.005(5)	Emergency Non-Potable Water Deliver Charge (A service offered to residents on cisterns or wells in which the FKAA will deliver emergency non-potable water during the Dry Season.)	\$ 125.00

MONTHLY FEES & CHARGES

BASE FACILITY CHARGE: 48-208.004

Meter Size	Effective 05/01/11
5/8" x 3/4" Meter	\$ 13.04
1" Meter	32.58
1 1/2" Meter	65.16
2" Meter	104.24
3" Meter	195.46
4" Meter	323.42
6" Meter	652.78
8" Meter	1,042.43

**FLORIDA KEYS AQUEDUCT AUTHORITY
05/01/11 SUMMARY OF WATER RATES, FEES & CHARGES**

Page 5 - Water

CONSUMPTION CHARGE - continued

METER SIZE BLOCK CONSUMPTION BLOCK			Effective 05/01/11
6" Meter	1	0 - 300,000 gallons	\$5.47 ptg
	2	300,001 - 600,000 gallons	8.00 ptg
	3	600,001 - 1,500,000 gallons	8.96 ptg
	4	1,500,001 - 2,500,000 gallons	9.99 ptg
	5	Over 2,500,000 gallons	10.97 ptg
8" Meter	1	0 - 480,000 gallons	\$5.47 ptg
	2	480,001 - 960,000 gallons	8.00 ptg
	3	960,001 - 2,400,000 gallons	8.96 ptg
	4	2,400,001 - 4,000,000 gallons	9.99 ptg
	5	Over 4,000,000 gallons	10.97 ptg

RECLAIMED WATER CONSUMPTION CHARGE 48-401
Per Thousand Gallons, billed in 100 gallon increments

70% of each Potable Rate Block (see Consumption Charge Chart above)

FIRE SERVICE MONTHLY RATE: 48-208.004

LINE SIZE CHARGE: 05/01/11

2"	\$ 9.58
3"	17.97
4"	29.89
6"	59.88
8"	95.79
10"	137.71
12"	185.60

FLORIDA KEYS AQUEDUCT AUTHORITY
05/01/11 SUMMARY OF WASTEWATER RATES, FEES & CHARGES

Page 1 - Wastewater

ITEM	SECTION/EXPLANATION	AMOUNT
System Development Charge 48-307.004(24)	BIG COPPITT DISTRICT - Residential Single Family - Residential Multiple Unit - Multiple Unit (Commercial/Residential) After initial construction of the wastewater system, SDC shall be based on the total number of Fixture Values to be served at a Premises.	Contact Monroe County Board of County Commissioners
System Development Charge 48-307.004(22)	CONCH KEY / DUCK KEY DISTRICT - Residential Single Family (unit based) - Residential Multiple Unit (unit based) - Multiple Unit (Commercial/Residential) SDC shall be based on the number of residential units combined with the total number of Fixture Values for non-residential units to be served at a Premises.	\$2,700.00 per Unit \$71.00 per Fixture Value
System Development Charge 48-307.004(23)	BAY POINT DISTRICT - Residential Single Family (unit based) - Residential Multiple Unit (unit based) - Multiple Unit (Commercial/Residential) SDC shall be based on the number of residential units combined with the total number of Fixture Values for non-residential units to be served at a Premises.	\$2,700.00 per Unit \$71.00 per Fixture Value
System Development Charge 48-307.004(25)	LAYTON DISTRICT - Residential Single Family (unit based) - Residential Multiple Unit (unit based) - Multiple Unit (Commercial/Residential) SDC shall be based on the number of residential units combined with the total number of Fixture Values for non-residential units to be served at a Premises.	\$3,400.00 per Unit \$90.00 per Fixture Value
System Development Charge 48-307.004(26)	KEY HAVEN DISTRICT - Residential Single Family (unit based) - All Other Services (Flow based)	\$1,800.00 per Unit \$6.85 per Gallon

**FLORIDA KEYS AQUEDUCT AUTHORITY
05/01/11 MONTHLY WASTEWATER RATES, FEES & CHARGES**

Page 3 - Wastewater

BIG COPPITT WASTEWATER SERVICE DISTRICT (NEW DISTRICT IN 9/2009)

BASE FACILITY CHARGE 5/01/11

Residential Base Facility Charge.....\$ 26.26

All Other Classes Base Facility Charge:

<u>Meter Size</u>	<u>Monthly Charge (Effective 5/01/11)</u>
5/8" x 3/4"	\$ 26.26
1"	\$ 98.51
1 1/2"	\$ 196.99
2"	\$ 315.20
3"	\$ 590.99
4"	\$ 984.98
6"	\$ 1,969.98

WASTEWATER FLOW CHARGE - The Wastewater Flow Charge is the monthly per thousand gallon charge for wastewater flow, based on metered water consumption, billed in 100 gallon increments:

Single Family Residential: \$ 9.94 ptg billed up to a maximum 12,000 gallons of metered water consumption per month

All other classes of service: \$ 9.94 ptg for all metered water consumption

Monthly Charge for Customers with Alternative Water Supply: \$ 55.98

CONCH KEY/HAWK'S CAY/DUCK KEY WASTEWATER SERVICE DISTRICT

BASE FACILITY CHARGE 5/01/11

Residential Base Facility Charge.....\$ 49.42

All Other Classes Base Facility Charge:

<u>Meter Size</u>	<u>Monthly Charge (Effective 5/01/11)</u>
5/8" x 3/4"	\$ 49.42
1"	\$ 123.56
1 1/2"	\$ 247.16
2"	\$ 395.43
3"	\$ 741.46
4"	\$ 1,235.76
6"	\$ 2,471.50

WASTEWATER FLOW CHARGE - The Wastewater Flow Charge is the monthly per thousand gallon charge for wastewater flow, based on metered water consumption, billed in 100 gallon increments:

Single Family Residential: \$ 7.71 ptg billed up to a maximum 12,000 gallons of metered water consumption per month

All other classes of service: \$ 7.71 ptg for all metered water consumption

Monthly Charge for Customers with Alternative Water Supply: \$70.62

FLORIDA KEYS AQUEDUCT AUTHORITY
05/01/11 MONTHLY WASTEWATER RATES, FEES & CHARGES

Page 5 - Wastewater

KEY HAVEN WASTEWATER SERVICE DISTRICT (acquired 9/17/09)

(These rates were approved by the Public Service Commission based on their Rate Adoption Process)

BASE FACILITY CHARGE

5/01/11

Residential Base Facility Charge.....\$ 33.74

All Other Classes Base Facility Charge:

<u>Meter Size</u>	<u>Monthly Charge (Effective 5/01/11)</u>
5/8" x 3/4"	\$ 33.74
1"	\$ 84.39
1 1/2"	\$ 168.79
2"	\$ 270.06
3"	\$ 540.13
4"	\$ 843.95
6"	\$ 1,687.92
8"	\$ 2,700.69

WASTEWATER FLOW CHARGE - The Wastewater Flow Charge is the monthly per thousand gallon charge for wastewater flow, based on metered water consumption, billed in 100 gallon increments:

- Single Family Residential: \$ 8.88 ptg billed up to a maximum 10,000 gallons of metered water consumption per month
- General Service (Commercial): \$10.66 ptg for all metered water consumption (Commercial Service Meters 5/8" and larger)

Lynnette Bonin

From: Josh Nestor
Sent: Thursday, February 09, 2012 1:27 PM
To: Ted Lipham
Cc: Lynnette Bonin
Subject: FW: Peary Court Wastewater/Solid waste

Ted,

See below. This outlines the plan for turning over the storm/sewer/solid waste to a new owner at Peary Court.

From: Jeff Green
Sent: Thursday, February 09, 2012 2:06 PM
To: Josh Nestor
Subject: FW: Peary Court Wastewater/Solid waste

Josh,

FYI

Jeff

From: Jeff Green
Sent: Tuesday, January 10, 2012 7:42 AM
To: 'Jay Gewin'
Subject: RE: Peary Court Wastewater/Solid waste

Thanks Jay, appreciate the quick turnaround.

V/R
Jeff

Jeff Green
Gulf Coast Development Manager | Balfour Beatty Communities
NCBC Gulfport | 3502 East Eighth Street, Bldg 452 | Gulfport, Ms. | 39501
C: 610-570-0142 | jgreen@bbcgrp.com
F: 228-863-0428
www.bbcgrp.com

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From: Jay Gewin [<mailto:jgewin@keywestcity.com>]
Sent: Monday, January 09, 2012 10:04 AM
To: Jeff Green
Subject: Re: Peary Court Wastewater/Solid waste

Under the assumption that the Peary Court property is sold to one private company, and not divided into individual parcels, our plans would be as follows:

1) **Stormwater** - The property owner would be billed the total number of residential unit monthly charges. (\$7.68 multiplied by the total number of units per month)

2) **Sewer** - Since none of the homes have individual meters, the total would be calculated from the water meter at the street. This total would be the number of base charges units per household (\$23.23 multiplied by the total number of units per month) plus \$4.60 per thousand gallons of wastewater used.

The amount of wastewater used is calculated at 80% of the flow through the water meter. Since the City is not assuming ownership of the roads on property, the private owner will assume ownership and maintenance requirements for all laterals on site up to the property line.

3) **Solid Waste** - The monthly charge for twice a week solid waste, and once a week recycle service would be calculated at \$26.60 multiplied by the total number of units per month.

If you have any further questions, or need any clarification, please let me know.

Jay Gewin
Utilities Manager
City of Key West
305-809-3902

On Fri, Jan 6, 2012 at 2:56 PM, Jeff Green <JGreen@bbcgrp.com> wrote:
Mr. Gewin,

I spoke with you earlier this week in reference to the utilities at Peary Court. Our company has the lead, along with our Navy partner, on spearheading sale of Peary Court. In response to a data call I would greatly appreciate your help and expertise.

Could you please provide a statement on how and under what circumstances the provision of wastewater and solid waste services will continue after transfer of the property to a civilian owner.

Unfortunately, and I apologize, this is a short fused request, but would appreciate a reply by JAN 11, 2012.

Thanks

V/R
Jeff

Jeff Green
Gulf Coast Development Manager | Balfour Beatty Communities
NCBC Gulfport | 3502 East Eighth Street, Bldg 452 | Gulfport, Ms. | 39501
C: [610-570-0142](tel:610-570-0142) | jgreen@bbcgrp.com
F: [228-863-0428](tel:228-863-0428)
www.bbcgrp.com

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DR. JESUS F. JARA
Superintendent of Schools



Constant Improvement

Members of the Board

District # 1
ROBIN SMITH-MARTIN

District # 2
ANDY GRIFFITHS
Vice Chair

District # 3
DR. R. DUNCAN MATHEWSON, III

District # 4
JOHN R. DICK
Chair

District # 5
RONALD A. MARTIN

January 12, 2012

Mr. Ron A. Demes
Naval Air Station Key West
P.O. Box 9007
Code 188
Key West, FL 33040-9007

Re: Peary Court

The purpose of this letter is to notify you that the Monroe County School District will continue to support the students living in Peary Court when the property has been sold.

If you need any additional information or have any questions I can be reached at 305-293-1400 ext. 53332.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Jesus F. Jara", is written over a horizontal line.

Dr. Jesus F. Jara
Superintendent of Schools

JFJ/sss

Balfour Beatty
Communities

Attachment 4

Balfour Beatty
Communities

Attachment 5

Balfour Beatty Communities

12 February, 2012

Mr. Don Craig – AICP, Planning Director
The City of Key West
PO Box 1409
Key West, FL 33041-1409

Re: Stratification of Tenant Types

Dear Mr. Craig:

In response to your letter dated February 3, 2012, the following information is offered for your review and use:

- 1) The current average rental rate is \$1,954.02 – rent is not charged by family size.
- 2) The current number of Public Sector Civilian leases is 40.
- 3) The current number of Military leases is 93.
- 4) The current number of Other Preferred/Retirees is 9.
- 5) The current number of DOD Affiliated Civilians is 8.

Note: This is a snapshot in time and reflects 1 unit used for and office/model and 6 vacancies.

I trust this will satisfy the City of Key West's request concerning the stratification of tenant types. Please let me know if you have questions or require additional information.

Sincerely,



Ted Lipham
Project Director
Navy Region Southeast

Balfour Beatty
Communities

Attachment 6



(305) 295-1000
1001 James Street
PO Box 6100
Key West, FL 33041-6100
www.KeysEnergy.com

UTILITY BOARD OF THE CITY OF KEY WEST

January 25, 2012

Mr. Jeff Green
Balfour Beatty Communities
3502 East Eighth Street, Bldg 452
Gulfport, MS 39501

Re: Peary Court Housing Project
Palm Ave and White Street
Key West, Florida

Dear Mr. Green:

I am in receipt of your email request for written clarification of how and under what circumstances the provision of service will continue after the conveyance of the Peary Court Housing project from government control to the private sector occurs. As we have previously discussed, Keys Energy Services will require that all locations be metered independently.

