



# Monthly Planning Department Report

To: Albert P. Childress  
City Manager

Handwritten initials "APC" in blue ink, enclosed in a hand-drawn circle.

Date: June 6, 2024

From: Katie P. Halloran  
Planning Director

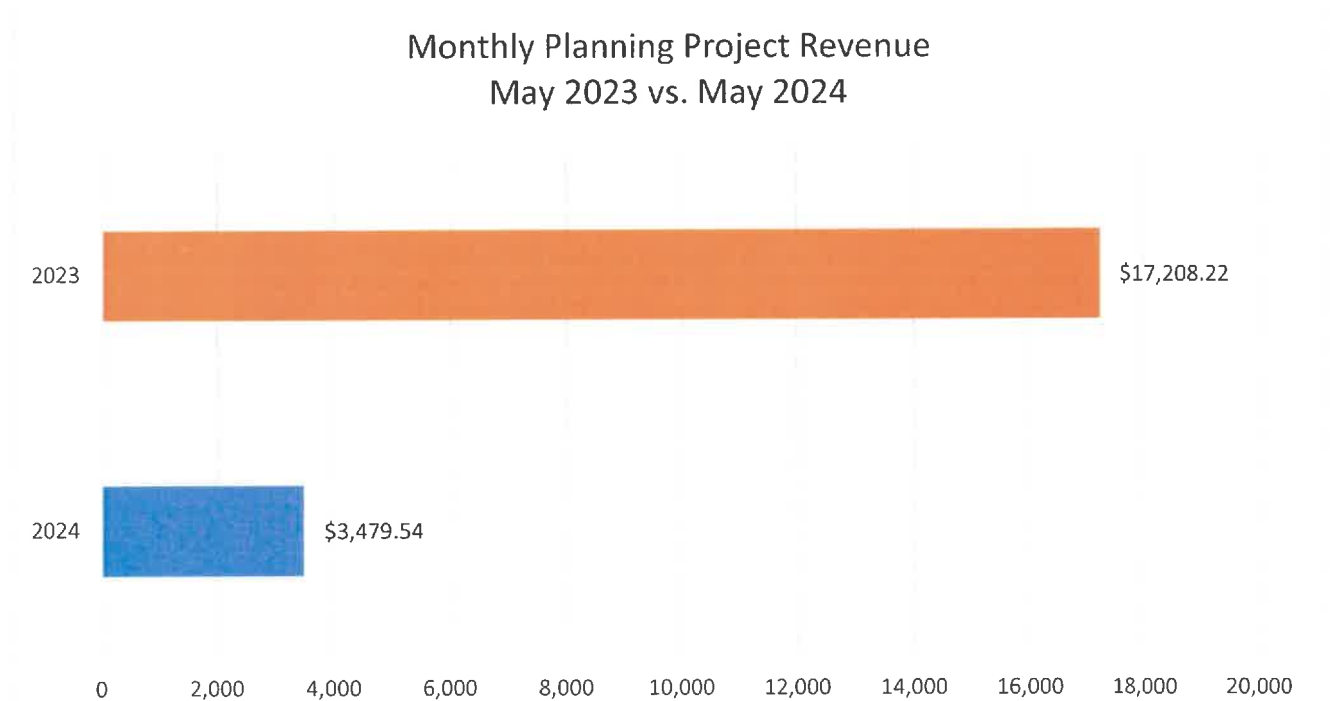
Subject: May 2024 Planning Department Report

