



Monthly Planning Report

To: Todd Stoughton
Interim City Manager

Date: August 8, 2024

From: Katie P. Halloran
Planning Director

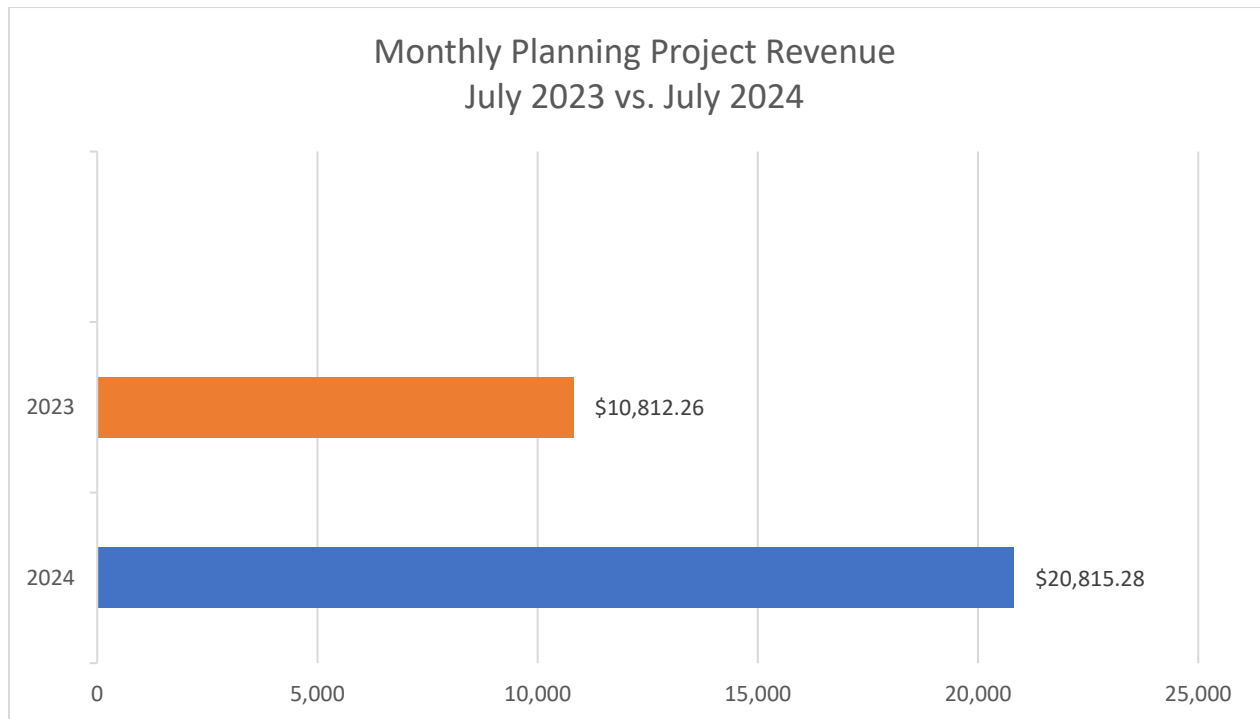
Subject: July 2024 Planning Report

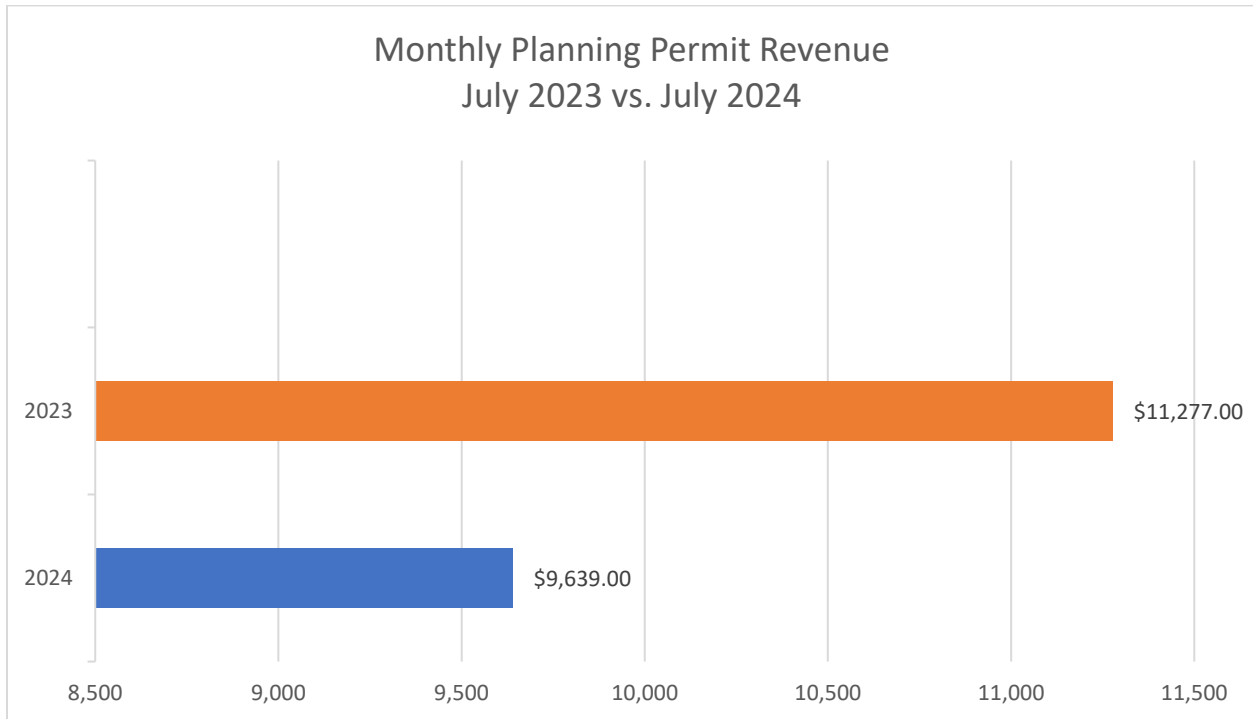
Planning

7 Planning Projects Received

\$20,815.28 Total Monthly Project Revenue

\$9,639.00 Total Monthly Permit Revenue





On-going Planning projects:

- Mallory Square Master Plan (Sasaki)
- Mallory Square Revenue Generation Study (Sasaki with James Lima Planning & Design)
- Downtown Parking and Mobility Financial Analysis (Phase 1) (Stantec)
- Duval Street Resiliency & Revitalization Plan (Stantec with TCT funds)
- Key West (Climate) Adaptation Plan (Tetrattech, Sustainability Coordinator)
- Annexation analysis request (City Commission)
- Code amendment: Workforce Housing Ordinance amendments and Zoning in Progress.
- Code amendment study: Building Permit Allocation System amendments in advance of any additional permit allocations from the Department of Commerce.
- Housing Study/Comprehensive Plan update of state laws (not yet launched)
- Planning Department Fee Study (not yet launched)
- Currently collaborating to finalize three (3) Land Development Regulation (LDR) text amendment applications initiated through the Building Department (Staff) and postponed to September 12, 2024:
 - 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 and ROW Vacation (Staff and Stantec) postponed to November 14, 2024:
 - 715 & 811 Seminole Avenue FLUM & ZONE
 - 715 & 811 Seminole Avenue ROWV
- LDR text amendments (Staff & Planning Board) postponed to September 12, 2024:
 - Home elevations – The proposed amendment is intended to reduce regulatory barriers to the elevation of residential structures or enhance resilience and post-disaster recovery.
- Major development plan at 711 Eisenhower Drive
- 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:

- Briefed individual Commission members on the status of the Work Force Housing Code amendments
- Analyzed existing City policy on Liveboards along with potential solutions to conflicts at Garrison Bight
- Attended Climate Adaptation Plan work session
- Briefed Planning Board members on July 18th Planning Board meeting
- Attended Budget Workshops on July 16th, 17th, and 18th.
- Attended Workforce Housing discussion with Lodging Association of Key West
- Briefed incoming Commission member Donie Lee on housing issues
- Met with Key West Housing and Community Development Director to review proposed workforce housing code amendments
- Attended Special Called Planning Board meeting to discuss Draft Workforce Housing Code Amendment
- Attended Code Enforcement hearing concerning 901 Fleming Avenue

