



Monthly Planning Department Report

To: Albert P. Childress
City Manager

Date: February 8, 2024

From: Katie P. Halloran
Planning Director

Subject: January 2024 Planning Department Report

Planning

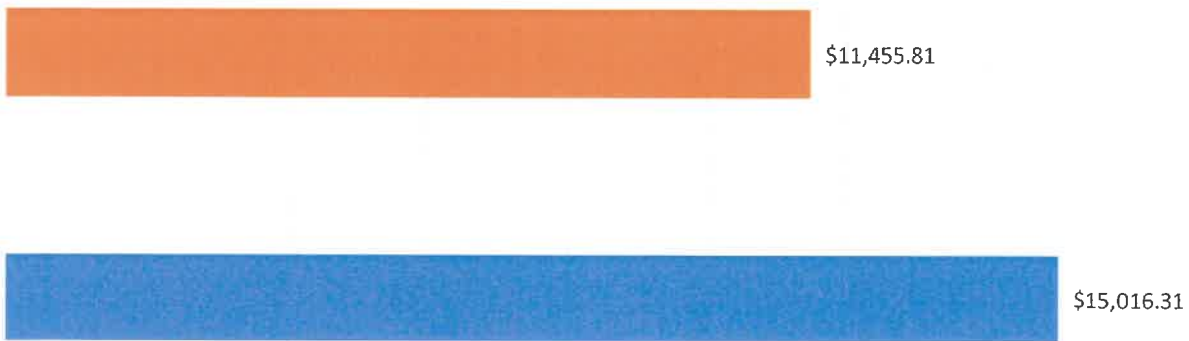
6 Planning Projects Received

\$11,455.81 Total Monthly Project Revenue

\$4083.25 Total Monthly Permit Revenue

Planning Projects Revenue
January 2023 vs January 2024

\$0.00 \$2,000.00 \$4,000.00 \$6,000.00 \$8,000.00 \$10,000.00 \$12,000.00 \$14,000.00 \$16,000.00



■ Jan-23 ■ Jan-24

Planning Permits Revenue January 2023 vs January 2024



On-going Planning projects:

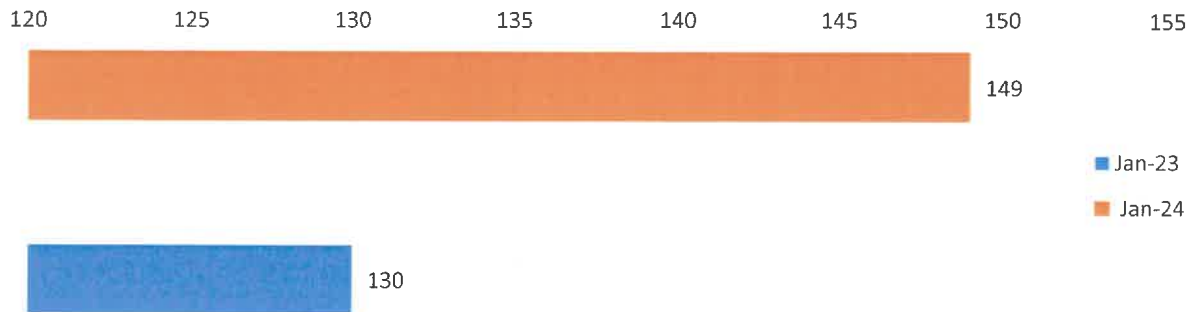
- Mallory Square Master Plan (Sasaki)
- Mallory Square Parking Study and Zoning (Stantec)
- Mallory Square Revenue Generation Study (Sasaki with James Lima Planning & Development)
- North Roosevelt Corridor Plan (Staff is finalizing recommendation to City Management)
- Duval Street Resiliency & Revitalization Plan (Stantec) – Open House January 31, 2024
- City of Key West Development Services Process Review (Corradino)
- Home Elevations Code Amendment (Staff)
- Currently reviewing five (5) Land Development Regulation (LDR) text amendment requests from the Building Department (Staff), one private LDR amendment, one private Comp Plan amendment (Staff and Stantec) and three LDR amendments requested by Planning Board and City Management.
- Finalizing BPAS Year 11 preliminary ranking letters

HARC

Review and Compliance

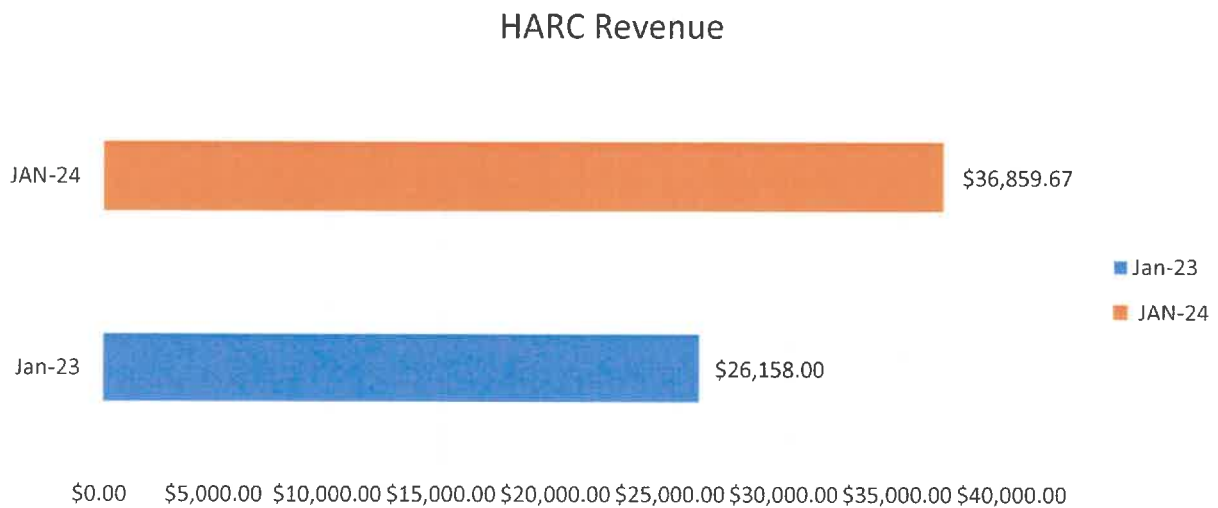
- 149 Total Certificate of Appropriateness reviewed.
- 141 Certificate of Appropriateness reviewed by staff or 94.6 % of reviewed applications.
- 8 Certificate of Appropriateness scheduled for HARC meeting.

