



# Monthly Planning Department Report

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**To:** Albert P. Childress  
City Manager 

**Date:** January 11, 2024

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

**Subject:** December 2023 Planning Department Report

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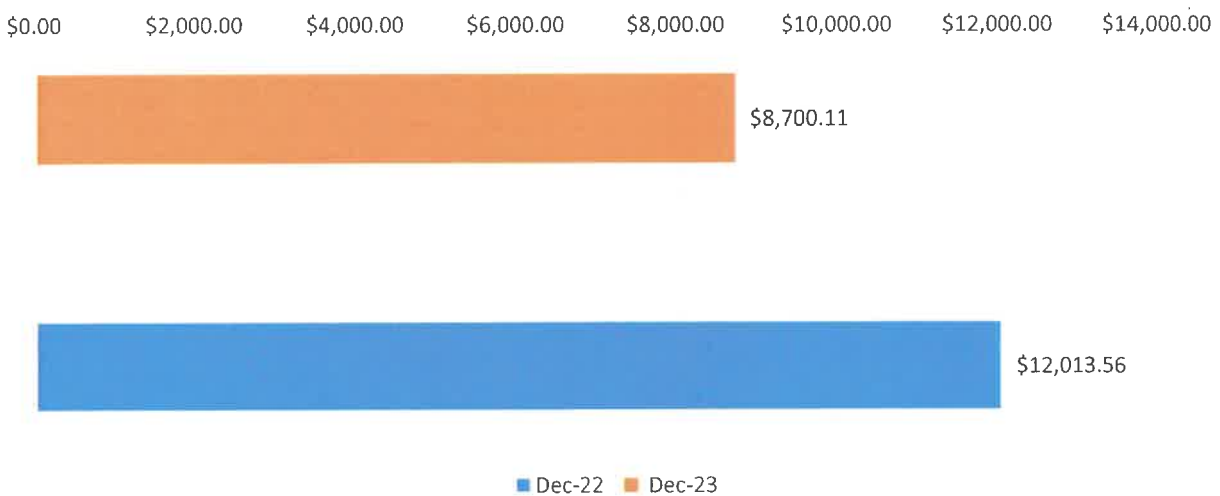
## Planning

4 Planning Projects Received

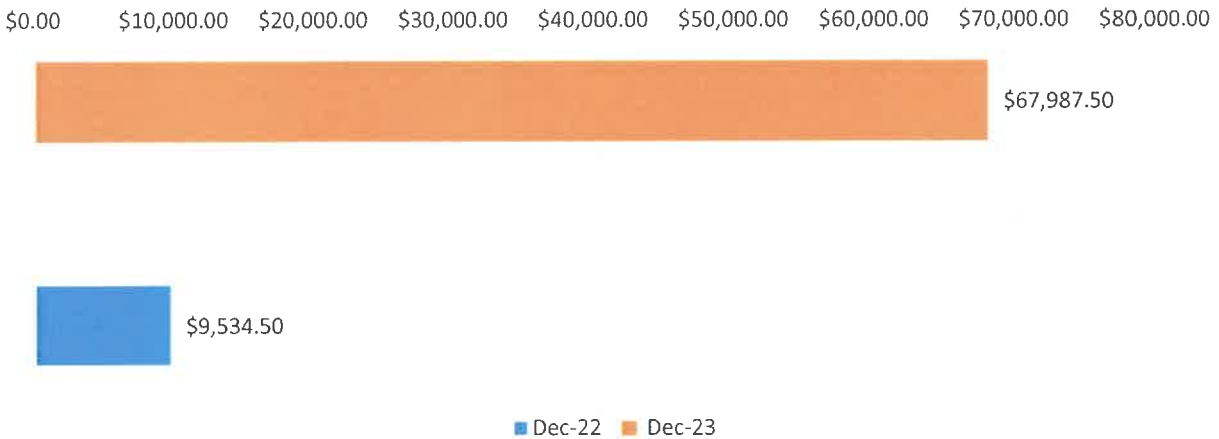
\$8,700.11 Total Monthly Project Revenue

