



# Monthly Planning Report

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**To:** Brian L. Barroso  
City Manager

**From:** Patrick Wright  
Growth Management Director

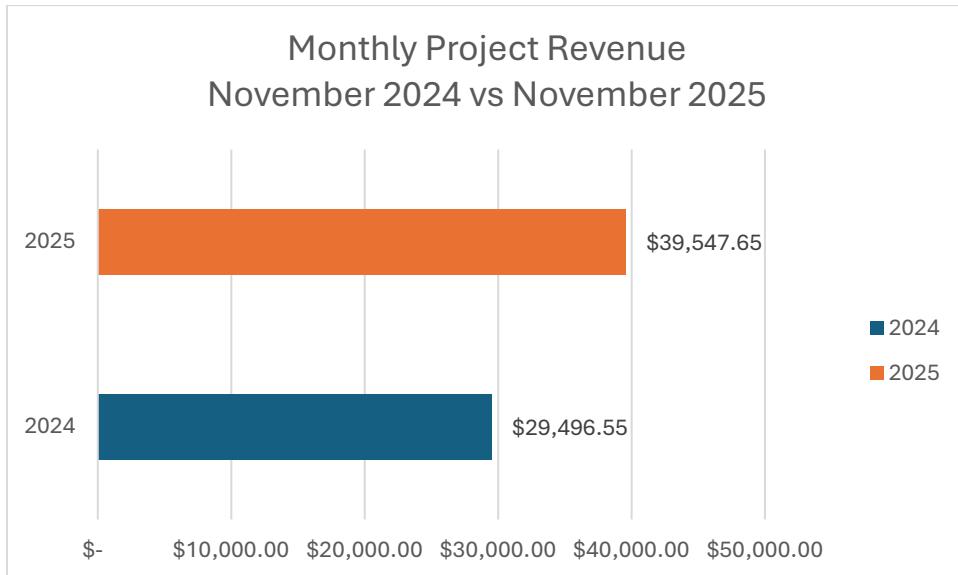
**Subject:** November 2025 Planning Report

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**Date: December 1, 2025**

## Monthly Totals

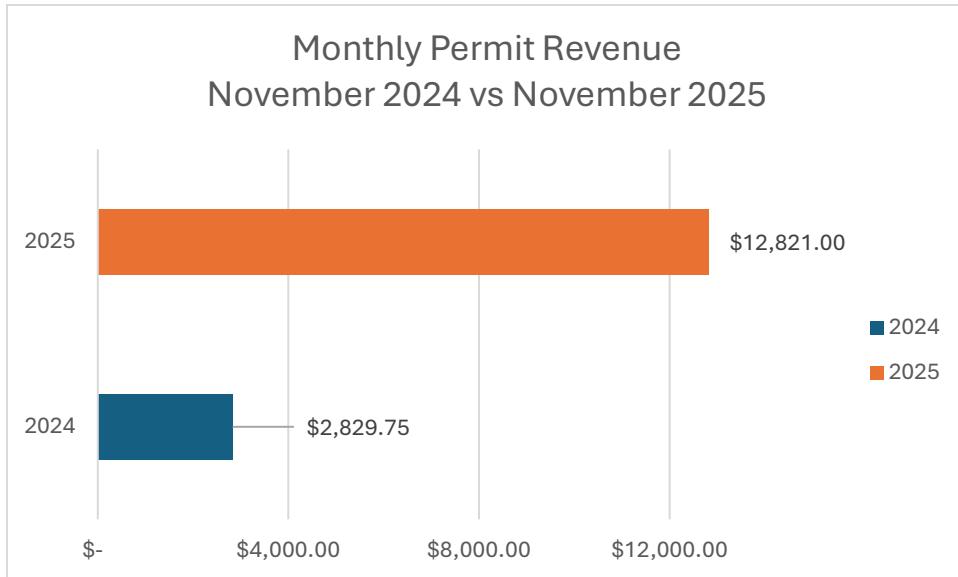
35 Planning Projects Received  
\$39,547.65 Total Monthly Project Revenue  
\$12,821.00 Total Monthly Permit Revenue  
\$52,368.65 Total Monthly Department Revenue



There is a difference of **\$10,051.10** from last November to this year.



