



# Monthly Planning Department Report

**To:** Albert P. Childress  
City Manager

A handwritten signature in blue ink, appearing to read "APC", enclosed in a blue oval.

**Date:** May 9, 2024

**From:** Katie P. Halloran  
Planning Department Director

**Subject:** April 2024 Planning Department Report

## Planning

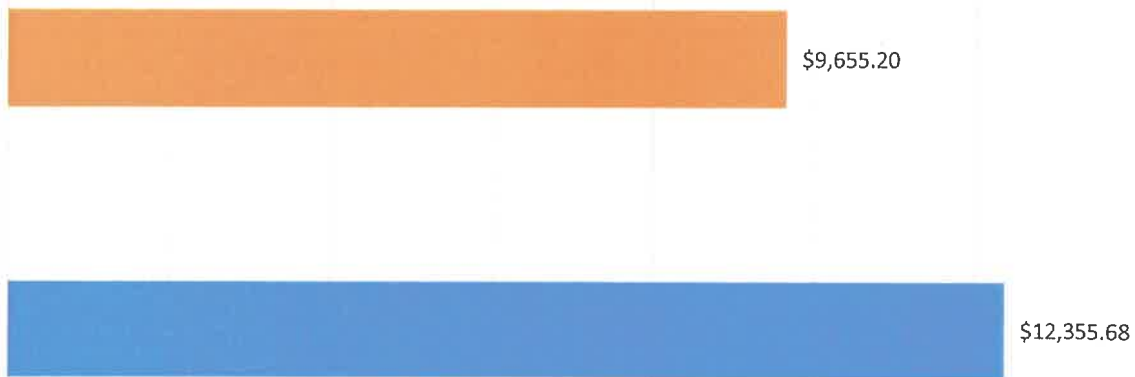
4 Planning Projects Received

\$9,655.20 Total Monthly Project Revenue

\$23,126.25 Total Monthly Permit Revenue

Planning Projects Revenue  
April 2023 vs April 2024

\$0.00    \$2,000.00    \$4,000.00    \$6,000.00    \$8,000.00    \$10,000.00    \$12,000.00    \$14,000.00



■ Apr-23    ■ Apr-24

## Planning Permits Revenue April 2023 vs April 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):
  - 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
- Four 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.
  - 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.
  - HARC Design Guidelines text amendment – This text amendment would amend the guidelines for fences and define how the height is measured.
  - HARC demolition text amendment – The text amendment would adopt demolition policies and add a new section entitled After-the-Fact Certificate of Appropriateness.
- Major modification to a minor development plan at 3228 Flagler Avenue
  - Minor development plan at 711 Eisenhower
  - Major development plan at 621 Duval Street
  - Major development plan at 1904-1908 Flagler Avenue
  - Minor development plan at 1817 Staples Avenue
  - Minor development Plan at 1125 Duval Street
  - Major development plan at 3401 Duck Avenue
  - Minor development plan at 1500 Reynolds Street

**Miscellaneous notable achievements:**

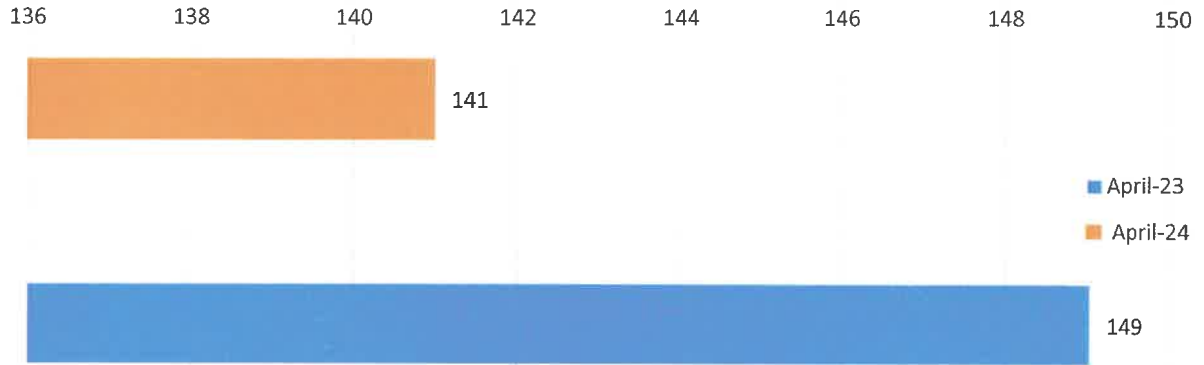
- Prepared reports and presentation for Planning Board, Tree, City Commission and HARC hearings.
- Attended the second Duval Street Resiliency project workshop.
- Attended multiple budget meetings.

