



## CITY OF KEY WEST

# Building Permit Allocation System 2025 Annual Report

### **INTRODUCTION:**

This annual report is written in accordance with Section 108-995 of the Building Permit Allocation System Ordinance (BPAS) (Ordinance 13-19). This section requires the City Planner charged with implementation and interpretation of the Land Development Regulations to provide an annual report to the Planning Board and the State Land Planning Agency to identify any remaining or unused allocations for the current year and the number of permits by building type that have been allocated by September 1 for each year of the BPAS.

### **ANALYSIS RESULTS:**

The City's Building Permit Allocation System (BPAS) is a growth management mechanism developed and implemented in 1993 to ensure adequate evacuation time for residents and visitors in the event of a hurricane possibly affecting the City. The BPAS is also commonly referred to as the Rate of Growth Ordinance, or "ROGO", as the intent of the ordinance is to limit the amount and rate of new residential units approved in the City.

### **Building Permit Allocation System Ordinance 13-19**

Ordinance 13-19 updated the existing Building Permit Allocation System regulations in response to the newly adopted Comprehensive Plan policies and the 2012 Hurricane Evacuation Model Memorandum of Understanding. The amendments established an application process for the allocation of 91 new residential units to be received from the State Department of Economic Opportunity (DEO) annually for ten years as well as necessary changes that allow for clarification, simplification, and ease of use for the residential development regulations process.

- 1. Lawful Unit Determination Process (LUD's)** – Under the Ordinance 13-19, the date a homeowner must prove his/her unrecognized residential unit was in existence changed from April 1, 1990 to April 1, 2010, which is based on the most recent published US Census population data. The intent of the Building Permit Allocation System (BPAS), pursuant to City Code Section 108-987, is to implement the City's Comprehensive Plan by limiting annual permanent (non-transient) and transient residential development. All new permanent and transient residential units within the City are subject to the BPAS, except as expressly exempted in City Code Section 108-991.

- 2. Beneficial Use Criteria** – Regulations codify Comprehensive Plan Policy 1-1.16.1 which required that the remaining residential BPAS units (from the original 1993 allocation) be reserved for Beneficial Use purposes only. The City has reserved enough Beneficial Use allocations to cover any potential takings claims, leaving the new unit allocations available for new development. The Planning Department accepts residential units into the Beneficial Use pool, if property owners elect to utilize a waiver and release of building permit allocation to voluntarily reduce onsite residential density in order to receive and utilize transient units and licenses pursuant to the criteria in Sec. 122-1339 – Transfer of transient business tax receipt. In other instances, property owners choose to reduce the total number of legal on-site units on their property and voluntarily surrender these units to the City’s beneficial use pool, allowing them to be utilized elsewhere on the island.

<b>Total Beneficial Use Units Allocated through 2023</b>	
Total Beneficial Use Allocation <b>Surplus</b> through June 30, 2024	115.55
Total Beneficial Use Allocated from July 1, 2024 through June 30, 2025	4
Total Recovered / Surrendered from July 1, 2024 through June 30, 2025 • 621 Eaton St, 1114 Grinnell St	4
<b>Total Surplus:</b>	115.55

*Source: City of Key West Planning Department 2025*

- 3. Application Process** - Using the framework adopted in the 2013 Comprehensive Plan, staff created an application process that ensures that the limited number of residential unit allocations is distributed in a fair and equitable manner over time and that any future residential development contributes to the sustainable future of the City of Key West.

Allocations by Residential Unit Type – Based on requirements in the Comprehensive Plan the Ordinance requires that unit types be allocated as follows:



Allocations by Residential Unit Type				
Application / Allocation Year	Affordable Housing Units (AH)*	Market Rate Units	Transient Rental Units	Total Units
2013/2014	48 Units dedicated for Peary Court; 7 AH units available for allocation	Maximum of 36	0	91 annually
2014/2015 2015/2016	Minimum of 55 annually	Maximum of 36 annually; 72 over 2 years	0	91 annually
2016/2017 2017/2018	Minimum of 45 annually	Maximum of 46 annually; 92 over 2 years	Maximum of 10 annually (deducted from market rate)	91 annually
2018/2019 2019/2020 2020/2021	Minimum of 45 annually; 135 over 3 years	Maximum of 46; 138 over 3 years	0	91 annually; 273 over 3 yrs
**2021/2022	38.4 market rate units and 89.6 affordable units shall be allocated to the property currently known as the 3.2 development in Bahama Village	Maximum of 7.6	0	91 annually
**2022/2023	Minimum of 0.4	Maximum of 46	0	91 annually
***2023/2024	<u>75% of all remaining units allotted must be affordable</u>	<u>Maximum 25%</u>	<u>0</u>	<u>Up to 272.40</u>
<b>Total available allocations Years 1-11</b>	<b>480</b>	<b>430</b>		<b>910</b>

\*Per City Commission Ordinance 17-13

\*\*Per City Commission Ordinance 22-06

\*\*\*Per City Commission Ordinance 23-03

**4. Application Review and Ranking** – The Building Permit Allocation application period was amended through Ordinance 23-03 and Ordinance 23-04 to continue allocation of residential units after 2023 until all units have been allocated. After year ten (10), 75 percent of

residential building permit units shall be deed restricted affordable, including any units which have reverted to the city which were previously allocated and unused within the timeframe specified. Applications will be reviewed and ranked by City staff and the Final Determination of Award will be made by the Planning Board. Based on the level of proposed development, development plan approvals will be reviewed by the relevant Boards and Commissions no later than June of the award year. An application approval and allocation schedule will be published in June of each year with the specific deadlines and dates anticipated for final allocation approvals. BPAS Year 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 11 and 12 have been allocated as follows:

	BPAS Award Allocations				
Allocation Year	Market Rate	Total Number of Units Allocated (ESFU)			
		Market Rate to Deed Restricted Affordable	Affordable	Affordable Advanced Award	Transient
Year 1	36		55	15.9	0
Year 2	31		44.1	8.46	0
Year 3	7		14.72	0	0
Year 4	29		22	0	8.6
Transferred Via Ordinance No. 17-13	0		104	0	0
Year 5	46		4.78	0	0
Year 6	9		105.56	0	0
Year 7	7		2.34	0	0
Year 8	43		24.96	0	0
Ordinance No. 22-05 3.2 Acre Set-Aside Year 9	34.40	1.86	89.74		0
Year 9	11	3.78	0	0	0
Year 10	10		9		
Ordinance No. 24-08 (301 White St Set aside) Year 11	53		218.56		0
Year 12	3		10		
Year 12 Staff Approved at 3407 Riveria Dr			0.78		

<b>Allocations Subtotal</b>	<b>319.40</b>	<b>5.64</b> <b>(deducted from market rate pool)</b>	<b><u>705.54</u></b> <b><u>24.36</u></b> <b>729.9</b>	<b>8.6</b> <b>(deducted from market rate pool)</b>
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BPAS Summary			
	Market Rate	Affordable	Grand Total
<b><u>Total Allocations Available Year 12 and beyond (2023-0)</u></b>	<b>3 (maximum)</b>	<b>10 (minimum)</b>	<b>13.84**</b>
<b><u>Total Allocated Year 12 Through Resolution 2025-031</u></b>	<b>3</b>	<b>10</b>	<b>13</b>
<b><u>Total Allocated through staff approval pursuant to Sec 108-997 at 3407 Riveria Drive</u></b>	<b>0</b>	<b>0.78</b>	<b>0.78</b>
<b><u>Total # Recovered/Surrendered Units (700 Duval Street)</u></b>	<b>5</b>	<b>1.56</b>	<b>6.56</b>
<b><u>Total Allocations Remaining Year 13 2025/26</u></b>	<b>25% Maximum</b>	<b>75% Minimum</b>	<b>6.62</b>

*\*Source: PB Resolutions 2015-06, 2015-26, 2016-16, 2017-06, 2018-17, 2019-25, 2020-17, 2021-20, 2022-27, 2023-10, 2024-26, 2025-031, Ordinance 17-13, Ordinance 22-05, Ordinance 22-06, Ordinance 23-03, Ordinance 23-04, Waiver Agreement, and CS/HB 1499. One hundred three (103) affordable units were surrendered/recovered to the affordable BPAS pool and were replaced with Early Evacuation units. The 103 units were awarded on April 22, 2021, PB Resolution 2021-06.*

*\*\* This number is different from the Year 11 Annual Report as on September 2024 the department reissued 2 allocations (1 Market and 1 Affordable at 1.78 ESFU) to 3450 Duck Avenue as their units which were previously thought to have expired were properly tolled through an EO extension. For more information or to receive a copy of this letter please contact the department.*

#### 3407 Riveria Drive:

This affordable rate application for an accessory dwelling unit was received in May of 2025 to the Planning Department. Staff confirmed with the City Attorney and Growth Management Director that the application does not need approval by the Planning Board, but rather pursuant to section 108-997 “Applications for affordable units as minor renovations or accessory units can be received at any time during the BPAS allocation year, as long as their application meets the average application score from the prior year. If the score does not meet the average score of the prior year,

*the application will be held and ranked as part of the annual application cycle.”* The average score of Year 11 BPAS at final applications not including those that were withdrawn was 64.25 points. 3407 Riveria Drive’s score sheet certified 65 points. One (1) accessory dwelling unit at 0.78 ESFU will be awarded to the property following this annual report.

The Third District Court of Appeal filed an opinion on August 3, 2022, affirming the final order of the Department of Economic Opportunity (DEO), which determined that the Comprehensive Plan Amendments adopted by the City of Key West are in compliance with Florida law. This decision allows 300 new residential units to be built in Key West. The additional units must be deed-restricted for workforce affordable housing units. Below is an overview reflecting the number of deed-restricted for workforce affordable housing units allocated to date:

<b>Resolution or Ordinance #</b>	<b>Property Address</b>	<b># Units Allocated</b>
PB RES 2021-06	Garden View Apartments 5220, 5224, 5228 & 5230 College Rd	103
ORD 22-23 & ORD 22-24	Monroe County School Board 240 & 241 Trumbo Road	150
ORD 23-20 & ORD 23-21	907 Caroline Street	4
*Units on Hold pending approval	3401 Duck Avenue	38.8
	<b>Total Available Units</b>	<b>4.2</b>

## **CONCLUSION:**

The Planning Department estimates that a total of 115.55 beneficial use units remain unallocated and will be reserved as a contingency for potential beneficial use claims.

Years 1, 2, 3, 4, 5, 6, 7, 8, 9 10, 11 and 12 of the BPAS have allocated a total of 1,048.52 units, of which just over 69-percent are for deed-restricted affordable rate projects. This number is larger than the initial 910 given out due to units expiring and being returned to the city for reallocation. The City of Key West amended the Comprehensive Plan (Ord. 23-04) and Land Development Regulations (Ord. 23-03) to allow for the allocation of BPAS units after 2023. Annual allocation cycles shall continue until all residential building permits have been allocated or until amended or extended by an appropriate action of the City Commission.

Please also note that a local appeal has been filed by a private applicant of the issuance of Planning Board Resolution 2025-031 awarding the year 12 BPAS Allocations. This appeal will be heard at

the September 3<sup>rd</sup>, 2025 Board of Adjustment meeting. Staff notes this as a subsequent annual report may be sent following the appeal should any changes be made.

Attachments: A: Year 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 BPAS Allocations (PB Resolutions 2015-06, 2015-26, 2016-16, 2017-06, 2018-17, 2019-25, 2020-17, 2021-20, 2022-27 & 2023-10, 2024-26, 2025-031) Ordinance 17-13, Ordinance 22-05, Ordinance 22-06, Ordinance 23-03, Ordinance 23-04, Waiver Agreement, CS/HB 1499, and 3<sup>rd</sup> DCA Opinion.

**PLANNING BOARD  
RESOLUTION NO. 2025-031**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING BUILDING PERMIT ALLOCATION SYSTEM (BPAS) RANKINGS AND MAKING THE FINAL DETERMINATION OF AWARD FOR YEAR 12 BUILDING PERMIT ALLOCATION SYSTEM (BPAS) APPLICATIONS PURSUANT TO SECTIONS 108-995 AND 108-997 OF THE LAND DEVELOPMENT REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF KEY WEST, FLORIDA.**

**WHEREAS**, the City of Key West, Florida, (the “City”) adopted Ordinance No.13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

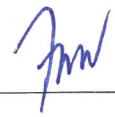

**WHEREAS**, the BPAS is now codified in Chapter 108, article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable and market rate) using the Equivalent Single-Family Unit (“ESFU”) Factors of City Code Section 108-994; and

**WHEREAS**, BPAS awards are independent of additional approvals that may be required from the Tree Commission, Historic Architectural Review Board, the Planning Board, City Commission and pursuant to the Land Development Regulations; and

**WHEREAS**, for Year 12 (July 1, 2024 - June 30, 2025), a maximum of 13.84 units were available for allocation and a minimum of 75% of those awarded must be affordable; and

**WHEREAS**, on July 17, 2025, the Planning Board conducted a public hearing regarding

 Chairman  
 Planner

the BPAS rankings and Final Determination of Award for Year 12 applications; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the Final Determination of Award for Year 12.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Board of the City of Key West, Florida:

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board APPROVAL of the final Year 12 BPAS rankings, the award of three (3) market-rate housing units, and ten (10) affordable-rate housing units with the following conditions:

1. All projects awarded are subject to all applicable development review procedures.

**Section 3.** The Planning Board approves the attached rankings and makes its Final Determination and award of three (3) market-rate housing units, and ten (10) affordable-rate housing units:



**Market-Rate:**

- Three (3) units with 1.00 ESFU to 5555 College Rd with 90 points

**Affordable-Rate:**

- Ten (10) units with 1.00 ESFU to 5555 College Rd with 90 points

**Section 3.** This Resolution shall go into effect immediately upon the beginning of the

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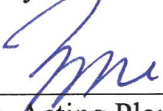
appeal period.

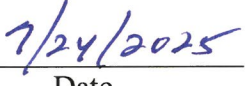
**General Conditions:**

1. All projects awarded are subject to all applicable development review procedures.


Read and passed at a regularly scheduled meeting held this 17<sup>th</sup> day of July, 2025.


Authenticated by the Chairman of the Planning Board and the Planner assigned to the project.

  
\_\_\_\_\_  
Freddy Varela, Acting Planning Board Chair

  
\_\_\_\_\_  
Date

**Attest:**


  
\_\_\_\_\_  
Benjamin Gagnon, Planner


  
\_\_\_\_\_  
Date

**Filed with the Clerk:**

  
\_\_\_\_\_  
Keri O'Brien, City Clerk

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Planner

**PLANNING BOARD  
RESOLUTION NO. 2024 -26**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING BUILDING PERMIT ALLOCATION SYSTEM (BPAS) RANKINGS AND MAKING THE FINAL DETERMINATION OF AWARD FOR YEAR 11 BUILDING PERMIT ALLOCATION SYSTEM (BPAS) APPLICATIONS PURSUANT TO SECTIONS 108-995 AND 108-997 OF THE LAND DEVELOPMENT REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF KEY WEST, FLORIDA.**

**WHEREAS**, the City of Key West, Florida, (the “City”) adopted Ordinance No.13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable and market rate) using the Equivalent Single-Family Unit (“ESFU”) Factors of City Code Section 108-994; and

**WHEREAS**, BPAS awards are independent of additional approvals that may be required from the Tree Commission, Historic Architectural Review Board, the Planning Board, City Commission and pursuant to the Land Development Regulations; and

**WHEREAS**, for Year 11 (July 1, 2023 - June 30, 2024), a maximum of 212.40 units were available for allocation and a minimum of 75% of those awarded must be affordable; and

**WHEREAS**, on June 20, 2024, the Planning Board conducted a public hearing regarding

the BPAS rankings and Final Determination of Award for Year 11 applications; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the Final Determination of Award for Year 11.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Board of the City of Key West, Florida:

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board APPROVAL of the final Year 11 BPAS rankings, the award of fifty-three (53) market-rate housing units, and one hundred and fifty-nine (159) affordable-rate housing units with the following conditions:

1. 2709 Staples Avenue submitted for two levels of affordable housing but are only proposing one unit. The applicant has indicated that they are going to be deed restricting the unit to median affordability.
2. 3400 Duck Ave has requested 54 affordable rate units and shall deed restrict thirteen (13) units at median affordable income level and forty-one (41) units at moderate affordable income level as stated in their certification.

**Section 3.** The Planning Board approves the attached rankings and makes its Final Determination and award of fifty-three (53) market-rate housing units, and one hundred and fifty-nine (159) affordable-rate housing units:

**Market-Rate:**

- Fourteen (14) units with 1.00 ESFU to 201 Front Street with 100 points
- Four (4) units with 1.00 ESFU to 638 United Street with 87 points
- Three (3) units with 1.00 ESFU to 1817 Staples Avenue with 87 points
- Four (4) units with 1.00 ESFU to 3228 Flagler Avenue with 87 points
- Twenty-Four (24) units with 1.00 ESFU to 1213 14<sup>th</sup> Street 80 points.
- One (1) unit with 1.00 ESFU to 1409 United Street with 45 points.
- One (1) unit with 1.00 ESFU to 916 Pohalski Avenue With 25 points.
- Two (2) units with 1.00 ESFU to 6450 College Road with 15 points

**Affordable-Rate:**

- Fifty-Four (54) units with 1.00 ESFU to 3400 Duck Ave with 105 points
- Four (4) units with 1.00 ESFU to 3228 Flagler Avenue with 87 points
- Thirteen (13) units with 1.00 ESFU to 3101 North Roosevelt Boulevard with 95 points
- Eighty-Four (84) units with 1.00 ESFU to 1213 14<sup>th</sup> Street 80 points.
- One (1) unit with 0.78 ESFU to 2709 Staples Avenue with 55 points.
- One (1) unit with 0.78 ESFU to 3504 Duck Avenue with 45 points.
- One (1) unit with 1.00 ESFU to 1110 Truman Avenue with 30 points.
- One (1) unit with 1.00 ESFU to 920 Virginia Street with 5 points.

**Section 3.** This Resolution shall go into effect immediately upon the beginning of the

 Chairman

 Planning Director

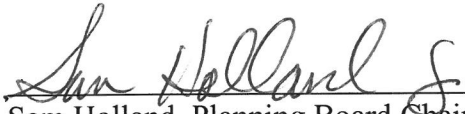
appeal period.

**General Conditions:**

1. 2709 Staples Avenue submitted for two levels of affordable housing but are only proposing one unit. The applicant has indicated that they are going to be deed restricting the unit to median affordability.
2. 3400 Duck Ave has requested 54 affordable rate units and shall deed restrict thirteen (13) units at median affordable income level and forty-one (41) units at moderate affordable income level as stated in their certification.


Read and passed on second reading at a regularly scheduled meeting held this 20<sup>th</sup> day of June, 2024.

Authenticated by the Chairman of the Planning Board and the Planning Director;

  
\_\_\_\_\_  
Sam Holland, Planning Board Chair



7/10/24  
\_\_\_\_\_  
Date

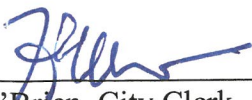
**Attest:**

  
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Katie P. Halloran, Planning Director

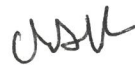
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**Filed with the Clerk:**

  
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Chairman  
  
\_\_\_\_\_  
Planning Director

  
Keri O'Brien, City Clerk

7/10/2024  
Date

  
Chairman

  
Planning Director

THE CITY OF KEY WEST  
PLANNING BOARD  
Staff Report



To: Chair and Planning Board Members

From: Ben Gagnon, Planner I

Through: Katie P. Halloran, Planning Director

Meeting Date: June 20, 2024

Agenda Item: Final Determination of Award for Year 11 Building Permit Allocation System (BPAS) Applications pursuant to Sections 108-995 and 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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**Request:**

Approval of the final rankings of Year 11 (July 1, 2023 – June 30, 2024) BPAS applications for award of seventeen (17) market-rate housing units, and sixty-two (62) affordable-rate housing units.

**Background:**

The Year 11 BPAS cycle opened on July 1, 2023, and will run through June 30, 2024. Pursuant to Section 108-995 of the Land Development Regulations, after year ten (10), 75 percent of units shall be deed restricted affordable. As of the date of this report, there are 212.40 BPAS allocations available for Year 11.

The deadline to submit applications for Year 11 was November 3, 2023, by 3 PM EST. As of that date, the City received nineteen (19) BPAS applications requesting a total of ninety-eight (98) market-rate units and three hundred thirteen (313) affordable units. Two applicants withdrew before the hearing on June 20<sup>th</sup>, and one applicant modified from two market rate and one affordable rate to three market rate units. After final submittals in April, staff had eight (8) market rate applications requesting ninety-seven (97) units, and eight (8) affordable rate applications requesting two-hundred and seventy-nine (279) units.

The applications were evaluated by staff for completeness. Applicants were notified of any deficiencies within their application and were allowed approximately one month to resolve the deficiencies and improve their BPAS score.

WGH  
7/10/24  
KPT  
7/9/2024

The Year 11 Market Rate BPAS applications are summarized in the following table:

Year 11 Market Rate BPAS Applications	6450 College Road	1213 14 <sup>th</sup> Street	201 Front Street	638 United Street	1817 Staples Avenue	3228 Flagler Avenue	916 Pohalski Avenue	1409 United Street
Existing/ Recognized Units	0	278 + 80 BPAS Units from Years 5, 8	0	0	0	0	0	0
New Market Rate Units	2	68	14	4	3	4	1	1
New Affordable Units		204				4		
Total Existing + Proposed Year 11 BPAS Units	2	358 (+ 272 ) requested)*	14	4	3	4 (+ 4 AF requested)	1	1
Zoning	Planned Redevelopment District (PRD)	Medium Density Residential (MDR)	Historic Planned Redevelopment (HPRD)	Historic Residential Office (HRO)	Limited Commercial (CL)	Limited Commercial (CL)	Historic High Density Residential (HHDR)	Historic Medium Density Residential (HMDR)
Maximum Density (du/acre)	8 du/acre	16 du/acre	22 du/acre	16 du/acre	16 du/acre	16 du/acre	22 du/acre	16 du/acre
Land Area (SF)	5,227,200	974,872.80	26,750	13,994	9,867	22,000	1,572.15	3,960
Land Area (AC)	120	22.38	0.61	0.32	0.23	0.51	0.04	0.09
Maximum Dwelling Units Allowed***	0***	358.08*	4	5.12	3.63	8.08	0.79	1.46

*Wish  
Kitt*



The Year 11 Affordable Rate BPAS applications are summarized in the following table:

Year 11 Affordable Rate BPAS Applications	2709 Staples Avenue	920 Virginia Street	3101 N Roosevelt Boulevard	3504 Duck Avenue	1110 Truman Avenue	3400 Duck Avenue
Existing/Recognized Units	1	0	81 (Transient +1 non-transient Houseboat)	1	1	209
New Affordable Rate Units	1 (0.78)	1	13	1 (0.78)	1	54
Total Existing + Proposed Year 11 BPAS Units	1.78	1	95	1.78	2	263
Zoning	Single Family (SF)	Historic Medium Density Residential (HMDR)	General Commercial (CG)	Single Family (SF)	Historic Neighborhood Commercial – 1 (HNC-1)	Medium Density Residential -1 (MDR-1)
Maximum Density (du/acre)	8 du/acre	16 du/acre	16 du/acre	8 du/acre	16 du/acre	16 du/acre
Land Area (SF)	9,059	10,027	105,975	6,000	2,583	940,896
Land Area (AC)	0.21	0.23	2.43	0.14	0.06	21.6
Maximum Dwelling Units Allowed	1.66	3.68	38.93*	2.2	0.95**	345.6

*\*Project is requesting units above allowable density and property is currently at maximum density.*

*\*\*Property is using Sec 108-998 Compact infill development for an additional affordable unit.*

*\*\*\*Math has been rounded to the hundredth decimal place. However, all final density calculations were done to the hundred thousandth decimal place or millionths, where applicable. Density is calculated not only by acreage of site x allowable du/acre, but also through any restrictions of leases, development plans, or other site restrictions.*

#### Analysis:

Staff evaluated, scored, and ranked the final BPAS applications according to the prerequisites and criteria outlined in City Code Section 108-997 (b) and (c).

The Planning Department recommends the following conditions be considered by the Planning Board for the seventeen (17) market rate units and the sixty-two (62) affordable-rate housing units recommended for award:

*WSH  
KPH*

2709 Staples Avenue submitted for two levels of affordable housing but are only proposing one unit. The applicant has indicated that they are going to be deed restricting the unit to median affordability. Prior to a Certificate of Occupancy being given to the property, the applicant should resubmit Exhibits C and D to reflect the changes.

3400 Duck Ave has requested 54 affordable rate units and shall deed restrict thirteen (13) units at median affordable income level and forty-one (41) units at moderate affordable income level as stated in their certification.

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Staff has outlined significant concerns with the following projects that would restrict immediate approval of development given conflicts with city code, or prior lease agreements or applicable development plan provisions: 3101 North Roosevelt Boulevard, 1213 14<sup>th</sup> Street, 6450 College Road, and 201 Front Street. Section 108-990 reads, *"Nothing in this article shall relieve the owner of property from complying with other applicable sections of the city land development regulations for development on the property"* Because of this, staff believes projects with significant regulatory obstacles should first seek to address these constraints and then return in next year's cycle to compete for units.

3101 North Roosevelt Boulevard: The property has non-conforming density of 81 units; the zoning district density for this lot is for 39 units. The project is captured under the city's current Zoning in Progress doctrine and would need to conform with any significant code changes in the workforce affordable housing section. The General Commercial zoning district includes a density bonus up to 40 units an acre, but the market/affordable mix would not be achieved through the ratio currently requested by the applicant. The market to affordable ratio requested by the applicant also would not comply with the City's existing workforce housing ordinance which requires a minimum of 30% deed restriction for all unit redevelopment projects. (Section 122-1467(a). 30% of workforce affordable housing, however the 13 requested units is just more than 50% of the 24 units they need to comply with the 30% rule. The applicant would need City Commission for any waivers to the workforce affordable housing code. Planning Department staff recommend that the Planning Board postpone BPAS allocations for this project at this time.

1213 14<sup>th</sup> Street: The property is already at maximum density of 358 units with the amount of currently recognized units and the addition of 80 previous BPAS allocations. The City's Land Development Regulations do not allow variances on density and in a competitive BPAS cycle conditioning allocations on potential future rezoning inhibits BPAS application projects with lower barriers. In addition, the City Legal Department has confirmed this project does not qualify for Live Local Act density bonuses. Thus, the project is not eligible for additional units unless and until they are approved for a zoning change. The property could seek a zoning change this year to High Density Residential (HDR) and if a rezoning is approved, they could apply next year under 22 units per acre allowing up to 492.36 units on site. Planning Department staff recommend that the Planning Board postpone BPAS allocations for this project until such a time as the applicant requests and City Commission approves a rezoning.

6450 College Road: the 99 year lease agreement signed between the City of Key West, the property owners, and the tenants stated that the *"Permitted Uses" shall mean a golf course and country club open to the public ... and all other uses related or incidental thereto, including without limitation tennis*

*Wish  
kept*

courts, handball courts, swimming pools, saunas, and other recreational and health facilities, restaurants, bars (serving both alcoholic and non-alcoholic beverages), rental and management services, sales offices for residential units constructed on the Adjacent Land, central advertising and promotion activities, and central switchboard services for residential unit owners, all as determined from time to time by Lessee.” Planning Department staff recommend that the Planning Board postpone BPAS allocations for this site until such a time as the applicant requests and City Commission approves a lease amendment to permit residential units on the Golf Course.

201 Front Street: the property is under the Truman Annex development agreement approved through Resolution 95-278 and amended for the 12<sup>th</sup> time in 1995. Staff believes there are 268 residential units constructed at Truman Annex today. In 1995 the 12<sup>th</sup> amendment of the resolution limited the total number of residential units in Truman Annex to 272. While the development agreement had a timeline of five years, the City Legal Department has advised staff that the applicant cannot develop more units without first going back to City Commission. The property does not possess an entitlement to develop units above the allowable 272 at this time, therefore 201 Front Street can only be awarded 4 units at this time, as it is within the amendment agreement and would not surpass 272 residential units. Planning Department staff recommend that the Planning Board postpone any more than four (4) units for BPAS allocations until such a time as the applicant requests and City Commission approves a development agreement amendment to permit additional residential units in Truman Annex.

*Sec. 107-9. - Truman Annex and Fuel Tank Island.*

*The planned redevelopment and development (PRD) ordinance existing at the time of the Truman Annex development agreement and the development agreement approving Truman Annex and Fuel Tank Island development executed by Resolution No. 86-267, dated December 8, 1986, and as amended shall govern proposed changes, additions and continuing maintenance activities associated with the Truman Annex and Fuel Tank Island as defined in the cited development agreement which is filed in the office of the city clerk.*

Below are the resulting scores and final rankings for the Year 11 BPAS. The Planning Department staff’s evaluation of each final application is summarized in the score review sheet, which is attached to each application package. Pursuant to City Code Section 108-995, a maximum of 25% of units awarded may be market-rate units for Year 11 (July 1, 2023– June 30, 2024) of the BPAS cycle.

**SCENARIO 1:**

The following allocation breakdown would be based on points only. As mentioned above, some applications involve projects with significant regulatory obstacles.

On points alone, the following market rate projects would be awarded:

YEAR 11 MARKET-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	201 Front Street	14/14	1.00	4.00	Major	100
Tied	638 United Street	4/4	1.00	4.00	Major	87

WSH  
KPH

Tied	1817 Staples Avenue	3/3	1.00	3.00	Major	87
Tied	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
3	1213 14 <sup>th</sup> Street	*28/68	1.00	68.00	Major	80
4	1409 United Street	0/1	1.00	1.00	Major	45
5	916 Pohalski Avenue	0/1	1.00	1.00	Minor	25
6	6450 College Road	0/2	1.00	2.00	Minor	15
	<b>Total Market</b>	<b>53</b>				

\*This is the maximum number of market rate units this project can receive to keep the total allocations for year 11 at 75% affordable and 25% market rate.

On points alone, the following affordable rate projects would be awarded:

YEAR 11 AFFORDABLE-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	3400 Duck Avenue	54/54	1.00	54.00	Major	105
2	3101 N Roosevelt Boulevard	13/13	1.00	13.00	Major	95
3	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
4	1213 14 <sup>th</sup> Street	88/204	1.00	204.00	Major	80
5	2709 Staples Avenue	0/1	0.78	0.78	Major	55
6	3504 Duck Avenue	0/1	0.78	0.78	Major	45
7	1110 Truman Avenue	0/1	1.00	1.00	Minor	30
Tied	920 Virginia Street	0/1	1.00	1.00	Minor	5
	<b>Total Affordable</b>	159				

This breakdown of BPAS allocations would result in a final ratio of affordable to market rate at 75% affordable and 25% market rate in accordance with Section 108-995. With 53 market rate and 159 affordable rate units, a total of 212 units allocated

## SCENARIO 2:

Staff recommends that Planning Board consider Scenario 2 to postpone allocation of units for those projects with existing regulatory obstacles. Market-rate project allocation for Year 11 would exclude those applications depicted below in grey shading:

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KPH

YEAR 11 MARKET-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	201 Front Street	4/14	1.00	4.00	Major	100
Tied	638 United Street	4/4	1.00	4.00	Major	87
Tied	1817 Staples Avenue	3/3	1.00	3.00	Major	87
Tied	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
3	1213 14 <sup>th</sup> Street	0/68	1.00	68.00	Major	80
4	1409 United Street	1/1	1.00	1.00	Major	45
5	916 Pohalski Avenue	1/1	1.00	1.00	Minor	25
6	6450 College Road	0/2	1.00	2.00	Minor	15
	TOTAL MARKET:	17				

The following affordable projects are recommended for award except for those ranked projects depicted below in grey shading:

YEAR 11 AFFORDABLE-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	3400 Duck Avenue	54/54	1.00	54.00	Major	105
2	3101 N Roosevelt Boulevard	0/13	1.00	13.00	Major	95
3	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
4	1213 14 <sup>th</sup> Street	0/204	1.00	204.00	Major	80
5	2709 Staples Avenue	1/1	0.78	0.78	Major	55
6	3504 Duck Avenue	1/1	0.78	0.78	Major	45
7	1110 Truman Avenue	1/1	1.00	1.00	Minor	30
Tied	920 Virginia Street	1/1	1.00	1.00	Minor	5
	Total Affordable	62				

*Handwritten signature/initials*

Scenario 2 recommended BPAS allocations would result in a final ratio of affordable to market rate at 78.48% affordable and 21.52% market rate. With 17 Market rate units and 62 Affordable rate units awarded, a total of 79 units.

**Recommendation:**

Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, The Planning Department recommends to the Planning Board **APPROVAL of Scenario 2 WITH CONDITIONS** for the final Year 11 BPAS rankings, approving the award of seventeen (17) market-rate housing units, and sixty-two (62) affordable-rate housing units contingent on the following conditions:

1. 2709 Staples Avenue submitted for two levels of affordable housing but are only proposing one unit. The applicant has indicated that they are going to be deed restricting the unit to median affordability.
2. 3400 Duck Ave has requested 54 affordable rate units and shall deed restrict thirteen (13) units at median affordable income level and forty-one (41) units at moderate affordable income level as stated in their certification.

USM  
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CITY OF KEY WEST BUILDING PERMIT ALLOCATION SYSTEM (BPAS)										
YEAR 11 FINAL RANKINGS										
Units Requested*	Equivalent Single-Family Unit (ESFU) Factor	Major/Minor Renovation	Sec. 108-997 (c)(1)a. Building more than 1.5 higher than the BFE (+5)	Sec. 108-997 (c)(1)b. Exceeding the minimum required affordable housing ... (+30)	Sec. 108-997 (c)(1)c. Voluntarily providing affordable housing ... (+40)	Sec. 108-997 (c)(1)d. Voluntarily providing affordable housing ... (+60)	Sec. 108-997 (c)(1)e. Achieving GBC Upgrade 1 (GBC Silver) (+20)	Sec. 108-997 (c)(1)f. Achieving GBC Upgrade 2 (GBC Gold) (+27)	Sec. 108-997 (c)(1)g. Voluntary contribution to the AIPP or Tree ... (+5)	Sec. 108-997 (c)(1)h. Using light colored, high reflectivity materials ... (+10)
8	2	Minor	5	0	0	0	0	0	0	15
6450 College Rd	1.00	Minor	5	0	0	0	0	0	0	15
1213 14th Street	1.00	Minor	5	30	0	0	0	0	0	80
201 Front St	1.00	Minor	0	30	40	0	20	0	0	100
638 United St	1.00	Minor	5	30	0	0	0	27	0	87
1817 Staples Ave	1.00	Minor	5	30	0	0	0	27	0	87
3228 Flagler Ave	1.00	Minor	5	30	0	0	0	27	0	87
3204 Flagler Ave	1.00	Minor	5	30	0	0	0	27	0	87
516 Pohalski Ave	1.00	Minor	0	0	0	0	20	0	0	25
1409 United St	1.00	Minor	5	0	0	0	20	0	0	45
TOTAL REQUESTED:	97	97.00								
YEAR 11 AFFORDABLE-RATE BPAS APPLICATIONS										
8	0.78	Minor	5	0	40	0	0	0	0	55
2709 Staples Ave	1.00	Minor	0	0	0	0	0	0	0	5
920 Virginia St	1.00	Minor	0	0	0	0	0	0	0	5
930 Catherine St	1.00	Minor	0	0	0	0	0	0	0	5
3101 N Roosevelt Blvd	1.00	Minor	5	30	40	0	20	0	0	95
1213 14th Street	1.00	Minor	5	30	0	0	20	0	0	80
1817 Staples Ave	1.00	Minor	0	0	0	0	0	0	0	0
3228 Flagler Ave	1.00	Minor	5	30	0	0	0	0	0	30
1110 Truman Ave	1.00	Minor	0	0	0	0	0	0	0	10
3400 Duck Ave	1.00	Minor	5	30	40	0	20	0	0	45
3504 Duck Ave	1.00	Minor	5	0	40	0	0	0	0	45
TOTAL REQUESTED:	279	278.56								
TOTAL OF ALL UNITS REQUESTED	376									
NOTES:										
Year 11 Units Available: 212.40										
75% Of All Units Awarded Must Be Affordable Per Section 108-995										
- In the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee.										
- All new units shall be constructed in compliance with and obtain a baseline green building certification.										
- All final BPAS applications are subject to final density/zoning review.										
*The number of units for each application is subject to change based on a final density/zoning review. Requests for units above the maximum permitted density within the underlying zoning district will not be considered.										

KPCT  
7/9/2024  
7/10/2024

**From:** Owen Trepanier <[owen@owentrepanier.com](mailto:owen@owentrepanier.com)>

**Sent:** Tuesday, June 18, 2024 1:44 PM

**To:** Sam Conch House <[sam@conchhouse.com](mailto:sam@conchhouse.com)>

**Cc:** Katie P. Halloran <[katie.halloran@cityofkeywest-fl.gov](mailto:katie.halloran@cityofkeywest-fl.gov)>; Benjamin Gagnon <[benjamin.gagnon@cityofkeywest-fl.gov](mailto:benjamin.gagnon@cityofkeywest-fl.gov)>; Dan Gulizio <[dan.gulizio@cityofkeywest-fl.gov](mailto:dan.gulizio@cityofkeywest-fl.gov)>; Keri O'Brien <[kobrien@cityofkeywest-fl.gov](mailto:kobrien@cityofkeywest-fl.gov)>; Mary Lou Hoover <[mlhoover@cityofkeywest-fl.gov](mailto:mlhoover@cityofkeywest-fl.gov)>; Ronald Ramsingh <[r Ramsingh@cityofkeywest-fl.gov](mailto:r Ramsingh@cityofkeywest-fl.gov)>; Larry Erskine <[larry.esrkine@cityofkeywest-fl.gov](mailto:larry.esrkine@cityofkeywest-fl.gov)>; [greg@oropezastonescardenas.com](mailto:greg@oropezastonescardenas.com); Aileen Osborn <[aileen@a2oarchitecture.com](mailto:aileen@a2oarchitecture.com)>; Bart Smith <[bart@smithhawks.com](mailto:bart@smithhawks.com)>; [sterlingr@kwha.org](mailto:sterlingr@kwha.org); [sellersv@kwha.org](mailto:sellersv@kwha.org); [eswift@historictours.com](mailto:eswift@historictours.com); Chris Belland <[cbelland@historictours.com](mailto:cbelland@historictours.com)>; Steve Uphoff <[suphoff@uphoffventures.com](mailto:suphoff@uphoffventures.com)>; Joe Kellum <[kellumj48@gmail.com](mailto:kellumj48@gmail.com)>; Ken Harding <[Ken@islandwest.com](mailto:Ken@islandwest.com)>; rick <[RICK@islandwest.com](mailto:RICK@islandwest.com)>; Jeff Harding <[jeff@islandwest.com](mailto:jeff@islandwest.com)>; [jeff@islandwest.com](mailto:jeff@islandwest.com); Thomas Francis-Siburg <[thomas@owentrepanier.com](mailto:thomas@owentrepanier.com)>

**Subject:** [EXTERNAL] BPAS - Applicant Proposal to Avoid Appeal

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

*(PB Members are BCC'd to avoid an accidental "reply all" sunshine violation)*

Dear Planning Board,

All BPAS applicants with 15 pts or more are unified on the following:

We sincerely appreciate your commitment to our community and the incredible donation of time and resources each of you contribute.

