



Monthly Planning Report

To: Brian L. Barroso
City Manager

Date: February 28, 2025

From: Katie P. Halloran
Planning Director

Subject: February 2025 Planning Report

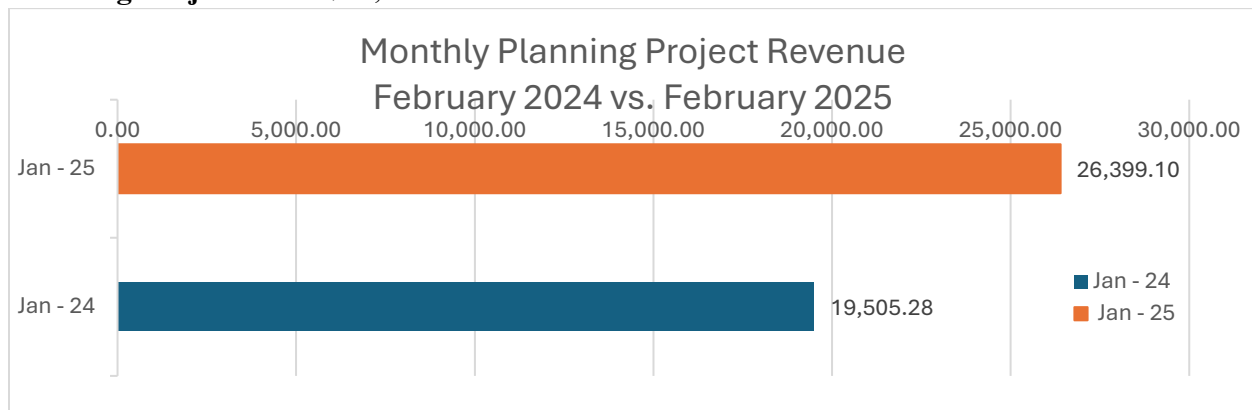
Planning

The planning board will host a public workshop to discuss the remainder of the code amendments on March 10th and April 7th.

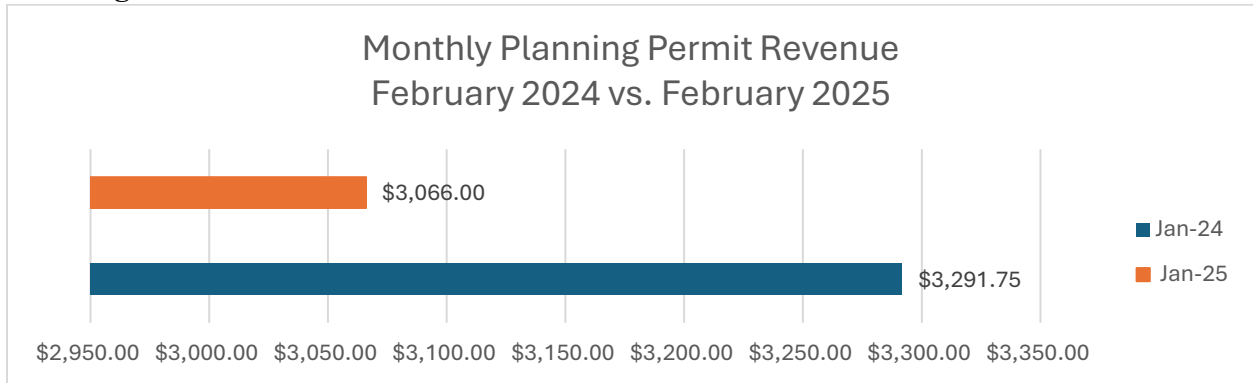
The February Planning Board Approved:

- 0 Duval – Variance Res 2025-06
- 0 Duval – Major Modification to a Major Development Plan W/ Landscape Waivers – 2025-07
- 218 Duval Street – Minor Development Plan – 2025-08
- 907 Caroline Street – Variance – 2025-09
- 907 Caroline Street – Major Development Plan – 2025-10
- 3200 N Roosevelt Blvd (Sears / Publix) Major Development Plan – 2025-11
- HARC Guidelines Code Amendment – 2025-12
- 512 Amelia St – Transfer of Transient Unit/License -2025-14
- A portion of the workforce housing code amendments – definition section – was recommended for approval for City Commission by the Planning Board. – 2025-13

Planning Project Fees: \$39,247.59



Planning Permit Review Fees: \$3,066.00



Number of active project & Code Amendments: **40**

On-going Planning projects:

