



Monthly Planning Report

To: Brian L. Barroso
City Manager

Date: July 7, 2025

From: Patrick Wright
Growth Management Director

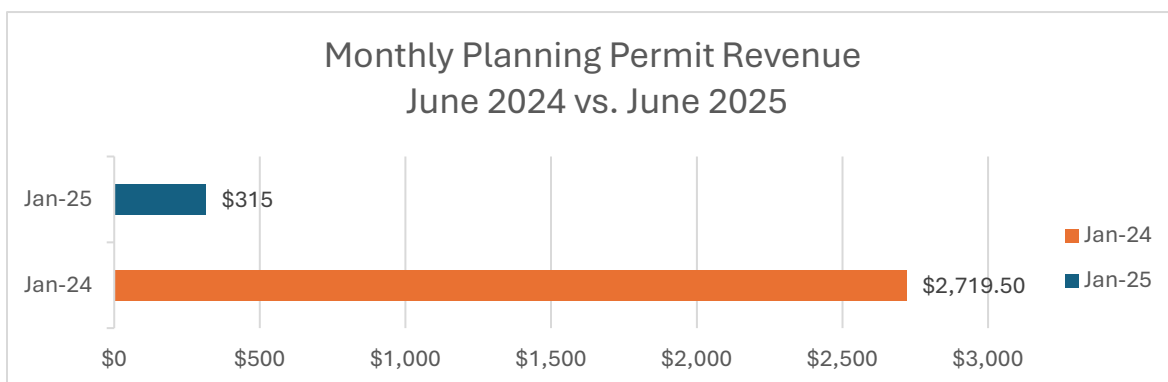
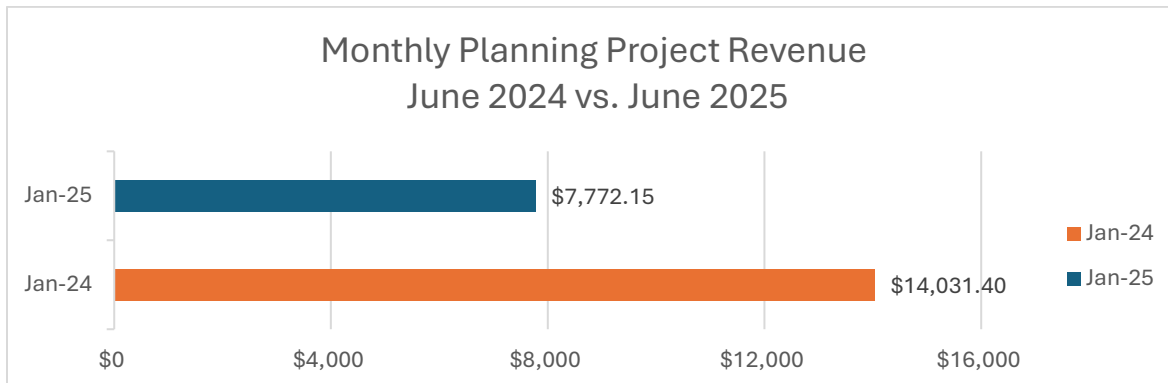
Subject: June 2025 Planning Report

Planning

9 Planning Projects Received

\$7,772.15 Total Monthly Project Revenue

\$315 Total Monthly Permit Revenue



On-going Planning projects:

- Mallory Square Master Plan (Sasaki)

- Duval Street Resiliency & Revitalization Plan (Stantec)

Planning Board

- June Planning Board did not happen due to the board not reaching a quorum. All items will be deferred to the July Planning Board.
 - 3 proposed Development Plans
 - 3 proposed Variances
 - 3 proposed Conditional Uses
 - Final determination of Award for Year 12 Building Permit Allocation System (BPAS) Applications.