As a group, we are in strong disagreement with planning staff's analysis and recommendations, and we collectively propose an alternative path forward in order to avoid a myriad of appeals which will delay all projects.

We propose a **Modified Scenario 1:**

1. 1213 14<sup>th</sup> Street (Island West, aka Stadium Mobile Home Park) agrees to reduce their anticipated allocation by 4 market-rate and 3 affordable units.
2. Applicants will be awarded BPAS as depicted in Modified Scenario 1.

WST  
7/10/24  
KPH  
7/9/24



3. All applicants understand that if building permits (and the related discretionary approvals) are not obtained within 2 years of the allocation date, Sec. 108-997(e) reverts those units back to the city for reallocation.

Modified Scenario 1:

Market-Rate						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	201 Front Street	14/14	1.00	4.00	Major	100
Tied	638 United Street	4/4	1.00	4.00	Major	87
Tied	1817 Staples Avenue	3/3	1.00	3.00	Major	87
Tied	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
3	1213 14 <sup>th</sup> Street	<del>24</del> *28/68	1.00	68.00	Major	80
4	1409 United Street	1 0/1	1.00	1.00	Major	45
5	916 Pohalski Avenue	1 0/1	1.00	1.00	Minor	25
6	6450 College Road	2 0/2	1.00	2.00	Minor	15
	Total Market	53				

Affordable						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	3400 Duck Avenue	54/54	1.00	54.00	Major	105
2	3101 N Roosevelt Boulevard	13/13	1.00	13.00	Major	95
3	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
4	1213 14 <sup>th</sup> Street	<del>85 88</del> 204	1.00	204.00	Major	80
5	2709 Staples Avenue	1 0/1	0.78	0.78	Major	55
6	3504 Duck Avenue	1 0/1	0.78	0.78	Major	45
7	1110 Truman Avenue	1 0/1	1.00	1.00	Minor	30
*Tied	920 Virginia Street	0/1	1.00	1.00	Minor	5
	Total Affordable	159				

\*Planning Dept staff report states this applicant "tied" for last place, but there is no other applicant listed.

WJH  
KPT

We respectfully request your consideration of the above.

Thank you,

Owen

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**Trepanier & Associates, Inc.**

Land Planners & Development Consultants

1421 First Street

Key West, FL 33040-3648

Ph. 305-293-8983 / Fx. 305-293-8748

[www.owentrepanier.com](http://www.owentrepanier.com)

USA

KPH

**PLANNING BOARD  
RESOLUTION NO. 2015-06**

**A RESOLUTION OF THE KEY WEST PLANNING BOARD  
APPROVING BUILDING PERMIT ALLOCATION SYSTEM  
(BPAS) RANKINGS AND MAKING THE FINAL  
DETERMINATION OF AWARD OF SEVEN (7)  
AFFORDABLE AND 24 MARKET-RATE UNITS FROM  
YEAR 1 (JULY 1, 2013 – JUNE 30, 2014) AND THE  
ADVANCED AWARD OF 15.9 AFFORDABLE UNITS FROM  
YEAR 2 (JULY 1, 2014 – JUNE 30, 2015) PURSUANT TO  
SECTIONS 86-9 AND 108-997 OF THE LAND  
DEVELOPMENT REGULATIONS OF THE CODE OF  
ORDINANCES OF THE CITY OF KEY WEST, FLORIDA;  
PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Key West, Florida (the “City”) adopted Ordinance No. 13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, Article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable, market-rate and transient) using the Equivalent Single-Family Unit (ESFU) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 1 (July 1, 2013 – June 30, 2014), 55 affordable and 36 market-rate units are available for allocations; and

**WHEREAS**, pursuant to Comprehensive Plan Policy 1-1.16.1 and City Code Section 108-



Chairman



Planning Director

995, during Year 1 (July 2013—2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, leaving seven (7) affordable units available for allocations; and

**WHEREAS**, City Code Section 86-9 provides for the advanced award of units for multi-unit affordable housing projects one year in advance; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee; and

**WHEREAS**, on February 4, 2015, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, a drawing of lots was held for two market-rate applications had the same score and the Final Determination of Award reflects the outcome of that drawing; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the final determination of award for Year 1 and an advanced award from Year 2.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:**

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Board approves the attached rankings and makes its Final Determination of Award of seven (7) affordable units and 36 market-rate units from BPAS Year 1, and the advanced award of 15.9 affordable units from BPAS Year 2 as follows:

Affordable:

- Twenty-nine (29) units with a 0.10 ESFU to 2700-2706 Flagler Avenue with 60 points;
- Twenty (20) units with a 1.0 ESFU to 3800 North Roosevelt Boulevard with 25 points;

Market-Rate:

- Two (2) units with a 1.0 ESFU to 1028-1030 Truman Avenue with 75 points;
- Eight (8) units with a 1.0 ESFU to 2800 Flagler Avenue with 75 points;
- One (1) unit with a 1.0 ESFU to 1315 Whitehead Street with 70 points;
- One (1) unit with a 1.0 ESFU to 700 Eaton Street with 65 points;
- One (1) unit with a 1.0 ESFU to 700 Amelia Street with 25 points per drawing of lots; and
- Twenty-three (23) units with a 1.0 ESFU to 5555 College Road with 25 points per drawing of lots.

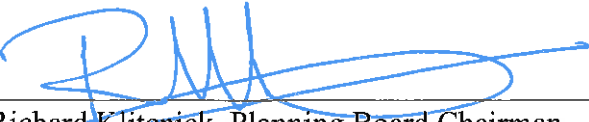
**Section 3.** This resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Board.

**Section 4.** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations). After the City appeal period has expired, this permit or development order shall be rendered to the Florida Department of Economic Opportunity. Pursuant to Chapter 73C-44, F.A.C., this permit or development order is not effective for 45 days after it has been properly rendered to the DEO with all exhibits and applications attached to or incorporated by reference in this approval; that within the 45-day review period, the DEO can appeal the permit or development order to the Florida Land and Water Adjudicatory Commission; and that such an appeal stays the effectiveness of the permit until the appeal is resolved

by agreement or order.

Read and passed on first reading at a regularly scheduled meeting held this 4th day of February, 2015.

Authenticated by the Chairman of the Planning Board and the Acting Planning Director.

  
Richard Klitenick, Planning Board Chairman

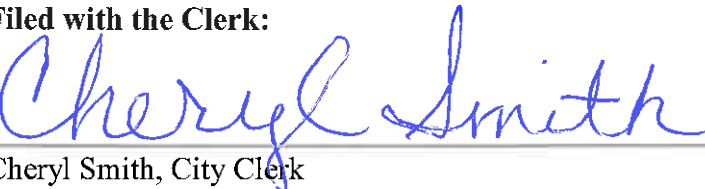
2/12/15  
Date

**Attest:**

  
Kevin Bond, AICP, Acting Planning Director

2/6/2015  
Date

**Filed with the Clerk:**

  
Cheryl Smith, City Clerk

2-19-15  
Date

KEY WEST BUILDING PERMIT ALLOCATION SYSTEM (BPAS)  
YEAR 1 FINAL RANKINGS

YEAR 1 MARKET-RATE BPAS APPLICATIONS

RECOMMENDED FOR AWARD

DRAWING OF LOTS

CRITERIA FOR 1 OR 2 UNITS:				CRITERIA FOR 3 OR MORE UNITS:				TOTAL BPAS POINTS:			
Projects	Units Requested	Equivalent Single-Family Unit (ESFU) Factor	Major/Minor Renovation	Building 1.5: higher than BFC (-5)	GBC Upgrade 1 Silver (-30)	GBC Upgrade 2 Gold (-40)	GBC Upgrade 3 Platinum (-60)	APD / Tree Fund (-10)	LEED Architect (-10)	Non roof SRI of at least 29 (+10)	Vegetated Roof 50% (+15)
1028-1030 THUMAN AVE	2	1.00	2 Major	5	30			10	5	10	25
2800 FLAGLER AVE	8	1.00	8 Major					10	10	10	25
1315 WHITEHEAD ST	1	1.00	1 Major	5	30			10	10	10	25
700 EATON ST	1	1.00	1 Major	5	30			10	10	10	25
700 AMELIA ST	1	1.00	1 Minor	5	30			10	10	10	25
5555 COLLEGE RD	30	1.00	30 Major					10	5	10	25
TOTAL REQUESTED:				43							

YEAR 1 AFFORDABLE BPAS APPLICATIONS

RECOMMENDED FOR AWARD

DRAWING OF LOTS

CRITERIA FOR 1 OR 2 UNITS:				CRITERIA FOR 3 OR MORE UNITS:				TOTAL BPAS POINTS:			
Projects	Units Requested	Equivalent Single-Family Unit (ESFU) Factor	Major/Minor Renovation	Building 1.5: higher than BFC (-5)	GBC Upgrade 1 Silver (-30)	GBC Upgrade 2 Gold (-40)	GBC Upgrade 3 Platinum (-60)	APD / Tree Fund (-10)	LEED Architect (-10)	Non roof SRI of at least 29 (+10)	Vegetated Roof 50% (+15)
2700-2706 FLAGLER AVE	29	0.10	29 Major					10	5	10	25
3800 N ROOSEVELT BLVD	20	1.00	20 Major					10	5	10	25
TOTAL REQUESTED:				22.9							

NOTES:

YEAR 1 MARKET-RATE UNITS AVAILABLE: 36

YEAR 1 AFFORDABLE UNITS AVAILABLE: 7

In case of tie scores and insufficient available units, a drawing of lots will determine the awardee.

Advanced award allowed for multi-unit affordable housing projects.

K2B

RATK

**PLANNING BOARD  
RESOLUTION NO. 2015-26**

**A RESOLUTION OF THE KEY WEST PLANNING BOARD  
APPROVING BUILDING PERMIT ALLOCATION SYSTEM  
(BPAS) RANKINGS AND MAKING THE FINAL  
DETERMINATION OF AWARD OF 44.1 AFFORDABLE AND  
31 MARKET-RATE UNITS FROM YEAR 2 (JULY 1, 2014 –  
JUNE 30, 2015) AND THE ADVANCED AWARD OF 8.46  
AFFORDABLE UNITS FROM YEAR 3 (JULY 1, 2015 – JUNE  
30, 2016) PURSUANT TO SECTIONS 86-9 AND 108-997 OF  
THE LAND DEVELOPMENT REGULATIONS OF THE  
CODE OF ORDINANCES OF THE CITY OF KEY WEST,  
FLORIDA; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Key West, Florida (the “City”) adopted Ordinance No. 13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, Article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable, market-rate and transient) using the Equivalent Single-Family Unit (ESFU) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 2 (July 1, 2014 – June 30, 2015), 39.1 affordable and 36 market-rate units are available for allocations; and

**WHEREAS**, City Code Section 86-9 provides for the advanced award of units for multi-unit affordable housing projects one year in advance; and

  
\_\_\_\_\_  
Vice-Chairman  
  
\_\_\_\_\_  
Planning Director



**WHEREAS**, City Code Section 108-997(d) provides in the event that all market rate units are not claimed or applied for, after initial staff evaluation of the applications, any remaining market rate units may be awarded for affordable housing purposes; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee; and

**WHEREAS**, on June 29, 2015, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the final determination of award for Year 2 and an advanced award from Year 3.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:**

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Board approves the attached rankings and makes its Final Determination of Award to applicants for a total of 44.1 affordable units and 31 market-rate units from BPAS Year 2, and the advanced award of 8.46 affordable units from BPAS Year 3 as follows:

Affordable:

- Two (2) units with a 0.78 ESFU to 1020 18<sup>th</sup> Terrace with 100 points;
- Twelve (12) units with a 1.0 ESFU to 3900 South Roosevelt Boulevard with 85 points;
- Thirty-nine (39) units with a 1.0 ESFU to 5555 College Road with 40 points;

  
Vice-Chairman  
  
Planning Director

Market-Rate:

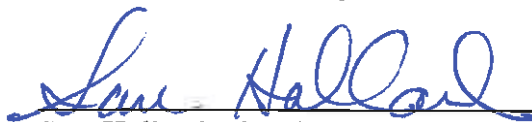
- One (1) unit with a 1.0 ESFU to 2800 Flagler Avenue with 100 points;
- One (1) units with a 1.0 ESFU to 1020 18<sup>th</sup> Terrace with 100 points;
- Twenty-eight (28) units with a 1.0 ESFU to 3900 South Roosevelt Blvd. with 85 points;
- One (1) unit with a 1.0 ESFU to 515 Angela Street with 75 points;

**Section 3.** This resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Board.

**Section 4.** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations). After the City appeal period has expired, this resolution shall be rendered to the Florida Department of Economic Opportunity. Pursuant to Chapter 73C-44, F.A.C., this resolution is not effective for 45 days after it has been properly rendered to the DEO with all exhibits and applications attached to or incorporated by reference in this approval; that within the 45-day review period, the DEO can appeal this resolution to the Florida Land and Water Adjudicatory Commission; and that such an appeal stays the effectiveness of the resolution until the appeal is resolved by agreement or order.



Read and passed on first reading at special meeting held this 29th day of June, 2015.

Authenticated by the Vice Chairman of the Planning Board and the Planning Director.

  
\_\_\_\_\_  
Sam Holland, Planning Board Vice-Chairman

06/29/15  
\_\_\_\_\_  
Date

**Attest:**

  
\_\_\_\_\_  
Vice-Chairman  
  
\_\_\_\_\_  
Planning Director

THADDEUS COHEN 29 JUNE 2015  
Thaddeus Cohen, Planning Director Date

**Filed with the Clerk:**

Cheryl Smith, City Clerk June 29, 2015  
Cheryl Smith, City Clerk Date

used Vice-Chairman  
TC Planning Director

**YEAR 2 MARKET-RATE BPAS APPLICATIONS**

## YEAR 2 AFFORDABLE BPAS APPLICATIONS

NOTES:

In case of tie scores and insufficient available units, a drawing of lots will determine the awardee.

***YEAR 2 MARKET-RATE BPAS APPLICATIONS RECOMMENDED FOR AWARD***

<b>Rank</b>	<b>Project</b>	<b>Units Requested</b>	<b>ESFU Factor</b>	<b>ESFUs Requested</b>	<b>Major/Minor Renovation</b>	<b>Score</b>
1	2800 FLAGLER AVE	1	1.00	1	Major	100
1	1020 18 <sup>TH</sup> TERRACE	1	1.00	1	Minor	100
2	3900 S. ROOSEVELT BLVD.	28	28.00	28	Major	85
3	515 ANGELA STREET	1	1.00	1	Major	75
<b>Total</b>		<b>31</b>	<b>31.00</b>	<b>31</b>		

***YEAR 2 AFFORDABLE BPAS APPLICATIONS RECOMMENDED FOR AWARD***

<b>Rank</b>	<b>Project</b>	<b>Units Requested</b>	<b>ESFU Factor</b>	<b>ESFUs Requested</b>	<b>Major/Minor Renovation</b>	<b>Score</b>
<b>1</b>	<b>1020 18<sup>TH</sup> TERRACE</b>	<b>2</b>	<b>1.56</b>	<b>1.56</b>	<b>Minor</b>	<b>100</b>
<b>2</b>	<b>3900 S. ROOSEVELT BLVD.</b>	<b>12</b>	<b>12.00</b>	<b>12</b>	<b>Major</b>	<b>85</b>
<b>3</b>	<b>5555 COLLEGE ROAD</b>	<b>39</b>	<b>39.00</b>	<b>39</b>	<b>Major</b>	<b>40</b>
<b>Total</b>		<b>53</b>	<b>52.56</b>	<b>52.56</b>		

**PLANNING BOARD  
RESOLUTION NO. 2016-16**

**A RESOLUTION OF THE KEY WEST PLANNING BOARD  
APPROVING BUILDING PERMIT ALLOCATION SYSTEM  
(BPAS) RANKINGS AND MAKING THE FINAL  
DETERMINATION OF AWARD OF 14.72 AFFORDABLE  
AND 7 MARKET-RATE UNITS FROM YEAR 3 (JULY 1, 2015  
– JUNE 30, 2016) PURSUANT TO SECTIONS 86-9 AND 108-  
997 OF THE LAND DEVELOPMENT REGULATIONS OF  
THE CODE OF ORDINANCES OF THE CITY OF KEY WEST,  
FLORIDA; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Key West, Florida (the “City”) adopted Ordinance No. 13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, Article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable, market-rate and transient) using the Equivalent Single-Family Unit (ESFU) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 3 (July 1, 2015 – June 30, 2016), 46.54 affordable and 36 market-rate units are available for allocations; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee; and

  
\_\_\_\_\_  
Chairman  
  
\_\_\_\_\_  
Planning Director



**WHEREAS**, on March 17, 2016, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the final determination of award for Year 3

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:**

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.



**Section 2.** The Planning Board approves the attached rankings and makes its Final Determination of Award of 14.72 affordable units and 7 market-rate units from BPAS Year 3

Affordable:

- Eight (8) units with a 0.10 ESFU to 2700-2706 Flagler Avenue with 60 points;
- Two (2) units with a 0.78 ESFU to 725 Duval Street with 55 points;
- One (1) unit with a 0.78 ESFU to 1412 Johnson Street with 50 points;
- One hundred and eight (108) units with a 0.10 ESFU to Poinciana Gardens with 25 points;
- One (1) unit with a 0.78 ESFU to 2303 Linda Avenue with 25 points;



Market-Rate:

- Five (5) units with a 1.0 ESFU to 725 Duval Street with 55 points;
- One (1) unit with a 1.0 ESFU to 2 Go Lane with 50 points;
- One (1) unit with a 1.0 ESFU to 2303 Linda Avenue with 25 points;

  
Chairman  
  
Planning Director

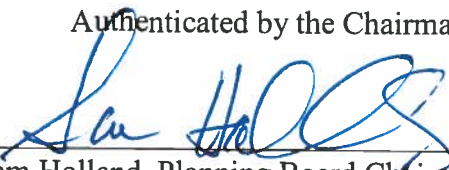
**Section 3.** This resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Board.

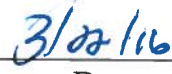
**Section 4.** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations). After the City appeal period has expired, this permit or development order shall be rendered to the Florida Department of Economic Opportunity. Pursuant to Chapter 73C-44, F.A.C., this permit or development order is not effective for 45 days after it has been properly rendered to the DEO with all exhibits and applications attached to or incorporated by reference in this approval; that within the 45-day review period, the DEO can appeal the permit or development order to the Florida Land and Water Adjudicatory Commission; and that such an appeal stays the effectiveness of the permit until the appeal is resolved by agreement or order.

  
Chairman  
  
Planning Director

Read and passed on first reading at a regularly scheduled meeting held this 17th day of March, 2016.

Authenticated by the Chairman of the Planning Board and the Planning Director.

  
\_\_\_\_\_  
Sam Holland, Planning Board Chairman

  
\_\_\_\_\_  
Date

**Attest:**

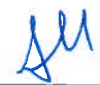
  
\_\_\_\_\_  
Thaddeus Cohen, Planning Director


  
\_\_\_\_\_  
Date

**Filed with the Clerk:**

  
\_\_\_\_\_  
Cheryl Smith, City Clerk

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Planning Director

**PLANNING BOARD  
RESOLUTION NO. 2017-06**

**A RESOLUTION OF THE KEY WEST PLANNING BOARD  
APPROVING BUILDING PERMIT ALLOCATION SYSTEM  
(BPAS) RANKINGS AND MAKING THE FINAL  
DETERMINATION OF AWARD OF 22 AFFORDABLE, 29  
MARKET-RATE UNITS AND 8.6 TRANSIENT UNITS FROM  
YEAR 4 (JULY 1, 2016 – JUNE 30, 2017) PURSUANT TO  
SECTIONS 86-9 AND 108-997 OF THE LAND  
DEVELOPMENT REGULATIONS OF THE CODE OF  
ORDINANCES OF THE CITY OF KEY WEST, FLORIDA;  
PROVIDING FOR AN EFFECTIVE DATE**

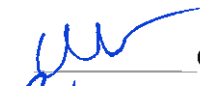

**WHEREAS**, the City of Key West, Florida (the “City”) adopted Ordinance No. 13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, Article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable, market-rate and transient) using the Equivalent Single-Family Unit (ESFU) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 4 (July 1, 2016 – June 30, 2017), 29 market-rate units, 22 affordable units and 8.6 transient units are available for allocations; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two applications are determined to have the same numerical ranking score, and units are not available to

  
Chairman  
  
Planning Director

provide awards to both projects, a drawing of lots will determine the awardee; and

**WHEREAS**, on February 23, 2017, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the final determination of award for Year 4:

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:**

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Board approves the attached rankings and makes its Final Determination of Award of 29 market-rate units, 22 affordable units and 8.6 transient units from BPAS Year 4:

Market-Rate:

- Twenty-eight (28) units with a 1.00 ESFU to 3900 South Roosevelt Boulevard with 85 points;
- One (1) unit with a 1.00 ESFU to 1421 1<sup>st</sup> Street with 20 points;

Affordable:

- Twelve (12) units with a 1.0 ESFU to 3900 South Roosevelt Boulevard with 85 points;
- Ten (10) units with a 1.0 ESFU to 2312-2318 North Roosevelt Boulevard with 20 points;

Transient:

- Ten (10) units with a 8.6 ESFU to 801 Eisenhower Drive with 110 points;

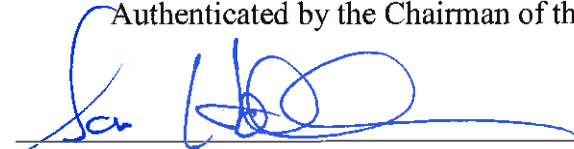
**Section 3.** This resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Board.

**Section 4.** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations). After the City appeal period has expired, this permit or development order shall be rendered to the Florida Department of Economic Opportunity. Pursuant to Chapter 73C-44, F.A.C., this permit or development order is not effective for 45 days after it has been properly rendered to the DEO with all exhibits and applications attached to or incorporated by reference in this approval; that within the 45-day review period, the DEO can appeal the permit or development order to the Florida Land and Water Adjudicatory Commission; and that such an appeal stays the effectiveness of the permit until the appeal is resolved by agreement or order.

  
Chairman  
  
Planning Director

Read and passed on first reading at a regularly scheduled meeting held this 23rd day of February, 2017.


Authenticated by the Chairman of the Planning Board and the Planning Director.

  
\_\_\_\_\_  
Sam Holland, Planning Board Chairman

3/15/17

\_\_\_\_\_  
Date

**Attest:**

  
\_\_\_\_\_  
Patrick Wright, Interim Planning Director

3-16-17


\_\_\_\_\_  
Date


**Filed with the Clerk:**

  
\_\_\_\_\_  
Cheryl Smith, City Clerk

3-16-17

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Planning Director



KEY WEST BUILDING PERMIT ALLOCATION SYSTEM (BPAS)  
YEAR 4 FINAL RANKINGS

YEAR 4 MARKET-RATE/TRANSIENT BPAS APPLICATIONS

PROJECTS	Units Requested	Equivalent Single-Family Unit (ESFU) Factor	Major/Minor Renovation	Building 1.5' higher than BFE (+5)	Providing addtl affordable housing (+10)	GBC Upgrade 1 (+30)	GBC Upgrade 2 (+40)	AJPP / Tree Fund (+60)	LEED Architect (+10)	Electric Car Charging (+5)	Non-roof SRI of at least 29 (+10)	Roofing materials SRI 29 (+5)	Vegetated Roof 50% (+15)	Building 1.5' higher than BFE (+5)	Providing addtl affordable housing (+5)	GBC Upgrade 1 (+30)	GBC Upgrade 2 (+40)	AJPP / Tree Fund (+60)	LEED Architect (+10)	Electric Car Charging (+5)	Non-roof SRI of at least 29 (+10)	Open Space / On-site Recreational (+10)	Vegetated Roof 50% (+15)	TOTAL BPAS POINTS: CLAIMED	TOTAL BPAS POINTS: VERIFIED
3800 NORTH ROOSEVELT	10	10.00	8.60	Major										5		60	10	10	5	10	10		110	110	
3900 SOUTH ROOSEVELT	28	28.00	28.00	Major										5	30		10	10	5	10	10		85	85	
801 EISENHOWER DRIVE	10	10.00	8.60	Major										5	5	40		10	10	5	10	10		95	75
1421 1ST STREET	1	1.00	1.00	Major																			20	20	
TOTAL REQUESTED:																									

YEAR 4 AFFORDABLE BPAS APPLICATIONS

PROJECTS	Units Requested	Equivalent Single-Family Unit (ESFU) Factor	Major/Minor Renovation	Building 1.5' higher than BFE (+5)	Providing addtl affordable housing (+10)	GBC Upgrade 1 (+30)	GBC Upgrade 2 (+40)	AJPP / Tree Fund (+60)	LEED Architect (+10)	Electric Car Charging (+5)	Non-roof SRI of at least 29 (+10)	Roofing materials SRI 29 (+5)	Vegetated Roof 50% (+15)	Building 1.5' higher than BFE (+5)	Providing addtl affordable housing (+5)	GBC Upgrade 1 (+30)	GBC Upgrade 2 (+40)	AJPP / Tree Fund (+60)	LEED Architect (+10)	Electric Car Charging (+5)	Non-roof SRI of at least 29 (+10)	Open Space / On-site Recreational (+10)	Vegetated Roof 50% (+15)	TOTAL BPAS POINTS: CLAIMED	TOTAL BPAS POINTS: VERIFIED
3900 SOUTH ROOSEVELT	28	28.00	28.00	Major										5		30		10	10	5	10	10		85	85
2312-2318 N. ROOSEVELT	10	10.00	10	Major										5	5			10	10				20	20	
TOTAL REQUESTED:																									

NOTES:  
YEAR 4 MARKET-RATE UNITS AVAILABLE: 46  
YEAR 4 AFFORDABLE UNITS AVAILABLE: 45  
YEAR 4 TRANSIENT UNITS AVAILABLE: 10  
In case of tie scores and insufficient available units, a drawing of lots will determine the awardee.

*Handwritten signature/initials*

**PLANNING BOARD  
RESOLUTION NO. 2018-17**

**A RESOLUTION OF THE KEY WEST PLANNING BOARD  
APPROVING BUILDING PERMIT ALLOCATION SYSTEM  
(BPAS) RANKINGS AND MAKING THE FINAL  
DETERMINATION OF AWARD OF 5 AFFORDABLE AND 46  
MARKET-RATE UNITS FROM YEAR 5 (JULY 1, 2017 –  
JUNE 30, 2018) PURSUANT TO SECTIONS 86-9 AND 108-997  
OF THE LAND DEVELOPMENT REGULATIONS OF THE  
CODE OF ORDINANCES OF THE CITY OF KEY WEST,  
FLORIDA; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Key West, Florida (the “City”) adopted Ordinance No. 13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, Article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable, market-rate, and transient) using the Equivalent Single-Family Unit (ESFU) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 5 (July 1, 2017 – June 30, 2018), a maximum of 46 market-rate units (of which 10 may be transient) and a minimum of 45 affordable units are available for allocation; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two

applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee; and

**WHEREAS**, on April 19, 2018, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the final determination of award for Year 5:

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:**

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Board approves the attached rankings and makes its Final Determination of Award of 46 market-rate units, 5 affordable units, and 0 transient units from BPAS Year 5:

Market-Rate:

- Four (4) units with a 1.00 ESFU to 3228 Flagler Avenue with 130 points;
- One (1) unit with a 1.00 ESFU to 1300 Angela Street with 120 points;
- Thirty-six (36) units with a 1.00 ESFU will be awarded to 1213 14<sup>th</sup> Street with 115 points; and
- Five (5) units with a 1.00 ESFU will be awarded to 638 United Street with 115 points

Affordable:

- Four (4) units with a 1.0 ESFU to 3228 Flagler Avenue with 130 points;
- One (1) unit with a 0.78 ESFU to 2907 Seidenberg Avenue with 5 points;

Transient:

- Zero (0) units with a 0.86 ESFU;

**Section 3.** This resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Board.

**Section 4.** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations). After the City appeal period has expired, this permit or development order shall be rendered to the Florida Department of Economic Opportunity. Pursuant to Chapter 73C-44, F.A.C., this permit or development order is not effective for 45 days after it has been properly rendered to the DEO with all exhibits and applications attached to or incorporated by reference in this approval; that within the 45-day review period, the DEO can appeal the permit or development order to the Florida Land and Water Adjudicatory Commission; and that such an appeal stays the effectiveness of the permit until the appeal is resolved by agreement or order.

Read and passed on first reading at a regularly scheduled meeting held this 19th day of April  
2018.

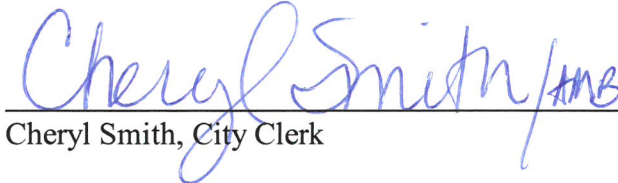
Authenticated by the Chairman of the Planning Board and the Planning Director.



  
\_\_\_\_\_  
Sam Holland, Planning Board Chairman  
4-24-18  
\_\_\_\_\_  
Date

**Attest:**

  
\_\_\_\_\_  
Patrick Wright, Planning Director  
4-23-18  
\_\_\_\_\_  
Date

**Filed with the Clerk:**

  
\_\_\_\_\_  
Cheryl Smith, City Clerk  
4-24-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chairman  
  
\_\_\_\_\_  
Planning Director



CITY OF KEY WEST BUILDING PERMIT ALLOCATION SYSTEM (BPAS)  
YEAR 5 RANKINGS

PROJECTS		Units Requested	Equivalent Single-Family Unit (ESFU) Factor	CRITERIA FOR 1 OR 2 UNITS:										CRITERIA FOR 3 OR MORE UNITS:										TOTAL BPAS POINTS: CLAIMED										
Total ESFUs				Major/Minor Renovation	Providing 1.5' higher than BFE (+5)	GBC Upgrade 1 (+30)	GBC Upgrade 2 (+40)	AP/P / Tree Fund (+10)	LEED Architect (+10)	Electric Car Charging (+5)	Non-roof SRI of at least 29 (+10)	Roofing materials SRI 29 (+5)	Vegetated Roof 50% (+15)	Building 1.5' higher than BFE (+5)	GBC Upgrade 1 (+30)	GBC Upgrade 2 (+40)	AP/P / Tree Fund (+60)	LEED Architect (+10)	Electric Car Charging (+5)	Non-roof SRI of at least 29 (+10)	Open Space / On-site Recreational (+10)	Vegetated Roof 50% (+15)	TOTAL BPAS POINTS: VERIFIED											
3228 Flagler Avenue	4	1.00	4.00	MAJOR																			130	130	130	130	130	130	130	130	130	130		
1300 Angela Street	1	1.00	1.00	MAJOR																			120	120	120	120	120	120	120	120	120	120		
1213 14th Street	46	1.00	46.00	MAJOR																			115	115	115	115	115	115	115	115	115	115		
638 United Street	5	1.00	5.00	MAJOR																			115	115	115	115	115	115	115	115	115	115		
700 Duval Street	1	1.00	1.00	MAJOR																			115	115	115	115	115	115	115	115	115	115		
917 Duval Street	2	0.86	1.72	MAJOR																			90	90	90	90	90	90	90	90	90	90		
322 Amelia Street	2	1.00	2.00	MAJOR																			70	75	70	75	70	75	70	75	70	75		
922 Thomas Street	1	1.00	1.00	MAJOR																			65	65	65	65	65	65	65	65	65	65		
3800 N Roosevelt Blvd	10	0.86	8.60	MAJOR																			50	50	50	50	50	50	50	50	50	50		
2407 N Roosevelt Blvd	0	0.00	0.00	MINOR																			0	0	0	0	0	0	0	0	0	0		
917 Duval Street	0	0.00	0.00	MAJOR																			0	0	0	0	0	0	0	0	0	0		
YEAR 5 MARKET-RATE AND TRANSIENT BPAS APPLICATIONS																																		
TOTAL REQUESTED:				72																														

YEAR 5 AFFORDABLE BPAS APPLICATIONS

PROJECTS		Units Requested	Equivalent Single-Family Unit (ESFU) Factor	CRITERIA FOR 1 OR 2 UNITS:										CRITERIA FOR 3 OR MORE UNITS:										TOTAL BPAS POINTS: CLAIMED									
				Total ESFUs	Major/Minor Renovation	Building 1.5' higher than BFE (+5)	GBC Upgrade 1 (+30)	GBC Upgrade 2 (+40)	App / Tree Fund (+60)	LEED Architect (+10)	Electric Car Charging (+5)	Non-roof SRI at least 29 (+10)	Roofing materials SRI 29 (+5)	Vegetated Roof 50% (+15)	Building 1.5' higher than BFE (+5)	GBC Upgrade 1 (+30)	GBC Upgrade 2 (+40)	App / Tree Fund (+60)	LEED Architect (+10)	Electric Car Charging (+5)	Non-roof SRI at least 29 (+10)	Open Space / On-site Recreational (+10)	Vegetated Roof 50% (+15)	TOTAL BPAS POINTS: VERIFIED									
3228 Flagler Avenue	4	1.00	4.00	MAJOR																				130	130	130	130	130	130	130	130	130	130
2907 Seidenberg Avenue	1	0.78	0.78	MINOR																				5	5	5	5	5	5	5	5	5	5
2407 N Roosevelt Blvd	0	0.00	0.00	MINOR																				0	0	0	0	0	0	0	0	0	0
1300 Angela Street	0	0.00	0.00	MAJOR																				0	0	0	0	0	0	0	0	0	0
TOTAL REQUESTED:		5																															

NOTES:  
YEAR 5 MARKET-RATE UNITS AVAILABLE: 46 MAXIMUM (MAXIMUM OF 10 MAY BE TRANSIENT)  
YEAR 5 AFFORDABLE UNITS AVAILABLE: 45 MINIMUM  
In case of tie scores and insufficient available units, a drawing of lots will determine the awardee.

841 4-24-12  
PW4-23-18

**PLANNING BOARD  
RESOLUTION NO. 2019- 025**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING BUILDING PERMIT ALLOCATION SYSTEM (BPAS) RANKINGS AND MAKING THE FINAL DETERMINATION OF AWARD OF NINE (9) MARKET-RATE UNITS AND ONE-HUNDRED SIX (106) AFFORDABLE-RATE UNITS FROM YEAR 6 (JULY 1, 2018 TO JUNE 30, 2019) PURSUANT TO SECTIONS 86-9 AND 108-997 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF KEY WEST, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**



**WHEREAS**, the City of Key West, Florida, (the 'City') adopted Ordinance No. 13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System ("BPAS") in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, Article X of the Land Development Regulations ("LDRs") of the Code of Ordinances (the "Code"); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable and market-rate) using the Equivalent Single-Family Unit (ESFU) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 6 (July 1, 2018-June 30, 2019), a maximum of 46 market-rate units and a minimum of 45 affordable units are available for allocation; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee; and

  
\_\_\_\_\_  
  
\_\_\_\_\_  
Chairman  
Planning Director



**WHEREAS**, on April 18, 2019, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the final determination of award for Year 6:

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:**

**Section 1:** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2:** The Planning Board approves the attached rankings and makes its Final Determination of Award of nine (9) market-rate units and one-hundred six (106) affordable-rate units from BPAS Year 6:

**Market-Rate:**



- One (1) unit with a 1.00 ESFU to 2303 Linda Avenue with 65 points
- One (1) unit with a 1.00 ESFU to 322 Amelia Street with 60 points
- Two (2) units with a 2.00 ESFU to 423 Front Street with 40 points
- Two (2) units with a 2.00 ESFU to 1319 William Street with 0 points
- Two (2) units with a 2.00 ESFU to 917 Duval Street with 0 points
- One (1) unit with a 1.00 ESFU to 524 Southard Street with 0 points

**Affordable-Rate:**

- One (1) unit with a 0.78 ESFU to 2303 Linda Avenue with 65 points
- One-hundred four (104) units with a 104.00 ESFU to 5220-5230 College Rd with 30 points
- One (1) unit with a 0.78 ESFU to 1721 Johnson Street with 5 points


**Section 3:** This resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Board.

**Section 4:** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations). After the City appeal period has expired, this permit or development order shall be rendered to the Florida Department of Economic Opportunity. Pursuant to Chapter 73C-44, F.A.C., this permit or development order is not effective for 45 days after it has been properly rendered to the DEO with all exhibits and applications attached to or incorporated by reference in this approval; that within the 45-day review period, the DEO can appeal the permit or development order to the Florida Land and Water Adjudicatory Commission; and that such an appeal stays the effectiveness of the permit until the appeal is resolved by agreement or order.

  
Chairman  
  
Planning Director

Read and passed on first reading at a regularly scheduled meeting held this 18<sup>th</sup> day of April  
2019.