\$67,987.50 Total Monthly Permit Revenue

Planning Projects Revenue  
December 2022 vs December 2023



## Planning Permits Revenue December 2022 vs December 2023



### **On-going Planning projects:**

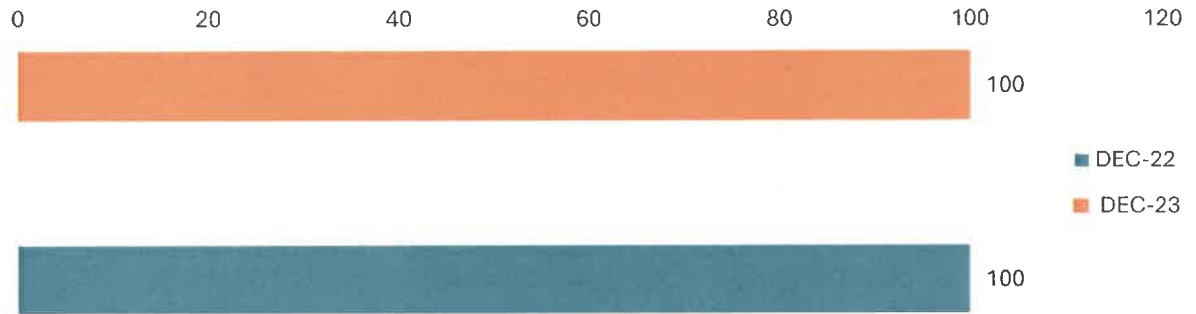
- Mallory Square Master Plan (Sasaki)
- Mallory Square Parking Study and Zoning (Stantec)
- Mallory Square Revenue Generation Study (Sasaki with James Lima Planning & Development)
- North Roosevelt Corridor Plan (Staff to identify consultant)
- Duval Street Resiliency & Revitalization Plan (Stantec)
- City of Key West Development Services Process Review (Corradino)
- Home Elevations Code Amendment (Staff)
- Currently reviewing five (5) Land Development Regulation Text Amendment requests from the Building Department (Staff), and one private LDR amendment and one private Comp Plan amendment (Staff and Stantec).

### **HARC**

#### **Review and Compliance**

- 100 Total Certificate of Appropriateness reviewed
- 92 Certificate of Appropriateness reviewed by staff or 92% of reviewed applications
- 8 Certificate of Appropriateness scheduled for HARC meeting

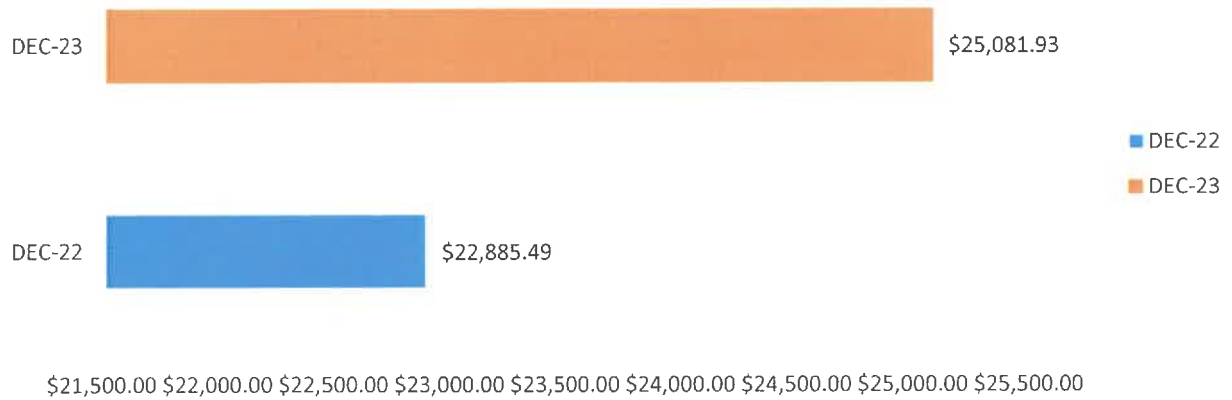
## HARC Certificate of Appropriateness Approvals