# Monthly Planning Report



There is a difference of **\$9,9991.25** from last November to this year.

## On-going Planning projects:

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

## Planning Board

In November the Planning Board approved 2 planning projects and 1 text amendment:

- 2 Variances
- Green Building Fee text amendment

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



# Monthly Planning Report

## HARC MONTHLY REPORT

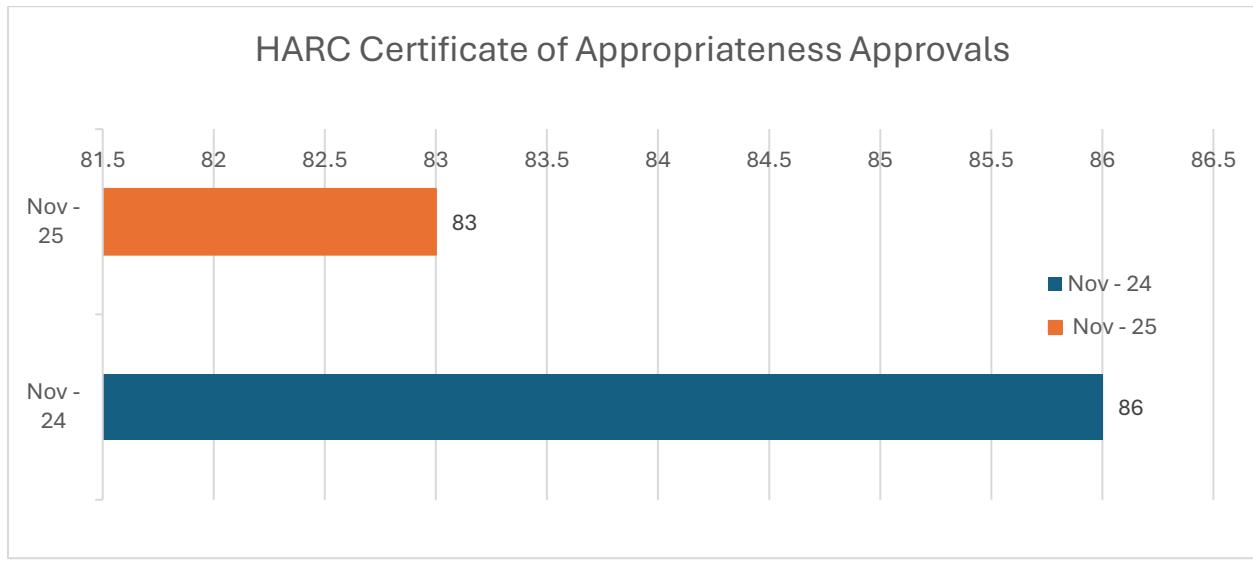
November 2025

### Review and Compliance

83 Total Certificate of Appropriateness Reviewed (7 permits voided)

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

4 Certificate of Appropriateness scheduled for HARC meeting.

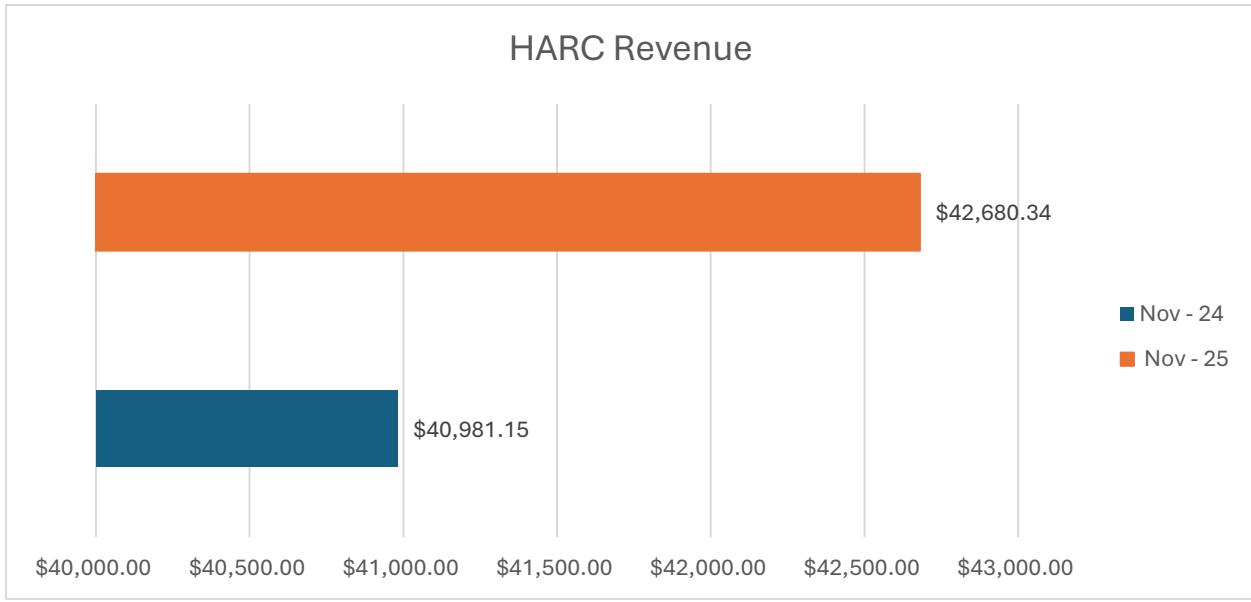


### HARC Revenue

\$42,680.34 HARC revenue for the month of November



## Monthly Planning Report



### HARC Inspections

**72 HARC Final Inspections were completed and 3 Revision Recommended, 1 disapproved.**



# Monthly Planning Report

## Urban Forestry

November 2025

### **Tree Commission**

- Conducted 39 Tree Assessments / Site Inspections in relation to tree removal permits in preparation for November 10 TC Meeting
- Posted Tree Permit public notices on 9 properties
- Conducted 10 permit closeout inspections
- Meeting with Tree Commissioners Pope and Johnson

### **Urban Forestry**

- Conducted 16 Tree Assessments / Site Inspections not related to permits
  - Building – Evaluated onsite native vegetation at 1903-1999 S. Roosevelt parking lot project to confirm protection of Eastern Indigo Snake habitat
  - Engineering – Assessed compliance of existing street landscape vegetation buffers for Bayview Park Project
  - Engineering – Directed tree root pruning for sidewalk renewal projects on Flagler Ave
  - Keys Energy – Consulted with Joseph Diaz and Paul Sanchez for placement of new utility pole asset adjacent to resident vegetation at Flagler Ave. and White St