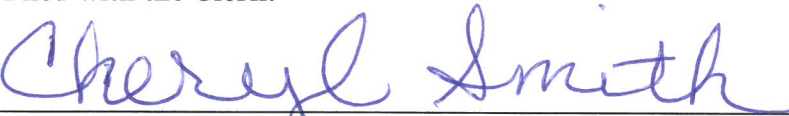
Authenticated by the Chairman of the Planning Board and the Planning Director;



  
\_\_\_\_\_  
Sam Holland, Key West Planning Board Chairman  
4-23-19  
\_\_\_\_\_  
Date

**Attest:**

  
\_\_\_\_\_  
Patrick Wright, Planning Director  
4-26-19  
\_\_\_\_\_  
Date

**Filed with the Clerk:**

  
\_\_\_\_\_  
Cheryl Smith, City Clerk  
4-26-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chairman  
  
\_\_\_\_\_  
Planning Director

**PLANNING BOARD  
RESOLUTION NO. 2020-17**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING BUILDING PERMIT ALLOCATION SYSTEM (BPAS) RANKINGS AND MAKING THE FINAL DETERMINATION OF AWARD OF SEVEN (7) MARKET-RATE UNITS AND THREE (3) AFFORDABLE-RATE UNITS FROM YEAR 7 (JULY 1, 2019 TO JUNE 30, 2020) PURSUANT TO SECTIONS 86-9 AND 108-997 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF KEY WEST, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**


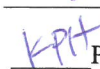
**WHEREAS**, the City of Key West, Florida, (the ‘City’) adopted Ordinance No.13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable, market rate, and transient) using the Equivalent Single-Family Unit (ESFU) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 7 (July 1, 2019-June 30,2020), 46 market-rate units and 45 affordable units are available for allocation; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee; and

  
\_\_\_\_\_  
  
\_\_\_\_\_  
Chairman  
Planning Director

**WHEREAS**, on May 21, 2020, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the final determination of award for Year 7:

**NOW, THEREFORE BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:**

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Board approves the attached rankings and makes its Final Determination of Award of seven (7) market-rate units and three (3) affordable-rate units from BPAS Year 7:

**Market-Rate:**

- One (1) unit with a 1.00 ESFU to 3749 Duck Avenue with 32 points
- One (1) unit with a 1.00 ESFU to 1119 White Street with 5 points
- Two (2) units with a 2.00 ESFU to 511 Truman Avenue with 0 points
- One (1) unit with a 1.00 ESFU to 1300 Newton Street with 0 points
- Two (2) units with a 2.00 ESFU to 724 Eaton Street with 0 points

**Affordable-Rate:**

- One (1) unit with a 0.78 ESFU to 724 Eaton Street with 0 points
- One (1) unit with a 0.78 ESFU to 3828 Eagle Avenue with 0 points
- One (1) unit with a 0.78 ESFU to 1232 3<sup>rd</sup> Street with 0 points



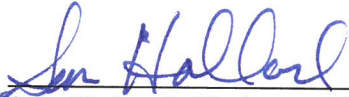
**Section 3.** This resolution shall go into effect immediately upon the beginning of the appeal period.

**Section 4.** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations).

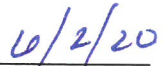
Wsk Chairman  
KPH Planning Director

Read and passed on first reading at a regularly scheduled meeting held this 21<sup>st</sup> day of May 2020.

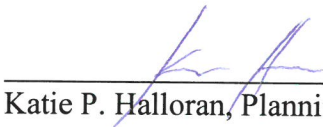
Authenticated by the Chairman of the Planning Board and the Planning Director;



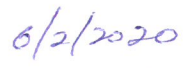
Sam Holland, Chairman, Key West Planning Board

  
Date

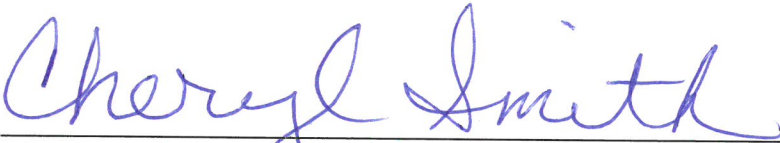
**Attest:**



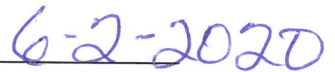
Katie P. Halloran, Planning Director

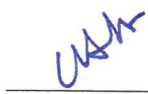

  
Date

**Filed with the Clerk:**



Cheryl Smith, City Clerk

  
Date

 Chairman  
 Planning Director



**PLANNING BOARD  
RESOLUTION NO. 2021-20**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING BUILDING PERMIT ALLOCATION SYSTEM (BPAS) RANKINGS AND MAKING THE FINAL DETERMINATION OF AWARD OF FORTY-THREE (43) MARKET-RATE UNITS AND THIRTY-TWO (32) AFFORDABLE-RATE UNITS FROM YEAR 8 (JULY 1, 2020 TO JUNE 30, 2021) PURSUANT TO SECTIONS 86-9 AND 108-997 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF KEY WEST, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Key West, Florida, (the ‘City’) adopted Ordinance No.13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable and market rate) using the Equivalent Single-Family Unit (ESFU) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 8 (July 1, 2020-June 30,2021), 46 market-rate units and 45 affordable units are available for allocation; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee; and

**WHEREAS**, on May 20, 2021, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the final determination of award for Year 8:

**NOW, THEREFORE BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:**

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Board approves the attached rankings and makes its Final Determination of Award of forty-three (43) market-rate units and thirty-two (32) affordable-rate units from BPAS Year 7:

**Market-Rate:**

- One (1) unit with a 1.00 ESFU to 610 Duval Street with 50 points
- One (1) unit with a 1.00 ESFU to 3450 Duck Avenue with 10 points
- Two (2) units with a 2.00 ESFU to 1663 Dunlap Drive with 5 points
- Five (5) units with a 5.00 ESFU to 700 Duval Street with 0 points
- 34 (34) units with a 34.00 ESFU to 1213 14<sup>th</sup> Street with 0 points

**Affordable-Rate:**

- One (1) unit with a 0.78 ESFU to 610 Duval Street with 50 points
- Seven (7) units with a 5.46 ESFU to 2822 North Roosevelt BLVD with 10 points
- One (1) unit with a 0.78 ESFU to 3450 Duck Avenue with 10 points

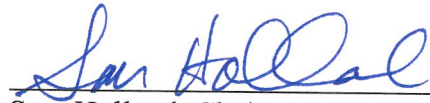
- Five (5) units with a 3.90 ESFU to 500 White Street with 10 points
- One (1) unit with 0.78 ESFU to 1663 Dunlap Drive with 5 points
- Five (5) units with 3.9 ESFU to 601 Truman Avenue & 919 Simonton Street with 0 points
- Two (2) units with 1.56 ESFU to 700 Duval Street with 0 points
- Ten (10) units with 7.8 ESFU to 1213 14<sup>th</sup> Street with 0 points

**Section 3.** This resolution shall go into effect immediately upon the beginning of the appeal period.

**Section 4.** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations).

Read and passed on first reading at a regularly scheduled meeting held this 20<sup>th</sup> day of May 2021.

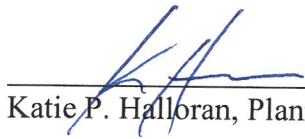
Authenticated by the Chairman of the Planning Board and the Planning Director;



Sam Holland, Chairman, Key West Planning Board

6/8/21  
Date

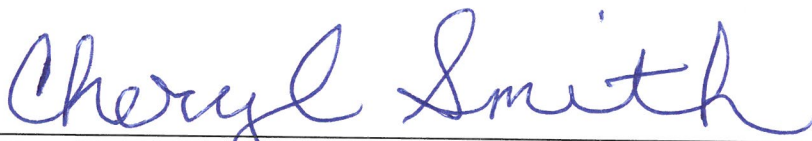
**Attest:**



Katie P. Halloran, Planning Director

June 7, 2021  
Date


**Filed with the Clerk:**



Cheryl Smith, City Clerk

6-8-21  
Date

 Chairman

 Planning Director

**PLANNING BOARD  
RESOLUTION NO. 2022-027**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING BUILDING PERMIT ALLOCATION SYSTEM (BPAS) RANKINGS AND MAKING THE FINAL DETERMINATION OF AWARD OF NINE (9) MARKET-RATE UNITS AND TWENTY-EIGHT (28) AFFORDABLE-RATE UNITS FROM YEAR 9 (JULY 1, 2021 TO JUNE 30, 2022) PURSUANT TO SECTIONS 86-9 AND 108- 997 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF KEY WEST, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Key West, Florida, (the “City”) adopted Ordinance No.13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable and market rate) using the Equivalent Single-Family Unit (“ESFU”) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 9 (July 1, 2021 - June 30, 2022), a maximum of 46 market-rate units and a minimum of 45 affordable units are available for allocation; and

**WHEREAS**, City Code Section 86-9 provides that, upon ranking, in the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee; and

  
Chairman  
  
City Manager



WHEREAS, the City of Key West drew lots to determine final allocation of market rate units and properties at 1905 Staples Avenue and 1110 Truman Avenue were not selected, however would receive units upon the contingency clause outlined below; and

**WHEREAS**, the affordable housing project on the Truman Waterfront 3.2 acres is critical public infrastructure, the Key West City Commission set aside 38.4 market-rate units from the Year-9 allocation to be used for the affordable housing project; the set aside created a deficit for the pending Year 9 BPAS applicants which results in two applicants being denied a market-rate BPAS award; the Sheriff's Trumbo Road Affordable Housing Project is awarded 24 units which shall be automatically returned to the City upon passage of CS/HB 1499; if the 24 units are returned, 2 affordable-rate housing units can be assigned to the 3.2 acre project which, upon written agreement from the 3.2 Lessee, will allow 2 market-rate units to be returned to the City and then awarded to the remaining Year-9 BPAS applicants who otherwise would not receive allocations, specifically, 1905 Staples Avenue and 1110 Truman Avenue; and

**WHEREAS**, on May 19<sup>th</sup>, 2022, the Planning Board conducted a public hearing regarding the BPAS rankings and Final Determination of Award prepared by the Planning Director; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the Final Determination of Award for Year 9.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Board of the City of Key West, Florida:

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board APPROVAL of the final Year 9 BPAS rankings, the award of nine (9) market-rate housing units and twenty-eight (28) affordable-rate housing units; and should CS/HB 1499 become law upon signature of the Governor, the 24 affordable BPAS allocations associated with 255 Trumbo Road will automatically revert back to the City of Key West and the City shall assign at least 2 of these units to the 3.2-acre project, whereby upon written agreement from the 3.2 Lessee, the City would recover at least 2 market-rate units, which will allow 1905 Staples Avenue and 1110 Truman Avenue to each be allocated 1 market-rate unit for the Year-9 allocation.

**Section 3.** The Planning Board approves the attached rankings and makes its Final Determination of Award of nine (9) market-rate housing units and twenty-eight (28) affordable-rate housing units from BPAS Year 9:

**Market-Rate:**

- **One (1) unit with a 1.00 ESFU to 1501 South Street with 25 points**
- **One (1) unit with a 1.00 ESFU to 913 White Street with 15 points**
- **Two (2) units with a 2.00 ESFU to 700 Front Street with 15 points**
- **One (1) unit with a 1.00 ESFU to 1307 1309 Whitehead Street with 10 points**
- **One (1) unit with a 1.00 ESFU to 317 Whitehead Street with 5 points**
- **One (1) unit with a 1.00 ESFU to 608 Duval Street with 0 points**
- **One (1) unit with a 1.00 ESFU to 704 Russell Lane with 0 points**
- **One (1) unit with a 1.00 ESFU to 630 Mickens Lane with 0 points**

  
Chairman  
  
City Manager

**Affordable-Rate:**

- Two (2) units with a 2.00 ESFU to 1618 N. Roosevelt Boulevard with 95 points
- One (1) unit with a .78 ESFU to 2719 Staples Ave with 35 points
- Twenty-four (24) units with a 24.00 ESFU to 255 Trumbo Road with 0 points
- One (1) unit with a 1.00 ESFU to 1020 Margaret Street with 0 points

**Section 3.** This Resolution shall go into effect immediately upon the beginning of the appeal period.

**Section 4.** This Resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations).

**General Conditions**

1. For 255 Trumbo Road, should CS/HB 1499 be signed by the Governor, the 24 affordable BPAS allocations associated with 255 Trumbo Road will automatically revert back to the City of Key West and the City shall assign at least 2 of these units to the 3.2-acre project, whereby upon written agreement from the 3.2 Lessee, the City would recover at least 2 market-rate units, which will allow 1905 Staples Avenue and 1110 Truman Avenue to each be allocated 1 market-rate unit for the Year-9 allocation..

Read and passed on first reading at a regularly scheduled meeting held this 19<sup>th</sup> day of May 2022.

Authenticated by the Chairman of the Planning Board and the Planning Director;

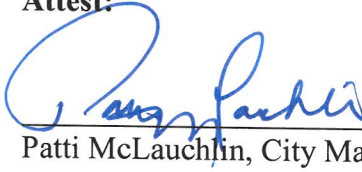
 Chairman  
 City Manager



  
Sam Holland, Planning Board Chair

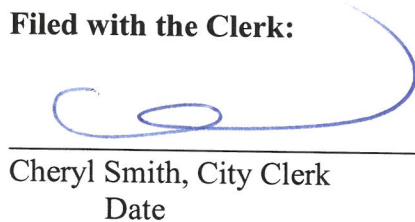
  
Date

Attest:



  
Patti McLaughlin, City Manager

  
Date

Filed with the Clerk:

  
Cheryl Smith, City Clerk  
Date



  
Chairman  
  
City Manager

THE CITY OF KEY WEST  
PLANNING BOARD

Staff Report



**To:** Chair and Planning Board Members

**From:** Mario Duron, AICP, The Corradino Group

**Through:** Patti McLauchlin, City Manager

**Meeting Date:** May 19, 2022

**Agenda Item:** **Final Determination of Award for Year 9 Building Permit Allocation System (BPAS) Applications pursuant to Sections 108-995 and 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.**

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**Request:** Approval of the final rankings of Year 9 (July 1, 2021 – June 30, 2022) BPAS applications for award of nine (9) market-rate housing units and twenty-eight (28) affordable-rate housing units.

**Background:**

BPAS Year 9 covers the application cycle between July 1, 2021 and June 30, 2022. For Year 9, a maximum of forty-six (46) market-rate units are available for allocation, by Code, and a minimum of forty-five (45) affordable units may be allocated.

A total of 38.4 market-rate units were set aside during Year 9 for development at the 3.2 acres through City Commission Ordinances No. 22-05 and No. 22-06, therefore only 7.6 (7) market-rate unit allocations remained. In May 2022, two market rate units allocated to the 3.2-acre project were surrendered back to the City of Key West; in sum a total of nine (9) market-rate BPAS permits are now available for award. As of the date of this report, the number of market-rate BPAS allocations available for Year 9 are nine (9) market-rate residential units. City of Key West Code Section 108-995 establishes that there is no limitation to the total number of affordable housing allocations on a year to year basis. For Year 9, the City has received applications for 27.78 Equivalent Single Family Units (28 building permit allocations).

The deadline to submit applications for Year 9 was November 5, 2021, by 3 PM EST. As of that date, the City received sixteen (16) BPAS applications requesting a total of thirteen (13) market-rate units and one hundred four (104) affordable units.

The applications were evaluated by staff for completeness. On December 17<sup>th</sup>, 2021, applicants were notified of any deficiencies and were allowed approximately one month to resolve the deficiencies and change their BPAS score. One application requesting seventy-six (76) affordable units was withdrawn on January 31, 2022 and one application requesting one (1) market-rate unit was withdrawn on January 3, 2022. One additional application reduced the number of market-rate units from two (2) to one (1) unit on May 3, 2022.

*WST  
6/21/22*

The remaining Year 9 BPAS applications are summarized in the following table:

Year 9 BPAS Applications	2719 Staples Ave	1618 N Roosevelt Boulevard	250 Trumbo Road (vacant)	1020 Margaret Street	913 White Street	1501 South Street (vacant)	700 Front Street	1307 1309 Whitehead Street	317 Whitehead Street	608 Duval Street	630 Mickens Lane (vacant)	1905 Staples Avenue (vacant)	704 Russell Lane (vacant)	1110 Truman Avenue
Existing/Reco gnized Units	1 (MR)	0	0	5 (MR)	1 (MR)	0	0	8 (MR)	0	0	0	0	0	0
New Market Rate Units					1	1	2**	1	1	1**	1	1	1	1**
New Affordable Units	1*	2**	24	1										
Total Existing + Proposed Year 9 BPAS Units	2	2	24	6	2	1	2	9	1	1	1	1	1	1
Zoning	Single Family	General Commercial	Historic Residential Commercial Core - 2	Historic Medium Density Residential	Historic Medium Density Residential & Historic Neighborhood Commercial - 1	Single Family	Historic Residential Commercial Core - 2	Historic High Density Residential	Historic Residential / Office	Historic Residential Commercial Core - 1	Historic Residential / Office	Limited Commercial	Historic Medium Density Residential	Historic Neighborhood Commercial - 1
Maximum Density (du/acre)	8 du/acre	Affordable Housing: 40 du/acre	Workforce Affordable Housing: 40 du/acre	16 du/acre	16 du/acre	8 du/acre	8 du/acre	22 du/acre	16 du/acre	22 du/acre	16 du/acre	16 du/acre	16 du/acre	16 du/acre
Land Area (SF)	9,059	119,995	49,500	17,512	11,642	4694.8	57,193	18786.25	6537	2479	4470 x	2550	5184 x	2583
Land Area (AC)	0.21	2.76	1.14	0.40	0.27	0.11	1.31	0.43	0.15	0.06	0.10	0.06	0.12	0.06
Proposed Density (du/acre)	9.5 du/acre	0.7 du/acre	21 du/acre	15 du/acre	7.4 du/acre	9.1 du/acre	1.5 du/acre	20.9 du/acre	6.6 du/acre	16.7 du/acre	20 du/acre	16.6 du/acre	8.3 du/acre	16.6 du/acre
Maximum Dwelling Units Allowed	1.6	110.4	45.6	6.4	4.3	0.9	10.5	9.5	2.4	1.3	1.6	0.9	1.9	0.9

*\*Section 122-233 (a) (10): "Density shall be calculated based only upon the number of principal units on a site." This application is for an accessory unit.*

*\*\*Section 108-998. – Compact infill development and mixed-use development incentives. This application is for additional density allowed based on commercial floor area.*

*(MR): Market Rate*

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**Analysis:**

Staff evaluated, scored, and ranked the final BPAS applications according to the prerequisites and criteria outlined in City Code Section 108-997 (b) and (c).

A total of ten (10) applicants were competing for the nine (9) available market-rate units. One market-rate applicant is applying for two units. Staff is recommending allocation of the first six (6) market-rate units to the five (5) applicants receiving the top scores. The remaining five market-rate applicants tied with zero points after ranking.

As required in Code Section 108-997, a drawing was performed by the City Clerk on May 10, 2022 to allocate the remaining three available market-rate units.

Applicants with properties listed below were selected during the drawing:

- 608 Duval Street – 1 market-rate unit
- 704 Russell Lane – 1 market-rate unit
- 630 Mickens Lane – 1 market-rate unit

The City of Key West is not able to allocate market-rate permits for properties at 1905 Staples Avenue and 1110 Truman Avenue during the Year 9 BPAS cycle.

Attached are the resulting scores and final rankings. Staff's evaluation of the final applications is summarized in the score review sheet, which is attached to the application package.

Pursuant to City Code Section 108-995, a maximum of forty-six (46) market-rate units are available for Year 9 (July 1, 2021– June 30, 2022) of the BPAS. The following market-rate projects are recommended for award:

<b>YEAR 9 MARKET-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD</b>						
<b>Rank</b>	<b>Project</b>	<b>Units Requested</b>	<b>ESFU Factor</b>	<b>ESFUs Requested</b>	<b>Major/Minor Renovation</b>	<b>Score</b>
1	1501 South Street	1	1.00	1	Major	25
Tied	913 White Street	1	1.00	1	Minor	15
Tied	700 Front Street	2	1.00	2	Minor	15
3	1307 1309 Whitehead Street	1	1.00	1	Major	10
4	317 Whitehead Street	1	1.00	1	Major	5
Tied	608 Duval Street	1	1.00	1	Minor	0
Tied	704 Russell Lane	1	1.00	1	Major	0
Tied	630 Mickens Lane	1	1.00	1	Major	0

Pursuant to City Code Section 108-995, a minimum of forty-five (45) affordable units are available for Year 9 (July 1, 2021 – June 30, 2022) of the BPAS. The following affordable projects are recommended for award:

<b>YEAR 9 AFFORDABLE-RATE BPAS APPLICATIONS - RECOMMENDED FOR AWARD</b>						
<b>Rank</b>	<b>Project</b>	<b>Units Requested</b>	<b>ESFU Factor</b>	<b>ESFUs Requested</b>	<b>Major/Minor Renovation</b>	<b>Score</b>
1	1618 N Roosevelt Boulevard	2	1.00	2	Major	95
2	2719 Staples Ave	1	0.78	0.78	Major	35
Tied	255 Trumbo Road	24	1.00	24	Major	0
Tied	1020 Margaret Street	1	1.00	1	Major	0

#### **RECOMMENDATION:**

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board **APPROVAL** of the final Year 9 BPAS rankings, the award of nine (9) market-rate housing units and twenty-eight (28) affordable-rate housing units.



YEAR 9 MARKET-RATE BPAS APPLICATIONS																				
MARKET-RATE PROJECTS																				
	Units Requested	Equivalent Single-Family Unit (ESFU) Factor	Total ESFUs	Major/Minor Renovation	Building more than 1.5' higher than the BFE (+5)	Exceeding the minimum required percentage of affordable housing (+30)	Voluntarily providing affordable housing which exceeds the requirements of sec 122-1467 at median income classification (+40)	Voluntarily providing affordable housing which exceeds the requirements of sec 122-1467 at low income classification (+60)	GBC Upgrade 1 (+20)	GBC Upgrade 2 (+27)	GBC Upgrade 3 (+40)	Voluntary contribution to the ALPP or Tree Fund in the amount of \$2500 or more (+5)	Providing electrical high voltage sized conduit for future EC charging station near parking area (+5)	Using light colored, high reflectivity materials for all non-roof/areas with a SRI of at least 29 (+5)	Providing on-site recreational amenities or exceeding the open space requirements of sec 108-346(b) (+10)	BPAS Points: Claimed	BPAS Points Verified	VERIFIED Final BPAS Score	Notes	
1501 South Street	1	1.00	1	Major	5	0	0	0	20	0	0	0	0	0	0	0	25	25	25	Proposed Site Plan will need Variances from Dimensional Requirements: - Front Setback Variance - Non-Conforming Lot Size
913 White Street	1	1.00	1	Minor	0	0	0	0	0	0	0	0	0	5	10	20	15	15	Proposed Site Plan will need a Variance from Dimensional Requirement: - Side Setback	
1307 & 1309 Whitehead Street	1	1.00	1	Major	5	0	0	0	0	0	0	5	0	0	0	10	10	10	None.	
317 Whitehead Street	1	1.00	1	Major	5	0	0	0	0	0	0	0	0	0	0	32	5	5	Proposed Site Plan will require HARC meeting	
608 Duval Street	1	1.00	1	Minor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	None.	
630 Mickens Lane	1	1.00	1	Major	0	0	0	0	0	0	0	0	0	0	0	0	0	0	None.	
700 Front Street	2	1.00	2	Minor	5	0	0	0	0	0	0	0	0	0	10	15	15	15	None.	
1905 Staples Avenue	1	1.00	1	Major	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Proposed Site Plan will need Variances from Dimensional Requirements: - Exceeding building coverage - Exceeding FAR - Front and Rear Setback Variances	
704 Russell Lane	1	1.00	1	Major	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Proposed Site Plan will require HARC meeting	
1110 Truman Avenue	1	1.00	1	Minor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Proposed Site Plan will require HARC meeting	
TOTAL REQUESTED:	11	10.00	11.00																	

MARKET-RATE PROJECTS

# YEAR 9 AFFORDABLE-RATE BPAS APPLICATIONS

## AFFORDABLE-RATE PROJECTS

	2	1.00	2	Major	5	30	40	0	0	0	0	0	0	5	5	0	0	95	95	None.
1618 N Roosevelt Boulevard																				Proposed Site Plan requires: - HARC meeting - Major Development Plan approval
255 Trumbo Road	24	1.00	24	Major	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	- Should CS/HB 1499 be signed by the Governor, the 24 affordable BPAS allocations associated with 255 Trumbo Road will revert back to the City of Key West as recovered units for allocation during the sequential award year. Proposed Site Plan will require HARC meeting
1020 Margaret Street	1	1.00	1	Major	0	0	0	0	20	0	0	0	0	0	0	0	0	0	0	Previous approvals: - Variances approved PB 2021-25 - Minor Development Site Plan approved PB 2021-30
2719 Staples Ave	1	0.78	0.78	Major	5	0	0	0	20	0	0	0	0	0	0	0	0	35	35	Previous approvals: - Variances approved PB2021-65 Proposed Site Plan will require: - Tree Commission meeting
<b>TOTAL REQUESTED:</b>	<b>28</b>	<b>3.78</b>	<b>27.78</b>																	

## NOTES:

- YEAR 9 MARKET-RATE UNITS AVAILABLE: 46 MAXIMUM
- YEAR 9 AFFORDABLE-RATE UNITS AVAILABLE: 45 MINIMUM
- In the event that two applications are determined to have the same numerical ranking score, and units are not available to provide awards to both projects, a drawing of lots will determine the awardee.
- All new units must be constructed with a rainwater catchment system (unless exempt). Final site plans must include roof and corresponding cistern size for permitting and CO.
- All new units shall be constructed in compliance with and obtain a baseline green building certification.
- The Year 9 document, "Exhibit C- Applicant's Estimated Score Sheet BPAS Application" erroneously included an allocation of +5 points for "Using light-colored, high-reflectivity materials..." This feature is not reflected in City of Key West Code, therefore no bonus points can be allocated.
- All proposed site plans underwent a preliminary development review.
- All final BPAS application are pending development review.
- All final BPAS applications are pending final density/zoning review.
- All Affordable-Rate Projects shall provide a deed restriction running with the land and binding on owners, for at least 50 years demonstrating continuing affordability for the applicable income designation, and provide an annual report to the City Manager ensuring continued compliance with affordability criteria.

**PLANNING BOARD  
RESOLUTION NO. 2023-010**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING BUILDING PERMIT ALLOCATION SYSTEM (BPAS) RANKINGS AND MAKING THE FINAL DETERMINATION OF AWARD OF TEN (10) MARKET-RATE UNITS AND NINE (9) AFFORDABLE-RATE UNITS FROM YEAR 10 (JULY 1, 2022 TO JUNE 30, 2023) PURSUANT TO SECTIONS 86-9 AND 108- 997 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF KEY WEST, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Key West, Florida, (the “City”) adopted Ordinance No.13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and

**WHEREAS**, the BPAS is now codified in Chapter 108, article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable and market rate) using the Equivalent Single-Family Unit (“ESFU”) Factors of City Code Section 108-994; and

**WHEREAS**, for Year 10 (July 1, 2022 - June 30, 2023), a maximum of 46 market-rate units and a minimum of 0.4 affordable units are available for allocation; and

**WHEREAS**, on May 18, 2023, the Planning Board held a public discussion regarding the BPAS rankings and Final Determination of Award prepared by the Planning Department; and

**WHEREAS**, on June 15, 2023, the Planning Board conducted a public hearing regarding

  
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Chairman  
Planning Director



the BPAS rankings and Final Determination of Award for Year 10 applications; and


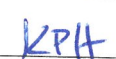
**WHEREAS**, the Planning Board desires to approve the rankings and make the Final Determination of Award for Year 10.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Board of the City of Key West, Florida:

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board APPROVAL of the final Year 10 BPAS rankings, the award of ten (10) market-rate housing units and nine (9) affordable-rate housing units with the following condition:

The Planning Department recommends a contingent award of the five (5) requested market-rate units to 715 Seminole Avenue and nine (9) affordable-rate units to 811 Seminole Avenue with the understanding that the applicant must meet all other conditions required by the Land Development Regulations including, but not limited to, density, variances, previous development approvals, etc. Release of requested BPAS units at these properties shall be contingent upon the recording of a properly executed Unity of Title in the Public Records of Monroe County, Florida, with respect to 715 Seminole Avenue and 811 Seminole Avenue. The said Unity of Title shall be in a form approved by the City of Key West. Upon demand by the City of Key West, any mortgagee who accepts or has accepted any or all of the property as collateral or security for any purpose or loan shall

  
Chairman  
  
Planning Director

execute and deliver, in recordable form, its subordination agreement subordinating its mortgage to the terms and conditions of said Unity of Title.

**Section 3.** The Planning Board approves the attached rankings and makes its Final Determination of Award of ten (10) market-rate housing units and nine (9) affordable-rate housing units from BPAS Year 10:

**Market-Rate:**

- One (1) unit with a 1.00 ESFU to 317 Whitehead Street with 37 points
- One (1) unit with a 1.00 ESFU to 717 Duval Street with 27 points
- Five (5) units with a 5.00 ESFU to 715 Seminole Avenue with 25 points
- One (1) unit with a 1.00 ESFU to 423 Bahama Street with 0 points
- One (1) unit with a 1.00 ESFU to 918 James Street with 0 points
- One (1) unit with a 1.00 ESFU to 1000 Virginia Street with 0 points

**Affordable-Rate:**

- Nine (9) units with a 9.00 ESFU to 811 Seminole Avenue with 100 points

**Section 3.** This Resolution shall go into effect immediately upon the beginning of the appeal period.

**Section 4.** This Resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations).

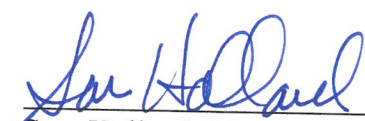
**General Conditions:**

1. The Planning Department recommends a contingent award of the five (5) requested

market-rate units to 715 Seminole Avenue and nine (9) affordable-rate units to 811 Seminole Avenue with the understanding that the applicant must meet all other conditions required by the Land Development Regulations including, but not limited to, density, variances, previous development approvals, etc. Release of requested BPAS units at these properties shall be contingent upon the recording of a properly executed Unity of Title in the Public Records of Monroe County, Florida, with respect to 715 Seminole Avenue and 811 Seminole Avenue. The said Unity of Title shall be in a form approved by the City of Key West. Upon demand by the City of Key West, any mortgagee who accepts or has accepted any or all of the property as collateral or security for any purpose or loan shall execute and deliver, in recordable form, its subordination agreement subordinating its mortgage to the terms and conditions of said Unity of Title.

Read and passed on second reading at a regularly scheduled meeting held this 15<sup>th</sup> day of June, 2023.

Authenticated by the Chairman of the Planning Board and the Planning Director;

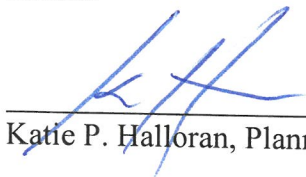


Sam Holland, Planning Board Chair

6/24/23

Date

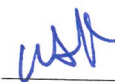
**Attest:**



Katie P. Halloran, Planning Director

6/21/2023

Date

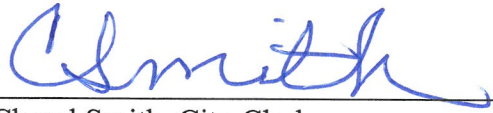


Chairman



Planning Director

**Filed with the Clerk:**



Cheryl Smith, City Clerk

6-26-23

Date



Chairman



Planning Director

THE CITY OF KEY WEST  
PLANNING  
BOARD  
Staff Report



To: Chair and Planning Board Members

From: Zoe Porter, Planner I

Through: Katie P. Halloran, Planning Director

Meeting Date: June 15, 2023

Agenda Item: Final Determination of Award for Year 10 Building Permit Allocation System (BPAS) Applications pursuant to Sections 108-995 and 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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**Request:**

Approval of the final rankings of Year 10 (July 1, 2022 – June 30, 2023) BPAS applications for award of ten (10) market-rate housing units and nine (9) affordable-rate housing units.

**Background:**

*This item was presented at the May 18<sup>th</sup> Planning Board meeting as a discussion item. The item has been returned to the June 15<sup>th</sup> Planning Board agenda as an action item to allow the Planning Board to vote on the Final Determination of Award pursuant to Section 108-997(d) of the Land Development Regulations. Following the May 18<sup>th</sup> Planning Board meeting the applicant requesting one (1) market-rate BPAS allocation at 3705 Eagle Avenue withdrew their BPAS application in response to a successful rendering period by the DEO, approving the Planning Department's determination of award of one (1) Beneficial Use Allocation to the property.*

The Year 10 BPAS cycle opened on July 1, 2022, and will run through June 30, 2023. Pursuant to Section 108-995 of the Land Development Regulations, a maximum of forty-six (46) market-rate units are available for allocation, and a *minimum* of four tenths (0.4) affordable units\* may be allocated.

As of the date of this report, there are forty-six (46) market-rate BPAS allocations available for Year 10. Furthermore, there is no limitation to the total number of affordable housing allocations on a year-to-year basis pursuant to Section 108-995 of the Land Development Regulations. The City received eight (8) applications for Year 10, consisting of twenty (20) requested single-family units (20 building permit allocations).

The deadline to submit applications for Year 10 was November 5, 2022, by 3 PM EST. As of that date, the City received seven (7) BPAS applications requesting a total of ten (10) market-rate units and nine (9) affordable units. An application for one (1) market-rate residential BPAS unit was accepted by the Planning Department on December 22, 2022, due to unforeseen circumstances at no fault of the

applicant. One applicant requesting one (1) market-rate unit withdrew their application on May 26, 2023, in response to approval of a Beneficial Use allocation on March 23, 2023.

The applications were evaluated by staff for completeness. Applicants were notified of any deficiencies within their application and were allowed approximately one month to resolve the deficiencies and change their BPAS score.

*\*Pursuant to Ordinance 22-06, 128 affordable units were allocated for the 3.2 development in Bahama Village. The 128 affordable units contributed to the minimum affordable unit allocations necessary for the Year 10 BPAS cycle.*

The Year 10 BPAS applications are summarized in the table on the following page.

The Year 10 BPAS applications are summarized in the following table:

Year 10 BPAS Applications	317 Whitehead Street	423 Bahama Street	717 Duval Street	918 James Street	1000 Virginia Street	715 Seminole Avenue**	811 Seminole Avenue
Existing/Recognized Units	1	0	0	1	1	18	16
New Market Rate Units	1	1	1	1	1	5	
New Affordable Units							9
Total Existing + Proposed Year 10 BPAS Units	2	1	1	2	2	23	25
Zoning	Historic Residential /Office (HRO)	Historic Neighborhood Commercial – Truman/Simonton (HNC-1)	Historic Residential Commercial Core – Duval Street Gulfside (HRCC-1)	Historic Medium Density Residential (HMDR)	Historic Medium Density Residential (HMDR)	Historic Medium Density Residential (HMDR)	Historic Medium Density Residential (HMDR)
Maximum Density (du/acre)	16 du/acre	16 du/acre	22 du/acre	16 du/acre	16 du/acre	16 du/acre	16 du/acre
Land Area (SF)	6,537	3,196	1,571	5,425	5,786	52,500	83,000
Land Area (AC)	0.15	0.07	0.04	0.12	0.13	1.21	1.91
Proposed Density (du/acre)	13.3	14.2	25	16.6	15.3	19.0	13.1
Maximum Dwelling Units Allowed	2.4	1.1	.9*	1.9*	2.1	19.4**	30.6



*\*Allowable density is rounded to the nearest whole number.*

*\*\*715 Seminole Avenue and 811 Seminole Avenue shall be combined through Unity of Title to achieve the requested density; release of requested BPAS units at these properties shall be contingent upon the recording of a properly executed Unity of Title in the Public Records of Monroe County, Florida, with respect to 715 Seminole Street and 811 Seminole Street. The said Unity of Title shall be in a form approved by the City of Key West. Upon demand by the City of Key West, any mortgagee who accepts or has accepted any or all of the property as collateral or security for any purpose or loan shall execute and deliver, in recordable form, its subordination agreement subordinating its mortgage to the terms and conditions of said Unity of Title.*

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#### **Analysis:**

Staff evaluated, scored, and ranked the final BPAS applications according to the prerequisites and criteria outlined in City Code Section 108-997 (b) and (c).

Of the six (6) market-rate applications received by the Planning Department, ten (10) units were requested. Pursuant to Section 108-995 of the Land Development Regulations, forty-six (46) market-rate units may be allocated during Year 10. The Planning Department staff is recommending the award of all requested market-rate units; however, the Planning Department recommends two conditions be considered by the Planning Board.

The applicant/owner of 715 Seminole Street requested five market-rate units. As the recorded parcel exists today, 715 Seminole Street does not have the necessary density for five additional units. Planning staff may not recommend approval of a project that would potentially create a nonconformity; however, the Planning Department may recommend approval of the requested BPAS units with the understanding that the applicant must meet all other conditions required by the Land Development Regulations, including density. The applicant has agreed to combine 715 Seminole Street with 811 Seminole Street via Unity of Title, which will increase the allowable density and thus ensure the requested BPAS units are in compliance with the maximum density of the property's applicable zoning district.

- Condition 1: The Planning Department recommends a contingent award of the five (5) requested market-rate units to 715 Seminole Street with the understanding that the applicant must meet all other conditions required by the Land Development Regulations including, but not limited to, density, variances, previous development approvals, etc. Release of requested BPAS units at these properties shall be contingent upon the recording of a properly executed Unity of Title in the Public Records of Monroe County, Florida, with respect to 715 Seminole Street and 811 Seminole Street. The said Unity of Title shall be in a form approved by the City of Key West. Upon demand by the City of Key West, any mortgagee who accepts or has accepted any or all of the property as collateral or security for any purpose or loan shall execute and deliver, in recordable form, its subordination agreement subordinating its mortgage to the terms and conditions of said Unity of Title.

Attached are the resulting scores and final rankings. The Planning Department staff's evaluation of the final applications is summarized in the score review sheet, which is attached to the application package.

