




## MEMORANDUM

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Date: May 2, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress  
City Manager 

From: Katie P. Halloran  
Planning Director

Subject: **A request for approval of a text amendment to the Land Development Regulations, permitting four (4) Affordable – Early Evacuation Pool Building Permit Allocation System units to be set aside for the City-owned property addressed 907 Caroline Street, further identified as RE #00072082-004505.**

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### **Introduction**

The purpose of this ordinance is to amend the City's Land Development Regulations (LDR's) to allow the City to set aside four (4) Affordable – Early Evacuation Pool Building Permit Allocation System (BPAS) units for property located at 907 Caroline Street (RE#00072082-004505). The proposed unit allocations would be available for rent to City employees as deed restricted affordable workforce housing. This text amendment is accompanied by a companion item to amend the City's Comprehensive Plan in order to achieve the proposed action. These amendments reflect a continued effort put forth by the City to repurpose underutilized City-owned properties for affordable housing.

The proposed text amendment to the Land Development Regulations is recommended for approval by the Planning Department and Port and Marine Services Department.

### **Background**

The City of Key West is experiencing a worker shortage due to an ongoing affordable housing crisis. In an effort to hire and retain employees, the proposed text amendment will allow the City to set aside four Affordable – Early Evacuation Pool Building Permit Allocation System (BPAS) units for an existing underutilized City property located at 907 Caroline Street. If this text amendment to the Land Development Regulations is passed, four BPAS permits will be allocated to allow construction of four City employee apartment that would be managed on-site by the Port and Marine Services Department.

The Port and Marine Services Department would like to offer the proposed employee housing units to Port and Marine Services staff as a priority before general City staff.

The requested Affordable – Early Evacuation Pool Building Permit Allocation System units are not a part of the City’s Building Permit Allocation System (BPAS) units and are available on a first-come, first-served basis. The proposed text amendment has been recommended for approval to the City Commission by the Planning Board through PB Resolution 22-055, and by the Bight Management District Board through Resolution No. 22-15. The text amendment was first read by the City Commission on December 6<sup>th</sup>, 2022, where it was passed to second reading without any changes to the proposed language. Full text of proposed text amendments is provided in the attached draft ordinance.

**Procurement**

Approval of the proposed text amendment to set aside four Affordable – Early Evacuation Pool Building Permit Allocation System units for City-owned 907 Caroline Street would not have a financial impact on the City, but rather would recognize that the property has the right to construct four units in accordance with the factors set forth in the Land Development Regulations.

**Recommendation**

Staff recommends the Mayor and Commission approve the amendments to Chapter 108 of the Land Development Regulations, Section 108-1153 entitled “*Period of allocation and distribution*”. These proposed text amendments to the Land Development Regulations would provide four (4) Affordable – Early Evacuation Pool Building Permit Allocation System units for employee housing at City-owned 907 Caroline Street. In addition, the Planning Board and Bight Management District Board recommend the referenced amendments, as evidenced through Planning Board Resolution No. 2022-055 and Bight Management District Board Resolution No. 22-15.

**Exhibits**

Exhibit A – Planning Board Resolution 2022-055

Exhibit B – Bight Management District Board Resolution 22-15