  - Public Community – Inspected City ROW and private property palms and dicots via citizen contact, SeeClickFix respondents and personal observation/identification
  - Community Services – Inspected trees at various highly visible locations for pruning best practices
- Completed the Florida Forest Service Urban and Community Forestry – Inflation Reduction Act grant application for the proposed approved mitigation of hazard trees and new tree plantings within the Key West Cemetery
- Worked with Planning and Building staff to champion solutions in design and review



## Monthly Planning Report

Nov.                    Oct.                    Sept.

Number of Permits Applied	21	16	15
Multifamily Application Fee	\$120	\$90	\$120
Residential Application Fee	\$300	\$240	\$320
Commercial Application Fee	\$40	\$0	\$0
Permit App Fees – Dicot removal / Heavy trim	\$400	\$580	\$470
Permit App Fees – Palm removal / Palm trim	\$1,010	\$120	\$220
MDP Fee	\$120	\$30	\$60
Inspection Fees	\$100	\$60	\$40
Permit Extension Fees	\$0	\$50	\$0
Palm Mitigation Fees	\$750	\$750	\$0
Dicot Mitigation Fees	\$15,180	\$5,475	\$200
Forestry Application Review Fee	\$970	\$0	\$0
<b>Total of Fees</b>	<b>\$18,990</b>	<b>\$7,395</b>	<b>\$1,430</b>



# Monthly Planning Report

## **Sustainability & Adaptation October / November Report**

- **Adaptation (Resiliency Manager):**

- Adaptation Plan: The draft Chapter actions have completed review and are being scored.
- Green Building Program: The Program successfully passed at the November 20 Planning Board and will go to the City Commission in January for first reading. The video will be updated and reposted this month.
- Duval Revitalization: The consultants have received staff review on all modules and will present to the City Commission at their December meeting.
- Energy Savings: ESCO (Energy Savings Company) Owners Rep Task 1 was approved by City Commission in October. Staff has submitted data for all its buildings and will be reviewing the results in December. The potential savings will be presented to City Commission in February.