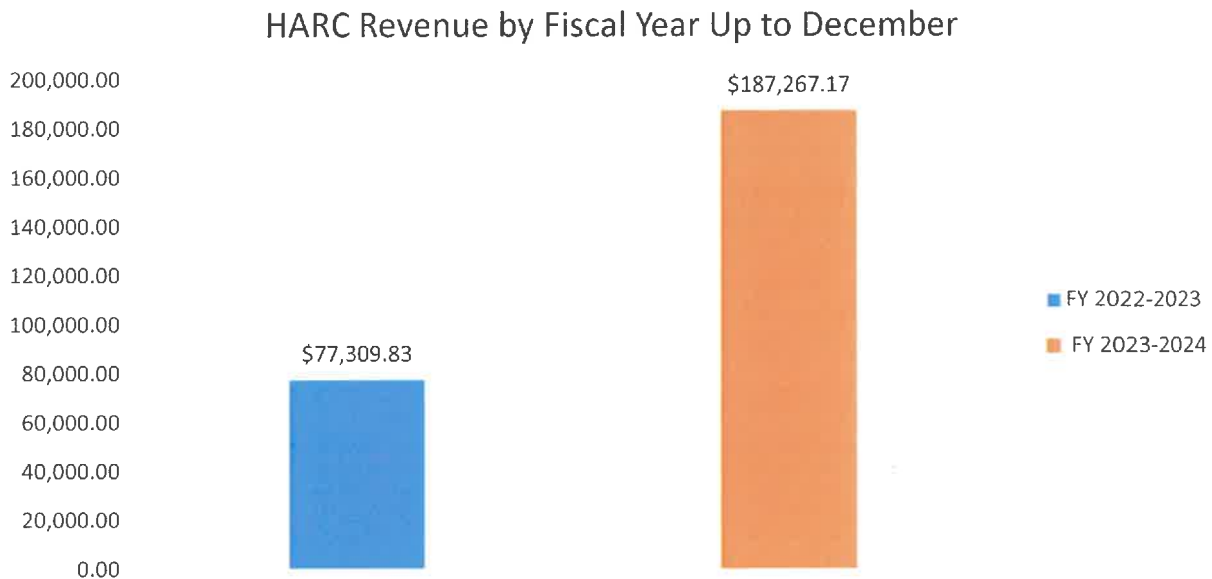
## HARC Revenue

\$25,081.93 HARC revenue for the month of December

### HARC Revenue



\$187,267.17 HARC revenue to date for Fiscal Year 2023-2024



### **CRA Manager**

- Miscellaneous Services
  - Attended two (2) monthly committee meetings
  - Watched one (1) City Commission meeting
  - One (1) District IV meeting
  - Two (2) pay application processed for \$328,897.
  - Attended three (3) project site visits
  - Fifteen (15) consultant meetings

### **Urban Forestry Work**

#### **Tree Commission related work:**

- Completed twelve (12) general site visits, three (3) site visits related to HARC permit reviews, three (3) site visits related to Building permit reviews, two (2) site visits related to Key West Connect concerns, one (1) site visit at the cemetery to look at some tree issues with the Sexton, one (1) general site visit related to improper utility line trimming, and fourteen (14) site visits related to Tree Commission permitting and enforcement work (issuance and closure of permits and Settlement Agreements).
- Issued twenty-one (21) permits and closed out eighteen (18) permit files.
- Attended the December 2023 Tree Commission meeting, presented reports, and reviewed minutes of meeting.
- Created the agenda and wrote reports for the January 2, 2024 Tree Commission meeting.
- Sent out notice letters to applicants and representatives regarding attendance at the meeting.
- Wrote and uploaded eight (8) reports including one conceptual landscape plan report and two (2) administrative hearing reports to the agenda on Legistar.

- Posted notices on properties to be discussed at the meeting and hand delivered one (1) hearing notice.
- Sent out reminder notices with the updated agenda to the Tree Commissioners regarding the meeting.

#### **Urban Forestry Manager related work:**

- Finalized one (1) Sec 108 landscape review and created a draft for a second Sec 108 landscape plan review for development plans for the planning process.
- Performed three (3) landscape inspections including one (1) at Overseas Market and one (1) for the US1/Triangle Beautification project.
- Met with city engineer regarding tree impacts regarding the proposed road and sidewalk work along South Street.
- Created a plan for tree transplants from Douglas Gym and The Lofts project to Truman Park. Met at Truman Park with project manager and landscaper regarding final location for tree transplants.
- Met with City engineer and project manager regarding tree issues with proposed redesign of Conch Republic Seafood public parking area.
- Reviewed 60% of plans for Wickers Field renovation. Performed a site visit to confirm the proper species of trees in the proposed impact areas. Also made suggestions as to the proper species of trees to replant.
- Assisted staff at Garrison Bight trim mangroves along dock.
- Performed a basic maintenance and landscape license training.
- Attended a meeting with Corradino regarding Planning processes.
- Participated in three (3) interviews and reviewed several resumes regarding the urban forestry job position.

#### **Sustainability & Adaptation**

- Adaptation and Energy Coordinator prepared an RFP to retain ESCO services for The Key West Energy Savings and Resiliency Project.
- Adaptation and Energy Coordinator prepared an RFP to retain an Owner's Representative to facilitate with the Key West Energy Savings and Resiliency Project.
- Adaptation and Energy Coordinator attended the Florida Sustainability Directors Network Annual Conference in West Palm Beach.
- Adaptation and Energy Coordinator joined the Employee Committee meeting.
- Adaptation and Energy Coordinator volunteered at the Christmas Holiday Parade.
- Adaptation and Energy Coordinator organized an educational virtual event to learn more about ESCO industry.
- Adaptation and Energy Coordinator is working on updating the public email data list for the outreach and engagement plan for the Comprehensive Adaptation and Resilience Plan.
- Adaptation and Energy Coordinator worked on updating the Blue Communities data collection research.

- Sustainability Coordinator hosted the monthly Adaptation Plan Progress meeting advising on Vulnerability Assessment Maps and upcoming dates for Public Workshops and Steering Committee meetings.
- Sustainability Coordinator hosted the first implementation workshop of the Key West Water Quality Improvement Plan covering data management and evaluation.
- Sustainability Coordinator set dates for January's KW Water Quality Improvement Plan meeting to operationalize Goals on Marine Debris and Pollution.
- Sustainability Coordinator worked on the RFP and building data for future Energy Savings Performance Contracts.
- Sustainability Coordinator assisted visiting DOD grant funder coordinating the Wastewater Treatment Plant Resiliency Feasibility Study as well as a Housing discussion with the City's Housing Director and Navy's Community Liaison.