## Planning

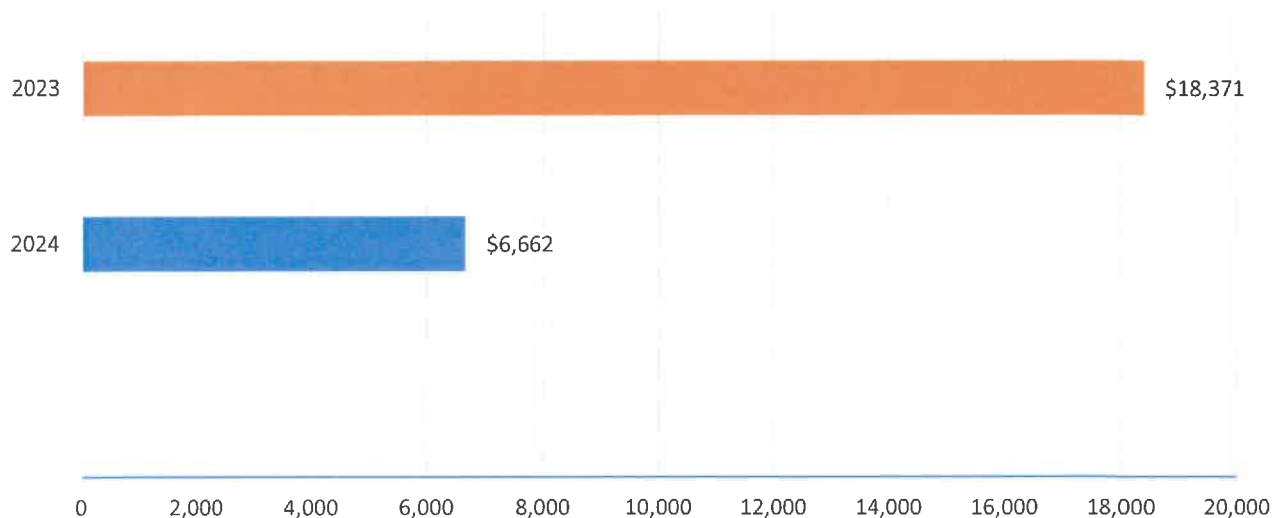
6 Planning Projects Received

\$ 3,479.54 Total Monthly Project Revenue

\$ 6,662.25 Total Monthly Permit Revenue



## Monthly Planning Permit Revenues May 2023 vs. May 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)
- Currently collaborating to finalize four (4) Land Development Regulation (LDR) text amendment applications initiated through the Building Department (Staff) and postponed to November:
  - 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) postponed to Nov:
  - 715 & 811 Seminole Avenue FLUM & ZONE
- LDR text amendments (Staff & Planning Board) postponed to Nov:
  - Home elevations (postponed to Nov) – The proposed amendment is intended to reduce regulatory barriers to the elevation of residential structures or enhance resilience and post-disaster recovery.
  - HARC demolition text amendment – The text amendment would adopt demolition policies and add a new section entitled After-the-Fact Certificate of Appropriateness. Status: proposed to be withdrawn from June PB meeting for additional review.
- Finished Draft Workforce Housing Code Amendments and briefed City Manager, Mayor, Vice-Mayor, Commissioner Weekly and Commissioner Carey and the Planning Board Chair
- Finalized Zoning in Progress Doctrine and participated in discuss at City Commission meeting
- Met with Housing and Community Development Director to discuss Workforce Housing Code updates
- Attended discussions on Trumbo Road Development Project and Key West Intermodal Center Discussion
- Worked with Ports on Liveaboard, Floating Home and BPAS issues
- Met with Casa Marina property owner, architect, and attorney to discuss status of project
- Met with representatives of Truman Annex, City Manager, City Attorney, Licensing, and others to discuss status of transient rental licenses within Truman Annex
- Worked to finalize BPAS application reviews

**Miscellaneous notable achievements:**

- Prepared reports and presentation for Planning Board, Tree Commission, City Commission, Development Review Committee and HARC hearings.
- Attended multiple budget meetings.
- Interviews for Administrative Assistant and HARC Planner positions

