



# Monthly Planning Department Report

To: Albert P. Childress  
City Manager

A blue ink handwritten signature of Albert P. Childress, consisting of the initials "APC" inside a circle.

Date: March 14, 2024

From: Katie P. Halloran  
Planning Director

Subject: February 2024 Planning Department Report

## Planning

6 Planning Projects Received

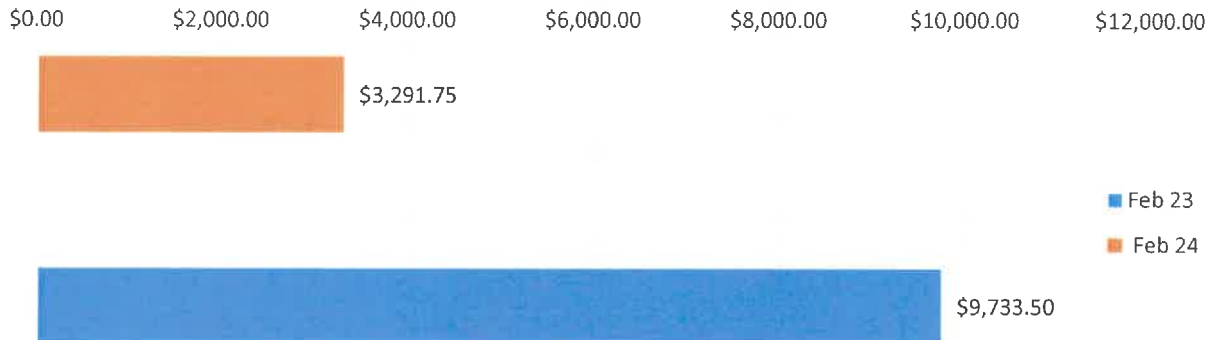
\$19,505.28 Total Monthly Project Revenue

\$3,291.75 Total Monthly Permit Revenue

Planning Projects Revenue  
February 2023 vs February 2024



## Planning Permits Revenue February 2023 vs February 2024



### 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
- Duval Street Resiliency & Revitalization Plan (Stantec)
- City of Key West Development Services Process Review (Corradino)
- Currently collaborating to finalize five (5) Land Development Regulation (LDR) text amendment applications initiated through the Building Department (Staff):
  - Accessory Unit Setbacks – The text amendment seeks to reduce barriers for homeowners wishing to construct accessory dwelling units by reducing minimum setbacks to five feet from all property lines.
  - Height Definition – The text amendment seeks to adopt a consistent base point for measuring the height of all structures.
  - Pervious Waterbodies – The text amendment seeks to allow for a revised definition and limitations for the term “impervious surface”.
  - Building Coverage & Accessory Structures – The text amendment seeks to change the definitions of “building coverage” and “accessory structures”, by changing elevated deck setback requirements and creating regulations for covered patios, gazebos, and similar structures.
  - Reconstruction – The proposed text amendments involve the adoption of new definitions for the terms “reconstruction”, “replacement”, and “repairs and maintenance”.
- One private LDR amendment & Comp Plan amendment (Staff and Stantec):
  - 715 & 811 Seminole Avenue FLUM & ZONE
- Three additional LDR text amendments (Staff & Planning Board):

- Home elevations – The proposed amendment is intended to reduce regulatory barriers to the elevation of residential structures or enhance resilience and post-disaster recovery.
- Variance criteria – The text amendment would amend the application of variance criteria contained within Chapter 90 (Administration) of the City Code.
- Zoning in Progress – The text amendment would authorize the invoking of the Zoning in Progress Doctrine and permit the City Commission to consider amendments to the Land Development Regulations to better address the City’s affordable workforce housing needs.
- Finalizing BPAS Year 11 preliminary ranking letters
- Major modification to a major development plan at 638 United Street
- Major modification to a minor development plan at 3228 Flagler Avenue

**Miscellaneous notable achievements:**

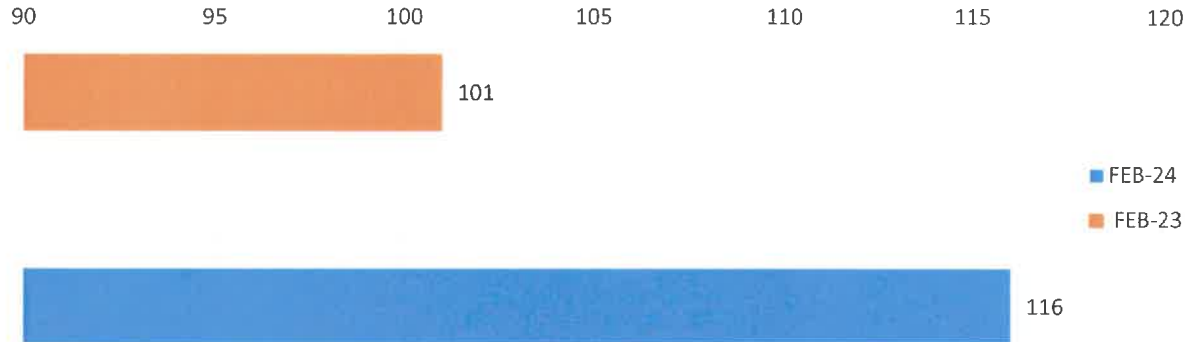
- Prepared reports and presentation for Planning Board, City Commission and HARC hearings.
- Attended Mallory Square discussions.
- Provided support for Garrison Bight Analysis of BPAS units for floating homes and vessels.
- Met with potential consultants for North Roosevelt Corridor Study.
- Established contingency plan for Urban Forestry Manager position given the pending retirement of Karen DeMaria and provided the City does not yet have a new full-time employee to take over these Tree Commission and urban forestry tasks.

