



# Monthly Planning Department Report

To: Albert P. Childress  
City Manager

*APC*

Date: April 11, 2024

From: Katie P. Halloran  
Planning Director

Subject: March 2024 Planning Department Report

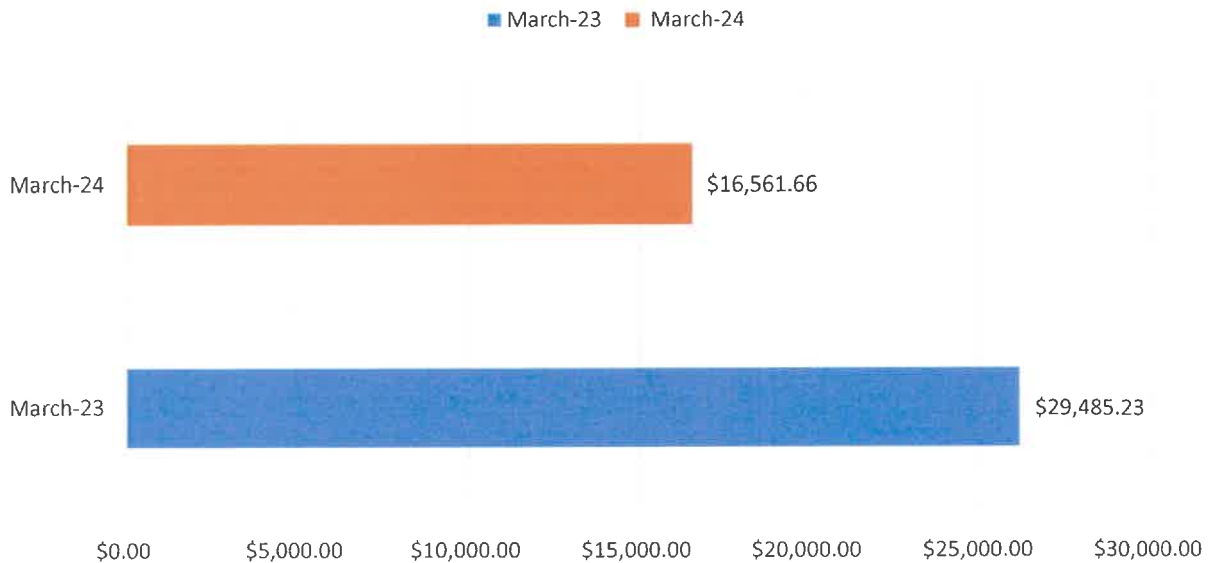
## Planning

7 Planning Projects Received

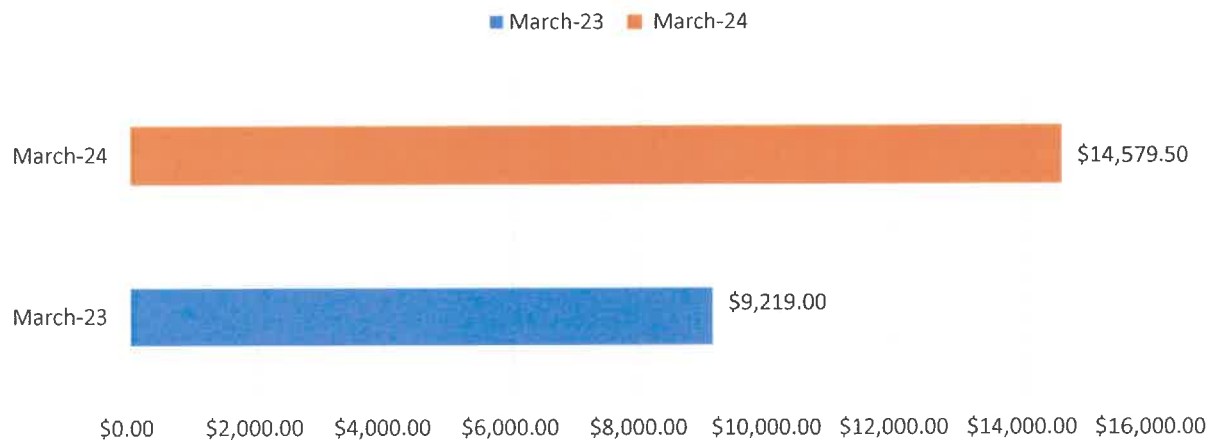
\$16,561.66 Total Monthly Project Revenue

