



# Monthly Planning Department Report

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**To:** Albert Childress, City Manager

Handwritten initials in blue ink, possibly "AC", are written over the name Albert Childress.

**Date:** July 13, 2023

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

**Subject:** June 2023 Planning Department Report

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## Planning

- Received the following new projects:
  - One (1) Height Variance
  - Three (3) Zoning Verification Letters
  - One (1) Beneficial Use Allocation
  - Two (2) Lawful Unit Determinations
  - Three (3) Proposed Variances
- Reviewed twenty-two (22) simultaneous building permits.
- Total permit revenue collected June 1, 2023 – June 30, 2023 - \$3,512.25
- Total project revenue collected June 1, 2023 – June 30, 2023 - \$18,170.76
- Conducted a Home Elevation Workshop in the City Commission chambers

*Please see weekly reports for detailed information on ongoing projects.*

## Historic Architecture Review Committee (HARC)

- **Review and Compliance**
  - 143 Total Certificate of Appropriateness Reviewed
  - 138 Certificate of Appropriateness Reviewed by staff or 95 % of reviewed applications.
  - 5 Certificate of Appropriateness scheduled for HARC meeting.
- **HARC Inspections**
  - 130 HARC Final Inspections
- **HARC Revenue**
  - \$36,545.43 HARC revenue for the month of June

## Adaptation and Sustainability

- The Adaptation Plan contract with Tetra Tech is almost ready for signature. Conversations with FDEP and FDEO to update their grant agreements have gone well.

- Sustainability Coordinator hosted 1<sup>st</sup> Key West Interagency Resilience Forum. Attendees included KES, FCAA, FDOT, FDEP, FFWCC, NASKW, Monroe County. The group decide they would meet again in early December to discuss grant collaborations and plan for next fiscal year's budgets.
- Sustainability Coordinator attended the NAS-KW Military Installation Resiliency Review's final presentation. Attendees of the Interagency Resilience Forum were briefed on the Review, the potential funding implications, and deadline for comments.
- Sustainability Coordinator hosted two trainings for FEMA Cost Benefits Analysis, to make the Keys more competitive in our grant applications. Attendees included Monroe, Marathon, Key Colony Beach, FCAA, KES and our grant writers.
- Sustainability Coordinator coordinated grant application submittals for the Bahama Village Resiliency Hub, Fire Station 3, Climate Action Plan 2.0, and the Keys Regional EV charging stations grant.

### **Tree Commission**

- Issued 39 permits, closed 11 permits, and closed one enforcement case related to the City Tree Ordinance.
- Attended a Tree Commission meeting and presented 15 permit files for their review. Attended Board of Adjustment meeting regarding appeal of Tree Commission permit denial.
- Reviewed City and State Sea turtles nesting regulations regarding proposed lighting at the Casa Marina along the shoreline area.
- Created a plan and initiated the purchase of trees to be planted along 1st Street and Caroline Streets.
- Supported engineering with street projects and tree issues along United and Frances Streets, with tree transplant plans related to the Staples Bridge project, and the possible relocation of trees for the reconfiguration of parking stalls at the Simonton Street parking lot.
- Performed the final landscape inspection for Gardenview Apartments. Performed a site inspection, at the request of the contractor, at the Sheriff's Trumbo Road housing project.
- Conducted one general maintenance-landscaping license session regarding City Ordinances and tree permitting.