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

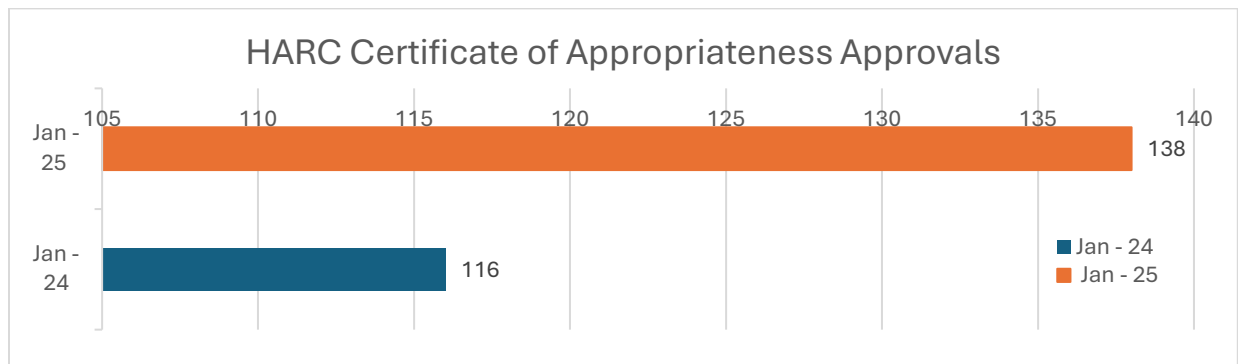
Historic Architectural Review Commission (HARC)

Review and Compliance

138 Total Certificate of Appropriateness Reviewed

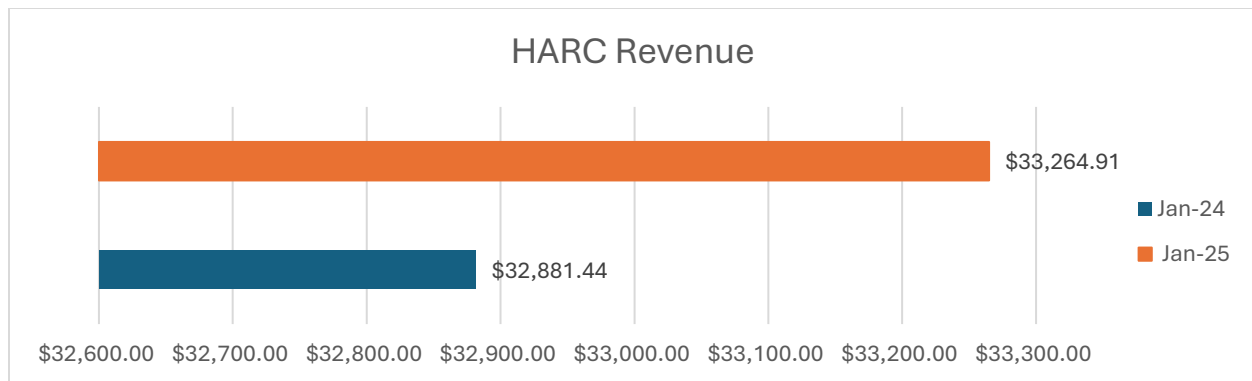
134 Certificate of Appropriateness Reviewed by staff or 97.1% of reviewed applications.

4 Certificate of Appropriateness scheduled for HARC meeting.



HARC Revenue

\$33,264.91 HARC revenue for the month of February



HARC Revenue 2024-2025 FY up to February \$166,295.25

HARC Inspections

40 HARC Final Inspections were requested. The HARC Inspector executed only four inspections of those 40. Those inspections done by the HARC Inspector were only for painting. The rest of the HARC Inspections were assigned by the CBO to building inspectors.

Urban Forestry

- Mckenzie Fraley and Zachary Bentley started their positions as Urban Forestry Manager and Assistant Urban Forestry Manager, so the program is fully staffed!

Tree Commission -

- Conducted 15 site inspections in relation to tree permits - 8 were for permit applications (including 1 Heritage Tree), and 6 were for permit close-outs
- Posted public notices on properties and uploaded six (6) reports to the agenda on Legistar for the February 18th Tree Commission meeting
- Attended the February 18th Tree Commission meeting
- Created the agenda and wrote seven (7) reports for the March 18th Tree Commission meeting

Urban Forestry -

- Met with Utilities Director to assist with mangrove work and contractors for stormwater drainage canals
- Met with Community Services to discuss KW Connect process, current tree projects, and offer assistance regarding DOT contractors
- Conducted 9 site inspections not related to Tree Commission permits
 - Engineering - Inspected tree plantings within Clinton Square to verify condition and size of trees in relation to the work order request