Pursuant to City Code Section 108-995, a maximum of forty-six (46) market-rate units are available for Year 10 (July 1, 2022– June 30, 2023) of the BPAS cycle. The following market-rate projects are recommended for award:

YEAR 10 MARKET-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	717 Duval St	1	1.00	1	Major	27
2	715 Seminole St	5	5.00	5	Major	25
3	317 Whitehead St	1	1.00	1	Major	15
Tied	1000 Virginia St	1	1.00	1	Minor	0
Tied	918 James St	1	1.00	1	Major	0
Tied	423 Bahama St	1	1.00	1	Major	0

Pursuant to City Code Section 108-995, a *minimum* of four tenths (0.4) affordable units are available for Year 10 (July 1, 2022 – June 30, 2023) of the BPAS cycle. The following affordable projects are recommended for award:

YEAR 10 AFFORDABLE-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	811 Seminole Street	9	9.00	9	Major	95

#### Recommendation:

Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, The Planning Department recommends to the Planning Board **APPROVAL WITH CONDITIONS** of the final Year 10 BPAS rankings, approving the award of ten (10) market-rate housing units and nine (9) affordable-rate housing units contingent on the following conditions:

1. The Planning Department recommends a contingent award of the five (5) requested market-rate units to 715 Seminole Avenue and nine (9) affordable-rate units to 811 Seminole Avenue with the understanding that the applicant must meet all other conditions required by the Land Development Regulations including, but not limited to, density, variances, previous development approvals, etc. Release of requested BPAS units at these properties shall be contingent upon the recording of a properly executed Unity of Title in the Public Records of Monroe County, Florida, with respect to 715 Seminole Avenue and 811 Seminole Avenue. The said Unity of Title shall be in a form approved by the City of Key West. Upon demand by the City of Key West, any mortgagee who accepts or has accepted any or all of the property as collateral or security for any purpose or loan shall execute and deliver, in recordable form, its subordination agreement subordinating its mortgage to the terms and conditions of said Unity of Title.

**PLANNING BOARD  
RESOLUTION NO. 2024 -26**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD APPROVING BUILDING PERMIT ALLOCATION SYSTEM (BPAS) RANKINGS AND MAKING THE FINAL DETERMINATION OF AWARD FOR YEAR 11 BUILDING PERMIT ALLOCATION SYSTEM (BPAS) APPLICATIONS PURSUANT TO SECTIONS 108-995 AND 108-997 OF THE LAND DEVELOPMENT REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF KEY WEST, FLORIDA.**

**WHEREAS**, the City of Key West, Florida, (the “City”) adopted Ordinance No.13-19, which became effective on February 27, 2014, establishing a Building Permit Allocation System (“BPAS”) in order to limit the amount of new permanent and transient residential development in the City pursuant to Objective 1-1.16 of the Comprehensive Plan; and



**WHEREAS**, the BPAS is now codified in Chapter 108, article X of the Land Development Regulations (“LDRs”) of the Code of Ordinances (the “Code”); and

**WHEREAS**, City Code Section 108-995 identifies the annual amount of residential development that may be allocated by housing type (affordable and market rate) using the Equivalent Single-Family Unit (“ESFU”) Factors of City Code Section 108-994; and

**WHEREAS**, BPAS awards are independent of additional approvals that may be required from the Tree Commission, Historic Architectural Review Board, the Planning Board, City Commission and pursuant to the Land Development Regulations; and

**WHEREAS**, for Year 11 (July 1, 2023 - June 30, 2024), a maximum of 212.40 units were available for allocation and a minimum of 75% of those awarded must be affordable; and

**WHEREAS**, on June 20, 2024, the Planning Board conducted a public hearing regarding

  
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Chairman  
Planning Director

the BPAS rankings and Final Determination of Award for Year 11 applications; and

**WHEREAS**, the Planning Board desires to approve the rankings and make the Final Determination of Award for Year 11.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Board of the City of Key West, Florida:

**Section 1.** That the above recitals are incorporated by reference as if fully set forth herein.

**Section 2.** The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board APPROVAL of the final Year 11 BPAS rankings, the award of fifty-three (53) market-rate housing units, and one hundred and fifty-nine (159) affordable-rate housing units with the following conditions:

1. 2709 Staples Avenue submitted for two levels of affordable housing but are only proposing one unit. The applicant has indicated that they are going to be deed restricting the unit to median affordability.
2. 3400 Duck Ave has requested 54 affordable rate units and shall deed restrict thirteen (13) units at median affordable income level and forty-one (41) units at moderate affordable income level as stated in their certification.

**Section 3.** The Planning Board approves the attached rankings and makes its Final Determination and award of fifty-three (53) market-rate housing units, and one hundred and fifty-nine (159) affordable-rate housing units:

**Market-Rate:**


- Fourteen (14) units with 1.00 ESFU to 201 Front Street with 100 points
- Four (4) units with 1.00 ESFU to 638 United Street with 87 points
- Three (3) units with 1.00 ESFU to 1817 Staples Avenue with 87 points
- Four (4) units with 1.00 ESFU to 3228 Flagler Avenue with 87 points
- Twenty-Four (24) units with 1.00 ESFU to 1213 14<sup>th</sup> Street 80 points.
- One (1) unit with 1.00 ESFU to 1409 United Street with 45 points.
- One (1) unit with 1.00 ESFU to 916 Pohalski Avenue With 25 points.
- Two (2) units with 1.00 ESFU to 6450 College Road with 15 points

**Affordable-Rate:**

- Fifty-Four (54) units with 1.00 ESFU to 3400 Duck Ave with 105 points
- Four (4) units with 1.00 ESFU to 3228 Flagler Avenue with 87 points
- Thirteen (13) units with 1.00 ESFU to 3101 North Roosevelt Boulevard with 95 points
- Eighty-Four (84) units with 1.00 ESFU to 1213 14<sup>th</sup> Street 80 points.
- One (1) unit with 0.78 ESFU to 2709 Staples Avenue with 55 points.
- One (1) unit with 0.78 ESFU to 3504 Duck Avenue with 45 points.
- One (1) unit with 1.00 ESFU to 1110 Truman Avenue with 30 points.
- One (1) unit with 1.00 ESFU to 920 Virginia Street with 5 points.

**Section 3.** This Resolution shall go into effect immediately upon the beginning of the

 Chairman

 Planning Director

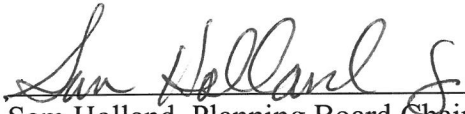
appeal period.

**General Conditions:**

1. 2709 Staples Avenue submitted for two levels of affordable housing but are only proposing one unit. The applicant has indicated that they are going to be deed restricting the unit to median affordability.
2. 3400 Duck Ave has requested 54 affordable rate units and shall deed restrict thirteen (13) units at median affordable income level and forty-one (41) units at moderate affordable income level as stated in their certification.


Read and passed on second reading at a regularly scheduled meeting held this 20<sup>th</sup> day of June, 2024.

Authenticated by the Chairman of the Planning Board and the Planning Director;

  
\_\_\_\_\_  
Sam Holland, Planning Board Chair


7/10/24  
\_\_\_\_\_  
Date


**Attest:**

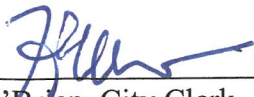
  
\_\_\_\_\_  
Katie P. Halloran, Planning Director

7/9/2024  
\_\_\_\_\_  
Date

**Filed with the Clerk:**

  
\_\_\_\_\_  
Chairman

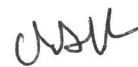
  
\_\_\_\_\_  
Planning Director



Keri O'Brien, City Clerk

7/10/2024

Date



Chairman



Planning Director



THE CITY OF KEY WEST  
PLANNING BOARD  
Staff Report



To: Chair and Planning Board Members

From: Ben Gagnon, Planner I

Through: Katie P. Halloran, Planning Director

Meeting Date: June 20, 2024

Agenda Item: Final Determination of Award for Year 11 Building Permit Allocation System (BPAS) Applications pursuant to Sections 108-995 and 108-997 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

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**Request:**

Approval of the final rankings of Year 11 (July 1, 2023 – June 30, 2024) BPAS applications for award of seventeen (17) market-rate housing units, and sixty-two (62) affordable-rate housing units.

**Background:**

The Year 11 BPAS cycle opened on July 1, 2023, and will run through June 30, 2024. Pursuant to Section 108-995 of the Land Development Regulations, after year ten (10), 75 percent of units shall be deed restricted affordable. As of the date of this report, there are 212.40 BPAS allocations available for Year 11.

The deadline to submit applications for Year 11 was November 3, 2023, by 3 PM EST. As of that date, the City received nineteen (19) BPAS applications requesting a total of ninety-eight (98) market-rate units and three hundred thirteen (313) affordable units. Two applicants withdrew before the hearing on June 20<sup>th</sup>, and one applicant modified from two market rate and one affordable rate to three market rate units. After final submittals in April, staff had eight (8) market rate applications requesting ninety-seven (97) units, and eight (8) affordable rate applications requesting two-hundred and seventy-nine (279) units.

The applications were evaluated by staff for completeness. Applicants were notified of any deficiencies within their application and were allowed approximately one month to resolve the deficiencies and improve their BPAS score.

WGH  
7/10/24  
KPT  
7/9/2024

The Year 11 Market Rate BPAS applications are summarized in the following table:

Year 11 Market Rate BPAS Applications	6450 College Road	1213 14 <sup>th</sup> Street	201 Front Street	638 United Street	1817 Staples Avenue	3228 Flagler Avenue	916 Pohalski Avenue	1409 United Street
Existing/ Recognized Units	0	278 + 80 BPAS Units from Years 5, 8	0	0	0	0	0	0
New Market Rate Units	2	68	14	4	3	4	1	1
New Affordable Units		204				4		
Total Existing + Proposed Year 11 BPAS Units	2	358 (+ 272 ) requested)*	14	4	3	4 (+ 4 AF requested)	1	1
Zoning	Planned Redevelopment District (PRD)	Medium Density Residential (MDR)	Historic Planned Redevelopment (HPRD)	Historic Residential Office (HRO)	Limited Commercial (CL)	Limited Commercial (CL)	Historic High Density Residential (HHDR)	Historic Medium Density Residential (HMDR)
Maximum Density (du/acre)	8 du/acre	16 du/acre	22 du/acre	16 du/acre	16 du/acre	16 du/acre	22 du/acre	16 du/acre
Land Area (SF)	5,227,200	974,872.80	26,750	13,994	9,867	22,000	1,572.15	3,960
Land Area (AC)	120	22.38	0.61	0.32	0.23	0.51	0.04	0.09
Maximum Dwelling Units Allowed***	0***	358.08*	4	5.12	3.63	8.08	0.79	1.46

*Wish  
Kitt*

The Year 11 Affordable Rate BPAS applications are summarized in the following table:

Year 11 Affordable Rate BPAS Applications	2709 Staples Avenue	920 Virginia Street	3101 N Roosevelt Boulevard	3504 Duck Avenue	1110 Truman Avenue	3400 Duck Avenue
Existing/Recognized Units	1	0	81 (Transient +1 non-transient Houseboat)	1	1	209
New Affordable Rate Units	1 (0.78)	1	13	1 (0.78)	1	54
Total Existing + Proposed Year 11 BPAS Units	1.78	1	95	1.78	2	263
Zoning	Single Family (SF)	Historic Medium Density Residential (HMDR)	General Commercial (CG)	Single Family (SF)	Historic Neighborhood Commercial – 1 (HNC-1)	Medium Density Residential -1 (MDR-1)
Maximum Density (du/acre)	8 du/acre	16 du/acre	16 du/acre	8 du/acre	16 du/acre	16 du/acre
Land Area (SF)	9,059	10,027	105,975	6,000	2,583	940,896
Land Area (AC)	0.21	0.23	2.43	0.14	0.06	21.6
Maximum Dwelling Units Allowed	1.66	3.68	38.93*	2.2	0.95**	345.6

*\*Project is requesting units above allowable density and property is currently at maximum density.*

*\*\*Property is using Sec 108-998 Compact infill development for an additional affordable unit.*

*\*\*\*Math has been rounded to the hundredth decimal place. However, all final density calculations were done to the hundred thousandth decimal place or millionths, where applicable. Density is calculated not only by acreage of site x allowable du/acre, but also through any restrictions of leases, development plans, or other site restrictions.*

### Analysis:

Staff evaluated, scored, and ranked the final BPAS applications according to the prerequisites and criteria outlined in City Code Section 108-997 (b) and (c).

The Planning Department recommends the following conditions be considered by the Planning Board for the seventeen (17) market rate units and the sixty-two (62) affordable-rate housing units recommended for award:

*WSH  
KPH*

2709 Staples Avenue submitted for two levels of affordable housing but are only proposing one unit. The applicant has indicated that they are going to be deed restricting the unit to median affordability. Prior to a Certificate of Occupancy being given to the property, the applicant should resubmit Exhibits C and D to reflect the changes.

3400 Duck Ave has requested 54 affordable rate units and shall deed restrict thirteen (13) units at median affordable income level and forty-one (41) units at moderate affordable income level as stated in their certification.

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Staff has outlined significant concerns with the following projects that would restrict immediate approval of development given conflicts with city code, or prior lease agreements or applicable development plan provisions: 3101 North Roosevelt Boulevard, 1213 14<sup>th</sup> Street, 6450 College Road, and 201 Front Street. Section 108-990 reads, *"Nothing in this article shall relieve the owner of property from complying with other applicable sections of the city land development regulations for development on the property"* Because of this, staff believes projects with significant regulatory obstacles should first seek to address these constraints and then return in next year's cycle to compete for units.

3101 North Roosevelt Boulevard: The property has non-conforming density of 81 units; the zoning district density for this lot is for 39 units. The project is captured under the city's current Zoning in Progress doctrine and would need to conform with any significant code changes in the workforce affordable housing section. The General Commercial zoning district includes a density bonus up to 40 units an acre, but the market/affordable mix would not be achieved through the ratio currently requested by the applicant. The market to affordable ratio requested by the applicant also would not comply with the City's existing workforce housing ordinance which requires a minimum of 30% deed restriction for all unit redevelopment projects. (Section 122-1467(a). 30% of workforce affordable housing, however the 13 requested units is just more than 50% of the 24 units they need to comply with the 30% rule. The applicant would need City Commission for any waivers to the workforce affordable housing code. Planning Department staff recommend that the Planning Board postpone BPAS allocations for this project at this time.

1213 14<sup>th</sup> Street: The property is already at maximum density of 358 units with the amount of currently recognized units and the addition of 80 previous BPAS allocations. The City's Land Development Regulations do not allow variances on density and in a competitive BPAS cycle conditioning allocations on potential future rezoning inhibits BPAS application projects with lower barriers. In addition, the City Legal Department has confirmed this project does not qualify for Live Local Act density bonuses. Thus, the project is not eligible for additional units unless and until they are approved for a zoning change. The property could seek a zoning change this year to High Density Residential (HDR) and if a rezoning is approved, they could apply next year under 22 units per acre allowing up to 492.36 units on site. Planning Department staff recommend that the Planning Board postpone BPAS allocations for this project until such a time as the applicant requests and City Commission approves a rezoning.

6450 College Road: the 99 year lease agreement signed between the City of Key West, the property owners, and the tenants stated that the *"Permitted Uses" shall mean a golf course and country club open to the public ... and all other uses related or incidental thereto, including without limitation tennis*

*Wish  
kept*

courts, handball courts, swimming pools, saunas, and other recreational and health facilities, restaurants, bars (serving both alcoholic and non-alcoholic beverages), rental and management services, sales offices for residential units constructed on the Adjacent Land, central advertising and promotion activities, and central switchboard services for residential unit owners, all as determined from time to time by Lessee.” Planning Department staff recommend that the Planning Board postpone BPAS allocations for this site until such a time as the applicant requests and City Commission approves a lease amendment to permit residential units on the Golf Course.

201 Front Street: the property is under the Truman Annex development agreement approved through Resolution 95-278 and amended for the 12<sup>th</sup> time in 1995. Staff believes there are 268 residential units constructed at Truman Annex today. In 1995 the 12<sup>th</sup> amendment of the resolution limited the total number of residential units in Truman Annex to 272. While the development agreement had a timeline of five years, the City Legal Department has advised staff that the applicant cannot develop more units without first going back to City Commission. The property does not possess an entitlement to develop units above the allowable 272 at this time, therefore 201 Front Street can only be awarded 4 units at this time, as it is within the amendment agreement and would not surpass 272 residential units. Planning Department staff recommend that the Planning Board postpone any more than four (4) units for BPAS allocations until such a time as the applicant requests and City Commission approves a development agreement amendment to permit additional residential units in Truman Annex.

*Sec. 107-9. - Truman Annex and Fuel Tank Island.*

*The planned redevelopment and development (PRD) ordinance existing at the time of the Truman Annex development agreement and the development agreement approving Truman Annex and Fuel Tank Island development executed by Resolution No. 86-267, dated December 8, 1986, and as amended shall govern proposed changes, additions and continuing maintenance activities associated with the Truman Annex and Fuel Tank Island as defined in the cited development agreement which is filed in the office of the city clerk.*

Below are the resulting scores and final rankings for the Year 11 BPAS. The Planning Department staff’s evaluation of each final application is summarized in the score review sheet, which is attached to each application package. Pursuant to City Code Section 108-995, a maximum of 25% of units awarded may be market-rate units for Year 11 (July 1, 2023– June 30, 2024) of the BPAS cycle.

**SCENARIO 1:**

The following allocation breakdown would be based on points only. As mentioned above, some applications involve projects with significant regulatory obstacles.

On points alone, the following market rate projects would be awarded:

YEAR 11 MARKET-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	201 Front Street	14/14	1.00	4.00	Major	100
Tied	638 United Street	4/4	1.00	4.00	Major	87

WSH  
KPH

Tied	1817 Staples Avenue	3/3	1.00	3.00	Major	87
Tied	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
3	1213 14 <sup>th</sup> Street	*28/68	1.00	68.00	Major	80
4	1409 United Street	0/1	1.00	1.00	Major	45
5	916 Pohalski Avenue	0/1	1.00	1.00	Minor	25
6	6450 College Road	0/2	1.00	2.00	Minor	15
	<b>Total Market</b>	<b>53</b>				

\*This is the maximum number of market rate units this project can receive to keep the total allocations for year 11 at 75% affordable and 25% market rate.

On points alone, the following affordable rate projects would be awarded:

YEAR 11 AFFORDABLE-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	3400 Duck Avenue	54/54	1.00	54.00	Major	105
2	3101 N Roosevelt Boulevard	13/13	1.00	13.00	Major	95
3	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
4	1213 14 <sup>th</sup> Street	88/204	1.00	204.00	Major	80
5	2709 Staples Avenue	0/1	0.78	0.78	Major	55
6	3504 Duck Avenue	0/1	0.78	0.78	Major	45
7	1110 Truman Avenue	0/1	1.00	1.00	Minor	30
Tied	920 Virginia Street	0/1	1.00	1.00	Minor	5
	<b>Total Affordable</b>	159				

This breakdown of BPAS allocations would result in a final ratio of affordable to market rate at 75% affordable and 25% market rate in accordance with Section 108-995. With 53 market rate and 159 affordable rate units, a total of 212 units allocated

## SCENARIO 2:

Staff recommends that Planning Board consider Scenario 2 to postpone allocation of units for those projects with existing regulatory obstacles. Market-rate project allocation for Year 11 would exclude those applications depicted below in grey shading:

WAM  
KPH



YEAR 11 MARKET-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	201 Front Street	4/14	1.00	4.00	Major	100
Tied	638 United Street	4/4	1.00	4.00	Major	87
Tied	1817 Staples Avenue	3/3	1.00	3.00	Major	87
Tied	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
3	1213 14 <sup>th</sup> Street	0/68	1.00	68.00	Major	80
4	1409 United Street	1/1	1.00	1.00	Major	45
5	916 Pohalski Avenue	1/1	1.00	1.00	Minor	25
6	6450 College Road	0/2	1.00	2.00	Minor	15
	TOTAL MARKET:	17				

The following affordable projects are recommended for award except for those ranked projects depicted below in grey shading:

YEAR 11 AFFORDABLE-RATE BPAS APPLICATIONS – RECOMMENDED FOR AWARD						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	3400 Duck Avenue	54/54	1.00	54.00	Major	105
2	3101 N Roosevelt Boulevard	0/13	1.00	13.00	Major	95
3	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
4	1213 14 <sup>th</sup> Street	0/204	1.00	204.00	Major	80
5	2709 Staples Avenue	1/1	0.78	0.78	Major	55
6	3504 Duck Avenue	1/1	0.78	0.78	Major	45
7	1110 Truman Avenue	1/1	1.00	1.00	Minor	30
Tied	920 Virginia Street	1/1	1.00	1.00	Minor	5
	Total Affordable	62				

*Handwritten signature/initials*



Scenario 2 recommended BPAS allocations would result in a final ratio of affordable to market rate at 78.48% affordable and 21.52% market rate. With 17 Market rate units and 62 Affordable rate units awarded, a total of 79 units.

**Recommendation:**

Based on the criteria established by the Comprehensive Plan and the Land Development Regulations, The Planning Department recommends to the Planning Board **APPROVAL of Scenario 2 WITH CONDITIONS** for the final Year 11 BPAS rankings, approving the award of seventeen (17) market-rate housing units, and sixty-two (62) affordable-rate housing units contingent on the following conditions:

1. 2709 Staples Avenue submitted for two levels of affordable housing but are only proposing one unit. The applicant has indicated that they are going to be deed restricting the unit to median affordability.
2. 3400 Duck Ave has requested 54 affordable rate units and shall deed restrict thirteen (13) units at median affordable income level and forty-one (41) units at moderate affordable income level as stated in their certification.

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CITY OF KEY WEST BUILDING PERMIT ALLOCATION SYSTEM (BPAS)															
YEAR 11 FINAL RANKINGS															

KPCT  
7/9/2024  
7/10/2024

**From:** Owen Trepanier <[owen@owentrepanier.com](mailto:owen@owentrepanier.com)>

**Sent:** Tuesday, June 18, 2024 1:44 PM

**To:** Sam Conch House <[sam@conchhouse.com](mailto:sam@conchhouse.com)>

**Cc:** Katie P. Halloran <[katie.halloran@cityofkeywest-fl.gov](mailto:katie.halloran@cityofkeywest-fl.gov)>; Benjamin Gagnon <[benjamin.gagnon@cityofkeywest-fl.gov](mailto:benjamin.gagnon@cityofkeywest-fl.gov)>; Dan Gulizio <[dan.gulizio@cityofkeywest-fl.gov](mailto:dan.gulizio@cityofkeywest-fl.gov)>; Keri O'Brien <[kobrien@cityofkeywest-fl.gov](mailto:kobrien@cityofkeywest-fl.gov)>; Mary Lou Hoover <[mlhoover@cityofkeywest-fl.gov](mailto:mlhoover@cityofkeywest-fl.gov)>; Ronald Ramsingh <[r Ramsingh@cityofkeywest-fl.gov](mailto:r Ramsingh@cityofkeywest-fl.gov)>; Larry Erskine <[larry.esrkine@cityofkeywest-fl.gov](mailto:larry.esrkine@cityofkeywest-fl.gov)>; [greg@oropezastonescardenas.com](mailto:greg@oropezastonescardenas.com); Aileen Osborn <[aileen@a2oarchitecture.com](mailto:aileen@a2oarchitecture.com)>; Bart Smith <[bart@smithhawks.com](mailto:bart@smithhawks.com)>; [sterlingr@kwha.org](mailto:sterlingr@kwha.org); [sellersv@kwha.org](mailto:sellersv@kwha.org); [eswift@historictours.com](mailto:eswift@historictours.com); Chris Belland (<[cbelland@historictours.com](mailto:cbelland@historictours.com)>) <[cbelland@historictours.com](mailto:cbelland@historictours.com)>; Steve Uphoff <[suphoff@uphoffventures.com](mailto:suphoff@uphoffventures.com)>; Joe Kellum <[kellumj48@gmail.com](mailto:kellumj48@gmail.com)>; Ken Harding <[Ken@islandwest.com](mailto:Ken@islandwest.com)>; rick <[RICK@islandwest.com](mailto:RICK@islandwest.com)>; Jeff Harding (<[jeff@islandwest.com](mailto:jeff@islandwest.com)>) <[jeff@islandwest.com](mailto:jeff@islandwest.com)>; Thomas Francis-Siburg <[thomas@owentrepanier.com](mailto:thomas@owentrepanier.com)>

**Subject:** [EXTERNAL] BPAS - Applicant Proposal to Avoid Appeal

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

*(PB Members are BCC'd to avoid an accidental "reply all" sunshine violation)*

Dear Planning Board,

All BPAS applicants with 15 pts or more are unified on the following:

We sincerely appreciate your commitment to our community and the incredible donation of time and resources each of you contribute.

As a group, we are in strong disagreement with planning staff's analysis and recommendations, and we collectively propose an alternative path forward in order to avoid a myriad of appeals which will delay all projects.

We propose a **Modified Scenario 1:**

1. 1213 14<sup>th</sup> Street (Island West, aka Stadium Mobile Home Park) agrees to reduce their anticipated allocation by 4 market-rate and 3 affordable units.
2. Applicants will be awarded BPAS as depicted in Modified Scenario 1.

WST  
7/10/24  
KPH  
7/9/24

3. All applicants understand that if building permits (and the related discretionary approvals) are not obtained within 2 years of the allocation date, Sec. 108-997(e) reverts those units back to the city for reallocation.

Modified Scenario 1:

Market-Rate						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	201 Front Street	14/14	1.00	4.00	Major	100
Tied	638 United Street	4/4	1.00	4.00	Major	87
Tied	1817 Staples Avenue	3/3	1.00	3.00	Major	87
Tied	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
3	1213 14 <sup>th</sup> Street	<del>24</del> *28/68	1.00	68.00	Major	80
4	1409 United Street	1 0/1	1.00	1.00	Major	45
5	916 Pohalski Avenue	1 0/1	1.00	1.00	Minor	25
6	6450 College Road	2 0/2	1.00	2.00	Minor	15
	Total Market	53				

Affordable						
Rank	Project	Units Awarded/ Requested	ESFU Factor	ESFUs Requested	Major/Minor Renovation	Score
1	3400 Duck Avenue	54/54	1.00	54.00	Major	105
2	3101 N Roosevelt Boulevard	13/13	1.00	13.00	Major	95
3	3228 Flagler Avenue	4/4	1.00	4.00	Major	87
4	1213 14 <sup>th</sup> Street	<del>85 88</del> 204	1.00	204.00	Major	80
5	2709 Staples Avenue	1 0/1	0.78	0.78	Major	55
6	3504 Duck Avenue	1 0/1	0.78	0.78	Major	45
7	1110 Truman Avenue	1 0/1	1.00	1.00	Minor	30
*Tied	920 Virginia Street	0/1	1.00	1.00	Minor	5
	Total Affordable	159				

\*Planning Dept staff report states this applicant "tied" for last place, but there is no other applicant listed.

WJH  
KPT

We respectfully request your consideration of the above.

Thank you,

Owen

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**Trepanier & Associates, Inc.**

Land Planners & Development Consultants

1421 First Street

Key West, FL 33040-3648

Ph. 305-293-8983 / Fx. 305-293-8748

[www.owentrepanier.com](http://www.owentrepanier.com)

USA

KPH



**PLANNING BOARD  
RESOLUTION NO. 2021-06**

**A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD GRANTING APPROVAL FOR THE DETERMINATION OF AWARD FOR AN APPLICATION FOR 103 UNITS FROM THE BUILDING PERMIT ALLOCATION SYSTEM "AFFORDABLE - EARLY EVACUATION POOL" PURSUANT TO CHAPTER 108, ARTICLE XII, OF THE LAND DEVELOPMENT REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF KEY WEST, FLORIDA.**

**WHEREAS**, the subject property is located within the High-Density Residential College Road Zoning District (HDR-1); and


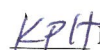
**WHEREAS**, pursuant to Objective 1-1.17 and associated policies in the Comprehensive Plan, and Sections 108-1152 – 108-1157 of the Land Development Regulations (the "LDRs") of the Code of Ordinances (the "Code") of the City of Key West, Florida (the "City"), the applicant filed an application for 103 Affordable Early Evacuation Pool Units at a parcel located at 5220 College Rd, 5224 College Rd, 5228 College Rd, 5230 College Rd ; and

**WHEREAS**, Comprehensive Plan Policy 1-1.17.2.1 outlines the specific standards and requirements for Affordable Early Evacuation Pool Units; and

**WHEREAS**, this matter came before the Planning Board at a duly noticed public hearing on April 22, 2021; and

**WHEREAS**, the Planning Board found that the determination of award complies with the criteria in Comprehensive Plan Policy 1-1.17.2.1 and Sections 108-1152 – 108-1157 of the Land Development Regulations; and

**WHEREAS**, the approval of the determination of award will be in harmony with the general

  
Chairman  
 Planning Director

purpose and intent of the Comprehensive Plan and Land Development Regulations, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

**NOW THEREFORE, BE IT RESOLVED** by the Planning Board of the City of Key West, Florida:

**Section 1.** That the above recitals are incorporated by reference as fully set forth herein.

**Section 2.** That a determination of award, pursuant to Comprehensive Plan Policy 1-1.17.2.1 1 and Sections 108-1152 – 108-1157 of the Land Development Regulations of the City of Key West, Florida is hereby approved as follows: The Determination Of Award For An Application For 103 Units From The Building Permit Allocation System “Affordable - Early Evacuation Pool” Pursuant To Chapter 108, Article XII, Of The Land Development Regulations Of The Code Of Ordinances Of The City Of Key West, Florida. with the following conditions:

**General conditions:**

1. The proposed development maintains all conditions of approval stated in Planning Board Resolution No. 2019-47.
2. Per Ordinance No. 19-05 and Ordinance No. 19-06, evacuation compliance reports shall be available upon request
3. The project will be required to use the Workforce Initiative units should the city be successful in defending the appeal of DEO Final Order 20-032 Pending in the 3<sup>rd</sup> District Court of Appeals for the State of Florida in Case No. 3D20-1921. In which case the City, its heirs, successors, and assigns will be required to immediately surrender 103 of the Building Permit Allocation System units awarded in PB Resolution 2019-025, at the same Equivalent Single Family Unit value for return to the City’s unallocated BPAS pool.

**Section 3.** This resolution does not constitute a finding as to ownership or right to possession of the property, and assumes, without finding, the correctness of applicant's assertion of

 Chairman

 Planning Director



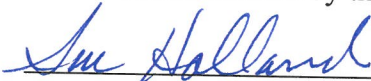
legal authority respecting the property.

**Section 4.** This resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Commission.

**Section 5.** This resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations). After the City appeal period has expired, this permit or development order will be rendered to the Florida Department of Economic Opportunity. Pursuant to Chapter 73C-44, F.A.C., this permit or development order is not effective for 45 days after it has been properly rendered to the DEO with all exhibits and applications attached to or incorporated by reference in this approval; that within the 45-day review period the DEO can appeal the permit or development order to the Florida Land and Water Adjudicatory Commission; and that such an appeal stays the effectiveness of the permit until the appeal is resolved by agreement or order.

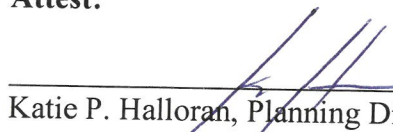
Read and passed on first reading at a regularly scheduled meeting held this 22nd day of April 2021.

Authenticated by the Chair of the Planning Board and the Planning Director.

  
\_\_\_\_\_  
Sam Holland, Planning Board Chair


5/12/21  
Date

**Attest:**

  
\_\_\_\_\_  
Katie P. Halloran, Planning Director

5/6/2021  
Date

**Filed with the Clerk:**

  
\_\_\_\_\_  
Cheryl Smith, City Clerk

5-12-2021  
Date

 Chairman

 Planning Director

ORDINANCE NO. 17-13

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 1 OF THE COMPREHENSIVE PLAN ENTITLED "FUTURE LAND USE ELEMENT" BY AMENDING POLICY 1-1.16.1, ENTITLED "MAINTAIN A BUILDING PERMIT ALLOCATION ORDINANCE," AMENDING POLICY 1-1.16.2, ENTITLED "BUILDING PERMIT ALLOCATION ORDINANCE AND AFFORDABLE HOUSING," AMENDING POLICY 1-1.16.3, ENTITLED "PERMIT ALLOCATION SYSTEM RATIO BY STRUCTURE TYPE," AND BY ADDING POLICY 1-1.16.5 ENTITLED "TRANSFER OF BUILDING PERMIT ALLOCATIONS;" BY AMENDING CHAPTER 2 ENTITLED "TRANSPORTATION ELEMENT," BY AMENDING POLICY 2.16.4 TO PROPERLY REFLECT AS POLICY 2-1.6.4, AND REVISING THE REFERENCE TO THE NUMBER OF ALLOCATED UNITS; AMENDING CHAPTER 3 OF THE COMPREHENSIVE PLAN ENTITLED "HOUSING," BY AMENDING POLICY 3-1.1.4, ENTITLED "BUILDING PERMIT ALLOCATION SYSTEM;" PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission has passed numerous resolutions aimed at increasing the availability of affordable and workforce housing in the City of Key West; and

WHEREAS, development of any housing is strictly controlled by the State of Florida, which has designated the City of Key West as a State Area of Critical Concern; and

WHEREAS, this state regulation has resulted in a specified number of new building permits that may be granted each year under what is known as the Building Permit Allocation System (BPAS); and

WHEREAS, based on recommendations by the Department of Economic Opportunity, changes to the City's Comprehensive Plan were requested; and

WHEREAS, the City Commission finds that it is in the best interest of the City that there exists a method to transfer Building Permit Allocations not utilized within the City to Lower Keys areas of Monroe County, for beneficial use purposes and/or affordable housing that will directly benefit the City of Key West as determined by the City Commission; and

WHEREAS, Chapter 1, entitled "Future Land Use Element" and Chapter 3, entitled "Housing" are to be amended through ordinance in response to the Department of Economic Opportunity; and

WHEREAS, the Planning Board ("Board") held a noticed public hearing on May 18, 2017, where based on the consideration of recommendations by the city planner, city attorney, building official and other information, the Board recommended approval of the proposed amendments set forth in Planning Board Resolution 2017-21; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA;

**Section 1:** That Chapter 1 of the Comprehensive Plan is hereby amended as follows\*:

**Policy 1-1.16.1: Maintain a Building Permit Allocation Ordinance.**

The City of Key West shall maintain and enforce its building permit allocation ordinance as follows: Between 85 and 100 units will be reserved as beneficial use permits to address property rights associated with existing vacant lots of record. The permit allocation system shall limit the number of permits issued for new permanent and transient development to 910 units during the period from July 2013 to July 2023. The annual allocation will not exceed be ninety-one units (91) single-family units or an equivalent combination of residential and transient types based on the equivalency factors established in Policy 1-1.16.3. The annual allocation limitation shall not apply to affordable housing allocations. In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013 - July 2016) 60 percent of the units

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\*(Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading. Added language is double underlined and ~~double struck through~~ at second reading.)

allocated shall be affordable. Between years four (4) and 10 (2016 - 2023), a minimum of 50% of the total allocations shall be affordable. ~~Between years four (4) and 10, 80 percent of remaining (non-affordability restricted) units shall be permanent, and 20 percent may be transient.~~ Between years four (4) and 10, no more than 10 percent may be transient. During Year One (1) (July 2013 - 2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing.

The annual building permit allocation period will begin on July 1 of each year and shall end on the 30<sup>th</sup> of June of the following year ~~The Annual Building permit allocation period will begin on July 1 of each year. Applications will be accepted between July 1 and September 30. Applications will be reviewed and processed by City staff and the appropriate boards between October 1 and April 1. Applicants will be allowed to amend their application to address review comments during that timeframe. Final award will occur on or around July 1 or the year following receipt of the application.~~ Staff may consider the following criteria in ranking applications: 1) building one to two feet higher than the base flood elevation; 2) exceeding the minimum required percentage of affordable housing; 3) compliance with green building standards; 4) compliance with adopted urban design

standards, and; 5) a minimum contribution to a sustainability and open space recreation fund.

Building permits shall be obtained within two years of the development approval date. If a building permit is not obtained within that timeframe the allocated units will revert to the City for reallocation ~~during the next allocation season. If the recovered units are not allocated within one year they will revert to the County for beneficial use purposes and/or affordable housing.~~

**Policy 1-1.16.2: Building Permit Allocation Ordinance and Affordable Housing.**

The City permit allocation system shall require that sixty percent (60%) of all new permanent residential units be affordable units based on definitions and criteria contained in Policy 3-1.1.7 and 3-1.1.8 between July 1, 2013 and July 1, 2016, and that a minimum of fifty percent (50%) of the total allocations be affordable between July 1, 2016 and July 1, 2023.

**Policy 1-1.16.3: Permit Allocation System Ratios by Structure Type.**

The permit allocation system shall be sensitive to differing trip generating characteristics of permanent and transient residential units as well as single-family units, accessory

apartment units and multi-family residential units. ~~The annual allocation shall be ninety one units (91) single family units based on the Transportation Interface for Modeling Evacuations (TIME) Model.~~ The permit allocation system shall incorporate a series of equivalent single-family unit (ESFU) values in applying the ~~annual~~ permit allocation threshold established in the building permit allocation ordinance as hereinafter explained.