- **Grants (Resiliency Manager):**

- FDHR Historic Adaptation Surveys Grant #2: Aquarium & Hospitality House. Grant Agreement was passed on October City Commission and the Task Order passed at the November City Commission. Kickoff will be scheduled for December.
- DOD Housing Grant: DOD staff is routing language through Congress to expand its authority to help with our Housing Study. We expect final passage between October and December 2025.
- DOD Wastewater Treatment Plant: Time extension was approved. Final report has been received from the Consultants.
- FDHR Historic Adaptation Surveys Grant #1: Waterfront Playhouse and Meson de Pepe's. Finalizing grant reports for close out.
- FDHR Historic Surveys Grant #3: Tift Icehouse and Key West Art Center. Scored high for FY27. Won't know if funded until Summer 2026.
- FDHR Historic Special Category Grant: Waterfront Playhouse. Ranked high for FY27. Won't know if the State budget survives until Summer 2026.



# Monthly Planning Report

- FDEM Watershed Master Plan: The final plan was submitted to the City Commission Aug 6<sup>th</sup>. We are now closing out the grant.
- ACOE Water Quality Improvements: CM's office is readdressing the allocation formula. Next steps are an ILA between the partners and a partner MOU with ACOE.
- FDEP Recreation Development Assistance Program: Bayview Fitness Area. Submitted 9/30.
- USDOT [Innovative Finance and Asset Concession](#). Park N Ride and KWIC. Submitted 10/1.
- USDOT Safe Streets Demonstration Grant: Data Collection. Submitted June 25th
- NEA Grants for Arts Project - Bus Shelters. Submitted July 22
- FEMA HMGP Tier 3: Duval Stormwater. Submitted July 25
- FDEP Resilient Florida: Fire Station 3 & Harris/10<sup>th</sup> stormwater. Submitted Sept 1
- FDOF Urban and Community Forestry IRA Grant. Submitted November 17
- Submitting:
  - [FDOT Transportation Alternative funding](#) (Dec)
- Evaluating:
  - NPS [Save America's Treasures](#) (Dec/Jan)
  - [FDEO CDBG Small Cities](#) (May)

- **Water Quality (Resiliency Manager):**

- The Water Quality Monitoring Program RFP #2 received 5 submissions that were ranked on Sept 29<sup>th</sup>. The highest-ranking submission, Stantec was awarded the contract at the October 9<sup>th</sup> City Commission meeting. Staff is negotiating the contract.

- **Transportation (Sustainable Transportation Coordinator)**

- Multimodal Studies: Working with consultants on new Task order, focused on funding opportunities.
- Safe Streets and Roads for All (SS4A) grant
  - Completion expected early 2026. Promoting the safety issue map



# Monthly Planning Report

- Transit Assistance
  - Purchasing Sportworks' 3-position bike racks for every transit vehicle and Velolink sensors and software. Velolink will track bike rack usage for every transit vehicle
  - Researching/Implementing short- and long-term innovative transit funding ideas
- Procuring Via's Remix software, which will help with transit planning and scheduling
  - Verifying bus stops in the field using Automated Transit Stop Inventory Management (ATSIM) system
- Researching advertising via existing free WiFi on buses
  - Researching procurement pathways for bus shelter advertising.
- Applying for T-Mobile Hometown Grant for artistic bus shelters
- Exemplary E-Bike Program
- Researching feasibility of Quick Rides app to launch bikeshare. Bikeshare would help Key West receive higher Bicycle Friendly Community award (due June 2026)
- New Florida laws in effect on July 1, 2025
  - Florida Senate Bill 700, preempts local jurisdictions from regulating EV charging stations and supporting equipment
  - E-bike amendment to Senate Bill 462 allows Key West to do e-bike enforcement on sidewalks along N Roosevelt Blvd
  - SB 462 permits local jurisdictions to require anyone who rides a bike to carry a photo ID and set an age registration
  - Attended Florida Bicycle Summit, focused on HB 243, e-bike and e-moto safety



