



Monthly Planning Report

To: Brian L. Barosso
City Manager

Date: March 31, 2025

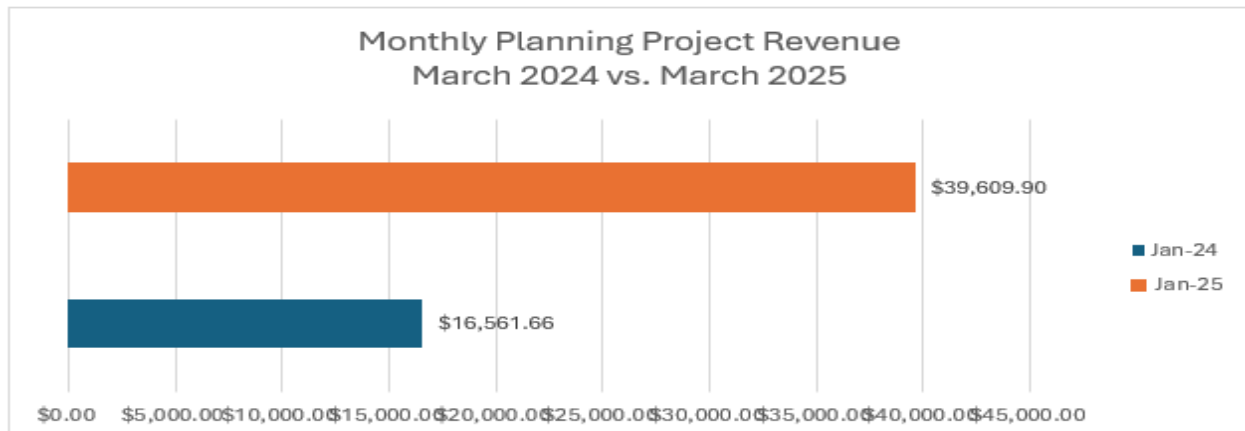
From: Katie P. Halloran
Planning Director

Subject: March 2025 Planning Report

Planning

Planning Projects Received

\$ Total Monthly Project Revenue



On-going Planning projects:

- Held Town Hall meeting on Affordable Housing regulations

Planning Board

- 620 Dey Street Variance
- 1220 Royal St to 510 Amelia Street Transient Unit Transfer
- 3101 N. Roosevelt Blvd Major Development Plan
- 1321 Simonton St & 625 South Street Major Development Plan
- Land Development Regulations (LDR) Amendment regarding Home Occupation Licensing

City Commission:

- LDR Amendment for HARC Roof Guidelines (2nd Reading)
- LDR Amendment for Zoning in Progress (2nd Reading)
- 1905 Staples Ave Subdivision Waiver
- 1904 – 1908 Flagler Avenue Major Development Plan

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

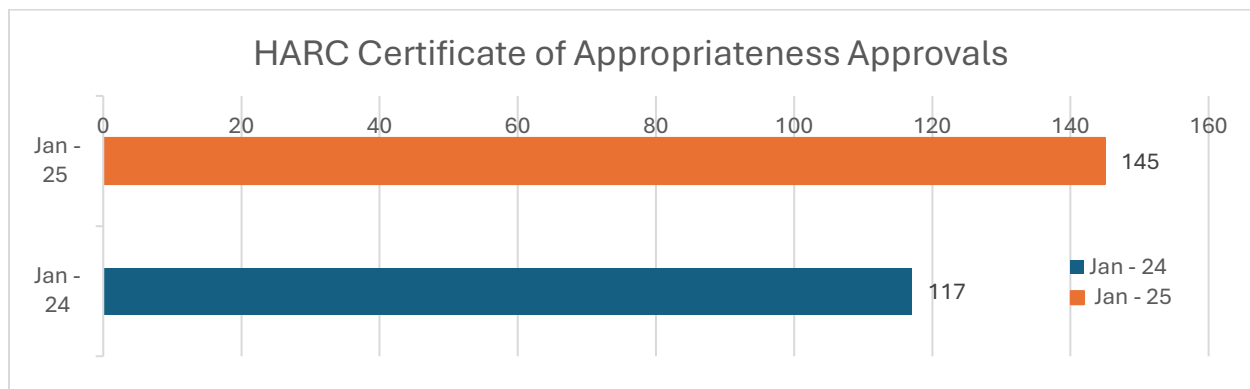
Historic Architectural Review Commission (HARC)