In order to accomplish this metering task and continue the operation of the electrical facilities, the following check list must be completed prior to the move from a government owned facility to the private sector:

- All the electrical facilities (Transformers, Underground Cables, Concrete Pads, Outdoor Lighting and Circuits, Meter Centers on each housing unit and electrical disconnects, as well as all grounding schemes) will have to be inspected and any violations of the electrical Codes, (NEC and NESC) must be brought into compliance. The City of Key West's Electrical Inspector, or a private Certified Electrical Inspector, must certify all the electrical services prior to the connection.
- Load information will be required (Project Review Forms) for each commercial site that will require power.
- All fees must be paid. (Contributions In Aid of Construction, Initial Permanent Service Charges and Security Deposits) In order for Keys Energy Services to provide an estimated cost, we would need to know the number of individual residential units, as well as the number of commercial sites (see above for commercial facility requirements)
- If the electrical facilities are to be turned over to Keys Energy Services to maintain and operate, all deficiencies must be corrected at the owner's expense prior to the official turn over.

The Peary Court Housing is currently master metered because Keys Energy Services has a special commodities contract with the US Military to provide service in this manner.

Keys Energy Services has implemented policies that restrict master meters for multiple residential or commercial customers. If the metering changes are not accomplished prior to the conveyance of the property, Keys Energy Services will have no choice other than to remove the master meter and interrupt services until such time as all meters have been set for each individual location. This includes any commercial activity that may remain on the property, for example the Keys Federal Credit Union.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Tejada', with a stylized flourish at the end.

Alex Tejada
Customer Services Director

C:

Jack Wetzler, Assistant General Manager/CFO
Dale Finigan, Director of Engineering Services/Control
Matthew Alfonso, Engineering Services Supervisor
Nathan Eden, Attorney for the Utility Board of the City of Key West
Ron Demes, Naval Air Station Key West
Don Craig, Planning Director
David Paul Horan, Horan, Wallace, & Higgins LLP

Lynnette Bonin

From: Josh Nestor
Sent: Wednesday, February 08, 2012 4:28 PM
To: Ted Lipham
Cc: Lynnette Bonin
Subject: Fw: Peary Court

Ted,

Looks like Keys Energy would be willing to work with the new buyer on a "grace period" but will not agree to anything until they get a timeframe from the buyer on how long it would take.

Sent wirelessly via BlackBerry!

From: Tejada, Alex [<mailto:Alex.Tejeda@KeysEnergy.com>]
Sent: Wednesday, February 08, 2012 05:24 PM
To: Josh Nestor
Subject: RE: Peary Court

Good afternoon Josh,

We would have to further discuss the process of conveyance. We would need time frames from the buyers of how long it would take to make the necessary changes to individually meter the entire site before we can agree to any deviation from the terms contained in my letter.

Alex

From: Josh Nestor [<mailto:JNestor@bbcgrp.com>]
Sent: Wednesday, February 08, 2012 4:38 PM
To: Tejada, Alex
Subject: Peary Court

Alex,

Good afternoon. My name is Josh Nestor with Balfour Beatty Communities. I have taken over for Jeff Green. I have attached the letter you provided us on the process of turning over the property to a new buyer. In the letter it lists all items that will need to be completed. Will the purchaser have a "grace period" to complete these once they take over or will this all have to be complete prior to conveyance? Thanks for your help.

Josh Nestor
Development Associate
Balfour Beatty Communities
Navy Southeast | 916-A Essex Circle N | Jacksonville, FL | 32228
C: 610-570-7361
www.bbcgrp.com



THE CITY OF KEY WEST

Post Office Box 1109 Key West, FL 33011-1109 (305) 862-3700

February 3, 2012

VIA ELECTRONIC MAIL

Mr. Ron A. Demes
Naval Air Station Key West
P.O. Box 9007
Code 188
Key West, FL 33040-9007

Mr. David Paul Horan
Horan, Wallace, & Higgins LLP
608 Whitehead Street
Key West, Florida 33040-6549

RE: Follow-Up Letter to January 26, 2012 Development Review Committee Meeting

Dear Mr. Demes and Mr. Horan,

The purpose of this letter is to summarize areas where additional information is necessary for the City to process the future land use amendment and subsequent rezoning for Peary Court, based on the January 26, 2012 Development Review Committee (DRC) meeting, as well as information requested by the Planning Department in the Peary Court Development Review Committee Letter, dated December 19, 2011 (Attachment 1). This letter does not provide a summary of all comments raised at the DRC meeting; however, summarizes areas where additional information is needed for DRC staff review. In an effort to facilitate an efficient review, the City requests the following information be provided prior to taking the future land use element and corresponding map amendment proposal to the Planning Board for their consideration:

- Please provide information demonstrating how the 157 units at Peary Court have been incorporated into the Hurricane Evacuation Model. The Planning Department has received a draft document prepared by the Department of Economic Opportunity dated January 20, 2012 (Attachment 2), but no official letter has been provided. The Planning Department is specifically seeking confirmation of the following:
 - Does the hurricane evacuation model reflect the existing civilian component, as well as the proposed civilian component under new ownership? This question is being asked as the property has in recent years converted from providing strictly military housing to civilian housing. The City understands that under certain circumstances during a storm event, military personnel may be required to leave the base, potentially prior to other permanent residents. It is important to understand whether modeling efforts assumed that military personnel (dependent/and or active duty) would be required to evacuate in the same manner as the civilian population of the City. The configuration of the evacuation modeling inclusion of the Peary Court population can take several forms:

- 1) A letter from the Florida Department of Economic Opportunity (DEO), Community Planning Division, stating how the population was incorporated into the present and previous modeling efforts.
 - 2) A letter from the South Florida Regional Planning Council, whose responsibility it was, and is, to calibrate, manage, and direct both the inputs and outputs of the model, either directly or by contract.
 - 3) Copies of the model metadata description, which documents the data inputs of the model(s).
- Identify whether construction codes were utilized in the construction of the dwelling units, and whether there was a cross reference to a version of the Florida Building Code.
 - Please address how the change in ownership will affect the following:
 - Transportation concurrency of surrounding roads in the City;
 - Water;
 - Wastewater services;
 - Solid waste disposal;
 - Drainage/stormwater management plan;
 - Recreation;
 - Education;
 - Emergency services; and
 - If contracts and or agreements for service provision between the Navy and the City of Key West, the Florida Keys Aqueduct Authority, Keys Energy, the Monroe County School Board, or other service providers are available, please provide them for review. Also, please contact each service provider and obtain from them written statements as to how and under what circumstances the provision of services will continue after transfer of the property to a civilian owner.
 - FEMA elevation certificates were provided to the Planning Department on January 30, 2012, and have been reviewed by the City's FEMA Coordinator/Floodplain Administrator. Comments based on that review are attached to this letter (Attachment 3). Additionally, the Planning Department's February 1, 2012 letter written in response to the elevation certificate review provides separate comments (Attachment 4).
 - Please provide a current survey of the property. The only survey on file with the Planning Department includes the Peary Court cemetery, and is not correct (Attachment 5). There is conflicting data with respect to land acreages, which can only be resolved through the provision of a correct survey.
 - Based on review of the Florida Department of State Division of Historical Resources letter, dated March 19, 1991 (Attachment 6), the City's Historic Preservation Planner has requested that legible, large-scale topographical maps that would have been prepared by the archaeologists that submitted the cultural resource assessment be provided to the City. Also, please include the archaeologically sensitive areas in the updated survey.

- Please provide information regarding the current stratification of tenant types (i.e., the number of military-occupied units and civilian-occupied units, as well as associated rental ranges by family size).
- Keys Energy Services provided comments, dated January 17, 2012, requiring that all locations be metered independently on the site prior to the transition from military to private-sector ownership (Attachment 7).
- Urban Forestry comments are attached to this letter (Attachment 8).

Please do not hesitate to contact me should you have any questions or concerns. Also, please direct all correspondence to my attention at the Planning Department.

Thank you,



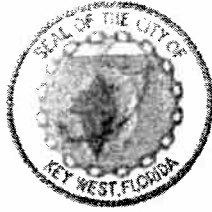
Donald Leland Craig
AICP, Planning Director
DLC/amm

Attachments:

- Attachment 1: December 19, 2011 Peary Court, Development Review Committee Letter
- Attachment 2: January 20, 2012 Draft Letter from Department of Economic Opportunity
- Attachment 3: FEMA Coordinator/Floodplain Administrator Elevation Certificate Review Comments
- Attachment 4: February 1, 2012 FEMA Letter
- Attachment 5: Property Survey
- Attachment 6: Florida Department of State Division of Historical Resources Letter, March 19, 1991
- Attachment 7: Keys Energy Services January 17, 2012 Letter
- Attachment 8: Urban Forestry Manager Comments

C: Jim Scholl, City Manager
Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
Larry Erskine, Chief Assistant City Attorney
Scott Fraser, FEMA Coordinator
Enid Torregrosa, Historic Preservation Planner
Alan Tejada, Customer Services Director Keys Energy Services
Paul Williams, Urban Forester
Brendon Cunningham, Senior Planner II
Ashley Monnier, Planner II

Attachment 1



THE CITY OF KEY WEST

Public Office Box 1109 Key West, FL 33041-1109 (305) 859-1700

December 19, 2011

VIA ELECTRONIC MAIL

Mr. Ron A. Demes
Naval Air Station Key West
P.O. Box 9007
Code 188
Key West, FL 33040-9007

Mr. David Paul Horan
Horan, Wallace, & Higgins LLP
608 Whitehead Street
Key West, Florida 33040-6549

RE: Peary Court, Development Review Committee Letter

Dear Mr. Demes and Mr. Horan,

The purpose of this letter is to identify additional information necessary to finalize the analysis of the Future Land Use and zoning amendments for Peary Court. Please provide the following information requested below by January 13, 2012 in order to have a complete application sufficient for the January 26, 2012 Development Review Committee (DRC) meeting:

- How have the 157 units at Peary Court been incorporated into the Hurricane Evacuation Model?
 - Does the hurricane evacuation model reflect the existing civilian component, as well as the proposed civilian component under new ownership? This question is being asked as the property has in recent years converted from providing strictly military housing to civilian housing. The City understands that under certain circumstances during a storm event, military personnel may be required to leave the base, potentially prior to other permanent residents. It is important to understand whether modeling efforts assumed that military personnel (dependent/and or active duty) would be required to evacuate in the same manner as the civilian population of the City. The configuration of the evacuation modeling inclusion of the Peary Court population can take several forms:
 - 1) A letter from the Florida Department of Economic Opportunity (DEO), Community Planning Division, stating how the population was incorporated into the present and previous modeling efforts.
 - 2) A letter from the South Florida Regional Planning Council, whose responsibility it was, and is, to calibrate, manage, and direct both the inputs and outputs of the model, either directly or by contract.
 - 3) Copies of the model metadata description, which documents the data inputs of the model(s).

- Identify whether construction codes were utilized in the construction of the dwelling units, and whether there was a cross reference to a version of the Florida Building Code.
- Please address how the change in ownership will affect the following:
 - Transportation concurrency of surrounding roads in the City;
 - Water;
 - Wastewater services;
 - Solid waste disposal;
 - Drainage/stormwater management plan;
 - Recreation;
 - Education;
 - Emergency services; and
 - If contracts and or agreements for service provision between the Navy and the City of Key West, the Florida Keys Aqueduct Authority, Keys Energy, the Monroe County School Board, or other service providers are available, please provide them for review. Also, please contact each service provider and obtain from them written statements as to how and under what circumstances the provision of services will continue after transfer of the property to a civilian owner.
- FEMA elevation certificates need to be provided for each duplex residence which meets City of Key West and FEMA standards, and compliance with applicable regulations must be demonstrated. The Planning Department understands that this requirement will not be completed prior to the January DRC meeting. However, please provide an estimated date of completion. Prior to the City certifying that each residential structure is eligible for a Certificate of Occupancy issued to either Southeast Housing LLC./Balfour Beatty, or the eventual purchaser of the property, the individual Elevation Certificate forms completed by a Florida Registered Professional Surveyor must be submitted.
- Please provide a current survey of the property. The only survey on file with the Planning Department includes the Peary Court cemetery, and is not correct. There is conflicting data with respect to land acreages, which can only be resolved through the provision of a correct survey.
- Please provide information regarding the current stratification of tenant types (i.e., the number of military-occupied units and civilian-occupied units, as well as associated rental ranges by family size.

Please do not hesitate to contact me should you have any questions or concerns,



Donald Leland Craig
AICP, Planning Director

Peary Court, Development Review Committee Letter
December 19, 2011
Page 3 of 3

C: Jim Scholl, City Manager
Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
Larry Erskine, Chief Assistant City Attorney
Brendon Cunningham, Senior Planner II
Ashley Monnier, Planner II

Attachment 2

Rick Scott
GOVERNOR



Doug Darling
EXECUTIVE DIRECTOR

January 20, 2012

Mr. Jeff Green
Gulf Coast Development Manager
Balfour Beatty Communities
3502 East Eighth Street, Bldg 452
Gulfport, Mississippi 39501

Dear Mr. Green:

Thank you for your recent inquiry regarding hurricane evacuation in the City of Key West. Specifically, you have asked the following questions:

1. *How have the 157 units at Peary Court been incorporated into the Hurricane Evacuation Model?* Hurricane modeling is based upon block group data from the census. Information regarding the number of dwelling units, the number of cars that will be driven during an evacuation and whether or not a particular unit is occupied during hurricane season is derived from census data. In 2009, the Department of Community Affairs contracted with Dr. Earl J. Baker, Florida State University, to conduct behavior surveys to update the model. The following response is an excerpt from the study conducted by Dr. Baker.