**HARC**

**Review and Compliance**

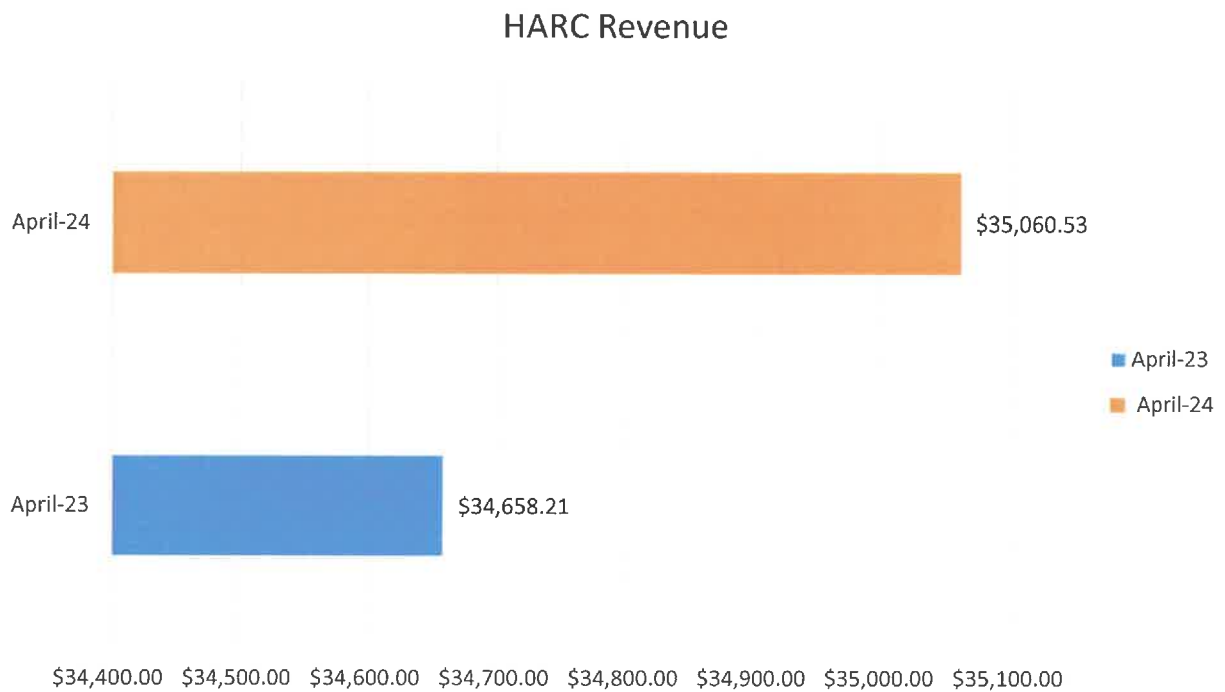
- 145 Total Certificate of Appropriateness Reviewed
- 141 Certificate of Appropriateness Reviewed by staff or 97% of reviewed applications.
- 4 Certificate of Appropriateness scheduled for HARC meeting.