Review and Compliance

145 Total Certificate of Appropriateness Reviewed

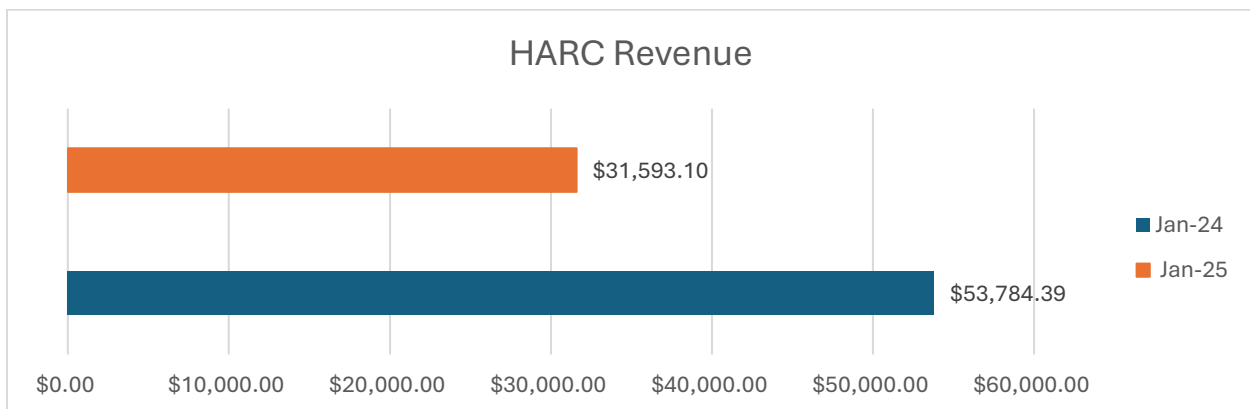
138 Certificate of Appropriateness Reviewed by staff or 95.1% of reviewed applications.

7 Certificate of Appropriateness scheduled for HARC meeting.



HARC Revenue

\$31,593.10 HARC revenue for the month of March



HARC Revenue 2024-2025 FY up to March \$197,888.35

HARC Inspections

35 HARC Final Inspections were requested. **The HARC Inspector executed 16 inspections of those 35. From March 10, the HARC inspector has executed 14 inspections.**

On March 10, 2024, a new process was implemented to separate building permits from HARC permits. As part of this change, the HARC Manager now adds relevant Planning reviewers such as Tree and Planning staff to applicable permits within the historic district as needed.

As a result of this change, the building department created over 900 Certificates of Appropriateness (COAs) for permits that had already been applied for before March 10. These COAs were intended solely for inspection purposes but were generated as shell permits with no defined scope of work, review notes, or attachments. This significantly hindered the HARC inspector's ability to conduct inspections efficiently and contributed to a backlog of both HARC inspections and permit application reviews, resulting in a disruption of service to the public.

Additionally, the ability to request HARC inspections via the eTRAKiT portal under the building module was disabled without notification to HARC staff. This left applicants without guidance on how to proceed with inspection requests. HARC has since received numerous inquiries via email. The HARC inspector has contacted over 200 applicants to date with instructions for HARC inspection scheduling.

Due to the lack of documentation attached to the 900+ shell permits, the HARC inspector has had to print all necessary documents manually to bring into the field for reference during inspections. While the inspector typically uses an iPad to conduct inspections, attachments are only visible if the permit is directly assigned to them. Furthermore, the HARC inspector was removed from the building module list of inspectors, which has prevented downloading any documents to the IPAD. Meanwhile, several other reviewers, some of whom are no longer employed or are unrelated to the review process, remain listed in the module.

Currently, online application submission through eTRAKiT remains unavailable until these issues are fully resolved. As a result, applicants must either submit their materials in person at City Hall or via email to the permit technicians. Currently, all inspections must be submitted via email contact with the HARC inspector.

Prior to March 10, building inspectors were assigned 3-4 HARC inspections per day. Currently, we are receiving 1-2 inspections requests. We are uncertain what is happening with HARC inspection requests previously accessible through the building permit module.

Urban Forestry

Tree Commission -

- Conducted 15 site inspections in relation to tree removal permits in preparation for April 15 TC Meeting; 7 permit closeout inspections; and 8 permit inspections for palms and heavy maintenance trimming

- Posted public notices on properties and uploaded seven (7) reports to the agenda on Legistar for the March 18th Tree Commission meeting
- Attended the March 18th Tree Commission meeting
- Issued 7 palm removal permits, 4 heavy maintenance trim permits, and 4 NPRs