Evacuation of Military Installations

“At the suggestion of Monroe County Emergency Management, a representative of Key West Naval Air Station was interviewed with respect to the installation’s evacuation procedures. Although there are other military installations in the Keys, the Naval Air Station is the largest, and procedures followed by others were thought to be similar. Jim Brooks, the Public Information Officer, was interviewed.

There are 1,676 uniformed military personnel in the Keys, including all installations, with 1,015 family members. There are up to 459 military training personnel *in addition* who would be flown out in an evacuation. Other personnel and their families would drive their own vehicles in and evacuation. Up to 100 would remain on base. Civilians assigned to the base number 848.

The Caldwell Building 107 E. Madison Street Tallahassee, Florida 32399-4120
850.245.7105 TTY/TDD 1-800-955-8771 Voice 1-800-955-8770 FloridaJobs.org



Mr. Jeff Green
January 20, 2012
Page 2 of 2

No one would evacuate prior to an evacuation order being issued by the County. (The exception presumably would be personnel removing equipment.) Salary and expenses would be paid during an mandatory evacuation, and NAS reserves hotel rooms in Orlando for personnel and dependents. Mr. Brooks estimated that 90% of personnel and families would leave within 6 hours of the evacuation order and 98% would be gone within 12 hours.

His general impression was that vehicle ownership would be comparable to the general population. It is possible that a larger percentage of available vehicles would be taken in an evacuation because certain personnel would be required to return to the base within 24 hours of passage of a hurricane.”

2. *Does the hurricane evacuation model reflect the existing civilian component, as well as the proposed civilian component under new ownership?* The model is based upon how a person responds to census questions taken at ten year intervals regarding whether they live in a household or in group quarters. The software entries would have been determined by the 2000 Census. If residents within Peary Court answered census surveys indicating they lived within a “household,” the unit would have been counted. For residents of barracks and other group quarters, no unit counts were developed because the starting assumption was that all group quarters residents (including military) would be evacuated ahead of any general evacuation order. Group quarters would include prisoners, residents of nursing homes, people in hospitals and other medical facilities, as well as the military personnel living in group facilities on the base.

In conclusion, it would be my assumption that the units have been counted as dwelling units in the evacuation models. If you require additional information, please contact (850)717-8494.

Sincerely,

Rebecca Jetton, Administrator
Areas of Critical State Concern

Attachment 3

Ashley Monnier

From: Ashley Monnier
Sent: Wednesday, February 01, 2012 1:56 PM
To: Scott Fraser
Cc: Don Craig; Brendon Cunningham
Subject: RE: Peary Ct.: Flood Elevations

Dear Scott, at the DRC, one of your comments concerned the existence of the two guard shacks on the property. My understanding is that as existing, they are currently non-compliant with FEMA. I plan to address this in my letter to the applicant; however, I wanted to confirm with you first.

Thanks, Ashley

From: Scott Fraser [<mailto:sfraser@keywestcity.com>]
Sent: Wednesday, February 01, 2012 1:17 PM
To: Ashley Monnier
Cc: Jo Bennett; Don Craig; Brendon Cunningham
Subject: Peary Ct.: Flood Elevations

Having reviewed the Elevation Certificates (E/Cs) submitted, I have a few floodplain comments:

- Two E/Cs appear to have the locations incorrectly identified. Surveyor has been asked to correct and provide new copies.
- An E/C hasn't been provided for one structure (accessory modular bank building). Surveyor has been asked to correct.
- One E/C wasn't signed nor sealed. Surveyor has been asked to correct and provide new copies.
- All E/Cs need to have embossed seals shaded for digital imaging
- All structures for which E/Cs were submitted appear to have their first floors above flood, as required.
 - However, with 26 of the dwelling units, the A/C units are below flood (listed below). Some by a couple of inches, others by nearly one-half foot.
- By default, most, if not all the enclosed storage areas attached to the carports, are below flood and will require flood vents

Addresses where A/C units are below flood:

102	128
103	130
104	131
105	133
106	134
107	135
119	137

120	138
122	139
124	140
125	141
126	142
127	143

A big thank you to Jo, for remembering E/Cs can't be stamped or otherwise altered, and instead ensured the cover letter was stamped received. Had they all been stamped - or otherwise noted upon - FEMA would consider them altered documents.

Note: To preserve the documentation trail, Jo is creating file names in the GEO folder for the scanned E/Cs. These file names incorporate the date received, so we'll be able to easily identify the originally submitted documents from the resubmitted corrected copies.

Scott

Scott Fraser

FEMA Coordinator/Floodplain Administrator
305-809-3810 o.
305-923-4964 c.
sfraser@keywestcity.com

Attachment 4



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

February 1, 2012

David Paul Horan
608 Whitehead Street
Key West, Florida 33040

After examining the newly arrived Elevation Certificates for Peary Court, staff has determined there are 26 dwellings where the A/C units are below the Base Flood Elevation (BFE) level. Typically, they are a few inches below BFE, with some as much as one-half foot too low.

Usually, such deficiencies are corrected with the installation of elevation brackets between the A/C unit and the concrete slab. New Elevation Certificates would then be required to demonstrate the machinery heights are now above the BFE. In this instance, new Elevation Certificates for 26 units would be an expensive additional cost.

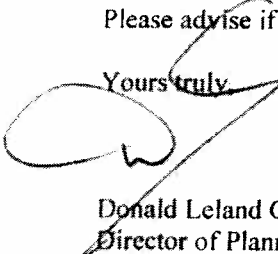
However, if brackets were to be installed that elevate the A/C units above the first floor levels, the city's Floodplain Administrator advises certification of the new heights could be accomplished administratively, saving the Applicant a few thousand dollars by eliminating the need for 26 new certificates.

This administrative certification would be accomplished using "Section G (Community Information) of the Elevation Certificate, which is available for this purpose.

Whereas a professional surveyor has already determined the first floor elevations as being above BFE, it'd be a simple matter of staff observing that the A/Cs units had subsequently been elevated above the already surveyor-certified first floor levels and thus by default, above the BFE. Staff would then complete Section G on the relevant certificates to note this change.

Please advise if this might be an opportunity the property owner would like to utilize.

Yours truly,


Donald Leland Craig, AICP
Director of Planning

cc: Ron Demes, U.S. Navy
Ashley Monnier
Mark Finigan
John Woodson

Attachment 5

Attachment 6



FLORIDA DEPARTMENT OF STATE

Jim Smith
Secretary of State

DIVISION OF HISTORICAL RESOURCES

R.A. Gray Building
500 South Bronough

Tallahassee, Florida 32399-0250

Director's Office Telecopier Number (FAX)
(904) 488-1480 (904) 488-3353

March 19, 1991

Hugh A. McClellan, Chief
Environmental Services Branch
Department of the Army
Mobile District, Corps of Engineers
Mobile, Alabama 36628-0001

In Reply Refer To:
Susan M. Herring
Historic Sites Specialist
(904) 487-2333
Project File No. 910671

RE: Cultural Resource Assessment Review Request
*Archaeological and Historical Investigations for
Proposed U.S. Navy Peary Court Housing Project
Key West, Monroe County, Florida
(U.S. Army Corps of Engineers, March 1991)*

Dear Mr. McClellan:

In accordance with the procedures contained in 36 C.F.R., Part 800 ("Protection of Historic Properties"), we have reviewed the above referenced project(s) for possible impact to archaeological and historical sites or properties listed, or eligible for listing, in the National Register of Historic Places. The authority for this procedure is the National Historic Preservation Act of 1966 (Public Law 89-665), as amended.

We have reviewed the above referenced report and find it to be complete and sufficient. On the basis of the information presented, we concur with the results of the investigations performed by the Mobile District archaeologists. We also concur with the recommendations that construction be allowed at all areas within Peary Court ~~except~~ for the area of the Key West Cemetery with buffer zone, the well at Cistern 10, and the area of suspected wells under the loop road. |

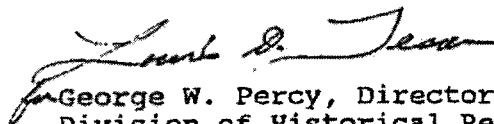


Mr. McClellan
March 19, 1991
Page 2

Thus, with the provision that the Navy adhere to the above referenced stipulations and the conditions of the Peary Court Memorandum of Agreement, it is the opinion of this agency that project activities will have no effect on any archaeological or historic sites or properties listed, or eligible for listing, in the National Register of Historic Places, or otherwise of national, state, regional, or local significance. The project is consistent with the historic preservation aspects of Florida's coastal zone program, and may proceed without further involvement with this agency.

If you have any questions concerning our comments, please do not hesitate to contact us. Your interest in protecting Florida's archaeological and historic resources is appreciated.

Sincerely,



George W. Percy, Director
Division of Historical Resources
and
State Historic Preservation Officer

GWP/smh

RECOMMENDATIONS

Based upon the archeological investigations at the U.S. Navy Peary Court property and subsequent discussions between the Navy, the Florida State Historic Preservation Officer (SHPO) and Mobile District, and in accordance with the Peary Court Memorandum of Agreement, it is recommended that the Navy set aside from any future development the area identified as the Key West Post cemetery. This would leave undisturbed those burials which were not moved in 1927 and obviate the need for additional archeological investigations in this area. As per discussions with the Florida SHPO and provisions of the Peary Court Memorandum of Agreement, a historic preservation plan has been prepared to outline the cemetery preservation and maintenance needs. Appendix 1 contains this plan.

Within the Barracks area, only the artesian well, located adjacent to the remains of Cistern 10, is recommended for avoidance and future preservation. At least two other wells are thought to be under the southern portion of the Peary Court loop drive. Figure 2 shows the location of the well at Cistern 10 and the suspected location of the other wells. It is presently anticipated that these areas will be avoided by construction activities. The well at Cistern 10 will be left in its present undeveloped state as part of the preservation of the adjacent seagrass.

The suspected wells are located under the present loop road at Peary Court. It is planned that no subsurface activities will occur at this location, only repaving over the existing pavement.

There has been no historic preservation plan prepared for either the well at Cistern 10 or the suspected wells. There will be no required maintenance efforts at these sites and they will be noted as areas for avoidance of subsurface activities. If it is determined that either location cannot be avoided and they will be affected by construction additional archeological investigation will be required.

The archival research and archeological investigations conducted by Mobile District strongly indicate that no significant archeological remains will be found associated with the few surviving structural elements from the Key West Army Barracks. Demolishment of the Barracks buildings, erection and subsequent destruction of the Wherry housing units, and construction of the park ball fields have dramatically disturbed the Peary Court lands.

Although three semi-subterranean cisterns were located and more may be expected, none contained significant archeological materials or deposits. The Barracks cisterns appear to have been used and kept clean until their destruction in the 1940s. Because of their raised construction style, only a few concrete piers and brick column remnants may be expected to remain from the barracks, officer's housing, and public buildings. Although scattered remains of building piers and supports, as well as cisterns, are anticipated to be

45
Figure 2 is not in the documents!
Founded.

uncovered during construction activities, these sort of remains do not merit additional archeological investigations. The available maps, particularly the 1906 map, and period photographs tell us more about the Barracks buildings than could formal excavations. Encountering such remains would not in our opinion constitute an emergency discovery situation under the provisions of the Peary Court Memorandum of Agreement.

No Army refuse dumps or outhouses were discovered by the Mobile District investigations. Although it is believed that Army refuse was hauled off post and that outhouses were emptied by "night carts", there is the possibility that an emergency discovery of these sort of features or even isolated burials could occur during construction of the new Navy housing. Therefore, if these sort of remains are encountered, the Navy should be prepared to implement the emergency discovery provisions of the Peary Court Memorandum of Agreement.

In summary, it is the opinion of the Mobile District that construction be allowed without notification at all areas within Peary Court except for the area of the Key West Post Cemetery and a buffer zone, the well at Cistern 10 and the area of suspected wells under the loop road. The required cemetery buffer zone lies on the north and northeast sides of the cemetery and consists of a 5' set back from the original fence post holes to a new wrought iron fence, a 25' set back from the original fence post holes to new dwellings, and a 50' setback from the original fence post holes to any storm water runoff ponds.

Attachment 7



(305) 295-1000
1001 James Street
PO Box 6100
Key West, FL 33041-6100
www.KeysEnergy.com

UTILITY BOARD OF THE CITY OF KEY WEST

January 17, 2012

Mr. Jeff Green
Balfour Beatty Communities
617 Front Street
Key West, Florida 33040

Re: Peary Court Housing Project
Palm Ave and White Street
Key West, Florida

Dear Mr. Green:

I am in receipt of your email request for written clarification of how and under what circumstances the provision of service will continue after the conveyance of the Peary Court Housing project from government control to the private sector occurs. As we have previously discussed, Keys Energy Services will require that all locations be metered independently.