# Monthly Planning Report

## November Sustainable Transportation Update

- Safe Streets and Roads for All (SS4A) grants
  - The Key West Safety Action Plan will be completed by early 2026
    - Promoting the safety issue map  
<https://ufl.maps.arcgis.com/apps/webappviewer/index.html?id=4af89680a42540589e99e120451c4bd8>
    - Dispersed over 130 bike helmets (total supply except for toddler helmets) at Children's Day with partners from the University of Florida and Florida Department of Health in Monroe County
  - Florida law went into effect on July 1, 2025
    - Working with Multimodal Transportation Coordinator on a Letter to the Commission
      - E-bike amendment to Senate Bill 462 allows Key West to do e-bike enforcement on sidewalks along N Roosevelt Blvd
      - SB 462 permits local jurisdictions to require anyone who rides a bike to carry a photo ID and set an age registration
  - Partnering with City of Marathon and Village of Islamorada on SS4A
  - Preparing to apply for FDOT's Transportation Alternative funding, which is due December 4, 2025
- Transit
  - Researching short- and long-term innovative transit funding ideas
    - Requesting approval to purchase Via's Remix software, which will help with transit planning and scheduling
    - Possibility of launching carshare on City-owned parking spaces
    - Exploring how to create ads on existing free WiFi on buses
    - Deciding how to proceed with the bus shelter ads contract
  - Verifying bus stops in the field using the Automated Transit Stop Inventory Management (ATSIM) system
- Exemplary E-Bike Program
  - Plan to work with Multimodal Transportation Coordinator to discuss with local bike rental companies about launching a bikeshare program
    - Possibility of using We Cycle's Quick Rides app
  - Preparing to apply for T-Mobile Hometown Grant Program to purchase 3-position, e-bike compatible bike racks for buses
    - Velolink will allow Key West to track bike rack usage for every bus
  - Florida Senate Bill 700, which went into effect on July 1, preempts local jurisdictions from regulating EV charging stations and supporting equipment



# Monthly Planning Report

## CRA Projects for Bahama Village and Caroline Street

1. Frederick Douglass Community Center- PHASE 1 closeout
  - a) Building review/ tree review was completed.
  - b) Maintain X- project documents saved to the new software-
    1. 9.22.2025 Gary M is working on uploading all the documents
  - c) AIPP- Two out of three art pieces are paid for. Sally Bindard's interior mural is the last remaining art project and is scheduled for January 2026.
  - d) Solar Report- solar is connected to the internet and daily reports can be downloaded to show the solar savings.
  - e) Museum is working towards a move in date.
  - f) Security Cameras- Ports will be ordering and installing cameras in the new building.
  - g) Solar Credit- Finance is working with Alison and team on getting the tax payback credit for this item. Anticipated closeout by 8/15
    1. Finance is working with Alison to confirm the tax number for the city.
2. Diesel Plant progress- Project number- BV
  - a) 601 FY26/FY25- \$2M, all previous funds to be transferred to New CIP number
  - b) Property Management to proceed with next steps as directed by the City Commission. CRA manager will need to remain involved because of funding by the CRA.
  - c) 11.14.2025-Senior property manager and CRA manager met to review next steps for the project. Next meeting to include all stakeholders.
  - d) Brownfield Grant- CRA manager is working with grant team and engineering to review possible grant opportunity. Grant team presenting to upper management on 12/4/2025 for review and approval.
3. Fish House- 631 Greene Street- Project number- CS
  - a) 603 Fund- 2.5M previously funded.
  - b) This project is listed in the projects for Port and Marine's services.
  - c) Project was reviewed to and approved to move forward at both the Bight board and City Commission.
4. Properties for Acquisition (Commissioner Castillo)
  - a) Meet with Todd, and updated Patrick, to review potential properties on 11/4/2025. Further review for a residential property is needed.
  - b) 601 FY25- \$350K included in the budget for grant funding for business owners for acquisition or building improvements. The goal is to incentives others to redevelopment sites located in Bahama Village.
5. CRA manager met with upper management to review way for the City to secure CRA funds for the next 15 years. Next steps and discussion are needed with Finance and Legal.