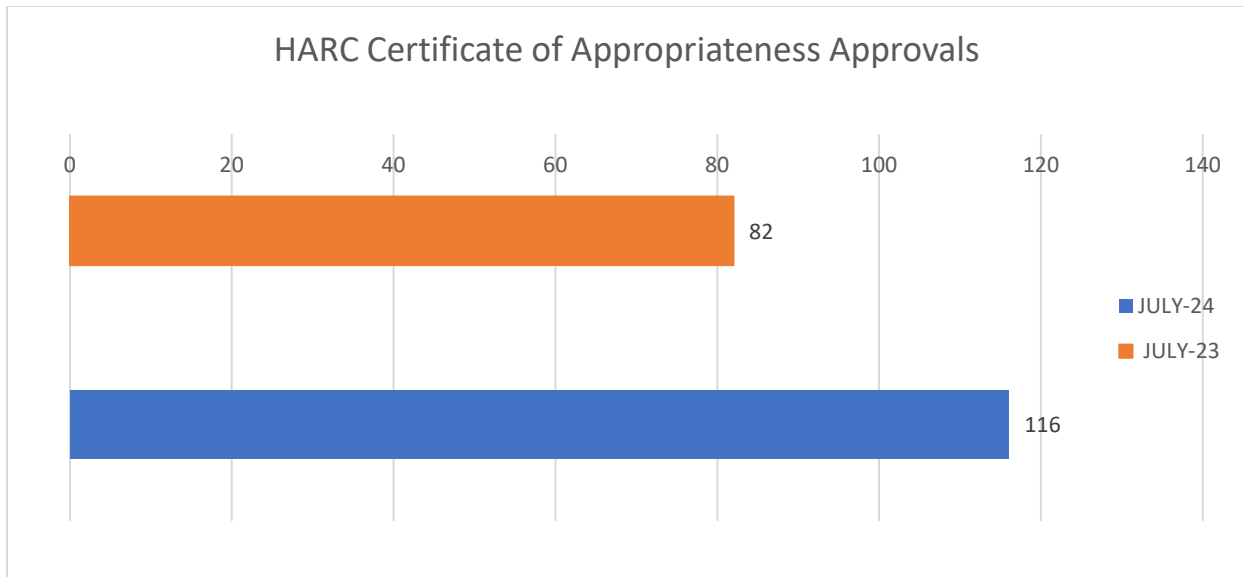
HARC

Review and Compliance

116 Total Certificate of Appropriateness Reviewed

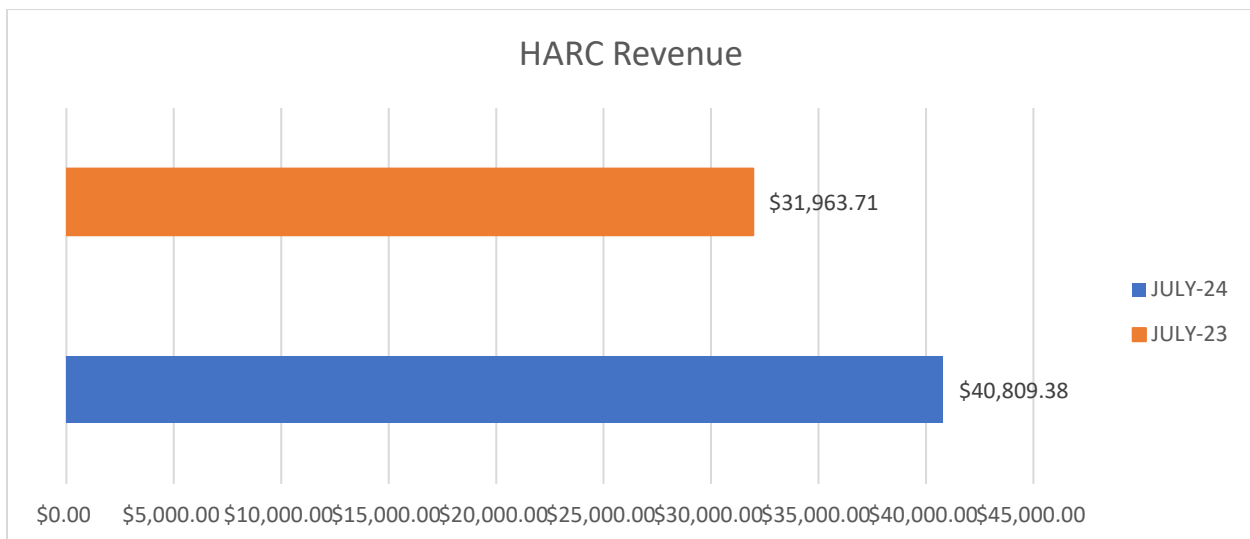
110 Certificate of Appropriateness Reviewed by staff or 94% of reviewed applications

