



Monthly Planning Report

To: Brian L. Barroso
City Manager

Date: May 7, 2025

From: Katie P. Halloran
Planning Director

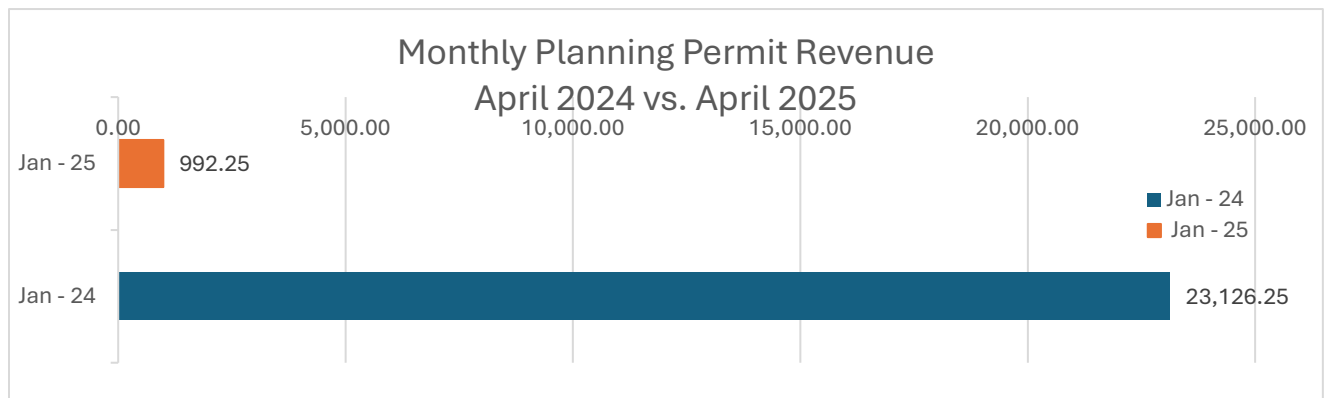
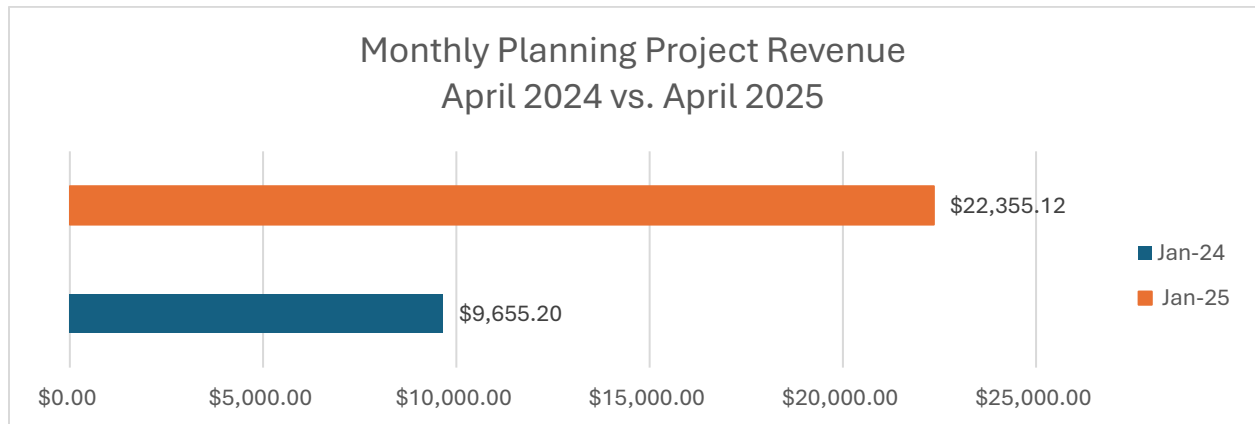
Subject: April 2025 Planning Report

Planning

Accepted 8 project applications

Received \$22,725.37 in project application fees

Reviewed 65 building permits



On-going Planning projects:

- Mallory Square Master Plan (Sasaki)
- Duval Street Resiliency & Revitalization Plan (Stantec)

Planning Board

- Land Development Regulations: Postponed
- Variances: 2400 North Roosevelt Blvd
- Conditional Use: 2400 North Roosevelt Blvd

Planning Staff continues to work on other various projects, code amendments, building permit reviews, and handling daily walk in appointments.