In order to accomplish this metering task and continue the operation of the electrical facilities, the following check list must be completed prior to the move from a government owned facility to the private sector:

- All the electrical facilities (Transformers, Underground Cables, Concrete Pads, Outdoor Lighting and Circuits, Meter Centers on each housing unit and electrical disconnects, as well as all grounding schemes) will have to be inspected and any violations of the electrical Codes, (NEC and NESC) must be brought into compliance. The City of Key West's Electrical Inspector, or a private Certified Electrical Inspector, must certify all the electrical services prior to the connection.
- Load information will be required (Project Review Forms) for each commercial site that will require power.
- All fees must be paid. (Contributions In Aid of Construction, Initial Permanent Service Charges and Security Deposits) In order for Keys Energy Services to provide an estimated cost, we would need to know the number of individual residential units, as well as the number of commercial sites (see above for commercial facility requirements)
- If the electrical facilities are to be turned over to Keys Energy Services to maintain and operate, all deficiencies must be corrected at the owner's expense prior to the official turn over.

The Peary Court Housing is currently master metered because Keys Energy Services has a special commodities contract with the US Military to provide service in this manner.

Keys Energy Services has implemented policies that restrict master meters for multiple residential or commercial customers. If the metering changes are not accomplished prior to the conveyance of the property, Keys Energy Services will have no choice other than to remove the master meter and interrupt services until such time as all meters have been set for each individual location. This includes any commercial activity that may remain on the property, for example the Keys Federal Credit Union.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Tejeda', with a large, stylized flourish extending to the right.

Alex Tejeda
Customer Services Director

C:

Jack Wetzler, Assistant General Manager/CFO
Dale Finigan, Director of Engineering Services/Control
Matthew Alfonso, Engineering Services Supervisor
Nathan Eden, Attorney for the Utility Board of the City of Key West
Ron Demes, Naval Air Station Key West
Don Craig, Planning Director
David Paul Horan, Horan, Wallace, & Higgins LLP

Attachment 8

MEMORANDUM

TO: Brendon Cunningham, Planning Department, City of Key West

FROM: Karen DeMaria, Interim Urban Forestry Manager, City of Key West

DATE: October 5, 2011

RE: Peary Court

On October 3, 2011, a site inspection was done of the entire Peary Court complex. Photos were taken of the site. No currently listed Champion Trees are located on the site. This review does not address that area set aside as the cemetery area.

Numerous very large diameter trees are located throughout the complex. It does appear that some maintenance (trimming) will need to be done to the landscaping and the existing trees. Any maintenance trimming, removal, or relocation of trees on the property will require permits and review by the Tree Commission as stated in Section 110-321 of the Land Development Regulations:

- Any trees listed as "specially protected" in section 110-253;
- Any monocot trees (palms) eight feet or more in height;
- Any dicot trees 3.5 inches or more diameter at breast height;
- Any trees located on public property.



Ashley Monnier

From: Don Craig
Sent: Tuesday, February 21, 2012 8:25 AM
To: Ashley Monnier
Subject: Fwd: Sale of Peary Court
Attachments: smime.p7s

FYI
DC

----- Forwarded message -----

From: Demes, Ron A CIV CNRSE, N02 <ron.demes@navy.mil>
Date: Tue, Feb 14, 2012 at 4:36 PM
Subject: RE: Sale of Peary Court
To: Jim Scholl <jscholl@keywestcity.com>
Cc: Ted Lipham <TLipham@bbcgrp.com>, Lynnette Bonin <LBonin@bbcgrp.com>, Don Craig <drcraig@keywestcity.com>, Shawn Smith <sdsmith@keywestcity.com>

Thank you

-----Original Message-----

From: Jim Scholl [<mailto:jscholl@keywestcity.com>]
Sent: Tuesday, February 14, 2012 16:36
To: Demes, Ron A CIV CNRSE, N02
Cc: Ted Lipham; Lynnette Bonin; Don Craig; Shawn Smith
Subject: RE: Sale of Peary Court

Ron,

Your statement is true. The sale of the property at Peary Court will not have any negative impact on recreation in the City of Key West.

Jim Scholl
City Manager
Key West FL

-----Original Message-----

From: Demes, Ron A CIV CNRSE, N02 [<mailto:ron.demes@navy.mil>]
Sent: Tuesday, February 14, 2012 1:57 PM
To: James Scholl
Cc: Ted Lipham; Lynnette Bonin
Subject: FW: Sale of Peary Court

Mr. Scholl: Would you please send us confirmation that sale of Peary Court will not have any negative impact on recreation in the city.

V/r, Ron

R. A. DEMES
Executive Director/Business Manager
Naval Air Station
P. O. Box 9001
Key West, Florida 33040-9001
305.293.2866 Executive Suite
305.293.2488 XD/BM desk
305.293.2230 Fax
305.797.0158 XD/BM Cell
<mailto:ron.demes@navy.mil>

-----Original Message-----

From: Jim Scholl [<mailto:jscholl@keywestcity.com>]
Sent: Tuesday, January 24, 2012 16:15
To: Demes, Ron A CIV CNRSE, N02
Subject: RE: Sale of Peary Court

Ron,

When Peary Court is sold and the zoning change occurs, the units will all be placed on the City tax roll and therefore will be afforded the police, fire and emergency services that are the same as all taxed properties in the City of Key West.

Jim Scholl
City Manager
Key West

-----Original Message-----

From: Demes, Ron A CIV CNRSE, N02 [<mailto:ron.demes@navy.mil>]
Sent: Tuesday, January 24, 2012 1:08 PM
To: Jim Scholl
Subject: Sale of Peary Court

Jim Scholl: I wanted to confirm the discussion we had a few weeks ago regarding Peary Court when the Navy longer owns the property. Please confirm that upon sale of Peary Court, the City will assume police, fire and emergency services responsibly for the property as it provides for any other part of the city of Key West. We understand that the mutual aid agreement for Fire our fire department will not change as a result of the sale and we will still support the city in accordance with the agreement.

V/r, Ron Demes

R. A. DEMES

Executive Director/Business Manager
Naval Air Station
P. O. Box 9001
Key West, Florida 33040-9001
305.293.2866 Executive Suite
305.293.2488 XD/BM desk
305.293.2230 Fax
305.797.0158 XD/BM Cell
mailto:ron.demes@navy.mil

--

Donald Leland Craig , AICP

From: [Scott Fraser](#)
To: lynn@oflynnsurveying.com
Cc: [Ashley Monnier](#); [Jo Bennett](#)
Subject: Received Elevation Cert. 553 Peary Ct. Modular
Date: Wednesday, February 15, 2012 3:37:47 PM

We've received the Elevation Certificate for the modular building located adjacent to the commercial building now occupied by the credit union. A review of this certificate shows there aren't any flood level concerns with this structure nor its mechanicals.

This completes the number of E/C that were needed for the Peary Court project. All previous concerns with certificates submitted have now been favorably addressed.

The remaining flood concerns relate to:

1. Unattached enclosed storage structures attached to the carports (flood vents)
2. Height of air conditioning units
3. Guard shacks (flood vents)

Thank you,

Scott
Scott Fraser
FEMA Coordinator/Floodplain Administrator
305-809-3810 o.
305-923-4964 c.
sfraser@keywestcity.com

Exhibit 6

Balfour Beatty Communities

12 February, 2012

Mr. Don Craig – AICP, Planning Director
The City of Key West
PO Box 1409
Key West, FL 33041-1409

Re: Stratification of Tenant Types

Dear Mr. Craig:

In response to your letter dated February 3, 2012, the following information is offered for your review and use:

- 1) The current average rental rate is \$1,954.02 – rent is not charged by family size.
- 2) The current number of Public Sector Civilian leases is 40.
- 3) The current number of Military leases is 93.
- 4) The current number of Other Preferred/Retirees is 9.
- 5) The current number of DOD Affiliated Civilians is 8.

Note: This is a snapshot in time and reflects 1 unit used for an office/model and 6 vacancies.

I trust this will satisfy the City of Key West's request concerning the stratification of tenant types. Please let me know if you have questions or require additional information.

Sincerely,



Ted Lipham
Project Director
Navy Region Southeast

Exhibit 7

RESOLUTION NO. 12-091

A RESOLUTION OF THE CITY COMMISSION OF
THE CITY OF KEY WEST, FLORIDA, ADOPTING
THE ATTACHED MAXIMUM INCOME, SALE AND
RENT SCHEDULE; PROVIDING FOR AN EFFECTIVE
DATE

WHEREAS, Section 122-1472 of the Code of Ordinances
establishes Workforce Housing guidelines for income, sale and
rent restrictions; and

WHEREAS, the U.S. Department of Housing and Urban
Development annually publishes Median Income and Maximum Income
and Rent Limits; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF
THE CITY OF KEY WEST, FLORIDA AS FOLLOWS:

Section 1: That the attached schedule of Maximum Income
Limits (Exhibit A) is hereby adopted.

Section 2: That this Resolution shall go into effect
immediately upon its passage and adoption and authentication by
the signature of the Presiding Officer and the Clerk of the
Commission.

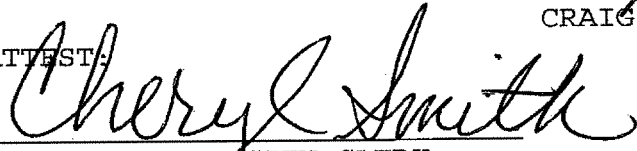
Passed and adopted by the City Commission at a meeting held
this 20 day of March, 2012.

Authenticated by the Presiding Officer and Clerk of the
Commission on 21 day of March, 2012.

Filed with the Clerk on March 21, 2012.



CRAIG CATES, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

EXHIBIT "A"

**City of Key West Work Force Housing
Income, Sale and Rent Limits Per
Ordinance No. 05-27, Section 122-1472**

2012 Income Limits Adjusted to Household Size Monroe County Median Income: \$72,400 Effective 12/01/11								
Percentage Category	Number of Persons in Household							
	1	2	3	4	5	6	7	8
60%	34,740	39,660	44,640	49,560	53,580	57,540	61,500	65,460
80%	46,320	52,880	59,520	66,080	71,440	76,720	82,000	87,280
100%	57,900	66,100	74,400	82,600	89,300	95,900	102,500	109,100
120%	69,480	79,320	89,280	99,120	107,160	115,080	123,000	130,920
140%	81,060	92,540	104,160	115,640	125,020	134,260	143,500	152,740
150%	86,850	99,150	111,600	123,900	133,950	143,850	153,750	163,650
160%	92,640	106,760	119,040	132,160	142,880	153,440	164,000	174,560

2012 Sale Limits Adjusted to Family Size				
Bedrooms	80%	100%	120%	140%
Efficiency	115,800	202,650	347,400	526,890
1 Bedroom	132,200	231,350	396,600	601,510
2 Bedrooms	148,800	260,400	446,400	677,040
3 Bedrooms	165,200	289,100	495,600	751,660
4 Bedrooms	178,600	312,550	535,800	812,630

2012 Rent Limits Adjusted to Family Size (not including utilities)				
Bedrooms	80%	100%	120%	140%
Efficiency	1,158	1,448	1,737	2,027
1 Bedroom	1,322	1,653	1,983	2,314
2 Bedrooms	1,488	1,860	2,232	2,604
3 Bedrooms	1,652	2,065	2,478	2,891
4 Bedrooms	1,786	2,233	2,679	3,126

Exhibit 8

Rick Scott
GOVERNOR



Doug Darling
EXECUTIVE DIRECTOR

November 14, 2011

Mr. Don Craig, Planning Director
City of Key West Planning Department
3140 Flagler Avenue
Key West, Florida 33040

Dear Mr. Craig:

This letter responds to a recent telephone discussion regarding the City's efforts to recognize the recent sale of Peary Court by the Boca Chica Naval Air Station. I have carefully reviewed the Comprehensive Plan and the Peary Court construction background. The Key West Comprehensive Plan contains Policy 3-1.1.3 which provides the following:

Policy 3-1.1.3: Additions to LDRs. Based on the Comprehensive Plan analysis of the "growth management", the City shall repeal the growth management ordinance and adopt as part of the land development regulations: (1) an affordable housing ordinance; and (2) a rate of growth ordinance.

Ratio of Affordable Housing to be made available City-wide: 1990-2010. The affordable housing ordinance shall stipulate that at least 30 percent of all residential units constructed each year shall be affordable as herein defined. Residential or mixed use projects of less than ten residential units shall be required to either develop thirty percent of the units as affordable on or off site, or contribute a fee in lieu thereof. However, residential projects of ten or more shall be required to provide affordable units on or off site and will not have the option of fees in lieu of construction. Commercial developments shall be required to provide affordable housing units or fees in lieu thereof based on provisions to be included in the updated land development regulations.

It is my understanding that Peary Court was constructed by the Federal Government and the City and the Department of Community Affairs took the position that the Naval Air Station is not required to obtain Rate of Growth allocations. Recently, the Boca Chica NAS has elected to sell the Peary Court units in the private sector.

The Caldwell Building 107 E. Madison Street Tallahassee, Florida 32399-4120
850.245.7105 TTY/TDD 1-800-955-8771 Voice 1-800-955-8770 FloridaJobs.org

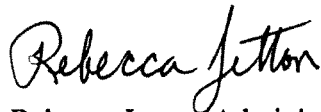
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



Don Craig
November 14, 2011
Page 2

Policy 3-1.1.3 clearly articulates the intent to set aside thirty percent of new units as affordable housing. Since these units are "new" to the City and private sector, it is my opinion that the units are subject to the 30% affordable set aside. Please telephone (850) 717-8494 for any additional information that is needed.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Jetton". The signature is written in a cursive style with a large initial "R".