HARC Certificate of Appropriateness Approvals



HARC Revenue

\$36,859.67 HARC revenue for the month of January



\$224,309.12 HARC revenue to date for fiscal year

CRA Manager

- **Miscellaneous Services:**
 - Attended one (1) monthly committee meeting.
 - Watched one (1) City Commission meeting.
 - Processed two (2) pay applications totaling \$398,412.
 - Attended four (4) project site visits.
 - Attended eighteen (18) consultant/ staff meetings.

Urban Forestry Work

- **Tree Commission related work:**
 - Completed twelve (12) general site visits, one (1) site visit related to a building permit-HARC request, and forty (40) site visits related to Tree Commission permitting and enforcement work (issuance and closure of permits).
 - Reviewed forty-two (42) applications, issued twenty-three (23) permits and closed out sixteen (16) permit files.
 - Attended the January 2, 2024, Tree Commission meeting, presented reports, issued permits, wrote two Settlement Agreements, and reviewed minutes of meeting.
 - Created the Tree Commission agenda and wrote fourteen (14) reports for the February 6, 2024, Tree Commission meeting, sent out notice letters to applicants and representatives regarding attendance to the meeting, and wrote and uploaded reports to the agenda on Legistar.
- **Urban Forestry Manager related work:**
 - Met with utilities project manager and consulting engineer regarding proposed road and drainage work along 10th Street and potential mangrove impacts.
 - Met with United Street project engineer regarding the placement of a new tree planter at United and Duval Streets. Completed several inspections of trees that were delivered to be planted for the United Street project and inspected the already planted trees along United Street with the project manager of Blue Native and the City project manager to verify compliance to specs and health standards.
 - Sent a draft report to engineering regarding the actual tree disposition plan for Wickers Sports Complex and provided guidance regarding permitting and new plantings.
 - Discussed Clinton Square project and timeline with engineering project manager.
 - Completed an inspection of trees partially planted along Caroline Street.
 - Met with landscaper regarding transplanting of trees and palms at Key West Wildlife Rescue in preparation for construction of new facility.
 - Met with architect regarding possible landscape opportunities to an existing area related to a development plan.
 - Completed two reference calls related to potential job hire.
 - Organized Tree Commission files and worked on 2023 yearly report.

- Presented information to the Ambassador program regarding the Tree Commission and the City tree ordinance.

Sustainability & Adaptation

- Adaptation and Energy Coordinator organized an educational virtual event on Energy Savings and Performance Contract and Tax Credits.
- Adaptation and Energy Coordinator is taking the lead on informational data collection for the Blue Communities platform.
- Adaptation and Energy Coordinator is working on Water Quality Signs for the City.
- Adaptation and Energy Coordinator is tracking City owned buildings' (non- leased) Energy and Water Consumption in Portfolio Manager to assess and identify the worst performing buildings.
- Adaptation and Energy Coordinator is updating the "Electric Meter Master List" for the City owned properties to track electricity meter information.
- Adaptation and Energy Coordinator is working on updating the " Building Master List" for city owned properties, to track property information and details.
- Sustainability Coordinator hosted the 1st public meeting of the Adaptation Plan.
- Sustainability Coordinator hosted monthly Adaptation Plan progress meeting, touching on future meeting dates, surveys, hotspot maps, and outreach tools.
- Sustainability Coordinator began drafting an ordinance for a Sustainability and Adaptation Fund, modeled after Boynton Beach's Green Building Fund.
- Sustainability Coordinator completed the contract for the Watershed Management Plan.
- Sustainability Coordinator hosted the second operational workshop of the KW Water Quality Improvement Plan, focusing on marine debris and regulation.
- Sustainability Coordinator met the new Clean Marina Coordinator for South Florida and went for a site visit at A&B Marina.
- Sustainability Coordinator interviewed Vicki Gamble from Seagrant about Clean Vessel Act grants and BMPs for boater pollution mitigation.
- Sustainability Coordinator met with Conch Republic Marine Army founder and brainstormed new potential sites for a Key West/Stock Island base of operations.
- Sustainability Coordinator continued to work on ESCO project, reviewing Owners Representative RFPs and creating PowerPoint presentation for upper management.
- Sustainability Coordinator hosted introductory visit of climate change researchers and hosted a "meet the researchers" information session at City Hall.
- Sustainability Coordinator collaborated with the Climate Compact for the upcoming regional grant application for energy efficiency grant.
- Sustainability Coordinator co-hosted the Transportation Coordination Team meeting and pitched the first draft of a Transportation Coordinator.