## HARC

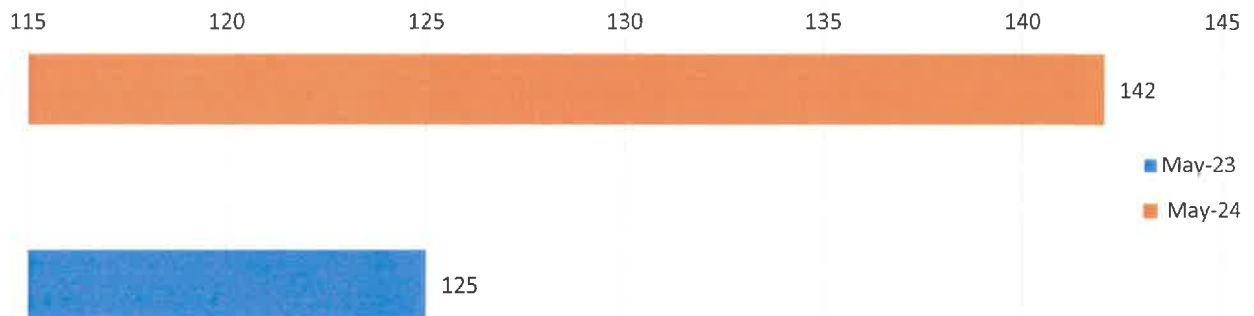
### Review and Compliance

142 Total Certificate of Appropriateness Reviewed

140 Certificate of Appropriateness Reviewed by staff or 97% of reviewed applications.

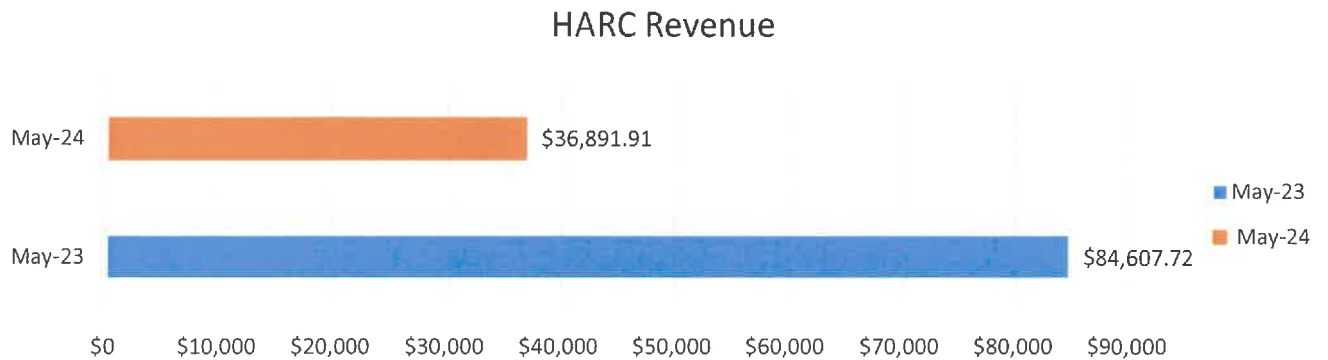
2 Certificate of Appropriateness scheduled for HARC meeting.

### HARC Certificate of Appropriateness Approvals



### HARC Revenue

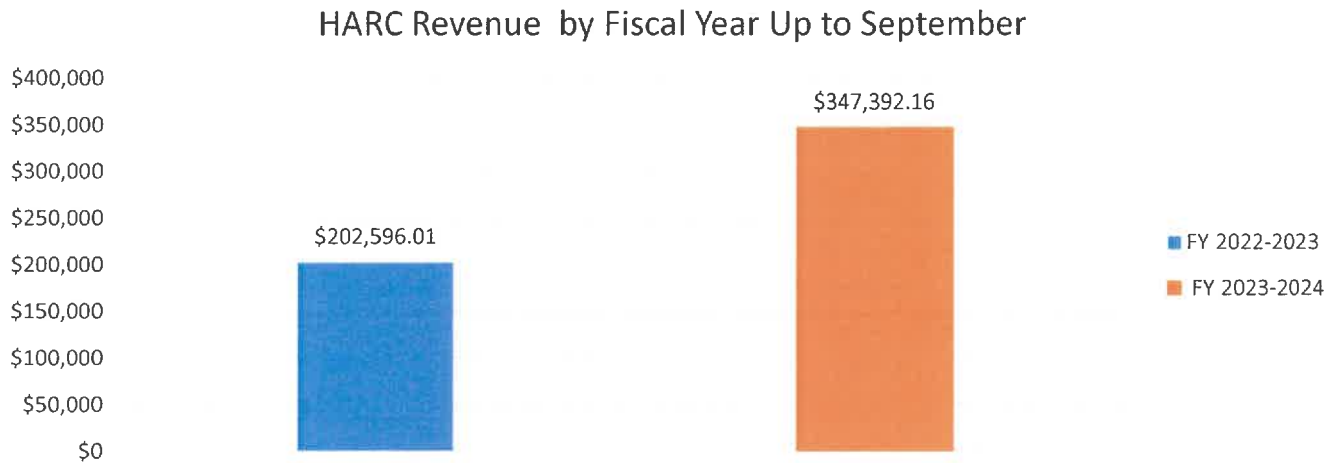
\$36,891.91 HARC revenue for the month of May



\$384,284.07 HARC FY24 Revenue to Date

2023-2024 HARC Revenue projection was \$350,000.