Rebecca Jetton, Administrator
Area of Critical State Concern Program

Exhibit 9

**Environmental Baseline Survey
Public / Private Venture Housing Privatization
Naval Air Station
Key West, Florida**



April 2006

Prepared by:

**Southern Division
Naval Facilities Engineering Command
North Charleston, South Carolina**

ENVIRONMENTAL BASELINE SURVEY
PUBLIC / PRIVATE VENTURE HOUSING PRIVATIZATION
NAVAL AIR STATION, KEY WEST, FLORIDA

LIST OF ACRONYMS AND ABBREVIATIONS

ACM	asbestos-containing material
AIMD	Aircraft Intermediate Maintenance Department
asl	above sea level
AST	aboveground storage tank
ASTM	American Society of Testing and Materials
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
DDT	dichloro-diphenyl-trichloroethane
DoD	Department of Defense
DoN	Department of the Navy
DPW	Department of Public Works
EBS	Environmental Baseline Survey
EBSR	Environmental Baseline Survey Report
E & E	Ecology and Environment
EPA	Environmental Protection Agency
FDEP	Florida Department of Environmental Protection
FEMA	Federal Emergency Management Agency
FNAI	Florida Natural Areas Inventory
ICRMP	Integrated Cultural Resources Management Plan
INRMP	Integrated Natural Resources Management Plan
IR	Installation Restoration
LBP	lead-based paint
LPST	leaking petroleum storage tank
MWR	Morale, Welfare, and Recreation
NAS	Naval Air Station
NFA	No Further Action
NRHP	National Registry of Historic Places
OFW	Outstanding Florida Water
OWS	oil/water separator
PCB	polychlorinated biphenyl
PAH	polycyclic aromatic hydrocarbon
ppm	parts per million
PRI	Project Resources Inc.
RCRA	Resource Conservation and Recovery Act
REC	recognized environmental condition
SCEG	self-contained emergency generator
SPCC	Spill Prevention, Control and Countermeasures
USACE	United States Army Corps of Engineers
USEPA	United States Environmental Protection Agency
UST	underground storage tank

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EXECUTIVE SUMMARY

In 2005, Project Resources Inc. (PRI) conducted a site visit as part of an Environmental Baseline Survey (EBS) for the naval family housing located within Naval Air Station (NAS) Key West in Monroe County, Florida. A follow-up site visit was conducted in April 2006 by Southern Division, Naval Facilities Engineering Command to assess potential changes in site conditions from the initial site visit. NAS Key West is comprised of 5,215 acres of land on six separate annexes (Boca Chica, Truman, Trumbo Point, Sigsbee Park, Branch Medical Clinic, and Saddlebunch), collectively called "NAS Key West", on Key West, Boca Chica Key, and Saddlebunch Key.

The Department of the Navy (DoN) is privatizing the family housing at NAS Key West. The DoN will issue the private entity an easement to gain access to the housing areas. An EBS is required by Department of Defense (DoD) policy before a property can be sold, leased, transferred, or acquired. No housing units are located in Boca Chica or Saddlebunch Annexes. Therefore, the environmental condition of the family housing at the four remaining annexes, herein referred to as "the subject property" was assessed during this EBS. PRI has prepared this EBS Report (EBSR) in accordance with the Statement of Work (SOW) [858] – Naval Family Housing Public / Private Venture (PPV), NAS Key West, Florida, dated September 11, 2003.

This EBSR is based on information obtained through record searches, interviews, and visual inspections of the Navy housing units and adjacent properties. Approximately ten percent of the housing units' exteriors were visually inspected during the EBS. This EBSR documents the results of this assessment.

The subject property contains 836 units in 352 buildings (See Figure 4-1 and Appendix A, Figures 1-1, 1-2, and 1-3 for location), as follows:

Truman Annex

Truman Annex contains a total of 91 units in 37 buildings. Two buildings were constructed in 1939, 22 buildings were constructed in 1956, 12 buildings were constructed in 1965, and one building was constructed in 1985.

Trumbo Point Annex

Trumbo Point Annex contains a total of 276 units in 112 buildings. Five buildings were constructed in 1941, 52 buildings were constructed in 1962, five buildings were constructed in 1965, and 50 buildings were constructed in 1993.

Sigsbee Park Annex

Sigsbee Park Annex contains a total of 464 units in 198 buildings. One hundred seventy nine buildings were constructed in 1962, and 19 buildings were constructed in 1965.

Branch Medical Clinic Annex

Branch Medical Clinic Annex contains five units/houses in five buildings constructed circa 1928.

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Representative photographs taken of the subject and adjacent properties are presented in Appendix B.

Recognized Environmental Conditions

The following recognized environmental conditions (RECs) were observed during this EBS. Recommendations regarding each REC are presented in Section 7.

Wetlands

According to interviews with NAS Key West Department of Public Works (DPW) personnel, no wetland delineation or survey has been conducted at NAS Key West. However, DPW personnel stated that any land that is unpaved or not covered with structures is considered wetlands. Based on PRI's observations and review of the housing location maps, it appears that wetlands are located within the bounds of the subject property.

Endangered/Threatened Species

According to the 2001 Integrated Natural Resources Management Plan (INRMP), there have been 25 rare, threatened, or endangered vertebrate species observed at NAS Key West. However, only seven of these 25 vertebrate species are state- or federally-listed endangered or threatened species, or species of special concern for the subject property.

Cultural Resources

According to the 2003 Integrated Cultural Resources Management Plan (ICRMP), there are 17 cultural resources (buildings, structures, and objects) at NAS Key West that are considered eligible for the National Register of Historic Places (NRHP) listing. Of the 17 cultural resources, five are located within the bounds of the subject property at the Branch Medical Clinic Annex (Quarters L-A, L-B, L-C, L-D, and L-G).

Environmental Restoration

Based on environmental records reviewed, it appears that there are a total of 14 environmental restoration sites (also referred to as the Installation Restoration [IR] sites) identified at NAS Key West. However, only three of these 14 sites are located adjacent to the subject property at Truman Annex. The following two IR sites are considered a potential environmental concern for the subject property:

- IR 1 - Truman Annex Refuse Disposal Area
- IR 3 - Truman Annex Former Dichloro-Diphenyl-Trichloroethane (DDT) Mixing Area
- IR 21 - Truman Annex Former Seminole Battery Site.

Asbestos-Containing Materials

According to an Asbestos Activity Summary (DoN, August 1997), a variety of building materials at the subject property contain asbestos. The DoN report indicates that asbestos-containing materials (ACMs) are categorized as Hazard Priority Level 5, ACMs representing a low potential hazard to occupants and workers due to being low or non-friable, and in good condition. The DoN report recommended implementation of an Operation and Maintenance (O&M) plan until these ACMs are properly abated. DPW personnel stated that some of the

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ACMs in single-story structures have been removed and an O&M plan is currently enforced at the subject property.

Based on the above information, it appears that ACMs are present at the subject property. However, in their current condition they present a low environmental concern.

Lead-Based Paint

According to a Lead Activity Summary (DoN, August 1997), selected units and playgrounds at the subject property were assessed for the presence of lead-based paint (LBP), lead in dust, and lead in soil. Based on the review of the DoN report, and interviews with on-site personnel, it appears that lead in paint, dust, and soil is present at the subject property. During site visits, the painted exterior surfaces appeared in good condition with no visible evidence of flaking, cracking, or peeling. It should be noted that, as part of this EBS, a lead survey was conducted for the subject property. Results of the lead survey were under separate cover. *[need survey reference]*

Property Classification

Based on analysis of the available data and RECs identified during this EBS, the subject property may be classified as Category 1 under the DoD Environmental Condition of Property System, which is defined below:

CATEGORY 1 - WHITE: Areas where no release or disposal of hazardous substances or petroleum products occurred (including migration of these substances from adjacent properties).

At this time, it is unclear whether the environmental restoration sites have had a significant adverse impact upon the environmental integrity of the subject property. The areas adjacent to IR 1, IR 3, and IR 21 may be classified as Category 5. Category 5 is defined as areas where release, disposal, and/or migration of hazardous substances have occurred, and removal and remedial actions are underway, but all required remedial actions have not taken place.

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TABLES

Table 4-1	Threatened, Endangered, or Special Concern Vertebrate Species at NAS Key West
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FIGURES

Figure 1-1	Regional Map
Figure 4-1	Site Topographic Map

Appendix A Figures

Figure 1-1	Sigsbee Park
Figure 1-2	Truman Annex IR Sites/Fuel Sites
Figure 1-3	Trumbo Point Annex

APPENDICES

Appendix A	Housing Map
Appendix B	Photographs

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1.0 INTRODUCTION

1.1 Introduction and Background

Project Resources Inc. (PRI) conducted a site visit in 2005 as part of an Environmental Baseline Survey (EBS) of the naval family housing at the Naval Air Station (NAS), Key West, Florida. (See Regional Map, Figure 1-1.) A follow-up site visit was conducted in April 2006 by Southern Division, Naval Facilities Engineering Command to assess potential changes in site conditions from the initial site visit.

The Department of the Navy (DoN) is privatizing the naval family housing and related improvements (hereinafter referred to as "the subject property") at NAS Key West (Appendix A, Figure A-1). The DoN will issue an easement to a private entity to gain access to the subject property. An EBS is required by the Department of Defense (DoD) to identify recognized environmental conditions (RECs), if any, before a property can be sold, leased, transferred, or acquired. RECs include the presence or likely presence of hazardous substances or petroleum products associated with the subject property, or immediate vicinity. The environmental condition of the subject property was assessed during this EBS.

This Environmental Baseline Survey Report (EBSR) summarizes readily available and relevant information into a single document to establish a baseline for use by the DoN in making decisions concerning real property transaction involving the subject property. It will also be used by the DoN in meeting its obligations under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S. Code Section 9620(h), as amended by the Community Environmental Response Facilitation Act (Public Law 102-426).

Approximately 10 percent of the naval family housing in the subject property was inspected. Readily available information also was obtained and reviewed during the EBS. Photographs taken of the subject property and surrounding vicinity are presented in Appendix B.

1.2 Organization of EBSR

The organization of this EBSR follows the format for a base-wide EBS prescribed by the Naval Facilities Engineering Command Environmental Baseline Survey Guidance, March 1995, and Statement of Work (SOW) [858] – Naval Family Housing Public / Private Venture (PPV), Naval Air Station in Key West, Florida, dated September 11, 2003. Guidelines from the American Society of Testing and Materials (ASTM D 6008-96) were also followed.

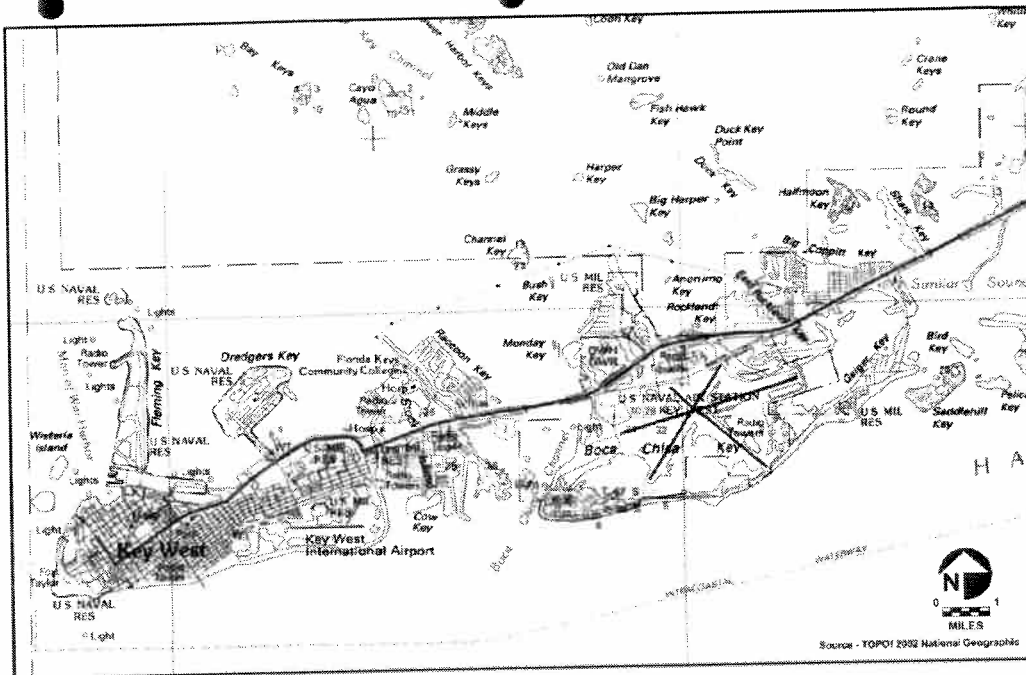
1.3 Parcel Identification and Boundaries

NAS Key West

NAS Key West is comprised of approximately 5,215 acres of land on six separate annexes, collectively called "NAS Key West", on Key West, Saddlebunch, and Boca Chica Keys in Monroe County, Florida. The six annexes include Boca Chica, Truman, Trumbo Point, Sigsbee Park, Branch Medical Clinic, and Saddlebunch Naval Radio Transmitter Facility (Saddlebunch).