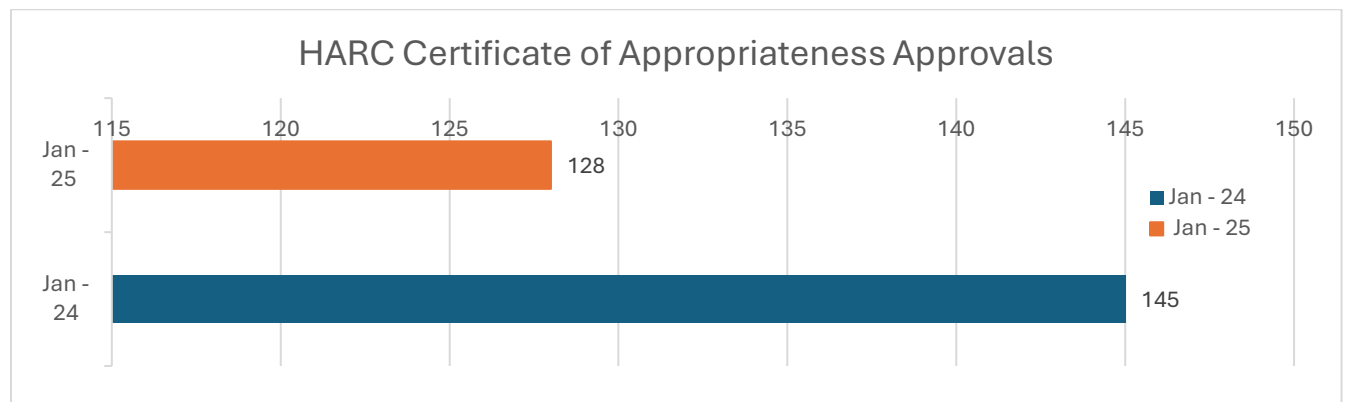
Historic Architectural Review Commission (HARC)

Review and Compliance

128 Total Certificate of Appropriateness Reviewed

121 Certificate of Appropriateness Reviewed by staff or 94.5% of reviewed applications.

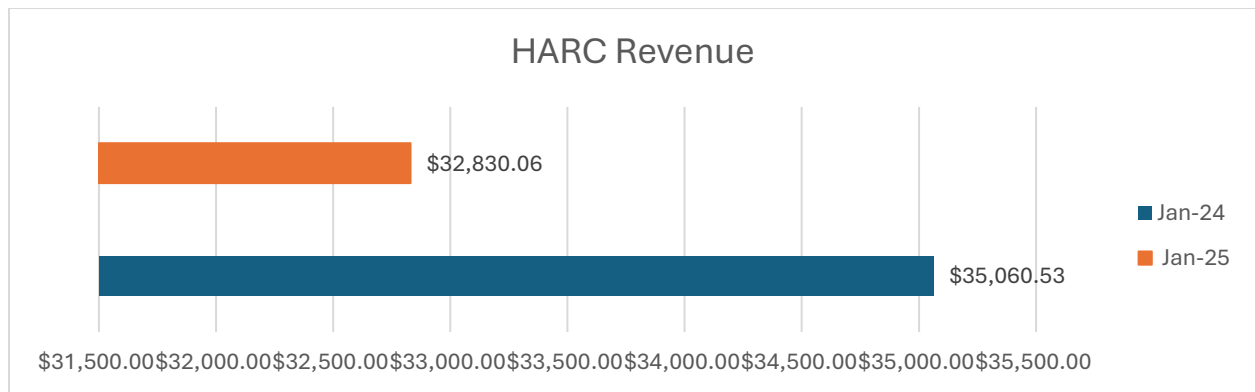
7 Certificate of Appropriateness scheduled for HARC meeting.



HARC Revenue

HARC revenue for the month of April: 32,830.06

HARC Revenue 2024-2025 FY up to April: \$230,718.41



HARC Inspections

58 HARC Final Inspections were completed.

Urban Forestry

41 applications received – 12 palms, 2 nprs, 1 emergency, 8 trimming, 15 removal, 2 conceptual landscape plans, 1 final landscape plan

Tree Commission/ Permitting -

- Conducted 41 site inspections in response to the permit applications received; and 7 permit closeout inspections
- Posted 20 public notices on properties and uploaded twenty-two reports to the agenda on Legistar for the April 15th Tree Commission meeting
- Attended the April 15th Tree Commission meeting having a 22 item agenda where 11 dicot removal permits were approved, 2 conceptual landscape plans were approved, 2 dicot removal permits were denied, 1 request for rescission of denial was denied, use of tree funds for planting was approved, and 1 admin hearing occurred for improper trimming of 3 buttonwoods. Two applications were postponed and one was withdrawn
- Urban Forestry Staff issued 11 palm removal permits, 7 heavy maintenance trim permits, 1 emergency permit and 3 NPRs

Urban Forestry -

- Attended the Cemetery Revitalization Committee Meeting to discuss possible remedies for tree concerns within the cemetery
- Attended the Arbor/ Earth Day Eco-Fair at the Botanical Gardens to raise awareness of Arbor Day and the importance of our Community's trees, and to plant trees within the Gardens
- Requested 2 Purchase Orders – 1 for a planting project, 1 for a trimming project

- Worked on budget proposals for the 25/26 Fiscal Year
- Conducted site inspections not related to permits
 - An upcoming enforcement case involving the unauthorized removal of a Tamarind and Spanish Lime tree
 - A citizen's concern involving a royal palm on Duval
 - A citizen's concern involving a ficus tree/ poinciana on Vernon
 - An upcoming engineering project involving the transplants of 19 palms and 2 trees
 - A concern from Engineering involving invasive palms damaging engineering equipment at an energy substation
 - A citizen's concern involving a mango tree on Grinnell
- Worked with Planning and Building staff to offer comments and recommendations in regard to biological review and tree review
- In total, Urban Forestry received \$2,455.00 between April 2 and May 6

Community Redevelopment Agency

Frederick Douglass Community Center BV 55021701

- AIPP invoicing and artist coordination. Installation #1 has started and will be finished in May. Installation #2 will be presented to AIPP in May and BVRAC in June for review and approval.