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

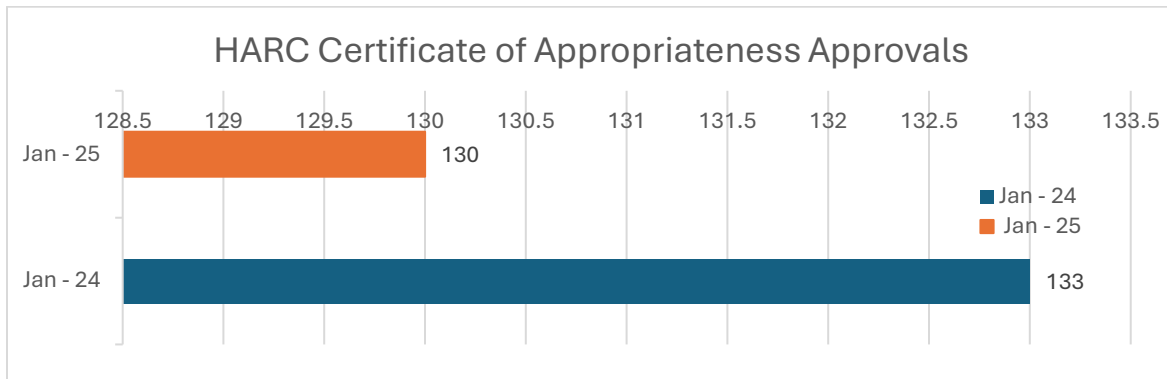
Historic Architectural Review Commission (HARC)

Review and Compliance

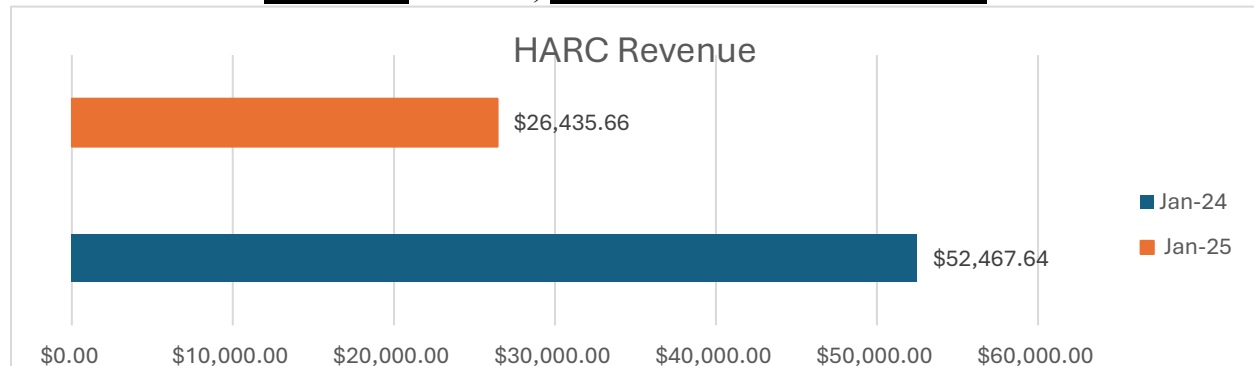
130 Total Certificate of Appropriateness Reviewed

121 Certificate of Appropriateness Reviewed by staff or 93.1% of reviewed applications.

9 Certificate of Appropriateness scheduled for HARC meeting.



HARC Revenue: \$26,435.66 for June; \$300,329.62 for F25 year to date



HARC Inspections: 48 HARC Final Inspections were completed.

Urban Forestry

- The Urban Forester job description has been posted and interviews will happen soon.
- Zachary Bently, the Urban Forestry Permit Tech has been made Interim Urban Forester

Community Redevelopment Agency

Frederick Douglass Community Center BV 55021701

- Art in public places met in June to review Sally Banard's interior artwork. It was approved to move forward and will be on the August BVRAC agenda.

Frederick Douglass Community Center- Phase Two

- Contract from Florida Commerce was approved for \$1,000,000. Engineering has started the project and is putting together the final scope of work and cost estimate. Once that is complete, CRA manager will disrepute to all stakeholders.

Olivia Street Drainage

- Project is being completed this month and Olivia Street paving will in that block will be competed.

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MLK Community Pool

- Engineering is working with Perez Engineering on a detailed cost estimate report by end of June.

Diesel Plant Stabilization

- Engineering has received a draft structural analysis for the building. Once the final report is complete, CRA Manager will share with BVRAC.
- FY2026 funding- Special Category Historic Preservation Grant- \$984,500

Duval Revitalization Project

- City is continuing to look for grants. Project updated is scheduled for the August City Commission meeting.