\$14,579.50 Total Monthly Permit Revenue

Planning Projects Revenue  
March 2023 vs March 2024



## Planning Permits Revenue March 2023 vs March 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 four (4) Land Development Regulation (LDR) text amendment applications initiated through the Building Department (Staff):
  - 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.
- Major modification to a minor development plan at 3228 Flagler Avenue
- Annexation Study

**Miscellaneous notable achievements:**

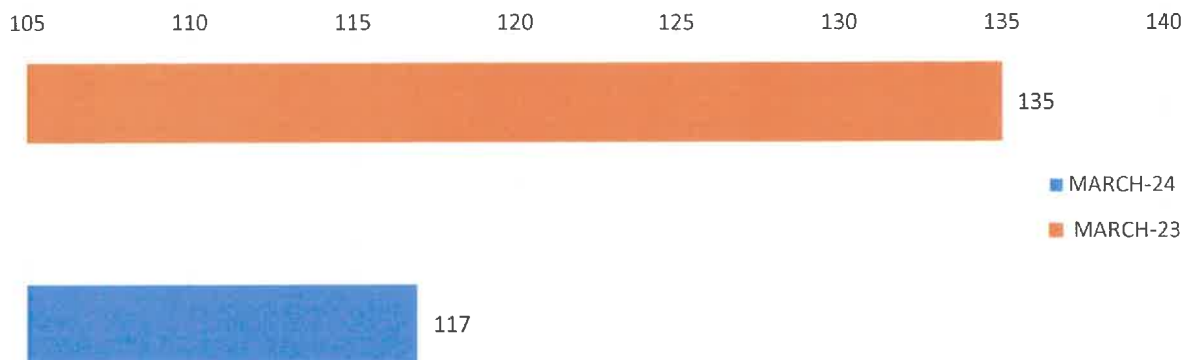
- Finalized BPAS Year 11 preliminary ranking letters.
- Prepared reports and presentation for Planning Board, City Commission and HARC hearings.
- Attended the Chamber of Commerce luncheon and provided an update on the Duval Street Resiliency project with Stantec.

**HARC**

**Review and Compliance**

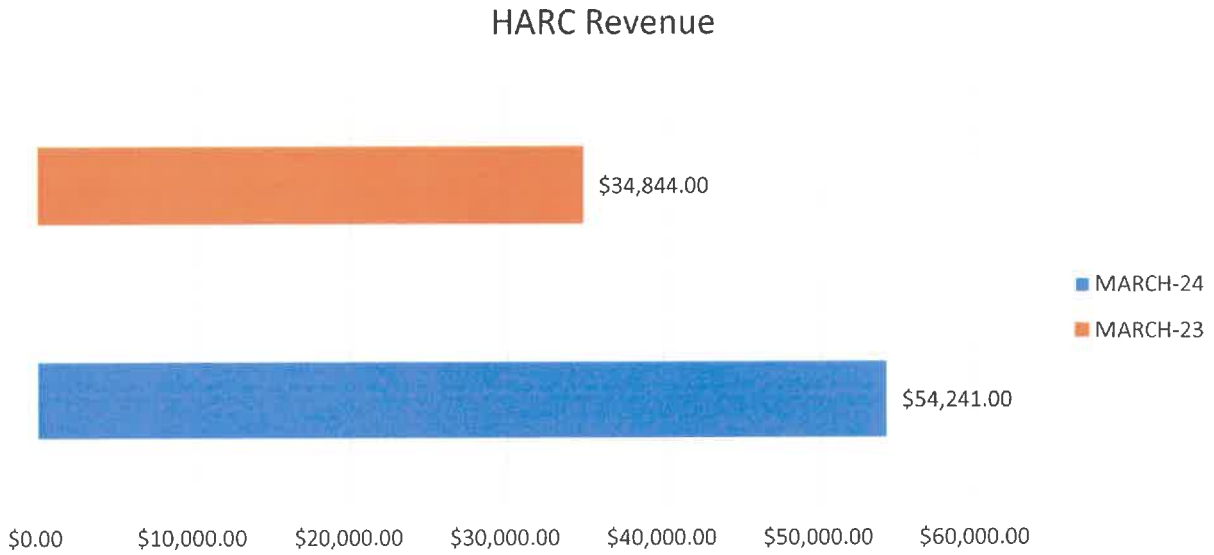
- 117 Total Certificate of Appropriateness Reviewed
- 114 Certificate of Appropriateness Reviewed by staff or 97% of reviewed applications.
- 3 Certificate of Appropriateness scheduled for HARC meeting.

