

## EXECUTIVE SUMMARY



**To:** Jim Scholl

**Through:** Donald Leland Craig, AICP, Planning Director

**From:** Ashley Monnier, Planner II

**Meeting Date:** February 22, 2012

**RE:** Building Permit Allocation System (BPAS) Annual Report: Presentation of the tracking and monitoring requirements and recommended changes to the BPAS, as required by Section 108-995 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Location:** Citywide

### **Background:**

In accordance with the requirements of Section 108-995 of the Land Development Regulations, Planning Department staff has been tracking and monitoring the BPAS. The Department recently finalized the BPAS 2010-2011 Annual Report, providing for recommendations with respect to adjustments in the building permit allocation schedule. The report is attached to this transmittal letter.

The annual report is required to track all inputs into the BPAS, per Section 108-994, as well as allocations to the system by structure and use type. In 2009, the Planning Department performed an Audit of the City's implementation of the BPAS. This is the first annual report presented to the City Commission since the release of the Audit, and provides a summary of the changes that have occurred to the system since 2009.

### **Previous City Actions:**

The Planning Board approved the BPAS 2010-2011 Annual Report findings on January 19, 2012.

### **Planning Staff Analysis:**

The Land Development Regulations requires that the Administrative Official provide an Annual Report to both the Planning Board and City Commission.

### **Options / Advantages / Disadvantages:**

**Option 1.** To approve the BPAS 2010-2011 Annual Report

- 1. Consistency with the City's Comprehensive Plan and Land Development Regulations:**

Approval of the BPAS 2010-2011 Annual Report is consistent with the City's Comprehensive Plan and Land Development Regulations.

2. **Consistency with the City's Strategic Plan, Vision and Mission:**  
Approval of the BPAS 2010-2011 Annual Report is consistent with the City's Strategic Plan, Vision, and Mission.
3. **Financial Impact:**  
No direct financial impact is anticipated as a result of the approval of the BPAS 2010-2011 Annual report.

**Option 2.** To deny the BPAS 2010-2011 Annual Report.

1. **Consistency with the City's Comprehensive Plan and Land Development Regulations:**  
Denial of the BPAS 2010-2011 Annual Report would be inconsistent with the City's Comprehensive Plan and Land Development Regulations.
2. **Consistency with the City's Strategic Plan, Vision and Mission:**  
Denial of the BPAS 2010-2011 Annual Report would be inconsistent with the City's Strategic Plan, Vision, and Mission.
3. **Financial Impact:**  
Denial of the BPAS 2010-2011 Annual Report may have indirect financial implications in the form of potential takings claims.

**Recommendation:**

The Planning Department and Planning Board recommend **approval of Option 1, approving the BPAS 2010-2011 Annual Report** to the City Commission.