**Table 1-1.16.3**

Residential Structure Type	Equivalent Single-Family Unit Value (ESFU) <sup>(1)</sup>
Single Family	1.00 <sup>(a)</sup>
Accessory Apt./SRO	.78 <sup>(b)</sup>
Multi Family	1.00 <sup>(c)</sup>
Transient Unit	.86 <sup>(d)</sup>

(1) The equivalent single family unit values are predicated on the ratio of the average number of vehicles per unit based on the 2010 US Census for the respective residential structure types divided by the vehicles per single family units (i.e., 1.28 vehicles per unit). The computations are as follows:

(a) Single Family  $1.28/1.28 = 1.00$

(b) Accessory Apt. or Single Room Occupancy (SRO):  
 $1.00/1.28 = .78$ . The former Fl. Department of Community Affairs (now Department of Economic Opportunity) approved the



*estimated average vehicles per accessory unit or single room occupancy (SRO) as one (1) vehicle per accessory unit or SRO.*

*(c) Multi-Family: 1.28/1.28 = 1.00*

*(d) Transient Unit: 1.10/1.28 = .86 (based on the Hurricane Evacuation Study 1.10 vehicles per transient unit in Monroe County)*

\* \* \* \* \*

**Policy 1-1.16.5: Transfer of Building Permit Allocations**

By resolution the City of Key West may transfer building permit allocations to areas beyond the City limits for the development of Affordable Workforce Housing in close proximity to the City of Key West such that the anticipated residents could reasonably be expected to contribute to the workforce of the City of Key West.

Upon adoption of this Comprehensive Plan Amendment the City of Key West shall transfer 104 previously unallocated units to the Affordable Housing Development described as "THE QUARRY" located in the Big Coppitt Mixed Use Area 1, at approximate mile marker 9, Monroe County Florida. This shall be done pursuant to an ~~Interlocal~~ Agreement between the City of Key West, The Department of Economic Opportunity, and Monroe County and appropriate local governments with the concurrence of Quarry Partners LLC, the owner of the property. The Agreement shall be prepared pursuant to Section 380 Florida Statutes. ~~shall require, and~~ Quarry Partners LLC shall

provide, recorded Declarations of Affordable Housing Restrictions for these units acceptable to the City of Key West and Monroe County prior to the issuance of certificates of occupancy by Monroe County. In the event building permits to construct "The Quarry" affordable housing project are not issued on or before June 30, 2019 these units shall be released to Monroe County and shall only be re-allocated for Affordable Housing purposes south of Mile Marker 26 on U.S. 1.

The units transferred under this policy shall be considered as contributing to the 50% minimum affordable housing allocation of Policy 1-1.16.1.

Section 2: That Chapter 2 of the Comprehensive Plan is hereby amended as follows

\* \* \* \* \*

Policy 2-16.4 2-1.6.4 Transportation Concurrency Exception Area.

~~As a result of the State mandated hurricane evacuation modeling workshops and amendments to the Comprehensive Plan, the City will be allocated 91 new PBAS units annually starting in 2013.~~

Between years 2013 and 2023 The City of Key West shall allocate a total of 910 BPAS units. Due to the City's exception from transportation concurrency, the development or redevelopment

of these units shall not be subject to roadway concurrency requirements.

\* \* \* \* \*

**Section 3:** That Chapter 3 of the Comprehensive Plan is hereby amended as follows:

\* \* \* \* \*

**Policy 3-1.1.4: Building Permit Allocation System.**

The City of Key West shall ~~annually allocate 91 building permits per year between 2013 and 2023, for~~ a total of 910 permits between years 2013 and 2023. In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013 - July 2016) 60 percent of the units allocated shall be affordable. Between years four (4) and 10 (2016 - 2023), a minimum of 50% of the total allocations shall be affordable. ~~Between years four (4) and 10, 80 percent of remaining (non-affordability restricted) units shall be permanent, and 20 percent may be transient.~~ Between years four (4) and ten (10), no more than 10 percent may be transient. During Year One (1) (July 2013 - 2014), 48 of the affordable units to be allocated will be in the transfer of Peary Court from military to private sector housing, which leaves 43 units to be allocated from the first allocation pool.

\* \* \* \* \*

Section 4: If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 5: All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 6: This Ordinance shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and Clerk of the Commission and approval by the Florida Department of Economic Opportunity, pursuant to Chapter 380, Florida Statutes.

Read and passed on first reading at a regular meeting held this 6 day of June, 2017.

Read and passed on final reading at a regular meeting held this 17 day of October, 2017.

Authenticated by the presiding officer and Clerk of the  
Commission on 18 day of October, 2017.

Filed with the Clerk October 18, 2017.

Mayor Craig Cates	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Clayton Lopez	<u>Absent</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Absent</u>

  
CRAIG CATES, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK



**THE CITY OF KEY WEST  
CITY ATTORNEY'S OFFICE  
Report**

**To:** Chairman and Planning Board Members

**From:** George B. Wallace, Assistant City Attorney

**Sponsor:** James Scholl, City Manager

**Meeting Date:** May 18, 2017

**Agenda Item: AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 1 OF THE COMPREHENSIVE PLAN ENTITLED "FUTURE LAND USE ELEMENT" BY AMENDING POLICY 1-1.16.1, ENTITLED "MAINTAIN A BUILDING PERMIT ALLOCATION ORDINANCE," AMENDING POLICY 1-1.16.2, ENTITLED "BUILDING PERMIT ALLOCATION ORDINANCE AND AFFORDABLE HOUSING," AMENDING POLICY 1-1.16.3, ENTITLED "PERMIT ALLOCATION SYSTEM RATIO BY STRUCTURE TYPE," AND BY ADDING POLICY 1-1.16.5 ENTITLED "TRANSFER OF BUILDING PERMIT ALLOCATIONS;" BY AMENDING CHAPTER 2 ENTITLED "TRANSPORTATION ELEMENT," BY AMENDING POLICY 2.16.4 TO PROPERLY REFLECT AS POLICY 2-1.6.4, AND REVISING THE REFERENCE TO THE NUMBER OF ALLOCATED UNITS; AMENDING CHAPTER 3 OF THE COMPREHENSIVE PLAN ENTITLED "HOUSING," BY AMENDING POLICY 3-1.1.4, ENTITLED "BUILDING PERMIT ALLOCATION SYSTEM;" PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE**

**Action Item / Background**

The current Comprehensive Plan for the City of Key West was approved in 2013. Subsequent to the approval of the current Comprehensive Plan the need for the City to be able to award BPAS units beyond the City limits in order to promote affordable housing projects which would directly benefit the workforce of the City has become apparent.

Currently the only mechanism in place which authorizes the City to distribute its BPAS units beyond the City limits is restricted to units which are awarded but for which no building permit is issued within two years of the date of the award. Under the current Land Development Regulations and Comprehensive Plan these units are then recovered by the City for re-allocation the next BPAS allocation year. In the event the recovered units are not re-allocated the next BPAS year the units are to be returned to the Department of Economic Opportunity for redistribution.

The proposed Amendments to Policies 1-1.16.1, 2-1.6.4, 1-1.16.3 and 3-1.1.4 eliminate the requirement that the City allocate 91 units annually and authorize the city to allocate its cumulative total approved allocations over the planning horizon which expires on July 1, 2023. This in turn will allow the City to better plan for affordable housing projects within the City such as the proposed development of college road and other projects. The amendment to Policy 3-1.1.4 reduces the percentage of transient unit allocations to ten (10%) of all allocations through July 1, 2013.

The proposed Amendment to Policy 1-1.16.2 would require that a minimum of fifty (50%) of all BPAS units awarded through July 1, 2023 be for affordable housing.

The proposed Comprehensive Plan amendment creating Policy 1-1.16.5 would create a mechanism for the City to transfer BPAS units beyond the City limits by Commission Resolution. The amendment would also operate as a one-time transfer of 104 previously un-allocated BPAS units to Monroe County for allocation and use at the workforce housing project known as "The Quarry" located on Rockland Key. These units would revert to the City if no building permit or permits are obtained to construct the project by June 30, 2018.

The City Attorney's office recommends that the Planning Board recommend **approval** of the draft amendment to Policies 1-1.16.1, 1-1.16.2, 1-1.16.3, 2.16.4, 3-1.1.4, and adding 1-1.16.5 titled "Transfer of Building Permit Allocations.



ORDINANCE NO. 22-05

**AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING COMPREHENSIVE PLAN CHAPTER 1, FUTURE LAND USE, POLICY 1-1.16.1, ENTITLED, "MAINTAIN A BUILDING PERMIT ALLOCATION ORDINANCE", AND BY AMENDING CHAPTER 3, HOUSING, POLICY 3-1.1.4, ENTITLED "BUILDING ALLOCATION SYSTEM", TO PROVIDE FOR BUILDING PERMIT ALLOCATION SYSTEM UNITS FOR THE PROPERTY KNOWN AS THE 3.2 (RE# 00001630-000801); PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; PROVIDING FOR THE FILING WITH SECRETARY OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR THE INCLUSION IN THE CITY OF KEY WEST COMPREHENSIVE PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Key West finds that it is necessary to amend Chapter 1 entitled 'Future Land Use Element', specifically existing Policy 1-1.16.1 entitled "Maintain a Building Permit Allocation Ordinance" and Chapter 3 entitled 'Housing', specifically Policy 3-1.1.4, entitled "Building Allocation System; and

WHEREAS, the City Commission has passed numerous resolutions aimed at increasing the availability of affordable and workforce housing in the City of Key West; and

WHEREAS, development of any housing is strictly controlled by virtue of the fact that the State of Florida has designated the City of Key West as a State area of Critical Concern; and

WHEREAS, this state regulation has resulted in a specified number of new building permits that may be granted each year under what is known as the Building Permit Allocation System (BPAS); and

WHEREAS the new building permits have a finite amount available for use in the City of Key West; and

WHEREAS, the Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level; and

WHEREAS, the proposed ordinance to amend the City's Comprehensive Plan is an essential part of an effort to promote the Bahama Village community, encourage the redevelopment of vacant City-owned properties, and encourage and ensure affordable housing in the Bahama Village community; and

WHEREAS, Chapter 1 entitled Future Land Use Element and Chapter 3 entitled Housing are to be amended through ordinance in response to the Department of Economic Opportunity; and

WHEREAS, the planning board held a noticed public hearing on

August 19, 2021, where based on the consideration of recommendations by the city planner, city attorney and other information, the board recommended approval of the proposed amendments through Planning Board Resolution 2021-36; and

WHEREAS, the City has held various workshops and public meetings regarding the needs for affordable housing; and

WHEREAS, the City has held various workshops and public meetings regarding the use of the City-owned parcel currently known as the 3.2 in Bahama Village; and

WHEREAS, the City has prepared an amendment to the Comprehensive Plan that considers the recommendations by staff, the public, and the Planning Board; and

WHEREAS, the City Commission has determined that the proposed amendment is consistent with the Comprehensive Plan; is in conformance with all applicable requirements of the Code of Ordinances; is not stimulated by changed conditions after the effective date of the Comprehensive Plan; will promote land use compatibility; will not negatively affect property values in the area or general welfare; and is not in conflict with public interest; and

WHEREAS, these amendments to the City of Key West's Comprehensive Plan will promote the health, safety and welfare of the citizens and visitors of the City of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST,  
FLORIDA:

Section 1:        **Chapter 1: Future Land Use Element**-That  
Chapter 1 of the Comprehensive Plan is hereby amended as follows\*:

**Policy 1-1.16.1 - Maintain a Building Permit  
Allocation Ordinance.**

The City of Key West shall maintain and enforce its building permit allocation ordinance as follows: Between 85 and 100 units will be reserved as beneficial use permits to address property rights associated with existing vacant lots of record. The permit allocation system shall limit the number of permits issued for new permanent and transient development to 910 units during the period from July 2013 to July 2023. The annual allocation will not exceed 91 single-family units or an equivalent combination of residential and transient types based on the equivalency factors established in Policy 1-1.16.3. The annual allocation limitation shall not apply to affordable housing allocations. In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013-July 2016) 60 percent of the units allocated shall be affordable. Between years four and ten (2016-2023), a minimum of 50 percent of the total allocations shall be affordable. Between years four and ten, no more than ten percent may be transient. During Year One (July 2013-2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing. During Year Nine (9) (July 2021-2022), 128 of the units to be allocated will be dedicated for use at the property currently known as the 3.2 development located in Bahama Village.

[...]

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\*(Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading. Added language is double underlined and ~~double struck through~~ at second reading.)

Building permits shall be obtained within two years of the development approval date. If a building permit is not obtained within that timeframe the allocated units will revert to the City for reallocation. The reallocation provision shall not apply to the property currently known as the 3.2 development located in Bahama Village.

Section 2:        **Chapter 3: Housing-**    That Chapter 3 of the Comprehensive Plan is hereby amended as follows\*:

**Policy 3-1.1.4 - Building Permit Allocation System.**

[...]

Between years four and ten, no more than ten percent may be transient. During Year One (July 2013–2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing, which leaves 43 units to be allocated from the first allocation pool. During Year Nine (July 2021–2022), 89.6 of the affordable units to be allocated will be dedicated to the development known as the 3.2 located in Bahama Village, 38.4 of the market-rate units to be allocated will be dedicated to the property currently known as the 3.2 development located in Bahama Village, which leaves 7.6 market-rate units to be allocated from the Year Nine allocation pool.

Section 3:        If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 4: All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 5: This Ordinance shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission and approval by the Florida Department of Economic Opportunity, pursuant to Chapter 380, Florida Statutes.

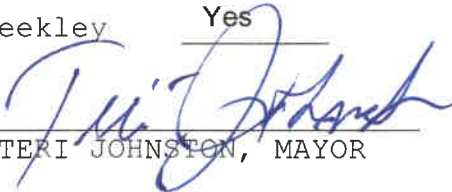
Read and passed on first reading at a regular meeting held this 14th day of September, 2021.

Read and passed on final reading at a regular meeting held this 15th day of February, 2022.

Authenticated by the presiding officer and Clerk of the Commission on 16th day of February, 2022.

Filed with the Clerk February 16, 2022.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Absent</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
 \_\_\_\_\_  
 TERI JOHNSTON, MAYOR

ATTEST:

  
 \_\_\_\_\_  
 KERI O'BRIEN, SENIOR DEPUTY CITY CLERK





## EXECUTIVE SUMMARY

To: Patti McLauchlin, City Manager

From: Katie P. Halloran, Planning Director

Meeting Date: September 14, 2021

Agenda Item: **Text Amendment of the Comprehensive Plan**

### Action Statement:

The purpose of this ordinance is to amend the City's Comprehensive Plan to set aside Building Permit Allocation System units to facilitate an affordable housing project at the property known as the "3.2" acres (RE# 00001630-000801).

### Background:

The proposed ordinance to amend the City's Comprehensive Plan is an essential part of an effort to promote the Bahama Village community, encourage the redevelopment of vacant City-owned properties, and encourage local business and workforce housing in the Bahama Village community. The Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level. The proposed ordinance to amend the City's Comprehensive Plan is an effort to more effectively implement Comprehensive Plan Goals, Objectives, and Policies of the City of Key West, especially those related to the provision of affordable housing. The City recognizes the finite nature of the Building Permit Allocation System, and that in 2023, or when all BPAS units have been allocated, whichever comes last, the City may no longer be authorized to issue permits for new residential units.

This amendment is being proposed together with amendments to the Land Development Regulations. Both amendments specify that 89.6 affordable BPAS units shall be set aside and 38.4 market rate units shall be set aside as part of Year Nine of the City of Key West Building Permit Allocation System. The City's affordable housing goals at the 3.2 acre site are more specifically outlined in the City's Request for Proposals document. The City's overall goal for this development is to maximize the number of affordable units on this site.

**Request / Proposed Text Amendment:** *Proposed new language is underlined below and deleted language is ~~struck through~~ at first reading.*

Policy 1-1.16.1 – Maintain a Building Permit Allocation Ordinance.

The City of Key West shall maintain and enforce its building permit allocation ordinance as follows: Between 85 and 100 units will be reserved as beneficial use permits to address property rights associated with existing vacant lots of record. The permit allocation system shall limit the number of permits issued for new permanent and transient development to 910 units during the period from July 2013 to July 2023. The annual allocation will not exceed 91 single-family units or an equivalent combination of residential and transient types based on the equivalency factors established in Policy 1-1.16.3. The annual allocation limitation shall not apply to affordable housing allocations. In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013—July 2016) 60 percent of the units allocated shall be affordable. Between years four and ten (2016—2023), a minimum of 50 percent of the total allocations shall be affordable. Between years four and ten, no more than ten percent may be transient. During Year One (July 2013—2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing. During Year Nine (9) (July 2021—2022), 128 of the units to be allocated will be dedicated for use at the property currently known as the 3.2 development located in Bahama Village.

[ . . . ]

Building permits shall be obtained within two years of the development approval date. If a building permit is not obtained within that timeframe the allocated units will revert to the City for reallocation. The reallocation provision shall not apply to the property currently known as the 3.2 development located in Bahama Village.

#### Policy 3-1.1.4 – Building Permit Allocation System.

[ . . . ]

Between years four and ten, no more than ten percent may be transient. During Year One (July 2013—2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing, which leaves 43 units to be allocated from the first allocation pool. During Year Nine (July 2021—2022), 89.6 of the affordable units to be allocated will be dedicated to the development known as the 3.2 located in Bahama Village, 38.4 of the market-rate units to be allocated will be dedicated to the property currently known as the 3.2 development located in Bahama Village, which leaves 7.6 market-rate units to be allocated from the Year Nine allocation pool.

#### Comprehensive Plan Amendment Process:

Planning Board:	August 19, 2021 (Planning Board Res. 2021-36)
City Commission:	September 14, 2021 (first reading)
City Clerk renders to DEO:	Up to 60 days
City Commission:	TBD (second reading)
Local Appeal Period:	30 Days
City Clerk renders to DEO:	10 working Days
DEO Review:	TBD
DEO Final Order:	Comprehensive Plan amendment becomes effective when the final order is received

**Analysis:**

Staff has determined that this proposed Comprehensive Plan amendment complies with Chapter 90, Article VI, Division 3 of the Land Development Regulations (the "LDRs") of the Code of Ordinances (the "Code") of the City of Key West, Florida (the "City") which provides criteria for Comprehensive Plan map and text amendments.

The parcel for which the new building permits would be allocated is former military land, granted to the City of Key West through a quit claim deed, recorded with the County, book # 1839, page # 410. The amendment to the Comprehensive Plan will allow a meaningful integration of the sites into the community fabric by providing affordable and mixed-income housing for Key West residents, employment opportunities for the region's unemployed and underemployed persons, a strengthening of the local tax base, and an encouragement of a balanced growth in the area's economy, including commercial and service sector job growth.

The proposed reservation of BPAS units will allow for the development of mixed income housing at the 3.2-acre development site and ensure that any future development be predominantly workforce affordable, with at least 70% of the units deed restricted affordable.

A full planning staff analysis is available in the planning board staff report.

**Other Matters:**

Market rate BPAS units can be used to construct affordable units and the City endeavors to ensure most if not all on-site units are deed-restricted affordable workforce housing.

**Options / Advantages / Disadvantages:****Option 1:**

Approve the proposed Comprehensive Plan text amendment to Policy 1-1.16.1 and Policy 3-1.1.4 as recommended by the Planning Board through Resolution No. 2021-36.

- a. Financial Impact:  
There will be no cost to the City if this request is approved.

**Option 2:**

Deny the proposed Comprehensive Plan text amendment to Policy 1-1.16.1 and Policy 3-1.1.

- a. Financial Impact:  
There will be no cost to the City if this request is denied.

**Recommendation:**

As per Resolution No. 2021-36, the Planning Board recommended to the City Commission Option 1 for approval of the text amendments to the Comprehensive Plan. Staff supports Planning Board Resolution No. 2021-36, and also recommends approval of Option 1.

**Ron DeSantis**  
GOVERNOR



**Dane Eagle**  
SECRETARY

March 1, 2022

The Honorable Teri Johnston  
Mayor, City of Key West  
1300 White Street  
Key West, Florida 33040

Dear Mayor Johnston:

The Department of Economic Opportunity ("Department") has completed its review of the comprehensive plan amendment for the City of Key West adopted by Ordinance No. 22-05 on February 15, 2022 (Amendment No. 22-02ACSC), which was received and determined complete on February 18, 2022. We have reviewed the amendment in accordance with the state coordinated review process set forth in Sections 163.3184(2) and (4), Florida Statutes (F.S.), and have determined that the adopted amendment meets the requirements of Chapter 163, Part II, F.S., for compliance, as defined in Section 163.3184(1)(b), F.S. The Department is therefore issuing a Notice of Intent to find the comprehensive plan amendment "In Compliance." A copy of the Notice of Intent is enclosed and will be posted on the Department's Internet website. You may access the Notice of Intent at: <http://floridajobs.force.com/orc>.

The Department's Notice of Intent to find a plan amendment "In Compliance" is deemed to be a final order if no timely petition challenging the amendment has been filed. If this plan amendment is challenged by an affected person, the amendment will not become effective until the Department or the Administration Commission enters a final order determining the amendment to be "In Compliance."

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
(850) 245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org) | [www.Twitter.com/FLDEO](http://www.Twitter.com/FLDEO) | [www.Facebook.com/FLDEO](http://www.Facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

The Honorable Teri Johnston, Mayor

March 1, 2022

Page 2 of 2

If you have any questions concerning this review, please contact Scott Rogers, Regional Planning Administrator, by telephone at (850) 717-8510 or by email at [scott.rogers@deo.myflorida.com](mailto:scott.rogers@deo.myflorida.com).

Sincerely,

A handwritten signature in black ink that reads "Scott Rogers". The signature is written in a cursive, flowing style.

Scott Rogers, Regional Planning Administrator  
Bureau of Community Planning and Growth

SR

Enclosure: Notice of Intent

cc: Katie Halloran, Director of Planning, City of Key West  
Cherly Smith, City Clerk, City of Key West  
Isabel Cosio Carballo, Executive Director, South Florida Regional Planning Council

STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY  
THE STATE LAND PLANNING AGENCY  
NOTICE OF INTENT TO FIND THE  
CITY OF KEY WEST  
COMPREHENSIVE PLAN AMENDMENT  
IN COMPLIANCE  
DOCKET NO. 22-02ACSC-NOI-4403-(A)-(I)

The Department gives notice of its intent to find the Amendment to the Comprehensive Plan for the City of Key West, adopted by Ordinance No. 22-05 on February 15, 2022, IN COMPLIANCE, pursuant to Section 163.3184(4), F.S.

If a timely petition challenging the Amendment is not filed within thirty (30) days after the local government adopted the Amendment, the Amendment become effective upon the posting of this Notice of Intent on the Department's Internet Website. If a timely petition is filed, the Amendment does not become effective until the Department or the Administration Commission enters a final order determining that the Amendment is in compliance.



James D. Stansbury, Chief  
Bureau of Community Planning and Growth  
Division of Community Development  
Department of Economic Opportunity  
107 East Madison Street  
Tallahassee, Florida 32399

**Ron DeSantis**  
GOVERNOR



**Dane Eagle**  
SECRETARY

February 18, 2022

Ms. Katie Halloran  
Director of Planning  
City of Key West  
Post Office Box 1409  
Key West, Florida 33041

Dear Ms. Halloran:

Thank you for submitting copies of the City of Key West's Comprehensive Plan Amendment No. 22-02ACSC (proposed with Key West 21-03ACSC), adopted by Ordinance No. 22-05 on February 15, 2022, for our review.

We have conducted a preliminary inventory of the plan amendment package to verify the inclusion of all required materials. The submission package appears to be complete and your adopted plan amendment will be reviewed pursuant to Section 163.3184(4), Florida Statutes. Once the review is underway, you may be asked to provide additional supporting documentation by the review team to ensure a thorough review. The State Land Planning Agency will conduct a compliance review and issue a Notice of Intent regarding the adopted comprehensive plan amendment on or about April 4, 2022.

Please be advised pursuant to Section 163.3184(4)(e)4., Florida Statutes, the State Land Planning Agency's Notice of Intent shall become effective upon posting on the agency's internet website unless challenged by an Affected Party.

If you have any questions, please contact Scott Rogers, Regional Planning Administrator, for region 10, who will be assigning the adopted plan amendment for review at (850)717-8510.

Sincerely,

D. Ray Eubanks, Administrator  
Plan Review and Processing

DRE/cb

cc: External Agencies

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
(850) 245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org) | [www.Twitter.com/FLDEO](https://twitter.com/FLDEO) | [www.Facebook.com/FLDEO](https://www.Facebook.com/FLDEO)

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**THE CITY OF KEY WEST  
CITY CLERK'S OFFICE**

**Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3835; E-mail: [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov)**

**February 17, 2022**

**Department of Economic Opportunity, Bureau of Comprehensive Planning  
Attention: Ray Eubanks, Plan Processing Administrator  
State Land Planning Agency  
Caldwell Building  
107 East Madison – MSC 160  
Tallahassee, FL 32399-4120**

**Re: Key West 21-03ACSC  
Adopted Ordinance 22-05 (Comp Plan Amendment) and related Adopted Ordinance  
22-06 (LDR Text Amendment)**

**Dear Mr. Eubanks:**

**Pursuant to Chapter 163.3184(4), Florida Statutes, the City of Key West City Commission, acting within the jurisdiction of the Florida Keys Area of Critical State Concern (designated pursuant to Section 380.05, F.S.), hereby transmits two (2) Adopted Ordinances 22-05 and 22-06, amendments to our Comprehensive Plan and Land Development Regulation respectively.**

**These amendments are subject to State Coordinated Review Process, Section 163.3184(4), Florida Statutes, and the City requests the State Land Planning Agency to formally review the adopted Comprehensive Plan amendment and adopted Land Development Regulation amendment. Both amendments were heard and passed by the Key West Planning Board at a regular meeting held August 19, 2021 and were passed on 1<sup>st</sup> Reading at a regular meeting of the City Commission on September 14, 2021 and adopted at 2<sup>nd</sup> Reading – Public Hearing at a regular meeting of the City Commission on February 15, 2022. I am also including the original transmittal letter dated October 14, 2021 when the Comp Plan amendment was initially submitted after 1<sup>st</sup> Reading together with our property rights element at your agency's request.**

*Key to the Caribbean average yearly temperature 77 ° Fahrenheit.*



**THE CITY OF KEY WEST  
CITY CLERK'S OFFICE**

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3835; E-mail: [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov)

**Amendment Description/Name:**

**Ordinance #1 21-03ACSC – Comp Plan Amendment 3.2 BPAS KW 22-05**

*An Ordinance of the City of Key West, Florida, amending Comprehensive Plan Chapter 1, Future Land Use, Policy 1-1.16.1, entitled, "Maintain A Building Permit Allocation Ordinance," and by amending Chapter 3, Housing, Policy 3-1.1.4, entitled "Building Allocation System", to provide for building permit allocation system units for the property known as the 3.2 (RE# 00001630-000801); Providing for transmittal to the state land planning agency; Providing for the filing with secretary of state; Providing for severability; Providing for repeal of inconsistent provisions; Providing for the inclusion in the City of Key West Comprehensive Plan; and Providing for an effective date.*

**Ordinance #2 – LDR Text Amendment 3.2 BPAS KW 22-06**

*An Ordinance of the City of Key West, Florida, amending Chapter 108 of the Land Development Regulations, Article X " Building Permit Allocation System", Section 108-995, to provide for Building Permit Allocation System units for the property known as the 3.2 (RE# 00001630-000801); Providing for concurrent and conditional adoption upon adoption of Comprehensive Plan amendments; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.*

The City of Key West respectfully requests that the Department provide any feasible assistance to prioritize and expedite the compliance review of these companion text amendments to the City of Key West Comprehensive Plan and Land Development Regulations. **These finalized amendments are needed to allow the City and its development partner to meet a March 2022 Request for Application (RFA) deadline with the Florida Housing Finance Corporation.** The subsidy associated with this RFA would allow the City and its partner to construct critically important affordable workforce housing on the City-owned parcel known as the "3.2 acres" in historic Bahama Village.

*Key to the Caribbean    average yearly temperature 77 ° Fahrenheit.*



**THE CITY OF KEY WEST  
CITY CLERK'S OFFICE**

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3835; E-mail: [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov)

Thank you in advance for your timely review of these materials. Should you have any questions about the proposed Comprehensive Plan Amendment Ordinance, please contact Katie Halloran, Director of Planning at (305) 809-3746 and [katie.halloran@cityofkeywest-fl.gov](mailto:katie.halloran@cityofkeywest-fl.gov). After your review please include City Clerk Cheryl Smith in your response at [Csmith@cityofkeywest-fl.gov](mailto:Csmith@cityofkeywest-fl.gov).

Sincerely,

A handwritten signature in black ink that reads "Cheryl Smith".

Cheryl Smith, CPM, MMC  
City Clerk

Enclosures  
CS/ko

Cc: Scott Rogers, Regional Planning Administrator  
Cristin Beshears, Plan Processor

*Key to the Caribbean average yearly temperature 77 ° Fahrenheit.*



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---

February 17, 2022

Department of Economic Opportunity, Bureau of Comprehensive Planning  
Attention: Ray Eubanks, Plan Processing Administrator  
State Land Planning Agency  
Caldwell Building  
107 East Madison – MSC 160  
Tallahassee, FL 32399-4120

Re: Key West 21-03ACSC  
Adopted Ordinance 22-05 (Comp Plan Amendment) and related Adopted Ordinance  
22-06 (LDR Text Amendment)

Dear Mr. Eubanks:

Pursuant to Chapter 163.3184(4), Florida Statutes, the City of Key West City Commission, acting within the jurisdiction of the Florida Keys Area of Critical State Concern (designated pursuant to Section 380.05, F.S.), hereby transmits two (2) Adopted Ordinances 22-05 and 22-06, amendments to our Comprehensive Plan and Land Development Regulation respectively.

These amendments are subject to State Coordinated Review Process, Section 163.3184(4), Florida Statutes, and the City requests the State Land Planning Agency to formally review the adopted Comprehensive Plan amendment and adopted Land Development Regulation amendment. Both amendments were heard and passed by the Key West Planning Board at a regular meeting held August 19, 2021 and were passed on 1<sup>st</sup> Reading at a regular meeting of the City Commission on September 14, 2021 and adopted at 2<sup>nd</sup> Reading – Public Hearing at a regular meeting of the City Commission on February 15, 2022. I am also including the original transmittal letter dated October 14, 2021 when the Comp Plan amendment was initially submitted after 1<sup>st</sup> Reading together with our property rights element at your agency's request.

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*



THE CITY OF KEY WEST  
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Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3835; E-mail: csmith@cityofkeywest-fl.gov

Amendment Description/Name:

**Ordinance #1 21-03ACSC – Comp Plan Amendment 3.2 BPAS KW 22-05**

*An Ordinance of the City of Key West, Florida, amending Comprehensive Plan Chapter 1, Future Land Use, Policy 1-1.16.1, entitled, "Maintain A Building Permit Allocation Ordinance," and by amending Chapter 3, Housing, Policy 3-1.1.4, entitled "Building Allocation System", to provide for building permit allocation system units for the property known as the 3.2 (RE# 00001630-000801); Providing for transmittal to the state land planning agency; Providing for the filing with secretary of state; Providing for severability; Providing for repeal of inconsistent provisions; Providing for the inclusion in the City of Key West Comprehensive Plan; and Providing for an effective date.*

**Ordinance #2 – LDR Text Amendment 3.2 BPAS KW 22-06**

*An Ordinance of the City of Key West, Florida, amending Chapter 108 of the Land Development Regulations, Article X " Building Permit Allocation System", Section 108-995, to provide for Building Permit Allocation System units for the property known as the 3.2 (RE# 00001630-000801); Providing for concurrent and conditional adoption upon adoption of Comprehensive Plan amendments; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.*

The City of Key West respectfully requests that the Department provide any feasible assistance to prioritize and expedite the compliance review of these companion text amendments to the City of Key West Comprehensive Plan and Land Development Regulations. **These finalized amendments are needed to allow the City and its development partner to meet a March 2022 Request for Application (RFA) deadline with the Florida Housing Finance Corporation.** The subsidy associated with this RFA would allow the City and its partner to construct critically important affordable workforce housing on the City-owned parcel known as the "3.2 acres" in historic Bahama Village.



THE CITY OF KEY WEST  
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Thank you in advance for your timely review of these materials. Should you have any questions about the proposed Comprehensive Plan Amendment Ordinance, please contact Katie Halloran, Director of Planning at (305) 809-3746 and [katie.halloran@cityofkeywest-fl.gov](mailto:katie.halloran@cityofkeywest-fl.gov). After your review please include City Clerk Cheryl Smith in your response at [Csmith@cityofkeywest-fl.gov](mailto:Csmith@cityofkeywest-fl.gov).

Sincerely,

A handwritten signature in black ink that reads "Cheryl Smith".

Cheryl Smith, CPM, MMC  
City Clerk

Enclosures  
CS/ko

Cc: Scott Rogers, Regional Planning Administrator  
Cristin Beshears, Plan Processor



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COPY

October 14, 2021

Department of Economic Opportunity, Bureau of Comprehensive Planning  
Attention: Ray Eubanks, Plan Processing Administrator  
State Land Planning Agency  
Caldwell Building  
107 East Madison – MSC 160  
Tallahassee, FL 32399-4120

COPY

Re: State Coordinated Review for City of Key West Comprehensive Plan  
Amendments – Key West 21-03ACSC

Dear Mr. Eubanks:

Pursuant to Chapter 163.3184(4), Florida Statutes, the City of Key West City Commission, acting within the jurisdiction of the Florida Keys Area of Critical State Concern (designated pursuant to Section 380.05, F.S.), hereby transmits two (2) proposed amendments to the Comprehensive Land Use Plan. These amendments were previously rendered on October 14, 2021 and were given reference numbers Key West (KW) 21-01ACSC and 21-02ACSC respectively. It is our understanding that these amendments should have been rendered together and combined. Therefore, we hereby request to withdraw KW 21-01ACSC and KW 21-02ACSC and resubmit both proposed amendments as one combined rendering. It is our understanding that this joint rendering will be given the reference number of KW 21-03ACSC.

These amendments are subject to State Coordinated Review Process, Section 163.3184(4), Florida Statutes, and the City requests the State Land Planning Agency to formally review the proposed Comprehensive Plan amendment. Both amendments were heard and passed by the Key West Planning Board at a regular meeting held August 19, 2021 and were passed on 1<sup>st</sup> Reading at a regular meeting of the City Commission on September 14, 2021.

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*





THE CITY OF KEY WEST  
CITY CLERK'S OFFICE

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3835; E-mail: [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov)

Amendment Description/Name:

**Ordinance #1 (formerly 21-02ACSC):**

The purpose of this ordinance is to amend the City's Comprehensive Plan to create a new Comprehensive Plan Element entitled, "**Chapter 10, Property Rights Element**" to comply with recently adopted State of Florida Statutes Section 163.3177(6)(i)1. (Chapter 2021-195, Laws of Florida). The title of this ordinance is as follows:

*An Ordinance of the City of Key West, Florida, to create a new Comprehensive Plan Element entitled, "Chapter 10, Property Rights Element", and Goal 10-1, Objective 10-1.1, and Policies 10-1.1.1 - 10.1.1.4 to comply with State of Florida Statutes Section 163.3177(6)(i)1.; Providing for transmittal to the State Land Planning Agency; Providing for filing with the Secretary of State; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date; and providing for inclusion into the City of Key West Comprehensive Plan.*

**Ordinance #2 (formerly 21-01ACSC):**

This amendment is being proposed together with amendments to the City's Land Development Regulations. Both amendments specify that 89.6 affordable Building Permit Allocation System units shall be set aside and 38.4 market rate units shall be set aside as part of Year Nine of the City of Key West Building Permit Allocation System. These amendments assist to implement the City's affordable housing goals at the site known as the 3.2 acres. The title for ordinance #2 is as follows:

*An Ordinance of the City of Key West, Florida, amending Comprehensive Plan Chapter 1, Future Land Use, Policy 1-1.16.1, entitled, "Maintain A Building Permit Allocation Ordinance," and by amending Chapter 3, Housing, Policy 3-1.1.4, entitled "Building Allocation System", to provide for building permit allocation system units for the property known as the 3.2 (RE# 00001630-000801); Providing for transmittal to the state land planning agency; Providing for the filing with Secretary of State; Providing for severability; Providing for repeal of inconsistent provisions; Providing for the inclusion in the City of Key West Comprehensive Plan; and Providing for an effective date.*

Thank you in advance for your timely review of these materials. Should you have any questions about the proposed Comprehensive Plan Amendment Ordinance, please contact Katie Halloran, Director of Planning at (305) 809-3746 and [katie.halloran@cityofkeywest-fl.gov](mailto:katie.halloran@cityofkeywest-fl.gov). After your review please include City Clerk Cheryl Smith in your response at [Csmith@cityofkeywest-fl.gov](mailto:Csmith@cityofkeywest-fl.gov).



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Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3835; E-mail: [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov)

Sincerely,

Cheryl Smith, CPM, MMC  
City Clerk

Enclosures  
CS/ko

Cc: Plan Review, Florida Department of Environmental Protection  
Compliance Permits, Florida Department of State  
Shereen Yee Fong, Florida Department of Transportation  
Terry Manning, South Florida Water Management District  
Karen Taporco, Naval Air Station KW-PWD  
Mark Weigly, Florida Department of Education  
Isabel Cosio Carballo, South Florida Regional Planning Council  
Mayte Santamaria, Monroe County Planning & Environmental Resources

# **Ordinance #1**

**PLANNING BOARD  
RESOLUTION NO. 2021-36**

TEXT AMENDMENT OF THE COMPREHENSIVE PLAN  
- A RESOLUTION OF THE CITY OF KEY WEST  
PLANNING BOARD RECOMMENDING AN ORDINANCE  
TO THE CITY COMMISSION AMENDING  
COMPREHENSIVE PLAN CHAPTER 1, FUTURE  
LAND USE, POLICY 1-1.16.1, ENTITLED,  
"MAINTAIN A BUILDING PERMIT ALLOCATION  
ORDINANCE", AND BY AMENDING CHAPTER 3,  
HOUSING, POLICY 3-1.1.4, ENTITLED  
"BUILDING ALLOCATION SYSTEM", TO PROVIDE  
FOR BUILDING PERMIT ALLOCATION SYSTEM  
UNITS FOR THE PROPERTY KNOWN AS THE 3.2  
(RE# 00001630-000801); PROVIDING FOR  
TRANSMITTAL TO THE STATE LAND PLANNING  
AGENCY; PROVIDING FOR THE FILING WITH  
SECRETARY OF STATE; PROVIDING FOR  
SEVERABILITY; PROVIDING FOR REPEAL OF  
INCONSISTENT PROVISIONS; PROVIDING FOR  
THE INCLUSION IN THE CITY OF KEY WEST  
COMPREHENSIVE PLAN; AND PROVIDING FOR AN  
EFFECTIVE DATE.