**HARC**

**Review and Compliance**

- 116 Total Certificate of Appropriateness Reviewed
- 108 Certificate of Appropriateness Reviewed by staff or 93% of reviewed applications.
- 8 Certificate of Appropriateness scheduled for HARC meeting.

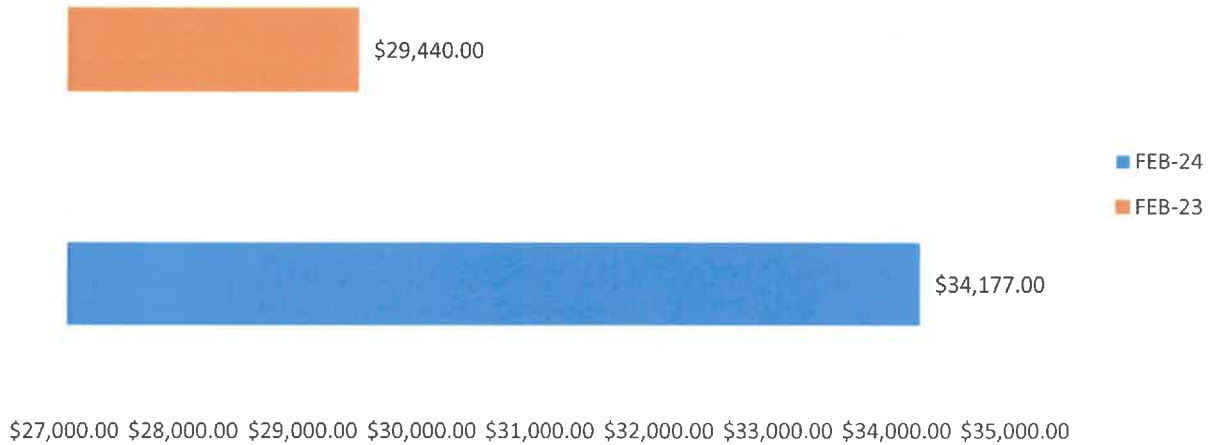
## HARC Certificate of Appropriateness Approvals