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No naval family housing is located at Boca Chica or Saddlebunch Annexes. The remaining four annexes are as follows:



Regional Map
NAS Key West
Key West, Florida

FIGURE
1-1

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Truman Annex

The Truman Annex, formally the Naval Station, consists of approximately 150 acres, and occupies the southwestern corner of the City of Key West. The Truman Annex includes barrack quarters and family housing; Morale, Welfare, and Recreation (MWR) facilities; and several DoN tenant commands, including communications operations.

Trumbo Point Annex

The Trumbo Point Annex consists of approximately 133 acres along the northern shore of the City of Key West. Originally, Trumbo Point Annex included three destroyer piers (Piers D-1, D-2, and D-3), which are located at the west end of the Trumbo Point Annex. However, Piers D-1 and D-2 are not considered a part of NAS Key West. Pier D-1 is used by the Key West Detachment of the Naval Air Development Center, and Pier D-2 was transferred to the United States Coast Guard. Therefore, Pier D-3 is the only pier retained by the DoN that is capable of handling ocean-going vessels. Other significant facilities include family housing, light industrial, warehouse space, and the Combined Bachelors Quarters (CBQs).

Additionally, the following two sub-areas are associated with the Trumbo Point Annex.

Fleming Key

This Navy-owned island, consisting of approximately 257 acres of land, is located immediately north of the Trumbo Point Annex. Fleming Key supports a Navy Research Laboratory, weapons operations, and other federal activities, including U.S. Army facilities and a U.S. Customs Service Animal Import Center. The City of Key West wastewater treatment plant (WTP) is located on the south side of Fleming Key. No naval family housing is at Fleming Key.

Peary Court

Peary Court consists of approximately 29 acres of land, adjacent to and south of Trumbo Point Annex, used for residential and recreational purposes. Fifty houses are located on a 24-acre area, while a historical cemetery occupies five acres. Maintained grounds are landscaped with several species of hardwood trees.

Sigsbee Park Annex

Sigsbee Park Annex is comprised of approximately 352 acres of land located on Dredgers Key, which connects to Key West via a manmade causeway, and is surrounded by the Gulf of Mexico to the north, east, and west, and South Palm Keys to the south. Sigsbee Park Annex includes MWR facilities, public works operations, family housing, and community support services, including the Navy Exchange, a commissary, and the Sigsbee School. The northern 40 acres of this annex are undeveloped.

Branch Medical Clinic Annex

The Branch Medical Clinic Annex consists of approximately 14 acres of land located on the eastern end of the City of Key West. This annex includes one multi-story medical facility, one renovated and occupied historical building, five senior officer houses, the Energy Building, and a few miscellaneous buildings.

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Subject Property

The subject property is located within the Truman, Trumbo Point, Sigsbee Park, and Branch Medical Clinic Annexes of NAS Key West, and is comprised of 836 two-, three-, and four-bedroom apartments in 352 structures.

Additionally, approximately 20 playgrounds, several paved roads, and landscaped areas are located within the subject property.

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2.0 SURVEY METHODOLOGY

2.1 Approach and Rationale

This EBS employed a variety of methods to obtain the necessary information to assess the environmental condition of the subject property, including the following:

1. Search and review of available information and records in the possession of the DoN, and records made available by the regulatory agencies or other involved federal agencies
2. Review of reasonably obtainable federal, state, and local government records of facilities where there has been a release, or likely release, of hazardous substances or petroleum products or their derivatives, which is likely to cause or contribute to a release or threatened release of hazardous substance or petroleum product or their derivative within the subject property
3. Analysis of historic aerial and/or satellite imagery of the subject property and of nearby adjacent areas
4. Interviews with current owners and/or occupants of the subject property
5. Visual assessment of the subject property, and of properties immediately adjacent to the subject property, noting sewer lines, runoff patterns, evidence of environmental impact (e.g., stained soil, stressed vegetation, or dead or ill wildlife), and other observations that indicate actual or potential release of hazardous substances or petroleum products
6. Review of ongoing response actions that have been taken at the subject property or adjacent properties

2.2 Project Classification

Based on analysis of the available data and RECs identified during this EBS, the subject property may be classified into one or more of the following seven categories from the DoD Environmental Condition of Property System:

- | | |
|-------------------|---|
| CATEGORY 1 | WHITE: Areas where no release or disposal of hazardous substances or petroleum products occurred (including migration of these substances from adjacent properties) |
| CATEGORY 2 | BLUE: Areas where only a release or disposal of petroleum products or their derivatives has occurred |
| CATEGORY 3 | LIGHT GREEN: Areas where release, disposal, and/or migration of hazardous substances has occurred, but at concentrations that do not require removal or remedial action |
| CATEGORY 4 | DARK GREEN: Areas where a release, disposal, and/or migration of hazardous substances has occurred, and all remedial actions necessary to protect human health and the environment have been taken |

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- CATEGORY 5** **YELLOW:** Areas where release, disposal, and/or migration of hazardous substances have occurred, and removal and remedial actions are underway, but all required remedial actions have not taken place
- CATEGORY 6** **RED:** Areas where release, disposal, and/or migration of hazardous substances have occurred, but required actions have not been implemented
- CATEGORY 7** **GREY:** Areas that are not evaluated or require additional evaluation.

2.3 Related Reports

The following is a listing of the documents that have been reviewed for this EBS:

Blasland, Bouck & Lee, Inc. 2001. Tank Management Plan, Naval Air Station Key West, Key West, Florida. February 2001.

DoN. 1991. Final Quality Assurance Project Plan; Field Sampling Plan; Health and Safety Plan; PCB Testing, Naval Air Station Key West, Florida. November 1991.

DoN. 1993. Construction of a Solar Electro-Optical Network Facility, Key West Naval Air Complex, Key West, Florida. 1993

DoN. 1997. Asbestos Activity Summary, NAS Key West, Key West, Florida. August 1997

DoN. 1997. Lead Activity Summary, NAS Key West, Key West, Florida. August 1997

DoN. 2001. Integrated Natural Resources Management Plan for the Naval Air Facility Key West, Florida. August 2001.

Ecology and Environment (E & E). 2000. Environmental Assessment for Disposal and Refuse of Truman Waterfront, NAS Key West, Florida, Working Copy prepared for the DoN, Naval Facilities Engineering Command, Southern Division.

Ensafe PCCI. 2003. Spill Prevention, Control, and Countermeasure Plan. Prepared for Naval Air Station Key West, Florida. May 2003.

Naval Air Station Key West, Environmental Department. 2004. 90-Day Collection Points.

Project Resources Inc. *Environmental Baseline Survey, Public/Private Venture Housing Privatization, Naval Air Station, Key West, Florida.* March 2005.

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Tetra Tech NUS, Inc. 2003. RCRA Corrective Management Plan, Rev. 4, Naval Air Station, Key West, Florida. July 2003.

Tetra Tech NUS, Inc. 2004. Key West and Boca Chica Key Site Directory, Naval Air Station Key West, Florida. 2004.

United States Army Corps of Engineers, Mobil District 2003. Final Document Integrated Cultural Resources Management Plan for Naval Air Station Key West, Florida 2003-2008. Contract Number DACA01-02-D-0001. Technical assistance from Brockington and Associates, Inc. July 2003.

University of Florida, Institute of Food and Agriculture Sciences. "Florida Forestry Information." Available at <<http://www.sfrc.ufl.edu/Extension/ffws/soils.html>> as of December 28, 2004.

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3.0 PAST AND CURRENT USE

3.1 Subject Property

The subject property is the family housing community located within NAS Key West. Review of historical documents, including aerial photograph for NAS Key West, and interviews with on-site personnel revealed that prior to 1928, the majority of the land was generally vacant.

The subject property was constructed in separate phases between 1928 and 1993, as follows:

Truman Annex

Truman Annex contains a total of 91 units in 37 buildings. Two buildings were constructed in 1939, 22 buildings were constructed in 1956, 12 buildings were constructed in 1965, and one building was constructed in 1985.

Trumbo Point Annex (including Peary Court)

Trumbo Point Annex contains a total of 276 units in 112 buildings. Five buildings were constructed in 1941, 52 buildings were constructed in 1962, five buildings were constructed in 1965, and 50 buildings in Peary Court were constructed in 1993.

Sigsbee Park Annex

Sigsbee Park Annex contains a total of 464 units in 198 buildings. One hundred seventy nine buildings were constructed in 1962, and 19 buildings were constructed in 1965.

Branch Medical Clinic Annex

Branch Medical Clinic Annex contains five units/houses in five buildings constructed circa 1928.

3.2 Adjacent Property

The land surrounding the subject property is occupied by NAS Key West, which is the southernmost Naval facility in the continental United States. NAS Key West began in 1917 as a coastal air patrol station. One year later, a training base for seaplane pilots and a blimp facility were established. During World War I, NAS Key West was commissioned as Headquarters, Seventh Naval District. When World War I ended, NAS Key West remained in caretaker status until 1939. In 1940, NAS Key West was reestablished with the following major additions: Satellite Meacham Field for lighter than air transport; Boca Chica Annex for land planes; Seaplane Base; and an operating and training base for fleet aircraft squadrons. In 1945, the satellite fields were combined and used for one aviation activity under the current designation, and maintained as a training and experimental site. In 1962, NAS Key West was heavily involved in the Cuban Missile Crisis, supporting reconnaissance and operational flights. Today, NAS Key West serves as a pilot training facility for transient tactical aviation squadrons, and conducts search and rescue.

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4.0 ENVIRONMENTAL SETTING

4.1 Location

NAS Key West is located in Monroe County, in the southern portion of the State of Florida. NAS Key West encompasses approximately 5,215 acres spread through several areas of the lower Florida Keys.

4.2 Physiography

The physiography in Florida is the result of erosion, deposition, and solution-related processes that have formed the land over time. Within Florida, there are 10 major physiographic subdivisions. NAS Key West is located in the Gold Coast-Florida Bay District, a uniformly low-lying district that includes the southern and southwestern drainage area from Lake Okeechobee (the Everglades), with coastal ridges, mangrove swamps, and the Florida Keys. Parental material is largely limestone rock with a sand, marl, and organic material covering. The ecosystems associated with the Gold Coast-Florida Bay District include marshes, dwarf cypress, prairies, rocklands, and mangroves (University of Florida, 2004). NAS Key West is predominately flat, with elevations ranging from sea level to approximately five feet above sea level (asl).

Drainage

Storm sewers drain approximately 50 percent of the Key West area. Drainage occurs via overland flow and gravity feed to storm sewer systems that route runoff to nearby tidal waters. Drainage at NAS Key West, including Boca Chica Annex, Trumbo Point Annex, Truman Annex, and Sigsbee Park Annex, consists of 51 drainage areas. Within these 51 drainage areas, there are approximately 30 direct discharges, either through drainage pipes or concentrated ditch flows. There are 21 drainage areas that either sheet flow to low points with no apparent outfall, or sheet flow offsite with no concentrated outfall. The average rainfall at NAS Key West is 40 inches, with approximately half of the annual rainfall occurring between June and October. The NAS Key West area has periodically been subject to hurricane activity, most of which has approached from the south and east, with high winds and tidal flooding.

Surface Water

NAS Key West is located within the Florida Keys National Marine Sanctuary, and is designated as "special water: Outstanding Florida Water (OFW)," which contains approximately 9,500 square kilometers of water and submerged lands. Marine waters in close proximity to NAS Key West include Hawk Channel, Boca Chica Channel, Garrison Bight Channel, Man of War Harbor, Northwest Channel, Biscayne Bay, Florida Bay, and the Gulf of Mexico.

4.3 Geology

Geological Formations

The Florida Keys are part of the Florida Plateau, where Pleistocene limestone and limestone cap rocks are prevalent. All of the Lower Keys are composed of Miami oolite, which consists of soft, white to yellow, stratified to massive, cross-bedded, constituted, or pure calcium carbonate

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that may contain shell fragments and minor quartz sand. Its major constituents are tiny oolids, which are spherical calcareous grains with concentric structure, cemented to form oolitic rock.

Key Largo Limestone underlies the Miami Oolite on all of the Lower Keys. Its major constituents are the cemented remains of ancient coral reefs and a subsidiary amount of fossils or coral, shell algae, and echinids (DoN, 2001).

Soil Types

Based on review of the 2001 Integrated Natural Resources Management Plan (INRMP), it appears that the soil in the Key West area belongs to the Rock Island or Urban Land Association. This soil has been created as a result of dredge and fill activities, or has accumulated as a result of the physical and chemical weathering of the parent oolitic limestone (DoN, 1993). The soil types consist of sand, shell, and limestone fragments mixed with small amounts of marine sediment. These unconsolidated soil types are very permeable and drain well (E & E 2000). The original soil types in the Key West area are mostly entisols, dominated by level, very poorly-drained organic soil underlain by limestone (DoN 1993).

Sigsbee Park Annex consists of urban land, Cudjoe marl, and tidal soil (which are described as poorly-drained soil with shallow to rippable coral or oolitic limestone bedrock). Trumbo Point Annex (including Fleming Key and Peary Court), Truman Annex, and the Branch Medical Clinic Annex consist solely of urban land (DoN, 2001).