WHEREAS, development of any housing is strictly controlled by virtue of the fact that the State of Florida has designated the City of Key West as a State area of Critical Concern; and

WHEREAS, this state regulation has resulted in a specified number of new building permits that may be granted each year under what is known as the Building Permit Allocation System (BPAS); and

WHEREAS, the proposed ordinance to amend the City's Comprehensive Plan is an essential part of an effort to promote

 Chairman

 Planning Director

the Bahama Village community, encourage the redevelopment of vacant City-owned properties, and encourage and ensure affordable housing in the Bahama Village community; and

**WHEREAS**, the Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level; and

**WHEREAS**, it is in the best interest of the City to set aside building permit allocations during the next application period for the 3.2 acre development; and

**WHEREAS**, Chapter 1 entitled 'Future Land Use Element' and Chapter 3 entitled 'Housing' are to be amended through ordinance; and

**WHEREAS**, the planning board held a noticed public hearing on August 19, 2021, where based on the consideration of recommendations by the city planner, city attorney, and other information, the board recommended approval of the proposed

Wol Chairman

KPH Planning Director

amendments; and

WHEREAS, the planning board determined that the proposed amendments: are consistent with the Comprehensive Plan; in conformance with all applicable requirements of the Code of Ordinances; are stimulated by changed conditions after the effective date of the existing regulation; will promote land use compatibility; will not result in additional demand on public facilities; will have no impact on the natural environment; will not negatively impact property values or the general welfare; will result in more orderly and compatible land use patterns; and are in the public interest.

NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:

Section 1. That the above recitals are incorporated by reference as if fully set forth herein.

Section 2. That an ordinance to the City Commission amending chapter 1 of the comprehensive plan entitled Future Land Use element by amending existing policy 1-1.16.1, entitled Maintain a

 Chairman

 Planning Director

Building Permit Allocation Ordinance, as well as amending chapter 3 of the comprehensive plan entitled Housing by amending existing policy 3-1.1.4, entitled Building Permit Allocation System; providing for severability; providing for repeal of inconsistent provisions, providing for an effective date, is hereby recommended for approval. A copy of the draft ordinance is attached.

**Section 3.** This Resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the city clerk.

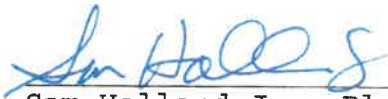
USH Chairman

KPT Planning Director



Read and passed on first reading at a regular meeting held this  
19th day of August, 2021.

Authenticated by the Chairman of the Planning Board and the  
Planning Director.



Sam Holland Jr., Planning Board Chairman

8/27/21

Date

**Attest:**



Katie Halloran, Planning Director

Aug 27, 2021

Date

**Filed with the Clerk:**



Cheryl Smith, City Clerk

8-27-21

Date

 Chairman Planning Director



THE CITY OF KEY WEST  
PLANNING BOARD  
Staff Report

To: Chairman and Planning Board Members

Through: Katie P. Halloran, Planning Director

From: Nathalia A. Mellies, Assistant City Attorney

Meeting Date: August 19, 2021

Agenda Item: **Text Amendment of the Comprehensive Plan** - A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission amending Comprehensive Plan Chapter 1, Future Land Use, Policy 1-1.16.1, entitled, "Maintain A Building Permit Allocation Ordinance", and by amending Chapter 3, Housing, Policy 3-1.1.4, entitled "Building Allocation System", to provide for building permit allocation system units for the property known as the 3.2 (re# 00001630-000801); providing for transmittal to the state land planning agency; providing for the filing with Secretary of State; providing for severability; providing for repeal of inconsistent provisions; providing for the inclusion in the City of Key West Comprehensive Plan; and providing for an effective date.

Request: The proposed ordinance to amend the City's Comprehensive Plan is an essential part of an effort to encourage the redevelopment of vacant City-owned properties and mixed-use development to include high density mixed income housing including affordable housing. The Planning Board is hearing this Comprehensive Plan text amendment and the associated text amendment to the Land Development Regulations (the "LDRs") in order to set aside Building Permit Allocations (BPAS) for the City-owned parcel known as the 3.2 (re# 00001630-000801).

Applicant: City of Key West

**Background:**

The proposed ordinance to amend the City's Comprehensive Plan is an essential part of an effort to promote the Bahama Village community, encourage the redevelopment of vacant City-owned properties, and encourage local business and workforce housing in the Bahama Village community. The Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level. The proposed ordinance to amend the City's Land Development Regulations is an effort to more effectively implement Comprehensive Plan Goals, Objectives, and Policies

of the City of Key West, especially those related to the provision of affordable housing. The City recognizes the finite nature of the Building Permit Allocation System, and that in 2023, or when all BPAS units have been allocated, whichever comes last, the City may no longer be authorized to issue permits for new residential units.

**Request / Proposed Text Amendment:** *Proposed new language is underlined below and deleted language is ~~struck through~~ at first reading.*

**Policy 1-1.16.1 – Maintain a Building Permit Allocation Ordinance.**

The City of Key West shall maintain and enforce its building permit allocation ordinance as follows: Between 85 and 100 units will be reserved as beneficial use permits to address property rights associated with existing vacant lots of record. The permit allocation system shall limit the number of permits issued for new permanent and transient development to 910 units during the period from July 2013 to July 2023. The annual allocation will not exceed 91 single-family units or an equivalent combination of residential and transient types based on the equivalency factors established in Policy 1-1.16.3. The annual allocation limitation shall not apply to affordable housing allocations. In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013—July 2016) 60 percent of the units allocated shall be affordable. Between years four and ten (2016—2023), a minimum of 50 percent of the total allocations shall be affordable. Between years four and ten, no more than ten percent may be transient. During Year One (July 2013—2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing. During Year Nine (9) (July 2021—2022), 128 of the units to be allocated will be dedicated for use at the property currently known as the 3.2 development located in Bahama Village.

[...]

Building permits shall be obtained within two years of the development approval date. If a building permit is not obtained within that timeframe the allocated units will revert to the City for reallocation. The reallocation provision shall not apply to the property currently known as the 3.2 development located in Bahama Village.

**Policy 3-1.1.4 – Building Permit Allocation System.**

[...]

Between years four and ten, no more than ten percent may be transient. During Year One (July 2013—2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing, which leaves 43 units to be allocated from the first allocation pool. During Year Nine (July 2021—2022), 89.6 of the affordable units to be allocated will be dedicated to the development known as the 3.2 located in Bahama Village, 38.4 of the market-rate units to be allocated will be dedicated to the property currently known as the 3.2 development located in Bahama Village, which leaves 7.6 market-rate units to be allocated from the Year Nine allocation pool.

**Comprehensive Plan Amendment Process:**

Planning Board Meeting:	August 19, 2021
City Commission (1st Reading):	TBD, 2021

Local Appeal Period:	30 days
DEO Review (1st Reading):	Up to 60 days
City Commission (2nd Reading / Adoption):	TBD, 2021
Local Appeal Period:	30 days
DEO Review (2nd Reading):	Up to 45 days
DEO Notice of Intent (NOI):	Effective when NOI posted to DEO site

### **Analysis:**

The purpose of Chapter 90, Article VI, Division 3 of the Land Development Regulations (the “LDRs”) of the Code of Ordinances (the “Code”) of the City of Key West, Florida (the “City”) is to allow for Comprehensive Plan map and text amendments. The Section 90-551 states that the purpose of these amendments, “... is not intended to relieve particular hardships nor to confer special privileges or rights on any person, but only to make necessary adjustments in light of changed conditions. In determining whether to grant a requested amendment, the city commission shall consider, in addition to the factors set forth in this division, the consistency of the proposed amendment with the intent of the comprehensive plan.”

Changed conditions are present in this instance: the City of Key West acquired this and other parcels as part of a federal Base Realignment and Closure process. The transfer of this property from the federal government was intended to provide an opportunity for new affordable housing development together with the provision of other community amenities, many of which have been realized through the construction of the Truman Waterfront Park and athletic fields. This proposed amendment does not confer special privileges or rights; the City of Key West Building Permit Allocation System is available to all property owners within the city limits.

*90-5554 (6) Justification. The need and justification for the proposed change. The evaluation shall address but shall not be limited to the following issues:*

*a. **Comprehensive Plan consistency.** Identifying impacts of the proposed change in zoning on the Comprehensive Plan. The zoning should be consistent with the Comprehensive Plan.*

The proposed amendment is consistent with and further implements the Comprehensive Plan objectives and policies below:

*Objective 1-1.6: Integrate Former Military Sites: Ensure that the integration of former military land provides for long-term, sustained, economic growth consistent with the community's vision for the City of Key West, as follows:*

- 1. Provide meaningful integration of the sites into the community fabric;*
- 2. Help diversify the economy;*
- 3. Encourage balanced growth in the area's economy, including commercial and service sector job growth;*
- 4. Provide employment opportunities for the region's unemployed and underemployed persons;*
- 5. Strengthen the local tax base*
- 6. Help existing business and industries expand;*
- 7. Help small businesses develop;*
- 8. Provide affordable housing for Key West residents;*
- 9. Provide public recreation and access opportunities, especially on the waterfront;*

10. *Provide opportunities for port, harbor and marina improvements;*
11. *Facilitate improvements and provide physical and economic links to Bahama Village;*
12. *Ensure environmental sensitivity and efficient resource use;*
13. *Provide opportunities for social services and special needs facilities.*

The parcel for which the new building permits would be allocated is former military land, granted to the City of Key West through a quit claim deed, recorded with the County, book # 1839, page # 410. The amendment to the Comprehensive Plan will allow a meaningful integration of the sites into the community fabric by providing affordable and mixed-income housing for Key West residents, employment opportunities for the region's unemployed and underemployed persons, a strengthening of the local tax base, and an encouragement of a balanced growth in the area's economy, including commercial and service sector job growth.

*Objective 3-1.1: - Managing Building Permit Allocation. The Comprehensive Plan currently requires the City to manage a Building Permit Allocation System in order to protect the health and safety of the residents in the City of Key West. The City shall implement the following policies in order to assist in accommodating existing and projected housing need. Monitoring Measure: Number of affordable housing units provided (public housing and deed restricted affordable housing) compared to current and projected demand.*

The proposed reservation of BPAS units will allow for the development of mixed income housing at the 3.2-acre development site and ensure that any future development be predominantly workforce affordable, with at least 70% of the units deed restricted affordable.

*Policy 1-1.6.4: Truman Waterfront Organizing Elements: All new development and redevelopment within the Truman Waterfront Parcel shall be consistent with the following key organizing elements:*

1. *Recreation and open space linked through landscaped multimodal green ways and view corridors with multiple access points connecting the large park and recreational area on the northwestern portion of the site.*
2. *Uninterrupted public access to the waterfront through a wide promenade along the full length of the harbor.*
3. *Landscaped and hardscaped areas which are well-lit and designed to provide a safe area for use by a diverse mix of recreational users.*
4. *Affordable housing, neighborhood retail and social service uses which function as an extension of the neighborhood fabric of Bahama Village.*
5. *Educational and historical activity nodes.*
6. *Expanded use of the portions of the Truman Waterfront property for port activities.*
7. *Multiple ingress/egress points into the Truman Waterfront property.*
8. *High profile green design and livability principles, including but not limited to the International Dark Sky Association, the National Complete Streets Coalition, and highest-level green building certifications.*

The proposed Comprehensive Plan amendment will allow for redevelopment within the Truman Waterfront Parcel to contain mixed use, high-density mixed income housing, affordable workforce housing, neighborhood retail, and social services that will function as an extension of the neighborhood fabric of Bahama Village.

*Policy 3-1.1.11: Selecting Sites for Affordable Housing for Low and Moderate Income Households.*

*The Comprehensive Plan states that the City of Key West shall continue to promote access to a broad range of housing opportunities with a full complement of urban services through cooperation and coordination with the private sector and Monroe County.*

The City intends identify a partner to develop affordable housing in this location. The City shall also support local community members to utilize Monroe County resources to acquire homeownership assistance (through State and Federal subsidy).

*Policy 3-1.1.13: South Florida Regional Planning Council Initiatives.*

*The Comprehensive Plan states that the City of Key West shall participate in South Florida Regional Planning council initiatives directed toward educating local governments of new techniques especially programs applicable to the region and/or the County, for promoting affordable housing. The Comprehensive Plan also states that in drafting updated Land Development Regulations, the City shall ensure that regulatory techniques and review procedures do not create barriers to affordable housing.*

*Goal 3-1: - Housing: Allocate land area for accommodating a supply of housing responsive to the diverse housing needs of the existing and projected future population and served by adequate public facilities; assist the private sector in: providing affordable quality housing in neighborhoods protected from incompatible uses; promote best practices of land use planning, urban design, and landscaping."*

Through this amendment, the City will directly assist the private sector to facilitate the development of affordable workforce housing at this site by reserving needed building permits.

*Appendix A, The City's Chapter 1. – Affordable Housing Needs Analysis . . . Some of the contributing factors to the need for affordable housing included lower wage tourism based jobs; loss of military families that lived in housing subsidized by the government; increased demand for second homes; government limitations on growth; the loss of housing due to conversion to guesthouses; and the lack of available vacant land.*

*(...)*

*Policy 3-1.1.3 of the City's Comprehensive Plan requires that 30 percent of units constructed each year be affordable. At the time of the 2005 EAR, it was noted that this policy has been successful, however at that time there was still a recognized shortage of affordable units.*

*(...)*

*In addition to requiring private developers to provide a percentage of affordable units, the City has historically taken a proactive approach in providing affordable units. The City has worked within the limits of the BPAS policies and, while being mindful of evacuation planning, has signed agreements with the State and with private developers to allow more affordable units.*

*The provision of decent, safe, sanitary and affordable housing to all residents continues to be one of the most daunting challenges that the City of Key West faces. The City's scarcity of land for new development, growth in the second home market, high quality of life and desirability, and unique and historic housing stock all contribute to property and housing values that are among the highest in the State. The City's economy is largely based on*

*tourism and service industries, which generally pay lower wages than many other industries. ..*

Additionally, the City's Chapter 3: - Housing Element of the Comprehensive Plan addresses the City's goal to allocate land area to accommodate a supply of housing that is responsive to the diverse housing needs of the existing and projected future populations.

The proposed Land Development Regulations amendment will encourage the redevelopment of vacant City-owned properties while encouraging and ensuring affordable housing in the Bahama Village community.

*b.       **Impact on surrounding properties and infrastructure.** The effect of the change, if any, on the particular property and all surrounding properties. Identify potential land use incompatibility and impacts on infrastructure.*

The redevelopment areas in Key West were originally established through a Finding of Necessity in 1992. One of the two areas is Bahama Village. F.S. 163.335 details the findings and declarations of necessity for areas that qualify for redevelopment. One such declaration states that "[i]t is further found and declared that there exists in counties and municipalities of the state a severe shortage of housing affordable to residents of low or moderate income, including the elderly; that the existence of such condition affects the health, safety, and welfare of the residents of such counties and municipalities and retards their growth and economic and social development; and that the elimination or improvement of such condition is a proper matter of state policy and state concern and is for a valid and desirable public purpose."

The Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level.

*c.       **Avoidance of special treatment.** The proposed change shall not: 1. Single out a small piece of land and confer special and privileged treatment not provided to abutting properties with similar characteristics and land use relationships; and 2. Provide for land use activities which are not in the overall public interest but only for the benefit of the landowner.*

The proposed amendment will allow for the development of mixed income housing and affordable workforce housing, a critical need of the community. There is a severe shortage of affordable housing not only in Bahama Village but City-wide. This large parcel is owned by the City of Key West and is distinct from surrounding parcels; the redevelopment in this location will have direct benefit to the public and is in the overall public interest.

*d.       **Undeveloped land with similar comprehensive plan future land use map designation.** The amount of undeveloped land in the general area and in the city having the same zoning classification as that requested shall be stated.*

Undeveloped land and vacant properties are subject to unit allocations from the Beneficial Use pool. The proposed change involves allocation of new building permits in a recently created zoning district where the landowners are mostly governmental entities. Most of the surrounding property is protected, i.e. Fort



Zachary Taylor State Park, or has been developed for public use, i.e. Truman Waterfront Park. Owners of undeveloped land with similar land use designations may apply for BPAS or Beneficial Use units at any time.

**RECOMMENDATION:**

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board that the request to amend the Comprehensive Plan be **APPROVED**.

ORDINANCE NO. 22-06

**AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 108 OF THE LAND DEVELOPMENT REGULATIONS, ARTICLE X "BUILDING PERMIT ALLOCATION SYSTEM", SECTION 108-995, TO PROVIDE FOR BUILDING PERMIT ALLOCATION SYSTEM UNITS FOR THE PROPERTY KNOWN AS THE 3.2 (RE# 00001630-000801); PROVIDING FOR CONCURRENT AND CONDITIONAL ADOPTION UPON ADOPTION OF COMPREHENSIVE PLAN AMENDMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Key West finds that it is necessary to amend Chapter 108 of the Code of Ordinances, entitled Planning and Development, specifically existing Section 108-995; and

WHEREAS, the City Commission has passed numerous resolutions aimed at increasing the availability of affordable and workforce housing in the City of Key West; and

WHEREAS, development of any housing is strictly controlled by virtue of the fact that the State of Florida has designated the City of Key West as a State area of Critical Concern; and

WHEREAS, this state regulation has resulted in a specified number of new building permits that may be granted each year under what is known as the Building Permit Allocation System (BPAS); and

WHEREAS the new building permits have a finite amount available for use in the City of Key West; and

WHEREAS, the Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level; and

WHEREAS, the proposed ordinance to amend the City's Comprehensive Plan is an essential part of an effort to promote the Bahama Village community, encourage the redevelopment of vacant City-owned properties, and encourage and ensure affordable housing in the Bahama Village community; and

WHEREAS, the planning board held a noticed public hearing on August 19, 2021, where based on the consideration of recommendations by the city planner, city attorney and other information, the board recommended approval of the proposed amendments through Planning Board Resolution 2021-37; and

WHEREAS, an amendment to section 108-995 of the Code of Ordinances will promote the health, safety and welfare of the citizens and visitors of the City of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST,  
FLORIDA:

Section 1: That Section 108-995 of the Code of  
Ordinances is hereby amended as follows\*:

**Sec. 108-995. - Reporting requirements and residential  
allocation schedule.**

The City of Key West building permit allocation system shall limit the number of permits issued for new permanent development, to 910 units during the period from July 2013 to July 2023, with the exception of the beneficial use permit allocations that have been reserved separately to address property rights claims. The annual allocation will not exceed ninety-one (91) single-family units or equivalent types of units based on the equivalency factors established in policy 1-1.16.3 of the comprehensive plan. The annual allocation limitation shall not apply to affordable housing allocations. No transient allocations will be made subsequent to the closure of the 2017-2018 allocation period.

In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013-July 2016) 60 percent of the units allocated shall be affordable. Between years four (4) and ten (10) (2016-2023), a minimum of 50 percent of the total allocations shall be affordable. Between years four (4) and ten (10), 80 percent of remaining (non-affordability restricted) units shall be permanent, and 20 percent may be transient. Between years six (6) and ten (10), 100 percent of the units shall be permanent. During year one (1) (July 2013-2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing, and shall meet the prerequisite standards for obtaining BPAS awards.

During year nine (9) (July 2021-2022), 128 of the units to be allocated will be dedicated for use at the property currently known as the 3.2 development located in Bahama Village and shall meet the prerequisite standards for obtaining BPAS awards.

Table 2.0 below identifies the number of units that may be allocated at a rate of 1.0 ESFU's by housing type and by year for the period from July 2013 to July 2023.

Table 2.0									
July 1, 2013 - June 30, 2014	July 1, 2014 - June 30, 2015	July 1, 2015 - June 30, 2016	July 1, 2016 - June 30, 2017	July 1, 2017 - June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 - June 30, 2020	July 1, 2020 - June 30, 2021	July 1, 2021 - June 30, 2022	July 1, 2022 - June 30, 2023
48 affordabl e units to be allocated for Peary Court developme nt. Minimum of 7 affordabl e units. Maximum of 36 market rate units.	Minimum of 55 affordable units. Maximum of 36 market rate units.	Minimum of 55 affordabl e units. Maximum of 36 market rate units.	Minimum of 45 affordabl e units. Maximum of 46 market rate units, of which a maximum of ten (10) units may be transient .	Minimum of 45 affordabl e units. Maximum of 46 market rate units, of which a maximum of ten (10) units may be transient .	Minimum of 45 affordabl e units. Maximum of 46 market rate units.	Minimum of 45 affordabl e units. Maximum of 46 market rate units.	Minimum of 45 affordabl e units. Maximum of 46 market rate units.	<u>38.4</u> <u>market</u> <u>rate units</u> <u>and 89.6</u> <u>affordable</u> <u>units</u> <u>shall be</u> <u>allocated</u> <u>to the</u> <u>property</u> <u>currently</u> <u>known as</u> <u>the 3.2</u> <u>developmen</u> <u>t in</u> <u>Bahama</u> <u>Village.</u> <u>Minimum of</u> <u>45</u> <u>affordable</u> <u>units.</u> Maximum of 46 7.6 market rate units.	Minimum of <del>45</del> <u>0.4</u> affordabl e units. Maximum of 46 market rate units.

\*(Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading. Added language is double underlined and ~~double struck through~~ at second reading.)

Section 2: If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 3: All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 4: This Ordinance shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission and approval by the Florida Department of Economic Opportunity, pursuant to Chapter 380, Florida Statutes.

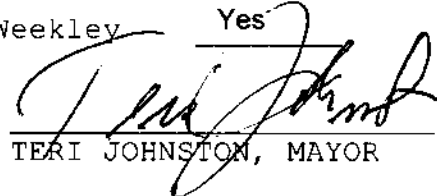
Read and passed on first reading at a regular meeting held  
this 14th day of February, 2021.

Read and passed on final reading at a regular meeting held  
this 15th day of February, 2022.

Authenticated by the presiding officer and Clerk of the  
Commission on 16th day of February, 2022.

Filed with the Clerk February 16, 2022.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Absent</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
TERI JOHNSTON, MAYOR

ATTEST:

  
KERI O'BRIEN, SENIOR DEPUTY CITY CLERK





## EXECUTIVE SUMMARY

**To:** Patti McLauchlin, City Manager

**From:** Katie P. Halloran, Planning Director

**Meeting Date:** September 14, 2021

**Agenda Item:** **Text Amendment of the Land Development Regulations**— An Ordinance of the City of Key West, FL, amending Chapter 108 of the Land Development Regulations, entitled "Planning and Development", Article X entitled "Building Permit Allocation System", Division 2 entitled "Building Permit Allocation System, Section 108-995 – Reporting requirements and residential allocation schedule; for building permit allocation system units for the property known as the 3.2 (re# 00001630-000801); providing for concurrent and conditional adoption upon adoption of comprehensive plan amendments; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

### **Action Statement:**

The purpose of this ordinance is to amend the City's Land Development Regulations (the "LDRs") to set aside Building Permit Allocation Units to facilitate the development of affordable housing at the property known as the "3.2" (RE# 00001630-000801) in Bahama Village.

### **Background:**

The proposed ordinance to amend the City's Land Development Regulations is an essential part of an effort to promote the Bahama Village community, encourage the redevelopment of vacant City-owned properties, and encourage local business and workforce housing in the Bahama Village community. The Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level. The proposed ordinance to amend the City's Land Development Regulations is an effort to more effectively implement Comprehensive Plan Goals, Objectives, and Policies

of the City of Key West. The City recognizes the finite nature of the Building Permit Allocation System, and that in 2023, or when all BPAS units have been allocated, whichever comes last, the City may no longer be authorized to issue permits for new residential units.

The text amendment proposed below sets aside 128 BPAS units for the affordable housing project at the "3.2" acre site, as 89.6 affordable units and 38.4 market rate units. The City's goal, however is to achieve as close to one hundred percent affordable workforce housing at this site. To this end, the City can utilize market rate BPAS units to construct affordable housing beyond the 89.6 units. The City's specific housing goals for the "3.2" project are outlined in the City's forthcoming Request for Proposals associated with this development.

**Request / Proposed Amendment:** *\*Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading.*

**Sec. 108-995. – Reporting requirements and residential allocation schedule.**

The City of Key West building permit allocation system shall limit the number of permits issued for new permanent development, to 910 units during the period from July 2013 to July 2023, with the exception of the beneficial use permit allocations that have been reserved separately to address property rights claims. The annual allocation will not exceed ninety-one (91) single-family units or equivalent types of units based on the equivalency factors established in policy 1-1.16.3 of the comprehensive plan. The annual allocation limitation shall not apply to affordable housing allocations. No transient allocations will be made subsequent to the closure of the 2017-2018 allocation period.

In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013—July 2016) 60 percent of the units allocated shall be affordable. Between years four (4) and ten (10) (2016—2023), a minimum of 50 percent of the total allocations shall be affordable. Between years four (4) and ten (10), 80 percent of remaining (non-affordability restricted) units shall be permanent, and 20 percent may be transient. Between years six (6) and ten (10), 100 percent of the units shall be permanent. During year one (1) (July 2013—2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing, and shall meet the prerequisite standards for obtaining BPAS awards.

During year nine (9) (July 2021—2022), 128 of the units to be allocated will be dedicated for use at the property currently known as the 3.2 development located in Bahama Village and shall meet the prerequisite standards for obtaining BPAS awards.

Table 2.0 below identifies the number of units that may be allocated at a rate of 1.0 ESFU's by housing type and by year for the period from July 2013 to July 2023.

Table 2.0									
July 1, 2013 - June 30, 2014	July 1, 2014 - June 30, 2015	July 1, 2015 - June 30, 2016	July 1, 2016 - June 30, 2017	July 1, 2017 - June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 - June 30, 2020	July 1, 2020 - June 30, 2021	July 1, 2021 - June 30, 2022	July 1, 2022 - June 30, 2023
48 affordable units to be allocated for Peary Court development. Minimum of 7 affordable units. Maximum of 36 market rate units.	Minimum of 55 affordable units. Maximum of 36 market rate units.	Minimum of 55 affordable units. Maximum of 36 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units, of which a maximum of ten (10) units may be transient.	Minimum of 45 affordable units. Maximum of 46 market rate units, of which a maximum of ten (10) units may be transient.	Minimum of 45 affordable units. Maximum of 46 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units.	<u>38.4 market rate units and 89.6 affordable units shall be allocated to the property currently known as the 3.2 development in Bahama Village. Minimum of 46 affordable units. Maximum of 46 7.6 market rate units.</u>	Minimum of 45 0.4 affordable units. Maximum of 46 market rate units.

\*Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading.

#### Land Development Regulations Text Amendment Process:

Planning Board: August 19, 2021 (Planning Board Res. 2021-37)  
City Commission: September 14, 2021 (first reading)  
Local Appeal Period: 30 Days  
City Clerk renders to DEO: 10 working Days  
DEO Review: Up to 45 Days  
DEO Final Order: LDR amendment becomes effective when the final order is received

#### Analysis:

The purpose of Chapter 90, Article VI, Division 2 of the Land Development Regulations (the "LDRs") of the Code of Ordinances (the "Code") of the City of Key West, Florida (the "City") is to provide a means for changing the text of the Land Development Regulations. It is not intended to relieve particular hardships nor to confer special privileges or rights on any person, but only to make necessary adjustments in light of changed conditions. In determining whether to grant a requested amendment, the City Commission shall consider, in addition to the factors set forth in this subdivision, the consistency of the proposed amendment with the intent of the Comprehensive Plan.

This Land Development Regulations amendment, together with the proposed Comprehensive Plan amendment, will facilitate development of deed- restricted affordable workforce housing for families in need in Key West. A full planning staff analysis is available in the planning board staff report.

#### Other Matters:

N/A

**Options / Advantages / Disadvantages:**

**Option 1:**

Approve the proposed text amendment to Chapter 108 of the Land Development Regulations, entitled "Planning and Development", Article X entitled "Building Permit Allocation System", Division 2 entitled "Building Permit Allocation System, Section 108-995 – Reporting requirements and residential allocation schedule, as recommended by the Planning Board through Resolution No. 2021-37.

a. Financial Impact:

There will be no cost to the City if this request is approved.

**Option 2:**

Deny the proposed text amendment to Chapter 108 of the Land Development Regulations, entitled "Planning and Development", Article X entitled "Building Permit Allocation System", Division 2 entitled "Building Permit Allocation System, Section 108-995 – Reporting requirements and residential allocation schedule.

a. Financial Impact:

There will be no cost to the City if this request is denied.

**Recommendation:**

Staff supports Planning Board Resolution No. 2021-37, and further recommends approval of these amendments as stated in OPTION 1.


**PLANNING BOARD  
RESOLUTION NO. 2021-37**

TEXT AMENDMENT OF THE LAND DEVELOPMENT REGULATIONS - A RESOLUTION OF THE CITY OF KEY WEST PLANNING BOARD RECOMMENDING AN ORDINANCE TO THE CITY COMMISSION TO AMEND CHAPTER 108 OF THE LAND DEVELOPMENT REGULATIONS, ARTICLE X "BUILDING PERMIT ALLOCATION SYSTEM", SECTION 108-995, TO PROVIDE FOR BUILDING PERMIT ALLOCATION SYSTEM UNITS FOR PROPERTY KNOWN AS THE 3.2 (RE# 00001630-000801); PROVIDING FOR CONCURRENT AND CONDITIONAL ADOPTION UPON ADOPTION OF COMPREHENSIVE PLAN AMENDMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, development of any housing is strictly controlled by virtue of the fact that the State of Florida has designated the City of Key West as a State area of Critical Concern; and

WHEREAS, this state regulation has resulted in a specified number of new building permits that may be granted each year under what is known as the Building Permit Allocation System (BPAS); and

WHEREAS, the proposed ordinance to amend the City's Comprehensive Plan is an essential part of an effort to promote the Bahama Village community, encourage the redevelopment of vacant City-owned properties, and encourage and ensure affordable housing in the Bahama Village community; and

 Chairman

 Planning Director

**WHEREAS,** the Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed- use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level; and

**WHEREAS,** it is in the best interest of the City to set aside building permit allocations during the next application period for the 3.2 acre development; and

**WHEREAS,** Chapter 108 of the Code of Ordinances, entitled 'Planning and Development', specifically existing Section 108-995, is to be amended through ordinance to ensure the development of the parcel and

**WHEREAS,** the planning board held a noticed public hearing on August 19, 2021, where based on the consideration of recommendations by the city planner, city attorney, and other information, the board recommended approval of the proposed amendments; and

WHEREAS, the planning board determined that the proposed amendments: are consistent with the Comprehensive Plan; in conformance with all applicable requirements of the Code of Ordinances; are stimulated by changed conditions after the effective date of the existing regulation; will promote land use compatibility; will not result in additional demand on public facilities; will have no impact on the natural environment; will not negatively impact property values or the general welfare; will result in more orderly and compatible land use patterns; and are in the public interest.

NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:

Section 1. That the above recitals are incorporated by reference as if fully set forth herein.

Section 2. That an ordinance to the City Commission amending chapter 108 of the code of ordinances, entitled planning and development by amending existing section 108-995; providing for severability; providing for repeal of inconsistent provisions, providing for an effective date is hereby recommended for approval. A copy of the draft ordinance is attached.

Section 3. This Resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the city clerk.

Read and passed on first reading at a regular meeting held this 19th day of August, 2021.

Authenticated by the Chairman of the Planning Board and the Planning Director.

Sam Holland Jr. 8/27/21  
Sam Holland Jr., Planning Board Chairman Date

Attest:

Katie Halloran Aug 27, 2021  
Katie Halloran, Planning Director Date

Filed with the Clerk:

Cheryl Smith 8-27-21  
Cheryl Smith, City Clerk Date





THE CITY OF KEY WEST  
PLANNING BOARD  
Staff Report

To: Chairman and Planning Board Members

Through: Katie P. Halloran, Planning Director

From: Nathalia A. Mellies, Assistant City Attorney

Meeting Date: August 19, 2021

Agenda Item: **Text Amendment of the Land Development Regulations**– A Resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission amending Chapter 108 of the Land Development Regulations, entitled “Planning and Development”, Article X entitled “Building Permit Allocation System”, Division 2 entitled “Building Permit Allocation System, Section 108-995 – Reporting requirements and residential allocation schedule; for building permit allocation system units for the property known as the 3.2 (re# 00001630-000801); providing for concurrent and conditional adoption upon adoption of comprehensive plan amendments; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

Request: The proposed ordinance to amend the City’s Land Development Regulations is an essential part of an effort to encourage the redevelopment of vacant City-owned properties and mixed-use development to include high density mixed income housing including affordable housing. The Planning Board is hearing this Land Development Regulation text amendment (the “LDRs”) and associated text amendments to the Comprehensive Plan in order to set aside Building Permit Allocations (BPAS) for the City-owned parcel known as the 3.2 (re# 00001630-000801).

Applicant: City of Key West

**Background:**

The proposed ordinance to amend the City’s Land Development Regulations is an essential part of an effort to promote the Bahama Village community, encourage the redevelopment of vacant City-owned properties, and encourage local business and workforce housing in the Bahama Village community. The Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as “critical” on the prioritization level. The proposed ordinance to amend the City’s Land Development Regulations is an effort to more effectively implement Comprehensive Plan Goals, Objectives, and Policies

of the City of Key West. The City recognizes the finite nature of the Building Permit Allocation System, and that in 2023, or when all BPAS units have been allocated, whichever comes last, the City may no longer be authorized to issue permits for new residential units.

**Request / Proposed Amendment:** \*Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading.

**Sec. 108-995. – Reporting requirements and residential allocation schedule.**

The City of Key West building permit allocation system shall limit the number of permits issued for new permanent development, to 910 units during the period from July 2013 to July 2023, with the exception of the beneficial use permit allocations that have been reserved separately to address property rights claims. The annual allocation will not exceed ninety-one (91) single-family units or equivalent types of units based on the equivalency factors established in policy 1-1.16.3 of the comprehensive plan. The annual allocation limitation shall not apply to affordable housing allocations. No transient allocations will be made subsequent to the closure of the 2017-2018 allocation period.

In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013—July 2016) 60 percent of the units allocated shall be affordable. Between years four (4) and ten (10) (2016—2023), a minimum of 50 percent of the total allocations shall be affordable. Between years four (4) and ten (10), 80 percent of remaining (non-affordability restricted) units shall be permanent, and 20 percent may be transient. Between years six (6) and ten (10), 100 percent of the units shall be permanent. During year one (1) (July 2013—2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing, and shall meet the prerequisite standards for obtaining BPAS awards.

During year nine (9) (July 2021—2022), 128 of the units to be allocated will be dedicated for use at the property currently known as the 3.2 development located in Bahama Village and shall meet the prerequisite standards for obtaining BPAS awards.

Table 2.0 below identifies the number of units that may be allocated at a rate of 1.0 ESFU's by housing type and by year for the period from July 2013 to July 2023.

July 1, 2013 - June 30, 2014	July 1, 2014 - June 30, 2015	July 1, 2015 - June 30, 2016	July 1, 2016 - June 30, 2017	July 1, 2017 - June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 - June 30, 2020	July 1, 2020 - June 30, 2021	July 1, 2021 - June 30, 2022	July 1, 2022 - June 30, 2023
48 affordable units to be allocated for Peary Court development. Minimum of 7 affordable units. Maximum of 36 market rate units.	Minimum of 55 affordable units. Maximum of 36 market rate units.	Minimum of 55 affordable units. Maximum of 36 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units, of which a maximum of ten (10) units may be transient.	Minimum of 45 affordable units. Maximum of 46 market rate units, of which a maximum of ten (10) units may be transient.	Minimum of 45 affordable units. Maximum of 46 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units.	<u>38.4 market rate units and 89.6 affordable units shall be allocated to the property currently known as the 3.2 development in Bahama Village. Minimum of 45 affordable units. Maximum of 46 7.6 market rate units.</u>	Minimum of 45 0.4 affordable units. Maximum of 46 market rate units.

\*Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading.

#### **Land Development Regulations Text Amendment Process:**

Planning Board Meeting:	August 19, 2021
City Commission (1st Reading):	TBD, 2021
Local Appeal Period:	30 days
DEO Review (1st Reading):	Up to 60 days
City Commission (2nd Reading / Adoption):	TBD, 2021
Local Appeal Period:	30 days
DEO Review (2nd Reading):	Up to 45 days
DEO Notice of Intent (NOI):	Effective when NOI posted to DEO site

#### **Analysis:**

The purpose of Chapter 90, Article VI, Division 2 of the Land Development Regulations (the "LDRs") of the Code of Ordinances (the "Code") of the City of Key West, Florida (the "City") is to provide a means for changing the text of the Land Development Regulations. It is not intended to relieve hardships nor to confer special privileges or rights to any person, but only to make necessary adjustments in light of changed conditions. In determining whether to grant a requested amendment, the Planning Board and the City Commission shall consider the consistency of the proposed amendment with the intent of the Comprehensive Plan.

Pursuant to Code Section 90-552, the Planning Board shall hold a public hearing thereon with due public notice. The Planning Board shall consider recommendations of the City Planner, City Attorney, Building Official and other information submitted at the scheduled public hearing. The Planning Board shall transmit a written report and recommendation concerning the proposed change in the LDRs to the City Commission for official action.