HARC Certificate of Appropriateness Approvals

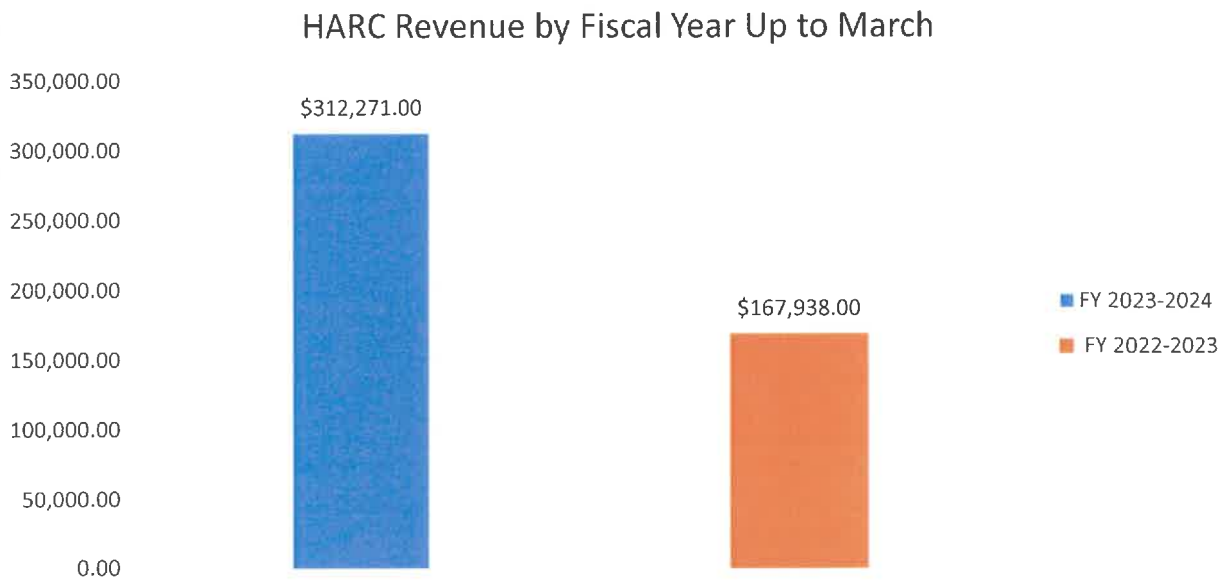


## HARC Revenue

\$54,241.00 HARC revenue for the month of March



\$312,271.00 HARC revenue to date for fiscal year



## CRA Manager

### Miscellaneous services and meetings:

- Cancelled this month's BVRAC committee meeting.
- Attended the District VI quarterly meeting and gave updates on current projects.

- Attended the March 14<sup>th</sup> City Commission meeting and presented the construction update for the Frederick Douglass Community Center.
- Processed \$426,135.00 in pay applications.
- Issued one (1) purchase order to Tetra Tech.
- Attended six (6) project site visits.
- Attended sixteen (16) consultant meetings.