Piano Shop (907 Caroline Street)

- The project has completed the planning board process/ city commission approval. Drawings are at 90% complete. Construction bid timeline- TBD.

Grinnell Street Parking Deck- No new update

- 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- No new update

- 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.

Sustainability & Adaptation

- **Adaptation Plan:**

- Adaptation Plan: The draft Chapter actions are currently under final review and then will be scored.
- Green Building Program: CM gave permission to move forward to the outreach plan. Resiliency Manager presented at the CBO Quarterly on 7/2, and will present at Green Drinks on 7/15 and at a not yet scheduled Stakeholder meeting 7/16 or 17th.
- Duval Revitalization: Resiliency Manager reviewed 3 draft modules of the final plan and provided comments.
- Monroe County Local Mitigation Strategy: Resiliency Manager updated the City's current LMS projects and added new ones, enabling the City to apply for funds for any listed item under the FEMA Hazard Mitigation Grant Program.

- **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. The draft report has been received by the FDHR grant staff.
- FDHR Historic Adaptation Surveys Grant #2: Aquarium & Hospitality House. Awarded!
- FDHR Historic Special Category Grant: Diesel Plant. Entire budget slashed.
- FDHR Historic Surveys Grant #3: Tift Icehouse. Submitted June 2. Will know in a year.
- FDHR Historic Special Category Grant: Waterfront Playhouse. Same as above.
- FDEM Watershed Master Plan: The draft plan has been submitted to the grantors for review. Final will be ready for August City Commission meeting.
- 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.
- USDOT Safe Streets Demonstration Grant: Submitted June 25th
- DOD DCIP: Passed opportunity because we wouldn't have been awarded.
- Upcoming:
 - July 22: NEA Grants for Arts Project (July 22) > Downtown Bus Shelters
 - July 25: HMGP Tier 3: Duval Stormwater. Waiting for permission from Finance.
 - Sept 1: FDEP Resilient Florida (9/1)
 - TBA: EPA WQ, FDEP WQ

- **Water Quality:**

- Scoring errors and conflicts of interest for the Water Quality Monitoring Program Request for Proposals (RFP) were discovered during June 4 City Commission meeting, leading to a postponement of choosing the consultant. A special meeting will be scheduled for July 23rd to review new information.

- **Transportation:**

- Sustainability Transportation Coordinator completed a Safe Streets and Roads for All (SS4A) Demonstration grant application and is working with FDOT for permission to install AI-powered near-miss sensors on FDOT owned US1/etc and direct data connection for an AI-powered traffic crash dashboard.
- Sustainability Transportation Coordinator and Adaptation and Energy Coordinator received permission to apply for four Hybrid buses (See grants, above)
- Florida laws went into effect on July 1st:

- E-bike amendment to CS/HB 567 adds the word “within” AND the e-bike age restriction. The word “within” allows Key West to do enforcement on sidewalks owned by FDOT.
- SB 462 permits local jurisdictions to require anyone who rides a bike to carry a photo ID and set an age registration in order to ride a bike

- **Energy**

- Adaptation and Energy Coordinator completed electricity benchmarking for all Tier 1 City-owned buildings (buildings owned and operated by City staff). Water meter benchmarking is 95% complete and on track for finalization.
- Adaptation and Energy Coordinator organized and executed a two-day Community Energy Workshop on Friday, June 6, and Saturday, June 7, at the Frederick Douglass Community Center. This workshop is a cornerstone of the City’s 10-Year Energy and Cost Savings Plan, as part of our technical assistance grant with the Energy Transitions Initiative Partnership Project (ETIPP).
- Adaptation and Energy Coordinator successfully earned a Certificate of Completion for Module 3 of the U.S. Department of Energy’s Performance Contracting National Resource Center (PCNRC) training program.

- **Community Outreach**

- Adaptation and Energy Coordinator designed and distributed the monthly Green E-Newsletter, which continues to be shared during the first week of each month to highlight sustainability initiatives and engagement opportunities.
- Adaptation and Energy Coordinator hosted the Green Drinks Key West event on June 17, 2025, at Side Bar Key West. The event featured guest speaker Alison Higgins, Resiliency Manager for the City of Key West, who presented on the region’s Green Business Programs and ongoing sustainability efforts.