Floodplains

The Federal Emergency Management Agency (FEMA) defines floodplains as areas subject to a one percent or greater change of flooding in any given year. Floodplains are low, relatively flat areas, adjoining inland and coastal waters. All of NAS Key West is within a floodplain and is susceptible to storm surge flooding. The 100-year storm and 500-year storm tidal surges are estimated to be eight feet and 12 feet asl, respectively. The potential for strong currents and wave action compounds the flood hazard. Approximately 86 percent of Key West Key is below five feet asl, and is subject to flooding, roughly every 15 years, from lesser storm surges.

4.4 Hydrogeology

Monroe County is located within the Florida Bay-Florida Keys Watershed, which encompasses approximately 2,000 square miles. Rainfall runoff from the city of Key West is carried to the tidal water by overland flow or storm drains that cover approximately 50 percent of the island; however, much of the rainfall percolates directly into the porous limestone.

There are areas of deep-water habitat in the vicinity of the Naval Training Area and Bombing Range. Tidal flats occur near sea level and are subject to daily tidal inundation. Portions of the Key West area are covered with mangrove swamps, which are either flooded with each tide, or, if cut off from tidal action, remain permanently wet. There are also some narrow strips of beach and adjacent coastal dunes in the Key West area (DoN, 2001).

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Water Supply

The two main aquifers that underlie the Florida Keys are the Biscayne Aquifer (commonly referred to as the Surficial Aquifer) and the Floridian Aquifer (a confined artesian aquifer). The Biscayne Aquifer is the primary system, and is considered one of the most productive and permeable in the world. However, because of its excessive chloride content in the Florida Keys, the Biscayne Aquifer is used as a non-potable water source. The freshwater lens averages five feet below the center western half of Key West, and contains 20 to 30 million gallons of freshwater, depending on the season. This freshwater is exposed to pollution from sewer lines in the sewer system to Hawk Channel. No known source of potable artesian water exists in Key West.

4.5 Topography

The topography at NAS Key West is flat, with elevation averaging four feet to six feet asl (See Figure 4-1). The airfield elevation (the highest point of the runway system) of the Boca Chica Annex is approximately six feet above asl. Large interior areas of the Boca Chica Annex range from sea level to two feet below sea level. The elevation of the Truman Annex ranges from five feet to 10 feet asl (DoN, 2001). Typically the Florida Keys are bordered by low intertidal flats, which gradually slope to deeper water (Ensafe, 2003).

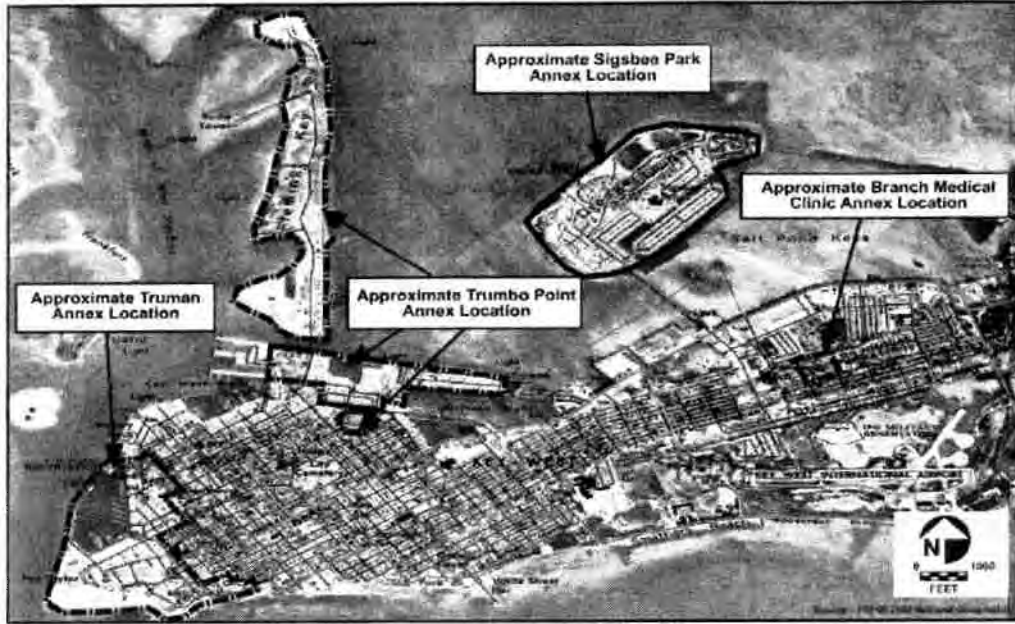
4.6 Natural Resources**Wetlands**

Wetlands are generally considered to be a transitional zone between a terrestrial and aquatic environment. These areas are characterized by physical, chemical, and biological features indicative of hydrological conditions. Currently, wetlands are regulated at the federal level by the United States Army Corps of Engineers (USACE), under Section 404 of the Clean Water Act of 1977.

It appears that jurisdictional wetland boundaries have not been delineated at NAS Key West, as specified in the USACE 1989 Wetland Delineation Manual. According to NAS Key West Department of Public Works (DPW) personnel, any land that is unpaved or not covered with structures is considered wetlands. Based on PRI's observations and review of the housing location maps, it appears that wetlands are located within the bounds of the subject property.

Endangered/Threatened Species

In 1992 and 1993, Florida Natural Areas Inventory (FNAI) conducted surveys to identify endangered, threatened, and rare plant and vertebrate species that occur at NAS Key West. These FNAI survey results were presented in the 2001 INRMP. According to the INRMP, there have been no rare, threatened, or endangered plant species identified within the bounds of the subject property. However, 25 rare, threatened, or endangered vertebrate species was reported at NAS Key West. Only seven of these 25 species are state- or federally-listed and are suspected to occur on the subject property. Table 4-1 presents the seven vertebrate species that may occur, or have the potential to occur, within the bounds of the subject property.



Site Topographic Map
NAS Key West
Key West, Florida

FIGURE
4-1

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TABLE 4-1
Threatened, Endangered, or Special Concern Vertebrate Species at NAS Key West

Common Name	Scientific Name	Federal Status	State Status
Bald Eagle	<i>Haliaeetus leucocphalus</i>	Threatened	Threatened
Osprey	<i>Pandion haliaetus</i>	Not Listed	Species of Special Concern
Least Tern	<i>Sterna anitllarum</i>	Not Listed	Threatened
Roseate Tern	<i>Sterna dougallit</i>	Threatened	Threatened
Eastern Indigo Snake	<i>Drymarchon corais couperi</i>	Threatened	Threatened
Silver Rice Rat	<i>Oryzomys palustris</i>	Endangered	Endangered
Lower Keys Marsh Rabbit	<i>Sylvilagus palustris hefneri</i>	Endangered	Endangered

Based on the environmental records reviewed, endangered or threatened vertebrate species are considered a recognized environmental condition (REC) for the subject property.

4.7 Cultural Resources

According to the 2003 Integrated Cultural Resources Management Plan (ICRMP), there are reportedly 17 cultural resources (buildings, structures, objects) at NAS Key West that are considered eligible for the National Register of Historic Places (NRHP) listing. Of the 17 cultural resources, five are located within the bounds of the subject property at the Branch Medical Clinic Annex (Quarters L-A, L-B, L-C, L-D, and L-G).

Based on information in the environmental records and housing location maps reviewed, there appear to be five archeological resources that are considered RECs for the subject property.

4.8 Archeological Resources

Based on information gathered during review of the 2003 ICRMP, it appears that there are no archeological resources at NAS Key West. Therefore, archeological resources are not considered a REC for the subject property.

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5.0 ENVIRONMENTAL CONDITIONS

5.1 Federal / State Regulatory Agreements / Permits

According to DPW personnel, NAS Key West is current with required permits issued by local, state, and federal agencies. DPW personnel stated that no notices of violations have been issued by the regulatory agencies for the subject property or its immediate vicinities.

5.2 Hazardous Substances / Waste Management

Hazardous Substances

According to the 2003 Spill Prevention, Control and Countermeasure Plan (SPCC Plan), a variety of hazardous substances are used and stored at NAS Key West. However, no hazardous substance storage or usage areas were observed or reported at or adjacent to the subject property.

Hazardous Waste

According to the SPCC Plan and based on DPW personnel interviews, a variety of regulated, non-regulated, and conditionally-exempt hazardous wastes are generated and stored at NAS Key West. None of the hazardous waste collection areas are located within or adjacent to the subject property. Therefore, hazardous waste storage at NAS Key West does not appear to be an environmental concern for the subject property.

5.3 Petroleum Contamination

Documentation was reviewed on the existing aboveground storage tanks (ASTs), underground storage tanks (USTs), portable ASTs, mobile (truck) storage units, oil/water separators (OWSs), emergency generators, self-contained emergency generators (SCEGs), and underground piping at the Boca Chica Annex DPW. Based on that review, it appears that ASTs and USTs have been documented as the source of 11 leaking petroleum storage tank (LPST) sites. Except for one, none of the LPST sites are located within the bounds of the subject property. LPST site C-2076 is located adjacent to the southwestern area of Trumbo Point Annex. According to the DPW personnel, a formal closure letter was issued by the local environmental agency in the late 1990s requiring "no further action" for this site. Therefore, the LPST sites are not considered an environmental concern for the subject property at this time.

Underground Storage Tanks

According to the SPCC, three USTs, containing various grades of gasoline, are located at Citgo service station at the Sigsbee Park Annex. The USTs range in capacity from 6,000 to 10,000 gallons. According to the SPCC UST location map, and conversations with the DPW personnel, none of the USTs are located within or adjacent to the subject property. Therefore, the listed USTs are not considered to represent an environmental concern for the subject property.

Aboveground Storage Tanks

According to the SPCC, 36 aboveground storage tanks (ASTs), containing petroleum products, are located at Truman, Trumbo Point, Sigsbee Park, and Branch Medical Clinic annexes. At the time of PRI's site visit, the ASTs located within the subject property appeared to be well-

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maintained and secure, with no visible evidence of leaks or spills. Therefore, the ASTs are not considered to represent an environmental concern for the subject property at this time.

Mobile Storage Tanks

According to the 2003 SPCC Plan, there are several mobile fuel storage trucks and bowser tanks located at NAS Key West. The mobile trucks and bowser tanks are generally parked at the Boca Chica Annex, and are not considered to be within the bounds of the subject property. Therefore, these mobile storage units are not considered to pose an environmental concern for the subject property.

Oil/Water Separators

Based on a review of the 2003 SPCC Plan, it appears that there are seven OWS located at NAS Key West. No leaks or spills have been reported from the OWSs. Therefore, OWSs are not considered to pose an environmental concern for the subject property.

Self-Contained Emergency Generators

According to the 2003 SPCC Plan, there are 56 SCEGs, ranging in capacity between 25 and 2,000 gallons, located at NAS Key West. Twelve of the 56 SCEGs are located at Truman, Trumbo Point, Sigsbee Park, and Branch Medical Annexes. Since no leaks or spills were reported from these SCEGs, they are not considered to pose an environmental concern for the subject property.

5.4 Environmental Restoration

According to environmental records reviewed, a total of 14 environmental restoration sites have been identified at NAS Key West. However, only two of these environmental restoration sites are located within the bounds of the subject property, as follows:

Installation Restoration (IR) 1: Truman Annex Refuse Disposal Area

The Truman Annex Refuse Disposal Area (IR 1) is located adjacent to the northwest corner of the subject property. IR 1 was used for general refuse, waste paint thinner, and waste solvent disposal and open burning from 1952 until the mid 1960s. In 1996, approximately 4,900 cubic yards of lead-contaminated soil were excavated from IR 1 and transported to a recycling facility. In 2001, IR 1 was placed on an annual monitoring schedule. Groundwater samples were analyzed for metals, and sediment samples were analyzed for metals, pesticides, polychlorinated biphenyl (PCBs), and polycyclic aromatic hydrocarbons (PAHs). Both groundwater and sediment samples reported several compound concentrations above the USEPA action levels from each of the analytical parameters. Continued land use controls and monitoring are the required action at this site.

IR 3: Truman Annex Former Dichloro-Diphenyl-Trichloroethane (DDT) Mixing Area

The Truman Annex former DDT Mixing Area (IR 3) is located adjacent to the northeast corner of the subject property. From the 1940s to the early 1970s, IR 3 was used as a DDT mixing area. Powdered DDT was mixed with water and temporarily stored in 55-gallon drums, both inside and outside the pesticide mixing building (former Building 265). Discharges at this site were

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reportedly from accidental spills. Initial surface soil sampling and analyses reports in 1986 indicated the presence of DDT and other pesticides at IR 3. Groundwater samples collected in 1990 also showed pesticide contamination at IR 3. In 1993, metals in concentrations above the regulatory action level were reported in soil at IR 3. The building at IR 3 was removed sometime in late 1990 and an asphalt cap was installed in 2001. IR 3 is currently used as a surface parking lot. Continuing land use controls and asphalt cap are the required action at this site. Groundwater is being monitored.