Urban Forestry -

- Updated the Urban Forestry website with current information and updated documents
- Met with Community Services to help handle a City Poinciana that was infested with bees
- Met with the Cemetery sexton to discuss the trees and her concerns within the cemetery
- Obtained an Arbor Day proclamation from the Mayor and am working with the Botanical Gardens and other partners to develop an Arbor Day event at the Gardens for 4-26-25
- Sent 4 Request for Quotes for 3 planting projects
- Conducted 5 site inspections not related to permits
 - Engineering – Eaton St work was going to impact the roots of a tree and we offered guidance as to what could be cut
 - Community Services - Inspected a palm at South Beach that has died and needs to be replaced
 - Public Community - Inspected shrubs that a citizen was unsure if removal required permitting
 - Public Community – Inspected a City palm a citizen thought was dead or needed maintenance
 - Public Community – Responded to a complaint where a tree was supposedly getting cut down, but it was not
- Worked with Planning and Building staff to offer comments and recommendations in regard to biological review and tree review
- In total, Zach and I received \$2,543.13 between 3/6 and 4/1

Community Redevelopment Agency

Frederick Douglass Community Center BV 55021701

- Keystar finished the punch-list items by March 15th
- Ribbon cutting took place on March 6th with District VI following.
- AIPP invoicing and artist coordination
- Planning is working on the paperwork for the federal solar rebate.

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

- City received final drawings and the Utilities Department will send them out for Bid in the next month.

MLK Community Pool

- CIP meeting to confirm project funding.

- CIP meeting on March 6th to confirm the city priority.
- CRA manager requested a meeting with engineering to review community concerns and input.

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 April 10th – 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 coordination a structural analysis for a new roof structure. Report is scheduled to be complete in Mid-May 2025.

Duval Revitalization

- BRIC Grant- Drainage and pump station grant submitted on Feb 15.
- Two rounds of RFI's have been addressed.

Grinnell Street Parking Deck

- CRA manager is confirming scope of work for the parking deck and cost of the project
- 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)

- Project was reviewed and approved at the HARC meeting on Feb 25, 2025
- Project was reviewed and approved at the City Commission meeting on April 1, 2025.

Sustainability & Adaptation

- **Adaptation:**
 - Adaptation Plan: The draft Chapter actions are currently under final review and then will be scored.
 - Green Building Program: Was received well by upper management and is currently being routed through other departments. We expect to go to 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. Submission due April 30.
 - DOD Wastewater Treatment Plant: Assisted Senior Grants Administrator with reporting
 - FDHR Historic Surveys Grant: City Commission approved the Task Order for Waterfront Playhouse and Meson de Pepe's on April 1. A kickoff meeting is scheduled for the first week in April.
 - FDEM Watershed Master Plan: A draft plan has been submitted to the grantors for review

- FEMA BRIC Grant: An application was submitted for the Duval Street and Mallory Square stormwater system. Requests for Information from the grantors have begun.
- ACOE Water Quality Improvements: Partners met to determine final allocation of the funds and decided to split the \$100M evenly between all 7 entities. Next steps are an ILA between the partners and a partner MOU with ACOE for each.
- Upcoming:
 - April: TDC for Amphitheater Bathrooms (4/22).
 - May: CDBG Small Cities (5/2)
 - June: FEMA EOC Fire Station 3 (TBA)
 - July: FDEP Resilient Florida (TBA), EPA WQ (TBA)
- **Water Quality:**
 - The Water Quality Monitoring Program Request for Proposals (RFP) was released and shared with the Sanctuary Advisory Council. Submittals are due mid-April.
 - Year 3 Coral Reef Restoration monies were allocated to Mote Marine Lab by City Commission.
 - Resiliency Manager submitted a request for a Water Quality & Environmental Coordinator for FY26.
- **Transportation:**
 - The Green Commute Challenge ran from March 24-30 and involved 10 employers. Final numbers are being calculated to announce winners and prizes.
 - Monroe County Transportation Coordination Committee: The City TCT ranked the existing and added new actions to the TCC's US1 Master Plan list. The final list is expected to go to all local government Commissions in May.
 - City Transportation Coordination Team ranked its final list for FY26 budgets.
- **Energy**
 - ESCO: The Energy Service Company Owners Representative Task Order is on hold while Finance department verifies funds & the Green Building Program gets underway
 - DOE Technical Assistance (ETIPP): DOE is formulating a final list of potential actions based on their workshops in February. Staff will use various outreach opportunities to get feedback from the community.
 - Asset Management: Staff has discussed the need to find a lead to populate the Maintain X software.
 - Elective Pay: Staff began the process of applying for federal rebates for the solar panels installed at the Bahama Village Community Center.
- **Outreach**
 - CBO Meeting: Resiliency Manager distributed info on the Elevate Florida Program
 - Green Drinks: Transportation Month featured the City's Multimodal Transportation Coordinator and the new Sustainable Transportation Coordinator.