



THE CITY OF KEY WEST  
PLANNING BOARD

Staff Report

To: Chair and Planning Board Members

From: Ben Gagnon, Planner I

Through: Katie P. Halloran, Planning Director

Meeting Date: May 15, 2025

Agenda Item: Final Determination of Award for Year 12 Building Permit Allocation System (BPAS) Applications pursuant to Sections 108-995 and 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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**Request:**

Approval of the final rankings of Year 12 (July 1, 2024 – June 30, 2025) BPAS applications for award of three (3) market-rate housing units, and ten (10) affordable-rate housing units.

**Background:**

The Year 12 BPAS cycle opened on July 1, 2024, and will run through June 30, 2025. Pursuant to Section 108-995 of the Land Development Regulations, after year ten (10), 75 percent of units shall be deed restricted affordable. As of the date of this report, there are 13.84 BPAS allocations available for Year 12.

The deadline to submit applications for Year 12 was November 8, 2025, by 3 PM EST. As of that date the City received four (4) BPAS applications requesting a total of sixteen (16) market-rate units and three (3) affordable units. As of the February 14 final deadline for resubmittal the ratio is nine (9) market rate units and ten (10) affordable rate units.

The applications were evaluated by staff for completeness. Applicants were notified of any deficiencies within their application and were allowed approximately one month to resolve the deficiencies and improve their BPAS score.

The final submittals are broken down in the following table. In summary, there were applications received for new units at three (3) properties. The city received an application for five (5) market rate units for vacant property at 510 Southard Street. 1114 White Street, a mixed-use property with an existing market rate unit applied for one (1) additional market rate unit. And 5555 College Road, an existing multi-family residential parcel with sixty-six (66) units applied for an additional three (3) market rate units and ten (10) affordable rate units.

The Year 12 BPAS applications are summarized in the following table:

<b>Year 12 BPAS Applications</b>	<b>510 Southard Street</b>	<b>1114 White Street</b>	<b>5555 College Road</b>
Existing/ Recognized Units	0	1	23 MR 43 AF
Proposed Market Rate Units	5	1	3
Proposed Affordable Units	0	0	10
Total Existing + Proposed Year 12 BPAS Units	5	2	79
Zoning	HRCC-1	HNC-1	CG
Maximum Density (du/acre)	22 du/acre	16 du/acre	16 du/acre + 40 du/acre for affordable
Land Area	9,882 sf	5,201 sf	4.2 acres
Maximum Dwelling Units Allowed*	4.99 (5)	1.92 (2)	67.2 (67) Market 168 Affordable

*\*Math has been rounded to the hundredth decimal place. Density is calculated not only by acreage of site x allowable du/acre, but also through any restrictions of leases, development plans, or other site restrictions.*

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#### **Analysis:**

Staff evaluated, scored, and ranked the final BPAS applications according to the prerequisites and criteria

outlined in City Code Section 108-997 (b) and (c).

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Below are the resulting scores and final rankings for the Year 12 BPAS. The Planning Department staff's evaluation of each final application is summarized in the score review sheet, which is attached to each application package. Pursuant to City Code Section 108-995, a maximum of 25% of units awarded may be market-rate units for Year 12 (July 1, 2024– June 30, 2025) of the BPAS cycle.

The Planning Department recommends the following three (3) market rate units and the ten (10) affordable-rate housing units for award for the property at 5555 College Road:

YEAR 12 MARKET-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	5555 College Road	3/3	1.00	3.00	Major	90
2	1114 White Street	0/1	1.00	1.00	Minor	10
3	510 Southard Street	0/5	1.00	5.00	Major	0
	<b>Total Market Awarded</b>	<b>3</b>				

YEAR 12 AFFORDABLE-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	5555 College Road	10/10	1.00	3.00	Major	90
	<b>Total Affordable Awarded</b>	<b>10</b>				

Pursuant to section 108-995, *“After year ten (10), 75 percent of units shall be deed restricted affordable...”* The year 12 applications recommended for award would produce 76.9% affordable and 23.1% market rate complying with the Land Development Regulations.

**Recommendation:**

Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, The Planning Department recommends to the Planning Board **APPROVAL** for the final Year 12 BPAS rankings, approving the award of three (3) market-rate housing units, and ten (10) affordable-rate housing units contingent on the following conditions:

1. All projects awarded are subject to all applicable development review procedures.