IR 21: Truman Annex Former Seminole Battery Site

The Truman Annex Former Seminole Battery Site is situated on the corner of historic Seminole Battery – Truman Annex and was determined to be contaminated with polynuclear aromatic hydrocarbons (benzo-(a)pyrene) as a result of former disposal practices. In 1999 an Interim Removal Action disposed of the majority of contaminated soil; however, some residual contamination was located under the foundation wall of the historical structure. Employing Engineering and Land Use Controls, there is a no digging restriction placed the Truman Annex Former Seminole Battery Site land use.

At this time, it appears that none of the three IR sites mentioned above have had a significant adverse impact on the environmental integrity of the subject property. This is primarily predicated upon the Site's Decision Documents, which identified Fate and Transport models for residual contamination.

5.5 Solid / Biohazardous Waste

Solid waste accumulation at the subject property is limited to household items, such as paper and plastic generated in the individual units. An outside contractor removes and disposes of the subject property's solid waste. Several trash bins were observed throughout the subject property, and no evidence of illegal dumping of hazardous materials was observed during site visits.

Biohazardous waste is only generated and stored inside the multi-story medical building at Branch Medical Clinic Annex. However, the medical/dental facility is not located within or adjacent to the subject property. No biohazardous waste is generated within the subject property.

5.6 Polychlorinated Biphenyl Compliance

PCBs are potentially toxic substances that are commonly found in electrical transformers. The commercial use of PCBs has been banned in the United States since 1979.

According to NAS Key West DPW personnel and a review of the 1991 Final Quality Assurance Project Plan for PCB Testing, NAS Key West removed all electrical equipment (e.g. transformers and capacitors) known to contain regulated levels of PCBs, and is reported to be PCB-free at this time. Therefore, based on the available information, PCBs do not appear to be a REC for the subject property.

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5.7 Asbestos-Containing Material

According to an Asbestos Activity Summary (DoN, August 1997), selected units at the subject property were inspected for the presence of suspected asbestos-containing material (ACM). During the inspection, suspected ACMs were sampled and later analyzed. Asbestos was detected in the following materials:

Truman Annex

- Transit panels, soffits
- Gray backing, kitchen linoleum
- Floor tile and mastic, all rooms except kitchen
- Black mastic, living room, and bedroom no. 1

Trumbo Point Annex

- Floor tile, garage
- Gray backing on linoleum, bedroom no. 4
- Transite panels, under window
- Pipe insulation, garage
- Roofing tar, roof
- Built-up roof, roof
- Floor tile and mastic, all rooms
- Gray backing on linoleum, kitchen
- Transite pegboard, soffits

Sigabee Park Annex

- Gray transite panels, caves
- Tan floor tile (second layer), throughout units
- Black sink undercoating, kitchen
- Gray backing on gray linoleum, kitchen
- Built-up roof, roofs
- Black mastic on beige floor tile, kitchen
- Gray backing on gray speckled linoleum, kitchen

Branch Medical Clinic Annex

- Floor tile (second layer), kitchen foyer, and bedroom no. 4.

The DoN report indicates that the above ACMs are categorized as Hazard Priority Level 5, ACMs representing a low potential hazard to occupants and workers due to being low or non-friable, and in good condition. The Asbestos Activity Summary report recommended implementation of an Operation and Maintenance (O&M) plan until these ACMs are properly abated. DPW personnel stated that some of the ACMs in single-story structures have been removed. An O&M plan is currently being enforced within the subject property.

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Based on the above information, ACMs appear to be present at the subject property. However, in their current condition, ACMs are a low environmental concern.

5.8 Lead Assessment

Use of lead-based paint (LBP) in residential properties was banned in the United States in 1978.

According to DoN Lead Activity Summary (DoN, August 1997), selected units and playgrounds within the subject property were assessed for the presence of LBP, lead in dust, and lead in soil. The criteria for the lead assessment were based on the action levels set forth by the Department of Housing and Urban Development (HUD) and USEPA guidelines, as follows:

- **LBP:** 1.0 milligram per square centimeter utilizing X-ray fluorescence (XRF) analyzer or 0.5 percent by weight (or 5,000 parts per million [ppm]) using laboratory analysis
- **Lead in Dust:** 100 milligram per square foot (floors)
500 milligram per square foot (window sill)
800 milligram per square foot (window well)
- **Lead in Soil:** < 400 ppm, no action necessary
400 – 5000 ppm, interim controls
> 5000 ppm, abatement necessary.

During the assessment, samples were collected and analyzed for the presence of lead. According to the Lead Activity Summary, LBP was detected in concentrations above the HUD recommended action levels in the following interior and exterior building materials throughout the subject property:

- Interior and exterior doors
- Door moldings
- Interior and exterior door jams
- Storage door jams
- Utility door jams
- Garage doors
- Garage walls
- Garage windows
- Garage door moldings
- Carport columns
- Patio ceiling
- Baseboards
- Exterior fascia
- Soffits
- Closet shelves

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- Interior walls
- Window sills.

Additionally, 20 of the 201 XRF shot samples from the playgrounds of the subject property yielded positive results for LBP.

None of the dust samples collected and analyzed at Sigsbee Park Annex indicated concentrations exceeding the corresponding action levels. However, lead in dust above the action levels was detected at the remaining three annexes. No dust samples were collected from the playgrounds at the subject property.

None of the soil samples collected and analyzed at the Branch Medical Clinic Annex and playgrounds indicated concentrations exceeding the corresponding action levels. However, lead was detected in soil in the remaining three annexes.

According to NAS Key West DPW personnel, only LBP in the fascia and soffits of the two-story structures at the subject property have been abated. Based on the review of the DoN report, and interviews with on-site personnel, it appears that lead in paint, dust, and soil is present within the subject property. During PRI's site visit, the painted exterior surfaces appeared in good condition, with no visible evidence of flaking, cracking, or peeling. It should be noted that as part of this EBS a lead survey is being scheduled for the subject property. Results of the lead survey will be presented under separate cover.

5.9 Pesticides and Herbicides

According to DPW personnel, there are no pesticide- or herbicide-related chemicals stored at NAS Key West. An outside contractor conducts pesticide and herbicide spraying as needed. Since there are no pesticides or herbicides stored or mixed at NAS Key West, it is unlikely that pesticides and herbicides are an environmental concern within the subject property.

5.10 Other Environmental Concerns

No other environmental concerns were identified within the subject property or immediately adjacent areas.

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6.0 ADJACENT PROPERTIES

Land immediately surrounding the subject property is within the boundaries of NAS Key West, including the following annexes: Truman, Trumbo, Sigsbee Park, and Branch Medical Clinic. Areas adjoining NAS Key West are primarily water bodies, residential and light commercial.

Truman Annex is adjacent to the Gulf of Mexico to the north and west, the Atlantic Ocean to the south, and residential and light commercial use areas to the east.

Trumbo Point Annex is surrounded by: the Gulf of Mexico and Fleming Key to the north; a United States Coast Guard Station to the west; Peary Court, other residential property, and the Atlantic Ocean to the south; and the Gulf of Mexico, residential, and light commercial use areas to the east.

Fleming Key is surrounded by the Gulf of Mexico, with a causeway to Trumbo Point Annex to the south.

Peary Court is located adjacent to residential and commercial uses to the west, south, and east; and Trumbo Point Annex to the north.

Sigsbee Park Annex is located on Dredgers Key, which is surrounded by the Gulf of Mexico to the north, east, and west; and South Palm Keys to the south.

The Branch Medical Clinic Annex is bounded by residential use areas to the south and west, Cow Key Channel to the east, and hotels and motels along Roosevelt Boulevard to the north.

The properties adjacent to NAS Key West do not appear to present an environmental concern for the subject property at this time.

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7.0 PROPERTY ASSESSMENT

The following RECs were identified during the EBS.

Wetlands

According to interviews with NAS Key West DPW personnel, no wetland delineation or survey has been conducted at NAS Key West. However, DPW personnel stated that any land that is unpaved or not covered with structures is considered wetlands. Based on PRI's observations and review of the housing location maps, it appears that wetlands are located within the bounds of the subject property.

Due to the close proximity of the wetlands to the subject property, housing-related maintenance or repair activities should be conducted as directed by the appropriate DPW personnel to reduce possible impact upon the wetlands.

Endangered/Threatened Species

According to the 2001 INRMP, there have been 25 rare, threatened, or endangered vertebrate species observed at NAS Key West. However, only seven of these 25 vertebrate species are state- or federally-listed endangered or threatened species, or species of special concern for the subject property.

If future housing-related activities within the subject property have the potential to impact the endangered, threatened, or species of special concern appropriate DPW personnel should be notified. Additionally, recommendations in the INRMP should be followed.

Cultural Resources

According to the 2003 ICRMP, there are 17 cultural resources at NAS Key West that are considered eligible for the NRHP listing. Of the 17 cultural resources, five are located within the bounds of the subject property at the Branch Medical Clinic Annex (Quarters L-A, L-B, L-C, L-D, and L-G).

Due to the cultural resources located within the bounds of the subject property, it is possible that future repair activities may impact the aforementioned cultural sites. PRI recommends that these activities be reviewed and monitored by the appropriate DPW personnel to determine their effect, if any, upon cultural resources.

Environmental Restoration

Based on environmental records reviewed, it appears that there are a total of 14 environmental restoration sites identified at NAS Key West. However, only two of these 14 sites are located adjacent to the subject property at Truman Annex. The following two IR sites are considered a potential environmental concern for the subject property:

- IR 1 - Truman Annex Refuse Disposal Area

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- IR 3 - Truman Annex Former Dichloro-Diphenyl-Trichloroethane (DDT) Mixing Area
- IR 21 - Truman Annex Former Seminole Battery Site.

At this time, it appears that these environmental restoration sites have not had a significant adverse impact upon the environmental integrity of the subject property; predicated on formal US Navy Risk Assessment Models (Fate & Transport). PRI recommends continuing necessary actions in order to achieve closure or "No Further Action" (NFA). Additionally, any housing-related activities that might disturb potentially contaminated soil should be conducted under the direction of the appropriate NAS Key West DPW personnel.

Asbestos-Containing Materials

According to the DoN 1997 Asbestos Activity Summary, a variety of building materials within the subject property contain asbestos. The DoN report indicates that ACMs are categorized as Hazard Priority Level 5, ACMs representing a low potential hazard to occupants and workers due to being low or non-friable, and in good condition. The DoN report recommended implementation of an O&M plan until these ACMs are properly abated. DPW personnel stated that some of the ACMs in single-story structures have been removed and an O&M plan is currently enforced within the subject property.

Based on the above information, it appears that ACMs are present within the subject property. However, under current conditions, ACMs present a low environmental concern. An O&M Plan is currently being enforced at the subject property. Caution should be taken when disturbing any confirmed or assumed ACMs, and an asbestos notification document should be included in this real estate transaction.

Lead-Based Paint

According to the 1997 DoN Lead Activity Summary, selected units and playgrounds within the subject property were assessed for the presence of LBP, lead in dust, and lead in soil. Based on the review of the DoN report, and interviews with on-site personnel, it appears that lead in paint, dust, and soil is present at the subject property. During PRI's site visit, the painted exterior surfaces appeared in good condition with no visible evidence of flaking, cracking, or peeling. It should be noted that as part of this EBS, a lead survey is being scheduled for the subject property. Results of the lead survey will be presented under a separate cover.

Based on the current general condition of the housing units, it is unlikely that LBP will be an environmental concern at the present time. However, the condition of the older units should be periodically surveyed for evidence of peeling, cracking, or flaking of possible LBP, and maintained accordingly. The identified lead in dust and soil should be removed and capped, respectively. Pending the results of the planned lead survey, these recommendations should be followed.

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Property Classification

Based on analysis of the available data and RECs identified during this EBS, the subject property may be classified as Category 1 under the DoD Environmental Condition of Property System, which is defined below:

CATEGORY 1 - WHITE: Areas where no release or disposal of hazardous substances or petroleum products occurred (including no migration of these substances from adjacent properties).

Areas adjacent to IR 1, IR 3, and IR 21 may be classified as Category 5. Category 5 is defined as areas where release, disposal, and/or migration of hazardous substances have occurred, and removal and remedial actions are underway, but all required remedial actions have not taken place.

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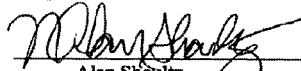
8.0 CERTIFICATION

This report describes the pertinent information obtained during the EBS assessment. The findings presented in this EBSR are relative to the dates of this assessment and should not be relied upon to represent conditions at substantially later dates. Observations reflect site conditions as of the latest visit to particular areas of the subject property, and should not be construed as representing previous or future site conditions. Any opinions included herein are based on the information obtained during this EBS and experience with similar assessments. Although this assessment has attempted to identify the potential for environmental impacts upon the subject property resulting from possible contamination, sources may have escaped detection due to: 1) the limited scope of this assessment; 2) the inaccuracy of public records; 3) the presence of undetected or unreported environmental incidents; or, 4) other site- and area-specific factors. It has not been the purpose of this assessment to determine the actual presence, degree, or extent of contamination, if any, at the site.

I certify that the property conditions stated in this report are based on a review of available records, visual inspections, and interviews as noted, and are true and correct, with the above qualifications, to the best of my knowledge and belief.

4/17/06

Date


Alan Shoultz
Environmental Engineer