6 Certificate of Appropriateness scheduled for HARC meeting

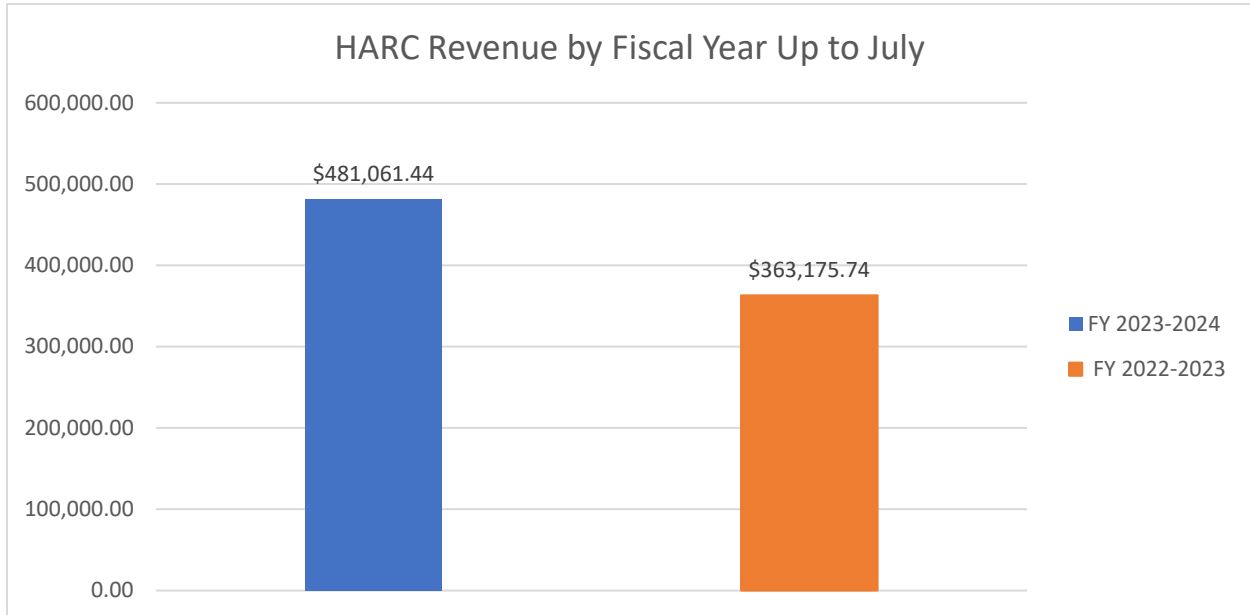


HARC Revenue

\$40,809.38 HARC revenue for the month of July



\$481,061.44 FY up to date HARC Revenue



CRA Manager

Miscellaneous services and meetings:

- Attended the City Commission Budget Meetings on July 16-17th.
- Attended the City Commission Bond Meeting on July 18th.
- Attended eight (8) project site visits.
- Attended ten (10) consultant/staff meetings.
- Attended the kickoff meeting for Key West working groups for Climate Adaptation Plan
- Processed \$1,074,000 in pay applications.