The Code provides criteria by which LDR amendments must be evaluated:

***Section 90-520 (6) Justification. The need and justification for the proposed change shall be stated. The evaluation shall address but shall not be limited to the following issues:***

- a. Comprehensive Plan consistency. Identifying impacts of the proposed change in zoning on the Comprehensive Plan. The zoning must be consistent with the Comprehensive Plan.***

The proposed amendment will support and further implement the Comprehensive Plan objectives and policies listed below:

***Objective 1-1.6: Integrate Former Military Sites: Ensure that the integration of former military land provides for long-term, sustained, economic growth consistent with the community's vision for the City of Key West, as follows:***

- 1. Provide meaningful integration of the sites into the community fabric;***
- 2. Help diversify the economy;***

3. *Encourage balanced growth in the area's economy, including commercial and service sector job growth;*
4. *Provide employment opportunities for the region's unemployed and underemployed persons;*
5. *Strengthen the local tax base*
6. *Help existing business and industries expand;*
7. *Help small businesses develop;*
8. *Provide affordable housing for Key West residents;*
9. *Provide public recreation and access opportunities, especially on the waterfront;*
10. *Provide opportunities for port, harbor and marina improvements;*
11. *Facilitate improvements and provide physical and economic links to Bahama Village;*
12. *Ensure environmental sensitivity and efficient resource use;*
13. *Provide opportunities for social services and special needs facilities.*

The parcel for which the new building permits would be allocated is former military land, granted to the City of Key West through a quit claim deed, recorded with the County, book # 1839, page # 410. The amendment to the Land Development Regulation will allow a meaningful integration of the sites into the community fabric by providing affordable and mixed-income housing for Key West residents, employment opportunities for the region's unemployed and underemployed persons, a strengthening of the local tax base, and an encouragement of a balanced growth in the area's economy, including commercial and service sector job growth.

*Objective 3-1.1: - Managing Building Permit Allocation. The Comprehensive Plan currently requires the City to manage a Building Permit Allocation System in order to protect the health and safety of the residents in the City of Key West. The City shall implement the following policies in order to assist in accommodating existing and projected housing need- Monitoring Measure: Number of affordable housing units provided (public housing and deed restricted affordable housing) compared to current and projected demand.*

The proposed reservation of BPAS units will allow for the development of mixed income housing at the 3.2-acre development site and ensure that any future development be predominately workforce affordable, with at least 70% of the units deed restricted affordable.

*Policy 1-1.6.4: Truman Waterfront Organizing Elements: All new development and redevelopment within the Truman Waterfront Parcel shall be consistent with the following key organizing elements:*

1. *Recreation and open space linked through landscaped multimodal green ways and view corridors with multiple access points connecting the large park and recreational area on the northwestern portion of the site.*
2. *Uninterrupted public access to the waterfront through a wide promenade along the full length of the harbor.*
3. *Landscaped and hardscaped areas which are well-lit and designed to provide a safe area for use by a diverse mix of recreational users.*
4. *Affordable housing, neighborhood retail and social service uses which function as an extension of the neighborhood fabric of Bahama Village.*
5. *Educational and historical activity nodes.*
6. *Expanded use of the portions of the Truman Waterfront property for port activities.*
7. *Multiple ingress/egress points into the Truman Waterfront property.*

*8. High profile green design and livability principles, including but not limited to the International Dark Sky Association, the National Complete Streets Coalition, and highest-level green building certifications.*

The proposed Land Development Regulation amendment will allow for redevelopment within the Truman Waterfront Parcel to contain mixed use, high-density mixed income housing, affordable workforce housing, neighborhood retail, and social services that will function as an extension of the neighborhood fabric of Bahama Village.

*Policy 3-1.1.11: Selecting Sites for Affordable Housing for Low and Moderate Income Households. "The City shall . . . promote access to a broad range of housing opportunities with a full complement of urban services through cooperation and coordination with the private sector and Monroe County."*

*Policy 3-1.1.13: South Florida Regional Planning Council Initiatives. "The City of Key West shall participate in South Florida Regional Planning council initiatives directed toward educating local governments of new techniques especially programs applicable to the region and/or the County, for promoting affordable housing. . . the City shall ensure that regulatory techniques and review procedures do not create barriers to affordable housing."*

*Goal 3-1: - Housing: Allocate land area for accommodating a supply of housing responsive to the diverse housing needs of the existing and projected future population and served by adequate public facilities; assist the private sector in: providing affordable quality housing in neighborhoods protected from incompatible uses; promote best practices of land use planning, urban design, and landscaping.*

The proposed Land Development Regulations amendment will encourage the redevelopment of vacant City-owned properties while encouraging and ensuring affordable housing in the Bahama Village community.

***b. Impact on surrounding properties and infrastructure. The effect of the change, if any, on the particular property and all surrounding properties. Identify potential land use incompatibility and impacts on infrastructure.***

The Bahama Village Visioning and Capital Projects Workplan, recommended for approval by the Bahama Village Redevelopment Advisory Committee (BVRAC) on August 10, 2017, and adopted by the Community Redevelopment Agency (CRA) on January 17, 2018, lists seven (7) recommended capital projects. Capital project number four (4) recommends an affordable housing and mixed-use development project on the City-owned 3.2 acre parcel located on Fort Street in Bahama Village. The recommended project is listed as "critical" on the prioritization level.

The effect of this amendment will be to implement the aforementioned capital project. Surrounding properties will be afforded the same protections associated with other Historic Neighborhood Commercial zoning districts, including limitations on density, height, and setbacks. In addition, architecture and site design (urban fabric) will be reviewed by the Historic Architecture Review Commission and historic preservation staff in order to ensure development is in accordance with the City's adopted historic district guidelines.

***c. Avoidance of special treatment. The proposed change shall not constitute a spot zone change. Spot zoning occurs when:***

***1. A small parcel of land is singled out for special and privileged treatment:***

The proposed amendment to the LDRs will not affect the zoning of the parcel nor the zoning of any other parcels elsewhere in the City.

***2. The singling out is not in the public interest but only for the benefit of the landowner.***

The proposed change does not affect the City's official zoning map nor the City's future land use map. The proposed amendment will allow for the development of mixed income housing and affordable workforce housing, a critical need of the community. There is a severe shortage of affordable housing not only in Bahama Village but City-wide. The proposed amendment is directly in the public interest.

***3. The action is not consistent with the adopted comprehensive plan.***

The proposed amendment would be consistent with the adopted Comprehensive Plan, particularly with Objectives 1-1.6 and 3-1.1, and Policy 1-1.6.4, Policy 3-1.11.1, Policy 3-1.11.13, and Goal 3-1 along with the City's Chapters 1 and 3.

***d. Undeveloped land with similar comprehensive plan future land use map designation. The amount of undeveloped land in the general area and in the city having the same zoning classification as that requested shall be stated.***

Undeveloped land and vacant properties are subject to unit allocations from the Beneficial Use pool. The proposed change involves allocation of new building permits in a recently created district where the landowners are mostly governmental entities and most of the undeveloped property is protected, i.e. Fort Zachary Taylor State Park. Owners of undeveloped land with similar land use designation may apply for BPAS or Beneficial Use units at any time.

#### **RECOMMENDATION:**

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the Planning Board that the request to amend the Land Development Regulations be **APPROVED**.

Miscellaneous

**DEPARTMENT OF ECONOMIC OPPORTUNITY**

**Division of Community Development**

**DEO Final Order No. DEO-22-008**

**STATE OF FLORIDA**

**DEPARTMENT OF ECONOMIC OPPORTUNITY**

In re: AMENDMENT TO THE CITY OF KEY WEST, FLORIDA,  
LAND DEVELOPMENT REGULATIONS  
ADOPTED BY CITY OF KEY WEST, FLORIDA  
ORDINANCE NO. 22-06

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**FINAL ORDER**

**APPROVING CITY OF KEY WEST ORDINANCE NO. 22-06**

The Department of Economic Opportunity ("Department") hereby issues its Final Order, pursuant to Section 380.05(6), Florida Statutes, approving land development regulations adopted by the City of Key West, Florida ("City"), by Ordinance No. 22-06 ("Ordinance").

**FINDINGS OF FACT**

1. Section 380.0552, Florida Statutes, and Rule 28-36.002, Florida Administrative Code, designate the City as an area of critical state concern.
2. The City adopted the Ordinance on February 16, 2022 and rendered it to the Department on February 25, 2022.
3. The Ordinance amends Section 108-995, *Reporting requirements and residential allocation schedule*, of the City's Land Development Regulations to provide for the allocation of 128 housing units to a particular property located in Bahama Village.

**CONCLUSIONS OF LAW**

4. The Department is required to approve or reject land development regulations that are adopted by any local government in an area of critical state concern. *See* Section 380.05(6), Florida Statutes.
5. "Land development regulations" include local zoning, subdivision, building, and other regulations controlling the development of land. Section 380.031(8), Florida Statutes. The regulations adopted by the Ordinance are land development regulations.
6. The Ordinance is consistent with the City's Comprehensive Plan generally, as required by Section 163.3177(1), Florida Statutes, and is specifically consistent with Objective 1-1.16, Policy 1-1.16.1, and Policy 3-1.1.4.
7. All land development regulations enacted, amended, or rescinded within an area of critical state concern must be consistent with the principles for guiding development for that area. *See* Section 380.05(6), Florida Statutes. The Principles for Guiding Development for the City are set forth in Rule 28-36.003, Florida Administrative Code.
8. The Ordinance is consistent with the Principles for Guiding Development for the City as a whole, and specifically furthers the following Principles:
  - (1)(a) Strengthen local government capabilities for managing land use and development;
  - (1)(h) Protection of the public health, safety, welfare and economy of the City of Key West, and the maintenance of Key West as a unique Florida resource.

WHEREFORE, IT IS ORDERED that the Department finds that Ordinance No. 22-06 is consistent with the City's Comprehensive Plan and the Principles for Guiding Development for the City and is hereby **APPROVED**.

This Final Order becomes final 21 days after publication in the Florida Administrative Register unless a petition is timely filed as described in the Notice of Administrative Rights below.  
DONE AND ORDERED in Tallahassee, Florida.

/s/ James D. Stansbury, James D. Stansbury, Bureau Chief, Bureau of Community Planning and Growth,  
Department of Economic Opportunity

**NOTICE OF ADMINISTRATIVE RIGHTS**

ANY PERSON WHOSE SUBSTANTIAL INTERESTS ARE AFFECTED BY THIS FINAL ORDER HAS THE OPPORTUNITY FOR AN ADMINISTRATIVE PROCEEDING PURSUANT TO SECTION 120.569, FLORIDA STATUTES.

FOR THE REQUIRED CONTENTS OF A PETITION CHALLENGING AGENCY ACTION, REFER TO SUBSECTIONS 28-106.104(2), 28-106.201(2), AND SECTION 28-106.301, FLORIDA ADMINISTRATIVE CODE.

DEPENDING ON WHETHER OR NOT MATERIAL FACTS ARE DISPUTED IN THE PETITION, A HEARING WILL BE CONDUCTED PURSUANT TO EITHER SECTION 120.569 AND SUBSECTION 120.57(1), FLORIDA STATUTES, OR SECTION 120.569 AND SUBSECTION 120.57(2), FLORIDA STATUTES.

ANY PETITION MUST BE FILED WITH THE AGENCY CLERK OF THE DEPARTMENT OF ECONOMIC OPPORTUNITY WITHIN 21 CALENDAR DAYS OF THE FINAL ORDER BEING PUBLISHED IN THE FLORIDA ADMINISTRATIVE REGISTER. A PETITION IS FILED WHEN IT IS RECEIVED BY: AGENCY CLERK, DEPARTMENT OF ECONOMIC OPPORTUNITY, OFFICE OF THE GENERAL COUNSEL  
107 EAST MADISON ST., MSC 110, TALLAHASSEE, FLORIDA 32399-4128, FAX: (850)921-3230

YOU WAIVE THE RIGHT TO ANY ADMINISTRATIVE PROCEEDING IF YOU DO NOT FILE A PETITION WITH THE AGENCY CLERK WITHIN 21 CALENDAR DAYS OF THE FINAL ORDER BEING PUBLISHED IN THE FLORIDA ADMINISTRATIVE REGISTER.

**CERTIFICATE OF FILING AND SERVICE**

I HEREBY CERTIFY that the original of the foregoing Final Order has been filed with the undersigned designated Agency Clerk, and that true and correct copies have been furnished to the following persons by the methods indicated this 9<sup>th</sup> day of March, 2022.

/s/ Jaiden Foss, Agency Clerk, Department of Economic Opportunity, 107 East Madison Street, MSC 110,  
Tallahassee, FL 32399-4128

**By U.S. Mail:**

The Honorable Teri Johnston, Mayor, City of Key West, P.O. Box 1409, Key West, FL 33041-1409

Cheri Smith, City Clerk, City of Key West, P.O. Box 1409, Key West, FL 33041-1409

Katie Halloran, Director, City of Key West Planning Department, P.O. Box 1409, Key West, FL 33041-1409



## Keri O'Brien

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**From:** Keri O'Brien  
**Sent:** Wednesday, February 23, 2022 2:43 PM  
**To:** acsc-do@deo.myflorida.com  
**Subject:** Key West Ordinance 22-06  
**Attachments:** KW Ordinance 22-06.pdf

Hello – please find KW Ordinance 22-06; ***Amending Chapter 108 of the Land Development Regulations, Article X "Building Permit Allocation System", Section 108-995, to provide for Building Permit Allocation System Units for the property known as the 3.2.*** This ordinance was adopted by City Commission at a meeting held February 15, 2022. Thank you.

Regards,

Keri O'Brien  
Deputy City Clerk



City of Key West  
1300 White Street  
Key West, FL 33040  
305-809-3832  
[kobrien@cityofkeywest-fl.gov](mailto:kobrien@cityofkeywest-fl.gov)  
[www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

**Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. F.S. 668.6076.**

ORDINANCE NO. 23-03

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 86 OF THE LAND DEVELOPMENT REGULATIONS, ENTITLED "GENERAL PROVISIONS", SECTION 86-9, ENTITLED "DEFINITION OF TERMS", AND CHAPTER 108 OF THE LAND DEVELOPMENT REGULATIONS, ARTICLE X "BUILDING PERMIT ALLOCATION SYSTEM", SECTION 108-995. - REPORTING REQUIREMENTS AND RESIDENTIAL ALLOCATION SCHEDULE, TO PROVIDE FOR AN EXTENSION OF THE BUILDING PERMIT ALLOCATION SYSTEM AWARD PERIOD TO ALLOW FOR THE DISTRIBUTION OF UNALLOCATED UNITS AFTER JUNE 20, 2023; PROVIDING FOR CONCURRENT AND CONDITIONAL ADOPTION UPON ADOPTION OF COMPREHENSIVE PLAN AMENDMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, new residential development in the City of Key West is strictly controlled by the State of Florida, which has designated the City as an Area of Critical State Concern; and

**WHEREAS**, the City regulates residential development through the Building Permit Allocation System (BPAS); and

**WHEREAS**, the Comprehensive Plan and City Land Development Regulations provide for the allocation of BPAS units between 2013 and 2023; and

**WHEREAS**, it is in the best interest of the City to utilize all available BPAS units, which may include allocating units after 2023; and

**WHEREAS**, the Planning Board held a noticed public hearing on September 15, 2022, where based on the consideration of recommendations by the city planner and other information, the Board recommended approval of the proposed amendments with one modification through Planning Board Resolution 2022-047; and

**WHEREAS**, the Planning Board recommended approval to extend the BPAS and require 75% of any remaining unit allocations after Year 10 to be deed restricted affordable, but to allow up to 25% of future unit allocations during any one yearly cycle to be for market rate units in order to balance the need to promote workforce housing with the flexibility to develop mixed income projects; and

**WHEREAS**, the City of Key West finds that it is necessary to amend the Land Development Regulations Section 86-9, entitled "Definition of terms", and Section 108-995 entitled "Reporting requirements and residential allocation schedule" to allow for the allocation of BPAS units after 2023; and

**WHEREAS**, an amendment to Section 86-9 and Section 108-995 of the Code of Ordinances will promote the health, safety and welfare of the citizens and visitors of the City of Key West.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:**

Section 1: That Section 86-9 of the Code of Ordinances is hereby added/amended as follows\*:

[ . . . ]

**Section 86-9. Definition of terms.**

*Allocation application* means the permanent ~~and/or transient~~ residential building permit allocation application submitted by a property owner seeking a unit allocation award.

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\*(Coding: Added language is underlined; deleted language is ~~struck through~~.)

*Allocation award year or award year* means the calendar year in which a final determination of allocation award is made, and is the year immediately following the application year. The first award year is 2014, and shall continue until 2024 all residential building permit units have been allocated or until ~~unless~~ amended or extended by an appropriate action of the city commission.

Section 2: That Section 108-995 of the Code of Ordinances is hereby added/amended as follows:

**Sec. 108-995. Reporting requirements and residential allocation  
schedule.**

The City of Key West building permit allocation system shall limit the number of permits issued for new permanent development, to 910 units ~~during the period from July 2013 to July 2023~~, with the exception of the beneficial use permit allocations that have been reserved separately to address property rights claims. The Building Permit Allocation System shall operate on an annual basis in accordance with Section 108-997. The first allocation cycle is July 2013 through June 2014. Annual allocation cycles shall continue until all units have been allocated. Additionally, the Building Permit Allocation System shall be utilized in the event of an increase in available Building Permit Allocation System units.

The annual allocation will not exceed ninety-one (91) single-family units or equivalent types of units based on the equivalency factors established in policy 1-1.16.3 of the comprehensive plan. The annual allocation limitation shall not apply to affordable housing allocations. No transient allocations will be made subsequent to the closure of the 2017-2018 allocation period.

In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013-July 2016) 60 percent of the units allocated shall be affordable. Between years four (4) and ten (10)

(2016–2023), a minimum of 50 percent of the total allocations shall be affordable.

Between years four (4) and ten (10), 80 percent of remaining (non-affordability restricted) units shall be permanent, and 20 percent may be transient. Between years six (6) and ten (10), 100 percent of the units shall be permanent. After year ten (10), 75 percent of units shall be deed restricted affordable, including any units recovered by the City due to failure to obtain building permits within two years of a BPAS award, per Section 108-997(e), or otherwise voluntarily released to the City.

During year one (1) (July 2013–2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing, and shall meet the prerequisite standards for obtaining BPAS awards.

During year nine (9) (July 2021–2022), 128 of the units to be allocated will be dedicated for use at the property currently known as the 3.2 development located in Bahama Village and shall meet the prerequisite standards for obtaining BPAS awards.

Table 2.0 below identifies ~~the~~ allocated units at a rate of 1.0 ESFU's for the period from July 2013 to July 2023 ~~number of by~~

~~housing 2023.~~ As noted above, allocations shall continue after July 2023 but only 25% of units allocated during any one BPAS cycle year can be market rate. Deed restricted affordable allocations shall not have maximum annual allocation limits.

Table 2.0									
July 1, 2013 - June 30, 2014	July 1, 2014 - June 30, 2015	July 1, 2015 - June 30, 2016	July 1, 2016 - June 30, 2017	July 1, 2017 - June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 - June 30, 2020	July 1, 2020 - June 30, 2021	July 1, 2021 - June 30, 2022	July 1, 2022 - June 30, 2023
48 affordable units to be allocated for Peary Court development. Minimum of 7 affordable units. Maximum of 36 market rate units.	Minimum of 55 affordable units. Maximum of 36 market rate units.	Minimum of 55 affordable units. Maximum of 36 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units, of which a maximum of ten (10) units may be transient.	Minimum of 45 affordable units. Maximum of 46 market rate units, of which a maximum of ten (10) units may be transient.	Minimum of 45 affordable units. Maximum of 46 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units.	Minimum of 45 affordable units. Maximum of 46 market rate units.	38.4 market rate units and 89.6 affordable units shall be allocated to the property currently known as the 3.2 development in Bahama Village. Maximum of 7.6 market rate units.	Minimum of 0.4 affordable units. Maximum of 46 market rate units.

The city planner will provide an annual report to the planning board and the state land planning agency identifying any remaining or unused allocations, and the number of permits by building type

by September 1 of each year as stipulated in the 2012 Hurricane Evacuation Clearance Time Memorandum of Understanding. The first report will be published in 2014.

(Ord. No. 13-19, § 2, 11-6-2013; Ord. No. 18-11, § 3, 4, 6-5-2018; Ord. No. 22-06, § 1, 2-15-2022)

Section 3: If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 4: All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 5: This Ordinance shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission and approval by the Florida Department of Economic Opportunity, pursuant to Chapter 380, Florida Statutes.



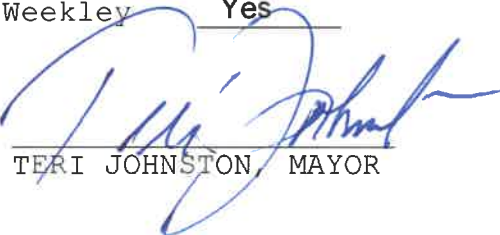
Read and passed on first reading at a regular meeting held  
this 19th day of October, 2022.

Read and passed on final reading at a regular meeting held  
this 18th day of January, 2023.

Authenticated by the presiding officer and Clerk of the  
Commission on 19th day of January, 2023.

Filed with the Clerk January 19, 2023.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>No</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Absent</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
TERI JOHNSTON, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK

ORDINANCE NO. 23-04

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING COMPREHENSIVE PLAN INTRODUCTION, ENTITLED "INTRODUCTION CITY OF KEY WEST COMPREHENSIVE PLAN"; AND CHAPTER 1, ENTITLED "FUTURE LAND USE ELEMENT", SECTION 1, ENTITLED "FUTURE LAND USE GOALS, OBJECTIVES, AND POLICIES", POLICY 1-1.16.1 ENTITLED "MAINTAIN A BUILDING PERMIT ALLOCATION ORDINANCE" AND POLICY 1-1.16.2, ENTITLED "BUILDING PERMIT ALLOCATION ORDINANCE AND AFFORDABLE HOUSING"; AND CHAPTER 2, ENTITLED "TRANSPORTATION ELEMENT", SECTION 1, ENTITLED "TRANSPORTATION GOALS, OBJECTIVES, AND IMPLEMENTING POLICIES", POLICY 2-1.6.4 ENTITLED "TRANSPORTATION CONCURRENCY EXCEPTION AREA"; AND CHAPTER 3, ENTITLED "HOUSING ELEMENT", SECTION 1, ENTITLED "HOUSING GOALS, OBJECTIVES, AND IMPLEMENTING POLICIES", POLICY 3-1.1.4, ENTITLED "BUILDING PERMIT ALLOCATION SYSTEM" TO PROVIDE FOR AN EXTENSION OF THE BUILDING PERMIT ALLOCATION SYSTEM AWARD PERIOD TO ALLOW FOR THE DISTRIBUTION OF UNALLOCATED UNITS AFTER JUNE 30, 2023; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; PROVIDING FOR THE FILING WITH SECRETARY OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR THE INCLUSION IN THE CITY OF KEY WEST COMPREHENSIVE PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, new residential development in the City of Key West is strictly controlled by the State of Florida, which has designated the City as an Area of Critical State Concern; and

**WHEREAS**, the City regulates residential development through

the Building Permit Allocation System (BPAS); and

**WHEREAS,** the Comprehensive Plan and Land Development Regulations provide for the allocation of BPAS units between 2013 and 2023; and

**WHEREAS,** it is in the best interest of the City to utilize all available BPAS units, which may include allocating units after 2023; and

**WHEREAS,** extending the BPAS allocation period will further Comprehensive Plan objectives to assist in accommodating existing and projected housing need; and

**WHEREAS,** the City of Key West finds that it is necessary to amend the Comprehensive Plan to allow for the allocation of units after 2023; and

**WHEREAS,** the Planning Board held a noticed public hearing on September 15, 2022, where based on the consideration of recommendations by the city planner and other information, the Board recommended approval of the proposed amendments with conditions through Planning Board Resolution 2022-048; and

**WHEREAS,** an amendment to the Comprehensive Plan will promote the health, safety and welfare of the citizens and visitors of the City of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That the Introduction to the Comprehensive Plan is hereby amended as follows\*:

**I. - Introduction City of Key West Comprehensive Plan: Other  
Planning Efforts**

[ . . . ]

In addition to the EAR the City of Key West has been engaged in a number of major planning efforts, including the adoption of the Strategic Plan and the Climate Action Plan. These and other City plans, including the December 2011 Carrying Capacity Traffic Study, were also reviewed and are reflected in the updated Plan.

Concurrently with the preparation of the updated plan, the City participated in the Monroe County Hurricane Evacuation Clearance Time Working Group. As a result of these meetings the City signed a Memorandum of Understanding that will provide for an allocation of 91 new residential building permits ~~a year between 2013 and 2023~~ starting in 2013.

[ . . . ]

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\*(Coding: Added language is underlined; deleted language is

~~struck through.)~~

Section 2: That the Chapter 1: Future Land Use Element of the Comprehensive Plan is hereby added/amended as follows:

[ . . . ]

**Policy 1-1.16.1: - Maintain a Building Permit Allocation**

**Ordinance.**

The City of Key West shall maintain and enforce its building permit allocation ordinance as follows: Between 85 and 100 units will be reserved as beneficial use permits to address property rights associated with existing vacant lots of record. The permit allocation system shall limit the number of permits issued for new permanent and transient development to 910 units ~~during the period from July 2013 to July 2023~~ a period starting July 2013 and continuing until all units have been allocated. The annual allocation will not exceed 91 single-family units or an equivalent combination of residential and transient types based on the equivalency factors established in Policy 1-1.16.3. The annual allocation limitation shall not apply to affordable housing allocations. In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013–July 2016) 60 percent of the units allocated shall be affordable. Between years four and

ten (2016–2023), a minimum of 50 percent of the total allocations shall be affordable. ~~Between years four and ten, no more than ten percent may be transient.~~ After year ten (10), 75 percent of residential building permit units shall be deed restricted affordable, including any units which have reverted to the city which were previously allocated and unused within the timeframe specified below. During Year One (July 2013–2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing. During Year One (July 2013–2014), 48 of the affordable units to be allocated will be dedicated for use at the Peary Court Housing complex property, being transferred from military to private sector housing.

The annual building permit allocation period will begin on July 1 of each year—and shall end on the 30th of June of the following year. Staff may consider the following criteria in ranking applications: 1) building one to two feet higher than the base flood elevation; 2) exceeding the minimum required percentage of affordable housing; 3) compliance with green building standards; 4) compliance with adopted urban design standards, and; 5) a minimum contribution to a sustainability and open space recreation fund.

Building permits shall be obtained within two years of the

development approval date. If a building permit is not obtained within that timeframe the allocated units will revert to the City for reallocation.

(Ord. No. 17-13, § 1, 10-17-2017)

[ . . . ]

**Policy 1-1.16.2: - Building Permit Allocation Ordinance and Affordable Housing.**

The City permit allocation system shall require that 60 percent of all new permanent residential units be affordable units based on definitions and criteria contained in Policy 3-1.1.7 and 3-1.1.8 between July 1, 2013 and July 1, 2016, and that a minimum of 50 percent of the total allocations be affordable between July 1, 2016 and July 1, 2023. After year ten (10), 75 percent of unit allocations shall be deed restricted affordable.

(Ord. No. 17-13, § 1, 10-17-2017)

Section 3: That the Chapter 2: Transportation Element of the Comprehensive Plan is hereby added/amended as follows:

[ . . . ]

**Policy 2-1.6.4: - Transportation Concurrency Exception Area.**

~~Between years 2013 and 2023~~ The City of Key West shall allocate a total of 910 BPAS units starting in the year 2013. Due to the City's

exception from transportation concurrency, the development or redevelopment of these units shall not be subject to roadway concurrency requirements.

(Ord. No. 17-13, § 2, 10-17-2017)

Section 4: That the Chapter 3: Housing Element of the Comprehensive Plan is hereby added/amended as follows:

[ . . . ]

**Policy 3-1.1.4: Building Permit Allocation System.**

The City of Key West shall allocate a total of 910 permits ~~between years 2013 and 2023.~~ during annual allocation periods starting in the year 2013. These annual allocation periods shall continue until all units have been allocated. Additionally, the Building Permit Allocation System shall be utilized in the event of an increase in available Building Permit Allocation System units.

In order to address the ongoing affordable housing shortage and affordable housing deed restrictions expected to expire, during the first three years (July 2013–July 2016) 60 percent of the units allocated shall be affordable. Between years four and ten (2016–2023), a minimum of 50 percent of the total allocations shall be affordable. After Year 10, 75 percent of unit allocations



shall be deed restricted affordable, including: any units which have reverted to the City pursuant to Policy 1-1.16.1.

~~Between years four and ten, no more than ten percent may be transient.~~

The City no longer allocates residential building permits for transient units. During Year One (July 2013–2014), 48 of the affordable units to be allocated will be in the transfer of Peary Court from military to private sector housing, which leaves 43 units to be allocated from the first allocation pool.

(Ord. No. 17-13, § 3, 10-17-2017)

Section 5: If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 6: All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 7: This Ordinance shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission and approval by the Florida Department of Economic Opportunity, pursuant to Chapter 380, Florida Statutes.

Read and passed on first reading at a regular meeting held this **19th** day of October, 2022.

Read and passed on final reading at a regular meeting held this **18th** day of January, 2022.

Authenticated by the presiding officer and Clerk of the Commission on 19th day of January, 2022.

Filed with the Clerk January 19, 2022.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>No</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Absent</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
TERI JOHNSTON, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK

Ron DeSantis  
GOVERNOR



22-3131  
Dane Eagle  
SECRETARY

December 21, 2022

The Honorable Teri Johnston  
Mayor, City of Key West  
1300 White Street  
Key West, Florida 33040

Dear Mayor Johnston:

The Department of Economic Opportunity ("Department") has completed its review of the proposed comprehensive plan amendment for the City of Key West (Amendment No. 22-05ACSC), which was received and determined complete on October 31, 2022. We have reviewed the proposed amendment in accordance with the state coordinated review process set forth in Sections 163.3184(2) and (4), Florida Statutes (F.S.), for compliance with Chapter 163, Part II, F.S. The Department does not identify any objections or comments to the proposed amendment and this letter serves as the Objections, Recommendations and Comments Report. Review comments received by the Department from the appropriate reviewing agencies, if any, are enclosed.

The City should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment. For your assistance, we have enclosed the procedures for final adoption and transmittal of the comprehensive plan amendment. **The second public hearing, which shall be a hearing on whether to adopt one or more comprehensive plan amendments, must be held within 180 days of your receipt of the Department's attached report, or the amendment will be deemed withdrawn unless extended by agreement with notice to the Department and any affected party that provided comment on the amendment pursuant to Section 163.3184(4)(e)1., F.S.**

If you have any questions related to this review, please contact Paul Lim, Planning Analyst, by telephone at (850) 717-8511 or by email at [Paul.Lim@deo.myflorida.com](mailto:Paul.Lim@deo.myflorida.com).

Sincerely,

Melissa Corbett, CFM, Regional Planning Administrator  
Bureau of Community Planning and Growth

MC/pl  
Enclosure: Procedures for Adoption  
Agency Comments

cc: Katie Halloran, Director of Planning, City of Key West  
Cheryl Smith, City Clerk, City of Key West  
Isabel Cosio Carballo, Executive Director, South Florida Regional Planning Council

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
(850) 245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org) | [www.Twitter.com/FLDEO](https://www.Twitter.com/FLDEO) | [www.Facebook.com/FLDEO](https://www.Facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities.  
All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

## SUBMITTAL OF ADOPTED COMPREHENSIVE PLAN AMENDMENTS

### FOR STATE COORDINATED REVIEW

#### Section 163.3184(4), Florida Statutes

**NUMBER OF COPIES TO BE SUBMITTED:** Please submit electronically using the Department's electronic amendment submittal portal "**Comprehensive Plan and Amendment Upload**" (<https://fldco.my.salesforce-sites.com/cp/>) **or** submit three complete copies of all comprehensive plan materials, of which one complete paper copy and two complete electronic copies on CD ROM in Portable Document Format (PDF) to the State Land Planning Agency and one copy to each entity below that provided timely comments to the local government: the appropriate Regional Planning Council; Water Management District; Department of Transportation; Department of Environmental Protection; Department of State; the appropriate county (municipal amendments only); the Florida Fish and Wildlife Conservation Commission and the Department of Agriculture and Consumer Services (county plan amendments only); and the Department of Education (amendments relating to public schools); and for certain local governments, the appropriate military installation and any other local government or governmental agency that has filed a written request.

**SUBMITTAL LETTER:** Please include the following information in the cover letter transmitting the adopted amendment:

\_\_\_\_\_ Department of Economic Opportunity identification number for adopted amendment package;

\_\_\_\_\_ Summary description of the adoption package, including any amendments proposed but not adopted;

\_\_\_\_\_ Ordinance number and adoption date;

\_\_\_\_\_ Certification that the adopted amendment(s) has been submitted to all parties that provided timely comments to the local government;

\_\_\_\_\_ Name, title, address, telephone, FAX number and e-mail address of local government contact;

\_\_\_\_\_ Letter signed by the chief elected official or the person designated by the local government.

**ADOPTION AMENDMENT PACKAGE:** Please include the following information in the amendment package:

\_\_\_\_\_ In the case of text amendments, changes should be shown in strike-through/underline format;

\_\_\_\_\_ In the case of future land use map amendment, an adopted future land use map, in **color format**, clearly depicting the parcel, its existing future land use designation, and its adopted designation;

\_\_\_\_\_ A copy of any data and analyses the local government deems appropriate.

**Note:** If the local government is relying on previously submitted data and analysis, no additional data and analysis is required;

\_\_\_\_\_ Copy of executed ordinance adopting the comprehensive plan amendment(s);

**Suggested effective date language for the adoption ordinance for state coordinated review:**

"The effective date of this plan amendment, if the amendment is not timely challenged, shall be the date the state land planning agency posts a notice of intent determining that this amendment is in compliance. If the amendment is timely challenged, or if the state land planning agency issues a notice of intent determining that this amendment is not in compliance, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance."

\_\_\_\_\_ List of additional changes made in the adopted amendment that the Department of Economic Opportunity did not previously review;

\_\_\_\_\_ List of findings of the local governing body, if any, that were not included in the ordinance and which provided the basis of the adoption or determination not to adopt the proposed amendment;

\_\_\_\_\_ Statement indicating the relationship of the additional changes not previously reviewed by the Department of Economic Opportunity to the ORC report from the Department of Economic Opportunity.



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

1000 NW 111<sup>th</sup> Avenue  
Miami, FL 33172

JARED W. PERDUE, P.E.  
SECRETARY

November 7, 2022

Katie Halloran  
Director of Planning  
City of Key West  
P.O. Box 1409  
Key West, FL 33041

**Subject: Comments for the Key West Comprehensive Plan Amendment  
FDEO #22-05ACSC**

Dear Ms. Halloran:

Pursuant to Section 163.3184(3), Florida Statutes (F.S.), in its role as a reviewing agency as identified in Section 163.3184(1)(c), F.S., the Florida Department of Transportation, District Six, reviewed the proposed amendment to Key West's Comprehensive Plan. The amendment would modify the City's Land Development Regulations to allow for the extension of the Building Permit Allocation System's (BPAS) 10-year allocation schedule so that any units that remain unallocated after Year 10 (i.e. 2023) may be allocated in subsequent years. This amendment to the Comprehensive Plan and associated text amendment to the Land Development Regulations would also delineate a process for continued allocations after 2023.

The District reviewed the amendment package per Chapter 163 Florida Statutes and found the proposed amendment would not adversely impact transportation resources and facilities of state importance.

In addition, the District's number one priority is safety for all road users with an ultimate goal of zero fatalities and serious injuries. It is recommended that Key West continue to identify and address the safety needs of all modes of travel, including public transportation. The District encourages the City to include pedestrian and bicycle facilities to promote a safe walkable and connected community consistent with ss. 163.3177, Florida Statutes.

Ms. Katie Halloran  
November 7, 2022  
Page 2

Thank you for coordinating on the review of this proposed amendment with FDOT. If you have any questions, please do not hesitate to contact me by email at [shereen.yeefong@dot.state.fl.us](mailto:shereen.yeefong@dot.state.fl.us) or at 305-470-5393.

Sincerely,

DocuSigned by:  


Shereen Yee Fong  
Transportation Planner IV

Cc: Daniel Iglesias, P.E., Florida Department of Transportation, District 6  
Dat Huynh, P.E., Florida Department of Transportation, District 6  
Kenneth Jeffries, Florida Department of Transportation, District 6  
Barbara Powell, Department of Economic Opportunity  
Isabel Cosio Carballo, South Florida Regional Planning Council  
Kathe Lerch, South Florida Regional Planning Council

**From:** [Runion, Morgan](#)  
**To:** [katie.halloran@cityofkeywest-fl.gov](mailto:katie.halloran@cityofkeywest-fl.gov); [Cheri Smith](#); [DCP External Agency Comments](#)  
**Subject:** [EXTERNAL] - Key West 22-05ACSC  
**Date:** Tuesday, November 8, 2022 11:11:58 AM

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Dear Ms. Halloran,

The Office of Educational Facilities within the Florida Department of Education has reviewed the Key West 22-05ACSC proposed comprehensive plan amendment in accordance with sections 163.3180 and 163.3184, Florida Statutes. Based on review of the submitted materials, staff have no comments on the proposed amendment. If you have any questions or need additional information, please contact me.

Sincerely,

Morgan Runion, AICP  
Office of Educational Facilities  
Florida Department of Education



**From:** [Manning, Terese](#)  
**To:** [DCExternalagencycomments](#)  
**Cc:** [katie.halloran@cityofkeywest-fl.gov](#); [csmith@cityofkeywest-fl.gov](#); [hurley-christine@monroecounty-fl.gov](#); [Isabel Cosio Carballo \(isabelc@sfdc.com\)](#); [Kathe Lerch](#); [Corbett, Melissa](#)  
**Subject:** [EXTERNAL] - City of Key West Proposed Comprehensive Plan Amendments #22-4ACSC and #22-5ACSC  
**Date:** Friday, November 18, 2022 9:36:58 AM

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Dear Ms. Powell:

The South Florida Water Management District (District) has completed its review of the proposed amendment packages submitted by the City of Key West (City). The packages include Future Land Use Map and Text Amendments to the City's Comprehensive plan. There appear to be no regionally significant water resource issues; therefore, the District forwards no comments on the proposed amendment packages.

The District requests that the City forward a copy of the adopted amendments to the District at the following email mailbox address: [SFLOCALGOVPLAN@sfwmd.gov](mailto:SFLOCALGOVPLAN@sfwmd.gov). Please contact me if you have any questions or need additional information.