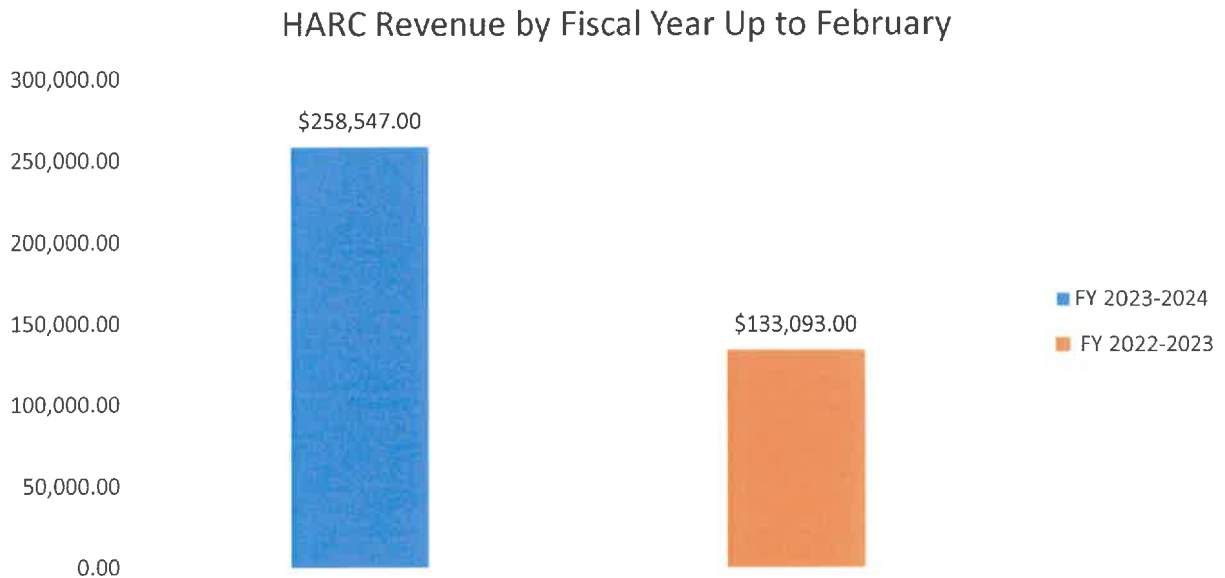
## HARC Revenue

**\$34,177.00** HARC revenue for the month of February

## HARC Revenue



**\$258,547.00 HARC revenue to date for fiscal year**



**CRA Manager**

**Miscellaneous services and meetings:**

- Attended one (1) monthly BVRAC committee meeting.
- Watched one (1) City Commission meeting on items that affected the CRA districts.
- Attended eight (8) project site visits.
- Attended nineteen (19) consultant/staff meetings.

**Urban Forestry Work**

**Tree Commission related work:**

- Completed twenty-one (21) general site visits, one (1) site visit related to a Key West Connect complaint, three (3) site visits related to building permits, and thirty-two (32) site visits related to Tree Commission permitting and enforcement work (issuance and closure of permits).
- Issued thirty-four (34) permits, closed out forty (4) permit files, and one (1) enforcement file.
- Attended the February 6, 2024, Tree Commission meeting.
- Supported Tree Commission chairman during his presentation at the City Commission meeting.
- Created the agenda and wrote reports for the March 5, 2024 Tree Commission meeting,
- Sent out notice letters to applicant’s representatives regarding attendance at the meeting, posted public notice on properties and uploaded seven (7) reports to the agenda on Legistar.

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

- Inspected tree planting along 1st Street to verify condition and sizes of trees in relation to the work order request.
- Inspected tree planting along Caroline Street to verify condition and sizes of trees in relation to the work order request.
- Inspected trees delivered for planting along United Street and worked with the project manager to finalize changes in tree species for final planting. Inspected and measured planted trees along United Street for closure of tree related permits.
- Inspected and measured planted trees along United Street and the US triangle for closure of tree related permits.
- Documented the health of the trees and palm transplants related to the 918 Fort Street-Lofts project and 111 Olivia-Douglas Gym project.
- Wrote a Final Landscape Plan approval memo and letter for a development plan.
- Updates a Sec 108 landscape review for a development plan.
- Worked with planning staff in making recommendations regarding a development project to improve the open space compliance.
- Attended the Development Review Committee meeting.
- Performed a landscape training session with the Planner 1 related to development plan reviews.
- Performed a training session (office and filed) with the Flood Plain Manager regarding required Endangered Species reviews related to building permits and the required documentation needed for the files.
- Met with FEMA representative regarding endangered species reports.
- Attended the Key West Botanical Garden as a guest speaker.

### **Sustainability & Adaptation**

- Adaptation and Energy Coordinator organized an educational virtual event on Energy Savings and Performance Contract and Tax Credits.
- Adaptation and Energy Coordinator is taking the lead on informational data collection for the Blue Communities platform.
- Adaptation and Energy Coordinator is working on Water Quality Signs for the City.
- Adaptation and Energy Coordinator is tracking City owned buildings' (non- leased) Energy and Water Consumption in Portfolio Manager to assess and identify the worst performing buildings.
- Adaptation and Energy Coordinator is updating the "Electric Meter Master List" for the City owned properties to track electricity meter information.
- Adaptation and Energy Coordinator is working on updating the " Building Master List" for city owned properties, to track property information and details.
- Sustainability Coordinator hosted the 1<sup>st</sup> public meeting of the Adaptation Plan.

- Sustainability Coordinator hosted monthly Adaptation Plan progress meeting, touching on future meeting dates, surveys, hotspot maps, and outreach tools.
- Sustainability Coordinator began drafting an ordinance for a Sustainability and Adaptation Fund, modeled after Boynton Beach's Green Building Fund.
- Sustainability Coordinator completed the contract for the Watershed Management Plan.
- Sustainability Coordinator hosted the second operational workshop of the KW Water Quality Improvement Plan, focusing on marine debris and regulation.
- Sustainability Coordinator met the new Clean Marina Coordinator for South Florida and went for a site visit at A&B Marina.
- Sustainability Coordinator interviewed Vicki Gamble from Seagrant about Clean Vessel Act grants and BMPs for boater pollution mitigation.
- Sustainability Coordinator met with Conch Republic Marine Army founder and brainstormed new potential sites for a Key West/Stock Island base of operations.
- Sustainability Coordinator continued to work on ESCO project, reviewing Owners Representative RFPs and creating PowerPoint presentation for upper management.
- Sustainability Coordinator hosted introductory visit of climate change researchers and hosted a "meet the researchers" information session at City Hall.
- Sustainability Coordinator collaborated with the Climate Compact for the upcoming regional grant application for energy efficiency grant.
- Sustainability Coordinator co-hosted the Transportation Coordination Team meeting and pitched the first draft of a Transportation Coordinator.