Frederick Douglass Community Center- Phase Two

- The CRA manager finalized the scope of work for the grant and is waiting on the final contract from Florida Commerce.

Olivia Street Drainage

- The city received costs from CTS and dollars were approved at the last commission meeting. Start of construction- TBD.

MLK Community Pool

- CIP will be reviewed during the budget to confirm project funding/ priority.

3.2- The Lofts At Bahama Village

- Planning and engineering meet to discuss possible additional parking at Truman Waterfront.
- Parking needs- the community is concerned about parking when the lofts are open.
- BVRAC meeting on May 8th – a project update will be given and AH Monroe will review the approved parking plan for the facility.

Diesel Plant Stabilization

- CIP meeting to confirm project funding.

- Engineering is coordinating a structural analysis for a new roof structure. The report is scheduled to be completed in Mid-May 2025.

Duval Revitalization

- BRIC Grant- grant funding

Grinnell Street Parking Deck

- CRA manager is confirming scope of work for the parking deck and cost of the project with Engineering and Transit.
- CRA funds will be used for the project.

Green Street Drainage project

- Engineering to determine the next steps for the project and will review the options with Commissioner Haskle
- CRA manager requested that the project keep moving forward and for an update on the project schedule for next month's project report.

Piano Shop (907 Caroline Street)- No update

Sustainability & Adaptation

• Adaptation:

- Adaptation Plan: The draft Chapter actions are currently under final review and then will be scored.
- Green Building Program: Routing comments have been received by most departments. Updates were made and submitted for the Planning Board in May.
- Compact Workshop: The City's efforts to assist private landowners will be featured in an upcoming South Florida Regional Climate Compact workshop.

• Grants:

- DOD Housing Grant: The application team continues to meet.
- DOD Wastewater Treatment Plant: Assisting Utilities with meeting Deliverables.
- FDHR Historic Adaptation Surveys Grant #1: Waterfront Playhouse and Meson de Pepe's. On the ground inspections have been completed. Final reports due mid July.
- FDHR Historic Adaptation Surveys Grant #2: Aquarium and Hospitality House. Projects have been ranked highly and are awaiting State of Florida budget approval.
- FDHR Historic Special Category Grant: Diesel Plant. Same as above.
- FDEM Watershed Master Plan: The draft plan has been submitted to the grantors for review. Final will be ready for June City Commission meeting.
- FEMA BRIC Grant: Duval & Mallory Stormwater. The BRIC Program is suspended in its current form. We are hopeful that our current application will still be considered under the new program.
- ACOE Water Quality Improvements: ACM Stoughton intends to readdress the allocation formula. Next steps are an ILA between the partners and a partner MOU with ACOE.
- Upcoming:
 - June 2: FDHR Historic Surveys Grant #3: Tift Icehouse.

- June 2: FDHR Historic Special Category Grant: Waterfront Playhouse.
- June 23: DOD DCIP: WWTP Pump Stations
- June 25: USDOT Safe Streets: Projects under discussion.
- July: HMGP Tier 3 (7/25), EPA WQ (TBA), FDEP WQ (TBA),
- Sept: FDEP Resilient Florida (9/1)
- **Water Quality:**
 - The Water Quality Monitoring Program Request for Proposals (RFP) garnered 5 submissions. The ranking meeting is set for May 12.
 - Resiliency Manager submitted a request for a Water Quality & Environmental Coordinator for FY26.
- **Transportation:**
 - Monroe County Transportation Coordination Committee: The TCC's US1 Master Plan final list was passed and will go to City Commission in June for ratification.
 - Sustainable Transportation Coordinator presented to the Southeast Sustainability Directors Network on the City's eBike safety efforts.
 - Sustainable Transportation Coordinator has begun helping TCT members with their stalled TAF funded projects.
- **Energy**
 - DOE Technical Assistance (ETIPP): DOE staff will help with the final Community Workshops scheduled for June 6 & 7th. Final report is expected by end of August.
 - Asset Management: Energy & Adaptation Coordinator has volunteered to lead the Maintain X software population process, once the intern has been hired.
 - Elective Pay: Staff began the process of applying for federal rebates for the solar panels installed at the Bahama Village Community Center.
 - ESCO: The Energy Service Company Owners Representative Task Order is on hold while Finance department verifies funds & the Green Building Program gets underway
- **Outreach**
 - Green Drinks: Earth Month featured the City's ETIPP efforts and survey.
 - Earth Month: Energy & Adaptation Coordinator ensured educational materials were available at all Earth Day events.