Urban Forestry Work

- July TC - Presented reports and processed permits
- Wrote and finalized one (1) settlement agreement (Tree Commission enforcement case)
- Attended budget hearings and wrote update as to Tree Commission budget priorities.
- Completed three (3) landscape plan reviews with planners regarding Sec 108 landscape requirements.
- Collected information and created a purchase order for a truck load of dirt for Community Services.
- Collected information and created estimate requests for the purchase of a replacement Coconut Palm and removal/replacement of the shrubby trees by Garrison Bight entrance on N. Roosevelt Blvd.
- Performed site work and drafted a tree planting plan for the 400 block of Petronia Street.

- Accepted the delivery of two (2) donated Gumbo Limbo trees to Truman Waterfront Park. Donation related to closure of a tree removal permit.
- Completed a preliminary review of proposed Bayview Park project with engineering.

Sustainability & Adaptation

- Adaptation and Energy Coordinator prepared the City's Green E- News Letter.
- Adaptation and Energy Coordinator successfully prepared and submitted Energy Transitions Initiative Partnerships Project Application.
- Adaptation and Energy Coordinator is currently enrolled in the Ambassadors Class of 41.
- Adaptation and Energy Coordinator organized and hosted Green Drinks event to promote educational awareness on "Green Building".
- Adaptation and Energy Coordinator attended the Key West Adaptation Plan Progress meeting.
- Adaptation and Energy Coordinator attended the Key West Working Group Planning meeting.
- Adaptation and Energy Coordinator attended the Employee Committee meeting.
- Adaptation and Energy Coordinator enrolled in Integrating Nature into Climate Planning Cohort.
- Adaptation and Energy Coordinator is worked on editing the City's 10 Year Energy Plan.
- **Adaptation Plan:**
 - Sustainability Coordinator hosted the Kickoff of the Adaptation Plan 7 Working Group chapters.
 - Sustainability Coordinator assisted the Utilities Department with developing a \$750,000 application to the EPA South Florida grant for research and create a plan to reduce the seawater intrusion into our sewer pipelines.
 - Sustainability Coordinator assisted HARC with developing a \$235,000, application to the FEMA Hazard Loss Mitigation Program grant for the stabilization /hardening Tiff Icehouse / Welcome Center at Mallory Square.
 - Sustainability Coordinator received permission to assist the HARC Inspector with developing applications to the Florida Dept of Environmental Protection Resilient Florida Program for the Tide Valves project (\$440,600); Douglass Gym Drainage Modifications (\$750,000); and Dennis Street, Phase 2 (\$560,000).
- **EV Charger:** Sustainability Coordinator is proud to announce that the EV charger at City Hall is finally working!
- **Transportation:** Sustainability Coordinator hosted the monthly meeting of the Transportation Coordination Team. Primary discussions revolved around the suggested free/reduced parking idea from the Budget Workshop.
- **Water Quality:**
 - Sustainability Coordinator attended the quarterly meeting of the Sanctuary's Water Quality Protection Program.

- The Army Corps will be working with Monroe County to kickoff the next decade of Water Resources Development Act – Florida Keys Water Quality Improvements Program allocations for all Keys local governments. Total shared allocation is \$2M.
- **Environmental Protection:** Sustainability Coordinator received a letter from FDEP about a potential clean up at Fire Station 2. The Interim Assistant City Manager pledged to look into it.
- **Other:**
 - Sustainability Coordinator processed ~20 procurement items, related to both Adaptation and City Planner funds.
 - Sustainability Coordinator and CRA Manager spoke at Green Drinks for Green Building Month.
 - Sustainability Coordinator presented on residential and commercial resiliency to realtors at Keller Williams.
 - Sustainability Coordinator presented on Energy Service Companies (ESCOs) and the Resiliency Fee as part of the City Commission Budget Workshop.
 - Sustainability Coordinator and CRA Manager represented the Bond Committee during the City Commission Special Meeting.