## HARC Certificate of Appropriateness Approvals

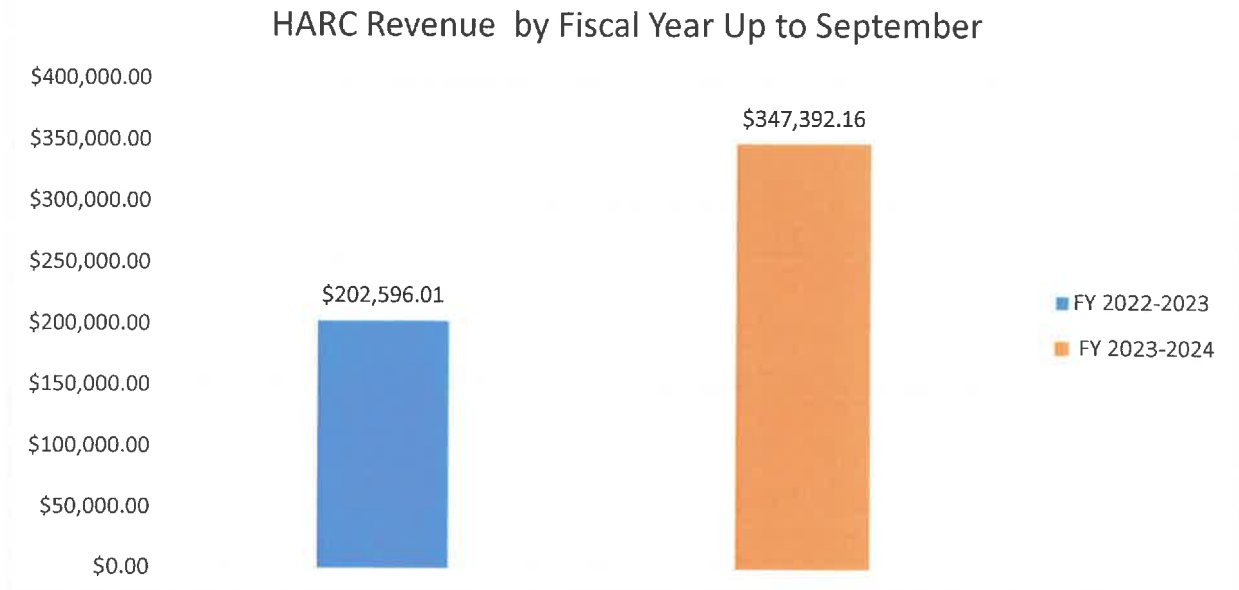


## HARC Revenue

**\$35,060.53** HARC revenue for the month of April



**\$347,392.16 HARC revenue to date for fiscal year**



**CRA Manager**

**Miscellaneous services and meetings:**

- Attended one (1) monthly BVRAC committee meeting.
- Viewed one (1) City Commission meeting on items that affected the CRA districts.
- Attended eight (8) project site visits.
- Attended fifteen (15) consultant/staff meetings.

**Urban Forestry Work**

**Tree Commission related work:**

- Completed twenty-five (25) general site visits and forty-five (45) site visits related to Tree Commission permitting and enforcement work including the posting of notices on properties for upcoming Tree Commission meeting.
- Issued twenty-six (26) permits and closed out sixteen (16) permit files.
- Reviewed four (4) planning projects for conceptual landscape and tree ordinance review for Development Review Committee comments.
- Received an application for processing of conceptual landscape plan approval for one development project for Tree Commission review.
- Attended the April 2, 2024 Tree Commission meeting and presented reports.
- Prepared for the May 7th Tree Commission meeting by creating an agenda and writing twenty (20) reports.

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

- Performed a site evaluation of trees along Trumbo Road for the walkway/boardwalk project for Key West Bight.
- Reviewed plans, created proclamation, created a flyer for Earth Day and Arbor Day Events, attended progress meetings, received proclamation at City Commission meeting and attended Arbor Day event at the Botanical Garden-all requirements for the Tree City USA application.
- Performed an evaluation of trees to be impacted by South Street Road project and attended the pre-con meeting with contractor.
- Performed a license training with two new yard maintenance companies regarding the City ordinances relating to trees and palms.
- Reviewed a development plan landscape plan with City Planner to confirm compliance to Sec 108 landscape regulations.

### **Sustainability & Adaptation**

- Adaptation and Energy Coordinator designed and prepared outreach materials for the Key West Adaptation Plan project.
- Adaptation and Energy Coordinator attended the Sustainability Board Monthly Meeting.
- Adaptation and Energy Coordinator set up an educational booth at 3 different events this month to educate community members on the Key West Adaptation Plan project and to encourage community to take part in the Climate Adaptation Survey. Following are the list of events attended for outreach:
  - City Employee Festival 2024 on April 6th, 2024
  - Mote Marine Laboratory's 2024 Ocean Fest on April 20, 2024
  - Earth Day/ Arbor Day Eco- Discovery Event at the Botanical Garden on May 27, 2024
- 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 Key West Adaptation Plan Progress Meeting.
- Adaptation and Energy Coordinator attended the Employee Committee meeting.
- Adaptation and Energy Coordinator attended the Transportation Alternative budget review.
- Adaptation and Energy Coordinator attended the Division Review Committee public meeting.
- Adaptation and Energy Coordinator joined the ICLEI USA Circular and Sustainable Public Procurement Cohort.

- Sustainability Coordinator pitched both the ESCO (Energy Service Company) and Resiliency Fee projects to the City Manager and City Attorney.
- Sustainability Coordinator hosted the 2<sup>nd</sup> Public Workshop for the Adaptation Plan.
- Sustainability Coordinator presented at the Bond meeting with the Chamber's Government Affairs Committee.
- Sustainability Coordinator sent Bond meeting information to eight (8) of the City's Boards, to schedule for May and sent invites to those meetings to all associated Bond project managers.
- Sustainability Coordinator hosted the monthly TCT meeting.
- Sustainability Coordinator presented the FY25 budgets for TAF and Adaptation & Sustainability.
- Sustainability Coordinator co-hosted kick off for the Watershed Master Plan contract with Erin Deady.