HARC Revenue has surpassed the projected fees by \$34,284.07.



### **CRA Manager**

#### **Miscellaneous services and meetings:**

- Attended 1 monthly BVRAC committee meeting.
- Watched 1 City Commission meeting on items that affected the Community Redevelopment Areas districts.
- 8 Project site visits attended.
- 8 Consultant/ staff meetings.

### **Urban Forestry Work**

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

- Issued 33 tree permits.
- Closed out 39 tree permit files.
- Notice posted on one city of Key West (ROW) gumbo limbo, related to Emergency Permit removal.
- Finalized 18 reports for the May 7 Tree Commission agenda. Attended and presented the reports to the Tree Commissioners at the meeting while training the new Urban Forestry Manager. Introduced the new Urban Forestry Manager-Amy Dismukes, to the commission and public.

- Performed site work and wrote 10 staff reports relate to the June 4 Tree Commission meeting including the processing of 3 enforcement cases. Posted 6 properties with meeting public notices.
- Worked with property owner regarding emergency removal of Royal Poinciana tree located on Olivia Street that failed with part of tree falling across the city sidewalk and into the roadway.
- Violation reported by concerned citizen regarding unpermitted work on a Strangler Fig; report started to be included on July Tree Commission agenda.
- Completed numerous general site visits and site visits related to Tree Commission permitting work (issuance and closure of permits) whilst training the new Urban Forestry Manager.

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

- Tagged, notated, and measured trees located along Trumbo Road for wetland and tree permitting work for the engineering department.
- Introduced new urban forestry manager to Community Services. Discussed proper pruning, protocols and procedures between urban forestry and community services.
- Continued training new urban forestry manager on tree permitting procedures.
- Created a transplant plan for the transplanting of palms currently located at Clinton Square. Community Services staff to transplant the Sabal and Thatch Palms to Indigenous Park near the Bocci courts and Atlantic Blvd sidewalk.
- Created a transplant plan for the transplanting of 5-Thatch Palms from the South Street road project to the Indigenous Park parking lot.
- New Urban Forestry Manager visited the Key West Botanical Gardens and met Misha McRAE to review the City / Gardens relationship and to learn additional tree identification.
- New Urban Forestry Manager met with Maria Quirico, the UF Environmental Horticulture Agent for Monroe County, to discuss potential programming options and partnerships opportunities.

#### **Sustainability & Adaptation**

- Sustainability Coordinator received permission to go forward with 4 grants: Florida Division of Historic Resources (Special Categories grant for \$1M to help stabilize the Diesel Plant, and a \$50K Adaptation survey grant for the Hospitality House and Aquarium), Defense Community Infrastructure Program (\$20M for Fire Station 3), and the Florida Commerce CPTA Community Planning Technical Assistance (\$75K for stormwater best management practices).

- Sustainability Coordinator met with Utilities consultant Raftelis to negotiate a scope of work for best management practices review of the stormwater utilities fees and incentives to increase perviousness.
- Sustainability Coordinator co-hosted the Transportation Coordination Team meeting, reviewed the Task Order for the Phase 2 Multimodal Study, reviewed Fire Station 2 roofdeck parking draft and attended Transit Development Plan stakeholder meeting.
- Sustainability Coordinator attended the biennial National Adaptation Forum in St. Paul MN.
- Sustainability Coordinator scheduled and/or participated in Bond presentations to 6 City boards.
- Sustainability Coordinator was invited to talk about the City's Water Quality Improvement Program at the beginning of a Water Quality talk by Dr. Brian LaPointe hosted by the League of Women Voters, Last Stand and Reef Relief. Adaptation and Energy Coordinator also attended.
- Sustainability Coordinator coordinated a night walk with a FDEP permitted Sea Turtle expert from Save A Turtle in order to assess light pollution compliance along the City's nesting beaches. Adaptation and Energy Coordinator attended.
- Sustainability Coordinator circulated SAB letter supporting the Recycling Coordinator to the City Commissioners.
- Adaptation and Energy Coordinator continues to work on editing the 10 Year Energy Plan and edit content for the City's sustainability website.