- Engineering - Inspected tree plantings along South St to verify condition and size of trees in relation to the work order request
- Utilities - Inspected a tree that had been cut during construction work at the Utilities facility at Flagler and 18th
- Douglass Center - Inspected the plantings at the new Douglass Center in relation to the Landscape Plan to verify the plants' species and conditions
- Community Services - Inspected a palm that Community Services was concerned of its health at Mallory Square
- Public Community - Inspected a tree that had started being cut, but was stopped due to a permit not being obtained
- Public Community - Inspected shrubs that a citizen was concerned of their dying, inspected a tree where a citizen is planning to apply for a pool and wanted guidance of the permitting process, and inspected a City ROW tree that is encroaching on private property
- Attended the Development Review Committee meeting
- Worked with Planning and Building staff to offer comments and recommendations in regard to biological review and tree review

Community Redevelopment Agency

CRA 101- CRA manager would like to hold a workshop in March or April with the CRA board members/ BVRAC members and Caroline Street redevelopment community to go over what a CRA is and how funding works and how it can be used.

BVRAC- Held the February Bimonthly meeting. City manager Brian L. Barroso attended and Commissioner Aaron Castillo.

Frederick Douglass Community Center BV 55021701

- Keystar to finish punch list items by March 15th
- K2M- project closeout and final invoicing.
- Tree Permit- tree needs to be replaced at Truman Waterfront Park
- Internet installed and IT coordinated with installer and set up network connection.
- Card readers- IT coordinated with access controls to set up employee access to the building.
- SOP- Standard operating procedures sent to upper management and legal for review and approval.
- Ribbon cutting scheduled for March 6th with District VI meeting to follow.
- Furniture for the main hall and tutoring program arrived and was installed this month.
- AIPP invoicing and PO set-up.

Frederick Douglass Community Center- Phase Two

- CRA manager finalized the scope of work for the

Olivia Street Drainage

- City received final drawings and the Utilities Department will send them out for Bid in the next month.

MLK Community Pool

- CIP meeting to confirm project funding.
- CIP meeting on March 6th to confirm city priority.
- CRA manager requested a meeting with engineering to review community concerns and input.

3.2 Loft's Project

- Planning and engineering to meet to discuss parking requirements for the Navy.
- Parking needs- the community is concerned about the parking when the lofts are open. CRA manager to review and confirm next steps.

Diesel Plant Stabilization

- CIP meeting to confirm project funding.
- Engineering is confirming if the building can support a Cat 5 roof structure.

Duval Revitalization

- BRIC Grant- Drainage and pump station grant submitted on Feb 15.
- BRIC Grant funding was

Mallory Square/ Sunset Celebration

- Mallory Square Masterplan was presented to the HARC commission and Parks & Rec advisory board.
- City commission- masterplan to be presented at the March 4th meeting.

Grinnell Street Parking Deck

- CRA manager is confirming scope of work for the parking deck and cost of the project
- Will CRA funds be used for the bus exhaust scope of work?

Green Street Drainage project

- Engineering to determine the next steps for the project and review the options with Commissioner Haskle
- CRA manager requested that the project keep moving forward and for an update on the project schedule for next month's project report.

Piano Shop (907 Caroline Street)

- Project was reviewed and approved at the HARC meeting on Feb 25, 2025

Sustainability & Adaptation

• Adaptation Plan:

- Draft Chapter projects were presented to the 7 Working Groups and a deadline for submissions was set for Feb 28.
- The next public meeting will be held in April.

• Grants:

- Historic staff completed the Task Order resolution for Adaptation Surveys for 2 buildings in Mallory Square as part of the \$50K Florida Department of Historic Resources Grant
- Completed the grant application process for FEMA BRIC funds for the Duval Street and Mallory Square stormwater system.

- Kicked off the grant application process for a Housing Action Plan with DOD.
- **Water Quality:**
 - The Water Quality Monitoring RFP is being routed amongst staff.
 - Staff detailed the prioritized projects for the new funding for the Florida Keys Water Quality Improvements project.
 - Resiliency Manager met with HR to set up a mentorship with a CFK Marine Resources graduate.
- **Transportation:**
 - Hosted monthly Transportation Coordination Team meeting. Key discussions included FY26 Budget Ranking and the Monroe County US1 Master Plan project ranking.
 - The new Sustainable Transportation Coordinator is working on summarizing eBike solutions and the 9th Annual Green Commute Challenge for March 24-30.
- **Energy**
 - The Energy Service Company Owners Representative Contract passed legal review and we have had two virtual meetings to work on the first Task Order and transmit data on our buildings to NV5 staff.
- **Outreach**
 - The February Green Drinks theme was Water Quality and had a speaker from FKNMS.
 - Resiliency Manager attended the Lower Keys Fishing Guides Association Annual meeting and talked about the City's efforts in water quality.
 - Resiliency Manager attended the Last Stand Annual Meeting which featured new water quality research from FIU.