Sincerely,

Ms. Terry Manning, Senior Policy and Planning Analyst  
South Florida Water Management District  
Water Supply Implementation Unit  
3301 Gun Club Road  
West Palm Beach, FL 33406  
Phone: 561-682-6779  
Fax: 561-681-6264  
E-Mail: [tmanning@sfwmd.gov](mailto:tmanning@sfwmd.gov)

**From:** [Kathe Lerch](#)  
**To:** [DCPexternalagencycomments](#)  
**Subject:** [EXTERNAL] - SFRPC November 21, 2022, Council Meeting: Dania Beach, Fort Lauderdale, Pinecrest 22-01ESR; Islamorada 22-02ACSC; Key West 22-04, 05ACSC; Marathon 22-07ACSC; West Park 22-01ER  
**Date:** Monday, November 21, 2022 3:48:17 PM  
**Attachments:** [image003.png](#)  
[image007.png](#)  
[image008.png](#)  
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[image012.png](#)  
[image001.png](#)  
[4.C. Agenda NOV22\\_TV.C. LGCP.pdf](#)

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At the November 21, 2022, Council Meeting, the South Florida Regional Planning Council approved the attached report, finding the proposed and adopted amendments to be generally consistent with the Strategic Regional Policy Plan for South Florida. Should you have any questions, contact Isabel Cosio Carballo, Executive Director, at (954) 924-3653 or [isabelc@sfrpc.com](mailto:isabelc@sfrpc.com).

May you have a blessed Thanksgiving weekend!

*Kathe Ann Lerch*

**Director of Administration**

South Florida Regional Planning Council

1 Oakwood Boulevard, Suite 250, Hollywood, FL 33020

954.924.3653 (o) | [klerch@sfrpc.com](mailto:klerch@sfrpc.com)



**Confidentiality Notice:** Please note that Florida has a broad public records law and all correspondence sent to me via email may be subject to disclosure.



## MEMORANDUM

AGENDA ITEM #III.C

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DATE: NOVEMBER 21, 2022

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: LOCAL GOVERNMENT COMPREHENSIVE PLAN PROPOSED AND ADOPTED AMENDMENT  
CONSENT AGENDA

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Pursuant to the 1974 Interlocal Agreement creating the South Florida Regional Planning Council (Council), the Council is directed by its member counties to “assure the orderly, economic, and balanced growth and development of the Region, consistent with the protection of natural resources and environment of the Region and to protect the health, safety, welfare, and quality of life of the residents of the Region.”

In fulfillment of the Interlocal Agreement directive and its duties under State law, the Council reviews local government Comprehensive Plan amendments for consistency with the *Strategic Regional Policy Plan for South Florida (SRPP)*. Pursuant to Section 163.3184, Florida Statutes as presently in effect, Council review of comprehensive plan amendments is limited to 1) adverse effects on regional resources and facilities identified in the SRPP and 2) extra-jurisdictional impacts that would be inconsistent with the comprehensive plan of any affected local government within the Region. The Council’s review of amendments is conducted in two stages: (1) proposed or transmittal and (2) adoption. Council staff reviews the contents of the amendment package once the Department of Economic Opportunity certifies its completeness.

A written report of the Council’s evaluation pursuant to Section 163.3184, Florida Statutes, is to be provided to the local government and the State Land Planning Agency within 30 calendar days of receipt of the amendment.

### Recommendation

Find the proposed and adopted plan amendments from the local governments listed in the tables below generally consistent with the *Strategic Regional Policy Plan for South Florida*.

Approve this report for transmittal to the local governments with a copy to the State Land Planning Agency.

  
South Florida Regional Planning Council  
1 Oakwood Boulevard, Suite 250, Hollywood, Florida 33020  
954-924-3653 Phone, 954-924-3654 FAX  
[www.sfrplanningcouncil.org](http://www.sfrplanningcouncil.org)

## PROPOSED AMENDMENTS

Local Government and Plan Amendment Number	Proposed	Adopted	Council Review Date	Local Government Transmittal or Adoption Public Hearing and Meeting
Islamorada, Village of Isles 22-02ACSC (Received 10-18-22)	✓	N/A	11-21-22	08-25-22
<ol style="list-style-type: none"> <li>1. The proposed amendment to Islamorada, Village of Isles' Comprehensive Plan amends the Capital Improvements Element and policies related to the planning horizon within the Future Land Use Element by establishing a Building Permit Allocation System (BPAS) and adopt a five-year schedule of capital improvements annually.</li> <li>2. This amendment affects Islamorada, Village of Isles.</li> <li>3. This amendment does not create any adverse impact to state or regional resources/facilities and the amendment seeks to protect Natural Resources of Regional Significance as identified in the Strategic Regional Policy Plan.</li> </ol>				
City of Key West 22-04ACSC (Received 11-02-22)	✓	N/A	11-21-22	10-19-22
<ol style="list-style-type: none"> <li>1. The proposed amendment to the City of Key West's Comprehensive Plan would amend the land use designation of a parcel from Public Service (PS) to High-Density Residential (HDR). The intent of the change in land use designation is to address the affordable housing shortage in the city by facilitating an affordable housing redevelopment project.</li> <li>2. This amendment affects an 8.77-acre parcel on White Street in northwest Key West.</li> <li>3. This amendment does not create any adverse impact to state or regional resources/facilities and the amendment seeks to protect Natural Resources of Regional Significance as identified in the Strategic Regional Policy Plan.</li> </ol>				
City of Key West 22-05ACSC (Received 11-02-22)	✓	N/A	11-21-22	10-19-22
<ol style="list-style-type: none"> <li>1. The proposed amendment to the City of Key West's Comprehensive Plan would modify the City's Land Development Regulations to allow for the extension of the Building Permit Allocation System's (BPAS) 10-year allocation schedule so that any units that remain unallocated after Year 10 may be allocated in subsequent years (after June 30, 2023). It would also delineate a process for continued allocations after 2023.</li> <li>2. This amendment affects the City of Key West.</li> <li>3. This amendment does not create any adverse impact to state or regional resources/facilities and the amendment seeks to protect Natural Resources of Regional Significance as identified in the Strategic Regional Policy Plan.</li> </ol>				

<b>Local Government and Plan Amendment Number</b>	<b>Proposed</b>	<b>Adopted</b>	<b>Council Review Date</b>	<b>Local Government Transmittal or Adoption Public Hearing and Meeting</b>
Village of Pinecrest 22-01ESR (Received 10-25-22)	✓	N/A	11-21-22	10-12-22
<ol style="list-style-type: none"> <li>1. The proposed amendments to the Village's Comprehensive Development Master Plan would implement the recommendations of the updated Pinecrest Parkway (US 1) Vision Plan. The Future Land Use Map would be amended to allow for increased density on properties adjacent to SW 88 Street, SW 104 Street, and SW 136 Street adjacent to Bus Rapid Transit Stations (BRT). The future land use classification of certain properties on SW 88 Street and SW 65 Court would also be amended from Residential Estate (EU-1) to Parks and Recreational Facilities (PR) with the intent of creating of a 2.85 public park.</li> <li>2. This amendment affects areas within the Village of Pinecrest.</li> <li>3. This amendment does not create any adverse impact to state or regional resources/facilities. If any agency provides comments on these proposed amendments, the local governments should consult with the pertinent agency to address the comments prior to adoption.</li> </ol>				

# ADOPTED AMENDMENTS

Local Government and Plan Amendment Number	Proposed	Adopted	Council Review Date	Local Government Transmittal or Adoption Public Hearing and Meeting
City of Dania Beach 22-01ESR (Received 10-31-22)	✓	N/A	11-21-22	10-25-22
<ol style="list-style-type: none"> <li>1. The adopted amendment to the City of Dania Beach's Comprehensive Plan incorporates a Water Supply Facilities Work Plan Update for the City into the Plan.</li> <li>2. This amendment affects the City of Dania Beach.</li> <li>3. This amendment does not create any adverse impact to state or regional resources/facilities.</li> <li>4. The Council reviewed this amendment when proposed.</li> </ol>				
City of Fort Lauderdale 22-01ESR (Received 11-01-22)	✓	N/A	11-21-22	10-18-22
<ol style="list-style-type: none"> <li>1. The adopted amendment to the City of Fort Lauderdale's Comprehensive Plan amends the Future Land Use Element to permit utility use in the Employment Center Future Land Use designation.</li> <li>2. This amendment affects areas of the City of Fort Lauderdale that are designated Employment Centers.</li> <li>3. This amendment does not create any adverse impact to state or regional resources/facilities and the amendment seeks to protect Natural Resources of Regional Significance as identified in the Strategic Regional Policy Plan.</li> <li>4. The Council reviewed this amendment when proposed.</li> </ol>				
City of Marathon 22-07ACSC (Received 10-19-22)	N/A	✓	11-21-22	10-11-22
<ol style="list-style-type: none"> <li>1. The adopted amendment to the City of Marathon's Comprehensive Plan amends the Future Land Use Map (FLUM) designation of a parcel from Residential High (RH) to Mixed Use Commercial (MU-C).</li> <li>2. This amendment affects a parcel at approximately Key Vaca in the City of Marathon.</li> <li>3. This amendment does not create any adverse impact to state or regional resources/facilities.</li> <li>4. The Council reviewed these amendments when proposed.</li> </ol>				

Local Government and Plan Amendment Number	Proposed	Adopted	Council Review Date	Local Government Transmittal or Adoption Public Hearing and Meeting
City of West Park 22-01ER * (Received 10-25-22)	N/A	✓	11-21-22	10-19-22
<p>1. The adopted amendments to the City of West Park's Comprehensive Plan:</p> <ul style="list-style-type: none"> <li>a. Update the Water Supply Facilities Work Plan, and</li> <li>b. Create a Property Rights Element, to comply with House Bill 59 Section 163.3177(6)(i), Florida Statutes, effective July 1, 2021. The proposed amendment intends to meet the requirements of the Bill, including language regarding the right of a property owner to: physically possess and control his or her interests in the property, including easements, leases, or mineral rights; use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances; privacy and to exclude others from the property to protect the owner's possessions and property; and dispose of his or her property through sale or gift.</li> </ul> <p>2. These amendments affect the City of West Park.</p> <p>3. These amendments do not create any adverse impact to state or regional resources/facilities.</p> <p>4. The Council reviewed these amendments when proposed.</p>				

**From:** [Plan\\_Review](#)  
**To:** [DCPexternalagencycomments](#)  
**Cc:** [Plan\\_Review](#)  
**Subject:** [EXTERNAL] - Key West 22-05ACSC Proposed  
**Date:** Monday, November 28, 2022 12:50:09 PM  
**Attachments:** [image002.png](#)

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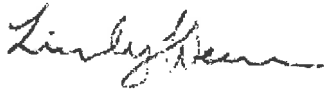
**To:** DEO Plan Review Administrator

**Re:** Key West 22-05ACSC – State Coordinated Review of Proposed Comprehensive Plan Amendment

The Office of Intergovernmental Programs of the Florida Department of Environmental Protection (Department) has reviewed the above-referenced amendment package under the provisions of Chapter 163, Florida Statutes. The Department conducted a detailed review that focused on potential adverse impacts to important state resources and facilities, specifically: air and water pollution; wetlands and other surface waters of the state; federal and state-owned lands and interest in lands, including state parks, greenways and trails, conservation easements; solid waste; and water and wastewater treatment.

Based on our review of the submitted amendment package, the Department has found no provision that, if adopted, would result in adverse impacts to important state resources subject to the Department's jurisdiction.

Please submit all future amendments by email to [plan.review@floridadep.gov](mailto:plan.review@floridadep.gov). If your submittal is too large to send via email or if you need other assistance, contact Lindsay Weaver at (850) 717-9037.





**Ron DeSantis**  
GOVERNOR



**Dane Eagle**  
SECRETARY

November 2, 2022

RESPONSE VIA E-MAIL ONLY

Ms. Katie Halloran  
Director of Planning  
City of Key West  
Post Office Box 1409  
Key West, Florida 33041

RE: FLUE, Building Permit Allocation System

Dear Ms. Halloran:

Thank you for submitting the City of Key West's proposed comprehensive plan amendments for our review. The reference number for this amendment is **22-05ACSC**.

We have conducted an inventory of the proposed plan amendment package to verify the inclusion of all required materials for the proposed amendments. The submission package appears to be complete, and your proposed plan amendments will be reviewed pursuant to Chapter 163.3184(4)(d), Florida Statutes. Once the review is underway, you may be asked to provide additional supporting documentation by the review team to ensure a thorough review. The State Land Planning Agency's Objection, Recommendation and Comment (ORC) report will be mailed to you on or about December 30, 2022.

If you have any questions, please contact Cristin Beshears, Plan Processor at (850) 717-8486 or by email at [cristin.beshears@deo.myflorida.com](mailto:cristin.beshears@deo.myflorida.com). You may also contact Melissa Corbett, Regional Planning Administrator, who will be overseeing the review of the amendments, at (850) 717-8505.

Sincerely,

Barbara Powell, Regional Program Administrator  
Bureau of Community Planning and Growth

BP/cb

cc: External Agencies

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
(850) 245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org) | [www.Twitter.com/FLDEO](https://twitter.com/FLDEO) | [www.Facebook.com/FLDEO](https://www.Facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.



THE CITY OF KEY WEST  
CITY CLERK'S OFFICE

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3835; E-mail: [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov)

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October 31, 2022

Department of Economic Opportunity, Bureau of Comprehensive Planning  
Attention: Ray Eubanks, Plan Processing Administrator  
State Land Planning Agency  
Caldwell Building  
107 East Madison – MSC 160  
Tallahassee, FL 32399-4120

Re: State Coordinated Review for City of Key West Comprehensive Plan  
Amendment – Proposed Ordinance

Dear Mr. Eubanks:

Pursuant to Chapter 163.3184(4), Florida Statutes, the City of Key West City Commission, acting within the jurisdiction of the Florida Keys Area of Critical State Concern (designated pursuant to Section 380.05, F.S.), hereby transmits a proposed amendment to the Comprehensive Land Use Plan. This amendment is subject to State Coordinated Review Process, Section 163.3184(4), Florida Statutes, and the City requests the State Land Planning Agency to formally review the proposed Comprehensive Plan amendment. This item was heard and passed by Key West Planning Board at a regular meeting held September 15, 2022 and passed on 1<sup>st</sup> reading at a regular meeting of the Key West City Commission on October 19, 2022.

Amendment Description/Name:

**Ordinance:**

*An Ordinance of the City of Key West, Florida amending Comprehensive Plan Introduction, entitled "Introduction City of Key West Comprehensive Plan"; Chapter 1, entitled "Future Land Use Element", Section 1, entitled "Future Land Use Goals, Objectives, and Policies", Policy 1-1.16.1 entitled "Maintain a Building Permit Allocation Ordinance" and Policy 1-1.16.2, entitled "Building Permit Allocation Ordinance and Affordable Housing"; Chapter 2, entitled "Transportation Element", Section 1, entitled "Transportation Goals, Objectives, and Implementing Policies", Policy 2-1.6.4 entitled "Transportation Concurrency Exception Area"; and Chapter 3, entitled "Housing*

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*



THE CITY OF KEY WEST  
CITY CLERK'S OFFICE

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3835; E-mail: [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov)

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*Element", Section 1, entitled "Housing Goals, Objectives, and Implementing Policies", Policy 3-1.1.4, entitled "Building Permit Allocation System" to provide for an extension of the Building Permit Allocation System award period to allow for the distribution of unallocated units after June 30, 2023; providing for transmittal to the State Land Planning Agency; providing for the filing with Secretary of State; providing for severability; providing for repeal of inconsistent provisions; providing for the inclusion in the City of Key West Comprehensive Plan; and providing for an effective date.*

Thank you in advance for your timely review of these materials. Should you have any questions about the proposed Comprehensive Plan Amendment Ordinance, please contact Katie Halloran, Director of Planning at (305) 809-3746 and [katie.halloran@cityofkeywest-fl.gov](mailto:katie.halloran@cityofkeywest-fl.gov). After your review please include City Clerk Cheryl Smith in your response at [Csmith@cityofkeywest-fl.gov](mailto:Csmith@cityofkeywest-fl.gov).

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Smith".

Cheryl Smith, CPM, MMC  
City Clerk

Enclosures  
CS/ko

Cc: Plan Review, Florida Department of Environmental Protection  
Compliance Permits, Florida Department of State  
Shereen Yee Fong, Florida Department of Transportation  
Terry Manning, South Florida Water Management District  
Karen Taporco, Naval Air Station KW-PWD  
Mark Weigly, Florida Department of Education  
Isabel Cosio Carballo, South Florida Regional Planning Council  
Mayte Santamaria, Monroe County Planning & Environmental Resources

ENROLLED

CS/HB 1499

2022 Legislature

1  
2       An act relating to City of Key West, Monroe County;  
3       authorizing a certain number and type of affordable  
4       housing units to be constructed for certain public  
5       sector governmental and essential services personnel  
6       under certain circumstances; providing an effective  
7       date.

8  
9       Be It Enacted by the Legislature of the State of Florida:

10  
11       Section 1. Notwithstanding general law or any rule,  
12 ordinance, or other law to the contrary, 50 units of housing  
13 that are affordable, as defined in s. 420.0004, may be  
14 constructed for employees of the Monroe County Sheriff's Office,  
15 as well as essential services personnel, as defined in s.  
16 420.503, without regard to any building permit allocation system  
17 provided that:

18       (1) The construction is otherwise consistent with the  
19 comprehensive plan; and

20       (2) The sheriff's office has a hurricane evacuation plan  
21 that requires all occupants required to evacuate to be evacuated  
22 48 hours in advance of tropical force winds.

23       Section 2. This act shall take effect upon becoming a law.

# Third District Court of Appeal

## State of Florida

Opinion filed August 3, 2022.  
Not final until disposition of timely filed motion for rehearing.

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No. 3D20-1921  
Lower Tribunal No. 20-032

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**Cecilia Mattino, et al.,**  
Appellants,

vs.

**City of Marathon, Florida, et al.,**  
Appellees.

An Appeal from the State of Florida, Department of Economic Opportunity.

Richard Grosso, P.A., and Richard Grosso (Plantation), for appellants.

Shawn D. Smith, Key West City Attorney, and George B. Wallace, Assistant City Attorney; Smith Hawks, PL, and Barton W. Smith, Nikki Pappas and Christopher B. Deem, for appellees.

Before EMAS, MILLER and LOBREE, JJ.

EMAS, J.

## **I. INTRODUCTION**

Appellants Cecilia Mattino, Naja Girard and Catherine Bosworth, permanent residents of the Florida Keys, appeal from a final order of the Department of Economic Opportunity (DEO), which determined that the Comprehensive Plan Amendments adopted by the City of Key West, City of Marathon and City of Islamorada (collectively the Cities) are in compliance with Florida law. While appellants raise several claims,<sup>1</sup> we write to address only the contention that the Comprehensive Plan Amendments fail to maintain a hurricane evacuation clearance time for permanent residents of no more than 24 hours, as required by section 380.0552(9)(a)2., Florida Statutes (2020). We agree and, for the reasons that follow, we reverse the order as to the City of Marathon and City of Islamorada. However, we affirm the order as it relates to the City of Key West.<sup>2</sup>

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<sup>1</sup> We affirm without further discussion as to the additional claims raised by appellants, which include: (1) the amendments violate the “internal consistency” requirement in section 163.3177, Florida Statutes; (2) the two-phase evacuation plan violates section 163.3177(1)(f)1., Florida Statutes, because it is not supported by relevant and appropriate data and analysis; and (3) the Agency erred in interpreting section 380.0552(7), Florida Statutes, to allow the general “Principles for Guiding Development” to justify non-compliance with the specific 24-hour evacuation time development cap in section 380.0552(9)(a)(2).

<sup>2</sup> The cities of Marathon and Islamorada are located within the statutorily designated “Florida Keys Area of Critical State Concern.” In 1984, the City of Key West was designated an Area of Critical State Concern, pursuant to

## II. FACTUAL AND PROCEDURAL BACKGROUND

### A. The Florida Keys Area Protection Act and the 24-Hour Hurricane Evacuation Clearance Time Requirement

Section 380.0552, Florida Statutes (2020), is known as the “Florida Keys Area Protection Act.” First enacted in 1979, the Act designates the Florida Keys as an Area of Critical State Concern, and expresses a legislative intent to establish a land use management plan to protect the Florida Keys environment, preserve the Keys’ unique character, promote orderly and balanced growth, and protect and improve water quality. Importantly for our purposes, the Legislature also expressed, through this Act, its intent to:

Provide affordable housing in close proximity to places of employment in the Florida Keys.

Ensure that the population of the Florida Keys can be safely evacuated.

§ 380.0552(2)(d) and (j).

In 2006, the Florida Legislature revised the Act, adding a provision that all amendments to the comprehensive plans in the Florida Keys Area must

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Chapter 28-36, Florida Administrative Code. As a result, Marathon and Islamorada are subject to the requirements of section 380.0552(9)(a)2., while Key West is not. Key West is instead subject to the Principles for Guiding Development contained in Florida Administrative Code, Rule 28-36.003.

be reviewed for compliance with the “[g]oals, objectives and policies to protect public safety and welfare in the event of a natural disaster by maintaining a hurricane evacuation **clearance time for permanent residents of no more than 24 hours**.” § 380.0552(4)(e)2.,<sup>3</sup> Fla. Stat. (2006) (emphasis added). The statute further provides this evacuation clearance time “shall be determined by a hurricane evacuation study conducted in accordance with a professionally accepted methodology and approved by the state land planning agency.” Id.

**B. The Cities’ Current Comprehensive Plans**

Each City’s current comprehensive plan includes a DEO work program designed to address certain categories of concern. Relevant to this appeal, the work program included a list of requirements that had to be satisfied by July 1, 2012. Significant among them was a requirement that local governments within the Florida Keys Area of Critical State Concern (Islamorada and Marathon, but not Key West) enter into a memorandum of understanding with DEO, the Division of Emergency Management and each of the other Keys local governments to stipulate to “input variables and assumptions, including regional considerations, for utilizing the Florida Keys

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<sup>3</sup> The language of this provision has remained unchanged since its adoption in 2006, but in 2010 was renumbered to section 380.0552(9)(a)2.



Hurricane Evacuation Model or other models acceptable to the Department to accurately depict evacuation clearance times for the population of the Florida Keys.” Fla. Admin. Code R. 28-20.140. Further, the model had to be run so as “to complete an analysis of maximum build-out capacity for the Florida Keys Area of Critical State Concern, consistent with the requirement to maintain a 24-hour evacuation clearance time and the Florida Keys Carrying Capacity Study constraints.” Id.

In 2012, the DEO created the Hurricane Evacuation Clearance Time Workgroup (the Evacuation Workgroup), which held a series of public workshops. The Evacuation Workgroup ultimately presented its findings and selected a hurricane model (the Transportation Interface for Modeling Evacuations, “TIME”) to accurately depict evacuation clearance times for the population of the Keys Area of Critical State Concern and the Key West Area of Critical State Concern. The selected scenario included the continuation of then-existing annual building permit allocations and produced an evacuation clearance time of 24 hours, with a future allocation of 3,500 new residential building permits to be distributed over a ten-year period from 2013 to 2023. Each local government would be allotted their share of residential building permits from the 3,500 additional units accounted for in the TIME model.

This evacuation scenario assumed a two-phase evacuation plan, with Phase I (the “first” 24-hour evacuation period) consisting of non-residents, visitors, recreational vehicles, travel trailers, live-aboards (transient and non-transient), military personnel, mobile home residents, special needs residents, and hospital and nursing home patients. The Phase I evacuation was further divided into two groups with military personnel, tourists, and other non-residents ordered to evacuate approximately 48 hours in advance of predicted arrival of tropical storm force winds; and mobile home residents, special needs residents, and hospital and nursing home patients ordered to evacuate approximately 36 hours in advance of predicted arrival of tropical storm force winds.

Phase II (the “second” 24-hour evacuation period) consisted of Florida Keys permanent residents living in site-built homes (as opposed to prefabricated units such as mobile homes). These permanent residents were to be evacuated approximately 30 hours in advance of the predicted arrival of tropical force storm winds.

In 2012, Monroe County and the Cities entered into a memorandum of understanding with DEO, agreeing to use the TIME model described above. The memorandum of understanding memorialized the staged evacuation procedure ultimately adopted by the local governments:

- Approximately 48 hours in advance of tropical storm winds, a mandatory evacuation of non-residents, visitors, RVs, travel trailers, live-aboards (transient and non-transient), and military personnel from the Keys must be initiated.
- Approximately 36 hours in advance of tropical storm winds, a mandatory evacuation of mobile home residents, special needs residents, and hospital and nursing home patients from the Keys shall be initiated.
- Approximately 30 hours in advance of tropical storm winds, a mandatory phased evacuation of permanent residents by evacuation zone . . . shall be initiated.

### C. The Cities' Amendments to the Comprehensive Plans

The recent effort to address affordable housing in the Florida Keys began in 2017, when DEO determined amendments to the comprehensive plans were needed because the current regulatory structure did not allow for adequate building permits to create affordable workforce housing for Florida Keys residents. To address the issue, DEO developed The Keys Workforce Housing Initiative (the Housing Initiative).

The Housing Initiative allows for up to 1,300 new building permit allocations for “workforce-affordable housing” throughout the Keys. The Initiative’s stated goal is to support the Cities’ “workforce by alleviating constraints on affordable housing,” and to “require new construction or repurposed structures that participate[] to commit to evacuating renters in the 48-24-hour window of evacuation.” This initiative includes a requirement

that these new units be deed-restricted to ensure that “tenants evacuate during the period in which transient units are required to evacuate.”

Nevertheless, any amendments to a comprehensive plan must comply with the statutory requirement of “maintaining a hurricane evacuation clearance time for permanent residents of no more than 24 hours.” § 380.0552(9)(a)2., Fla. Stat. (2020). In other words, the additional development of affordable housing (and the accompaniment of additional permanent residents) is legislatively capped to ensure that all permanent residents can still safely evacuate the Florida Keys within a 24-hour period.

As previously described, the current comprehensive plans rely upon a two-phase evacuation plan in the event of a hurricane, and identify several categories of people (e.g., visitors, tourists, permanent residents, etc.) for evacuation over a combined 48-hour period. This 48-hour period is divided into two separate 24-hour phases (Phase I and Phase II).

The Comprehensive Plan Amendments (the Amendments) would add those permanent residents living in the 1,300 new housing units to the categories of people designated for Phase I evacuation (i.e., the “first” 24 hours). This would mean that permanent residents would be evacuated during both Phase I and Phase II, and therefore the Cities would be

evacuating permanent residents of the Keys over a two-phase, 48-hour period:

► Phase I (the first 24-hour evacuation period) provides for mandatory evacuation of non-residents, visitors, recreational vehicles, travel trailers, live-aboards (transient and non-transient), military personnel, mobile home residents, special needs residents, hospital and nursing home patients, and **permanent residents of the 1,300 affordable housing units approved for construction by the Amendments.**

► Phase II (the second 24-hour evacuation period) provides for mandatory evacuation of all permanent residents living in site-built homes.

The Cities thereafter adopted the Comprehensive Plan Amendments, which allow new residential units to be built in Key West (300 to 700 units), Islamorada (300 units) and Marathon (300 units). The Plan Amendments are virtually identical in all material respects. Consistent with the Housing Initiative, the Comprehensive Plan Amendments require that the additional units be deed-restricted for workforce affordable housing and—critically for our purposes—that the new permanent residents of these 1,300 permanent residential units evacuate in Phase I of the two-phase evacuation plan.

In 2018, appellants filed petitions for a formal administrative hearing with DOAH, asserting that the Cities' Comprehensive Plan Amendments are inconsistent with and violate the statutory requirement of maintaining a 24-hour evacuation clearance time for permanent residents. The administrative law judge conducted a final hearing in December 2019, at which the parties presented numerous witnesses and experts in support of their respective positions. The administrative law judge issued a recommended order (and later, a recommended order on remand following a hearing on exceptions raised to the original order). DEO later issued its Final Order, adopting the administrative law judge's recommended order on remand, and determining that the Comprehensive Plan Amendments do not violate section 380.0552(9)(a)2., and are otherwise in compliance with Florida law. This appeal followed.

### **III. STANDARD OF REVIEW**

The Agency's findings of fact are reviewed for competent substantial evidence, while questions of law, including interpretation and construction of statutory provisions, are reviewed de novo. Safirstein v. Dep't of Health, 271 So. 3d 1178, 1180 (Fla. 3d DCA 2019) ("Our standard of review of an agency's interpretation of a statute is de novo. The standard of review of the agency's findings of fact is that of competent, substantial evidence")

(quotation omitted). “[A] reviewing court may set aside agency action when it finds that the action is dependent on findings of fact that are not supported by substantial competent evidence in the record, there are material errors in procedure, incorrect interpretations of law, or the agency abused its discretion.” Galvan v. Dep’t of Health, 285 So. 3d 975, 979 (Fla. 3d DCA 2019) (citing § 120.68, Fla. Stat. (2018)).

#### **IV. DISCUSSION AND ANALYSIS**

Section 380.0552(9)(a)2. provides in relevant part:

9) Modification to plans and regulations.--

(a) Any land development regulation or element of a local comprehensive plan in the Florida Keys Area may be enacted, amended, or rescinded by a local government, but the enactment, amendment, or rescission becomes effective only upon approval by the state land planning agency. The state land planning agency shall review the proposed change to determine if it is in compliance with the principles for guiding development specified in chapter 27F-8, Florida Administrative Code, as amended effective August 23, 1984, and must approve or reject the requested changes within 60 days after receipt. **Amendments to local comprehensive plans in the Florida Keys Area must also be reviewed for compliance with the following:**

\*\*\*

2. Goals, objectives, and policies to protect public safety and welfare in the event of a natural disaster by **maintaining a hurricane evacuation clearance time for permanent residents of no more than 24 hours**. The hurricane evacuation clearance time shall be determined by a hurricane evacuation study conducted in accordance with a professionally accepted methodology and approved by the state land planning agency.

(Emphasis added).

We examine the statute, and construe its provisions, within the framework established by longstanding principles of statutory construction:

Legislative intent is the polestar that guides a court's statutory construction analysis, and “[t]o discern legislative intent, a court must look first and foremost at the actual language used in the statute.” Larimore v. State, 2 So. 3d 101, 106 (Fla. 2008). “It is a fundamental principle of statutory construction that where the language of a statute is plain and unambiguous there is no occasion for judicial interpretation.” Forsythe v. Longboat Key Beach Erosion Control Dist., 604 So. 2d 452, 454 (Fla. 1992).

DMB Inv. Tr. v. Islamorada, Vill. of Islands, 225 So. 3d 312, 317 (Fla. 3d DCA 2017).

A court's determination of the meaning of a statute begins with the language of the statute. If that language is clear, the statute is given its plain meaning, and the court does not look behind the statute's plain language for legislative intent or resort to rules of statutory construction.”

Halifax Hosp. Med. Ctr. v. State, 278 So. 3d 545, 547 (Fla. 2019) (citations and quotations omitted).

Under the Comprehensive Plan Amendments of Marathon and Islamorada, the permanent residents of the newly added affordable housing units must evacuate “in the 48 to 24-hour window of evacuation,” described by the Cities as the “Phase I clearance window of evacuation.”

However, the mandatory evacuation of these permanent residents in Phase I of a 48-hour, two-phase evacuation plan means that permanent



residents will be evacuating in both Phase I (the first 24-hour period) and in Phase II (the second 24-hour period), resulting in a hurricane evacuation clearance time for permanent residents of **more than** 24 hours. This violates section 380.0552(9)(a)2., which unambiguously requires that amendments to the comprehensive plan “maintain[] a hurricane evacuation clearance time for permanent residents **of no more than** 24 hours.” (Emphasis added).

Marathon and Islamorada counter that the statutory 24-hour evacuation requirement can be met if evacuation of the permanent residents living in these additional units can be completed within the **first** 24 hours of a 48-hour evacuation scenario. But the statute does not contemplate, much less permit, a “first” 24-hour or “Head Start” scenario for evacuation of some of Florida Keys’ permanent residents, followed by an evacuation of the remaining permanent residents in a second 24-hour period. Instead, it provides for a single, 24-hour evacuation clearance time for all permanent residents.<sup>4</sup>

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<sup>4</sup> Marathon and Islamorada do not dispute that, under the Amendments, permanent residents are evacuated over a period of more than 24 hours. Instead, they contend that their existing comprehensive plans already provide for the evacuation of certain permanent residents in one 24-hour period (e.g., mobile home residents) before the evacuation of permanent residents in a second 24-hour period (e.g., residents of site-built homes), that such plans were previously administratively deemed to be in compliance, and that we should defer to such an administrative determination. We do not agree. First, the validity of the current comprehensive plans is not before

Were we to hold that the Amendments—which provide for mandatory evacuation of permanent residents over a two-phase, 48-hour period—comply with section 380.0552(9)(a)2., so too would a three-phase (72-hour), four-phase (96-hour), or five-phase (120-hour) evacuation plan, all of which would simply be different in degree—but not different in kind—than the two-phase evacuation plan under the Comprehensive Plan Amendments.

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us, and is beyond our scope of review, which is limited to whether “[a]mendments to local comprehensive plans in the Florida Keys Area” comply with the required “hurricane evacuation clearance time for permanent residents of no more than 24 hours.” § 380.0552(9)(a)2., Fla. Stat.

Additionally, while we recognize Florida courts have historically accorded great deference to an administrative agency’s own interpretation of a statute or rule it was charged with administering, see, e.g., United Grand Condo. Owners Inc. v. Grand Condo. Ass’n, Inc., 929 So. 2d 24, 25 (Fla. 3d DCA 2006) (noting: “An administrative agency’s interpretation of a statute which it is legislatively charged with administering is entitled to great weight and should not be overturned unless clearly erroneous”), Florida voters in 2018 adopted Article V, § 21 of the Florida Constitution, prohibiting such deference:

In interpreting a state statute or rule, a state court or an officer hearing an administrative action pursuant to general law may not defer to an administrative agency’s interpretation of such statute or rule, and must instead interpret such statute or rule *de novo*.

Finally, we note that even before adoption of this constitutional amendment, Florida law provided that “a court need not defer to an agency’s construction or application of a statute if special agency expertise is not required, or if the agency’s interpretation conflicts with the plain and ordinary meaning of the statute.” Hous. Opportunities Project v. SPV Realty, LC, 212 So. 3d 419, 426 n. 9 (Fla. 3d DCA 2016) (quoting Fla. Hosp. v. Fla. Agency for Health Care Admin., 823 So. 2d 844, 848 (Fla. 2d DCA 2002)).

Marathon and Islamorada cannot avoid the plain and unambiguous language of the statute merely by creating discrete “categories” of permanent residents, each assigned a different 24-hour timeframe within which to evacuate those permanent residents using the very same and solitary roadway leading out of the Keys.<sup>5</sup>

The 24-hour hurricane evacuation clearance time mandate is in furtherance of the Florida Keys Area Protection Act’s goal of ensuring “that the population of the Florida Keys can be safely evacuated.”<sup>6</sup> It serves as the counterpoint to the Act’s other stated goal of providing affordable housing to Florida Keys permanent residents. The Act permits the development of additional affordable workforce housing, but only to the extent that the well-

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<sup>5</sup> To be clear, our holding does not prohibit a staggered evacuation of permanent residents by geographical zones, categories, or phases. It simply means that all permanent residents evacuating under any such plan must do so within 24 hours as required by the statute.

<sup>6</sup> Martin Senterfitt, Monroe County’s Director of Emergency Management, testified at the hearing that, while rapid intensification storms are not a “common occurrence,” they are possible and require that permanent residents be able to evacuate in a 24-hour period:

A rapid intensification storm is a storm that—just as its name implies. It rapidly grows over a period of 24 hours, much—much faster than a normal storm would grow.

\* \* \*

We may have less than 48 hours, and so I’ve challenged all of our citizens in the community to ask themselves, if you only had 24-hour notice, how would that impact your planning?

being of its permanent residents can be maintained by ensuring that such increased housing does not threaten their safe evacuation in the event of a natural disaster. The two-phase evacuation plan contained in Marathon and Islamorada's Comprehensive Plan Amendments fails to meet the statute's mandate, and the Department of Economic Opportunity (DEO) erred in concluding that the Comprehensive Plan Amendments by Marathon and Islamorada were in compliance with the applicable requirements of Florida law.

We are keenly aware of the well-intended objectives and meritorious goals embodied within the Comprehensive Plan Amendments of Marathon and Islamorada. We further acknowledge the substantial challenge those cities face in attempting to balance the competing interests at stake. Nevertheless, we “do not have the authority to ignore plain and unambiguous language under the guise of interpretation.” Housing Opportunities Project v. SPV Realty, LC, 212 So. 3d 419, 421 (Fla. 3d DCA 2016) (quoting 2A Sutherland Statutory Construction § 46:4 (7th ed.) (November 2016 Update)).

Indeed, “unambiguous language is not subject to judicial construction, however wise it may seem to alter the plain language.” State v. Jett, 626 So. 2d 691, 693 (Fla. 1993). If the plain language of the statutory text does not

properly reflect the legislative intent, it falls upon that body, and not this court, to amend the statute to reflect that intent. See Crosby v. Nat'l Foreign Trade Council, 530 U.S. 363, 390-91 (2000) (Scalia, J., concurring) (“The only reliable indication of that [legislative] intent—the only thing we know for sure can be attributed to all of them—is the words of the bill that they voted to make law”); Fla. Convalescent Ctrs. v. Somberg, 840 So. 2d 998, 1001 (Fla. 2003) (“Logically, if the Legislature had intended for the Nursing Home Act to be limited by the Wrongful Death Act, it would have said so, rather than broadly providing not only for damages but also for a personal representative to claim those damages”).

## **V. CONCLUSION**

We reverse the final order as to the cities of Marathon and Islamorada because their Comprehensive Plan Amendments violate section 380.0552(9)(a)2., Florida Statutes (2020), which requires that “[a]mendments to local comprehensive plans in the Florida Keys . . . maintain[] a hurricane evacuation clearance time for permanent residents of no more than 24 hours.” We affirm the final order in all other respects, and affirm en toto as to the City of Key West. The cause is remanded for further proceedings consistent with this opinion.