## **Urban Forestry Work**

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

- Completed fourteen (14) general site visits, one (1) site visit related to a building permit, and thirty (30) site visits related to Tree Commission permitting and enforcement work.
- Held two (2) office meetings with property owners regarding their tree permits.
- Issued twenty-six (26) permits and closed out thirty (30) permit files.
- Attended the March 5, 2024 Tree Commission meeting.
- Created the agenda, issued public notice letters, posted public notices on properties, and wrote reports for the April 2, 2024 Tree Commission meeting.

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

- Performed a final inspection of trees planted for the United Street project.
- Inspected the street trees planted along 1<sup>st</sup> Street and Caroline Streets for compliance to contract.
- Reviewed tree plans for the South Street project and reviewed plans for Conch Farm parking lot regarding potential impacts to trees and palms for the engineering department.

## **Sustainability & Adaptation**

- Adaptation and Energy Coordinator completed tracking annual energy consumption for 2023, for City owned Tier 1 properties in Portfolio Manager.
  - (Tier 1 properties are City owned properties that are not leased and are currently in use by the City, for which the City pays the utility bills.)
- Adaptation and Energy Coordinator attended two (2) Employee Committee meetings.
- Adaptation and Energy Coordinator attended the Earth Day planning meeting with the team at the Botanical Gardens.
- Adaptation and Energy Coordinator took measurements for water quality signs to be placed on Key West Beaches.
- Adaptation and Energy Coordinator designed the water quality signs.
- Adaptation and Energy Coordinator designed outreach materials for the Key West Climate Adaptation Plan such as post cards and sandwich board designs.
- Adaptation and Energy Coordinator created the first E- newsletter sent out March 2024 containing recording of the first public workshop and updates on the Key West Climate Adaptation Plan.

- Adaptation and Energy Coordinator attended the NREL C2C Cohort “Evaluating and Prioritizing Municipal Buildings for Energy Efficiency and Decarbonization Investment.”
- Adaptation and Energy Coordinator attended the Quarterly meeting for the Key West Water Quality Improvement Plan.
- Adaptation and Energy Coordinator attended the EECBG Energy Webinar.
- Adaptation and Energy Coordinator updated the "Electric Meter Master List" containing electricity meter information for City owned Tier 1 properties.
- Adaptation and Energy Coordinator updated the " Building Master List" for city owned Tier 1 properties, to track property information and details.
- Sustainability Coordinator completed the estimates for a combined ESCO energy and Adaptation survey for City buildings.
- Sustainability Coordinator met with Stantec to begin drafting a Task Order for Phase 2 of the Multimodal/RRV/Parking study.
- Sustainability Coordinator submitted initial drafts of the Sustainability and Adaptation Fund and Transportation Alternative Fund budgets for FY25.
- Sustainability Coordinator met with a new Sustainability Advisory Board appointee, Matthew Semcheski.
- Sustainability Coordinator presented to Ambassador Class #40.
- Sustainability Coordinator attended a meeting of the Adaptation Plan Steering Committee and Vulnerability Assessment Teams.
- Sustainability Coordinator attended meetings with staff and partners for upcoming Earth/Arbor Day, Ecopass roll out, Wastewater Adaptation Plan, Water Fixture confirmation plan, monthly operational meeting of the Key West Water Quality Improvement Plan, Sustainable Damage Assessment Plan FEMA course, FWC endangered species workshop and sea turtle lighting ordinances.
- Sustainability Coordinator received final comments on the Resiliency Fee draft.
- Sustainability Coordinator hosted monthly staff Adaptation Plan progress meeting and finalized hotspots and critical assets lists.
- Sustainability Coordinator reviewed draft Compact Wide Priority Climate Action Plan for the EPA grant.
- Sustainability Coordinator led tour in Key West with EPA Water Division Directors covering our Water Quality Improvement Plan and partnership with the College of the Florida Keys.