



Monthly Planning Report

To: Brian L. Barroso
City Manager

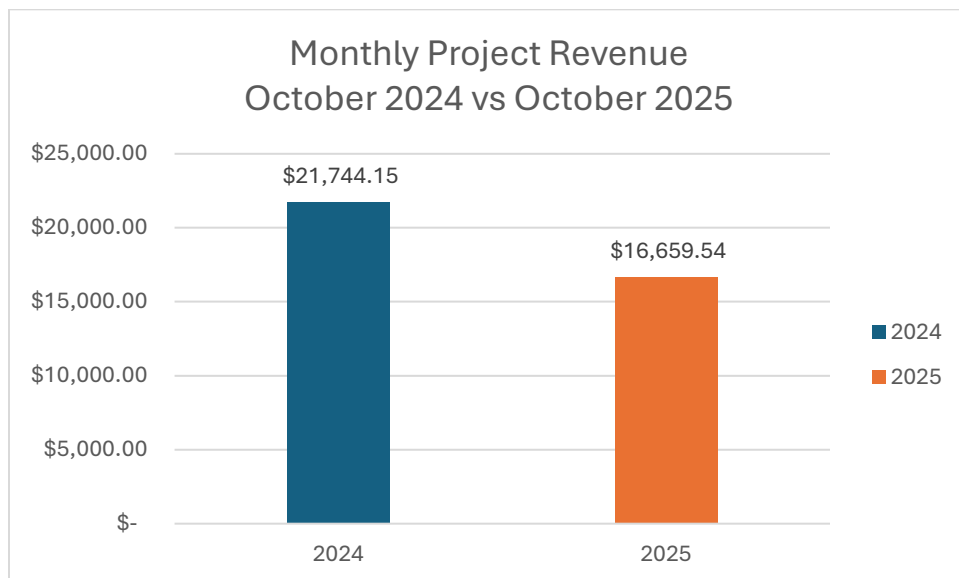
Date: October 31, 2025

From: Patrick Wright
Growth Management Director

Subject: October 2025 Planning Report

Monthly Totals

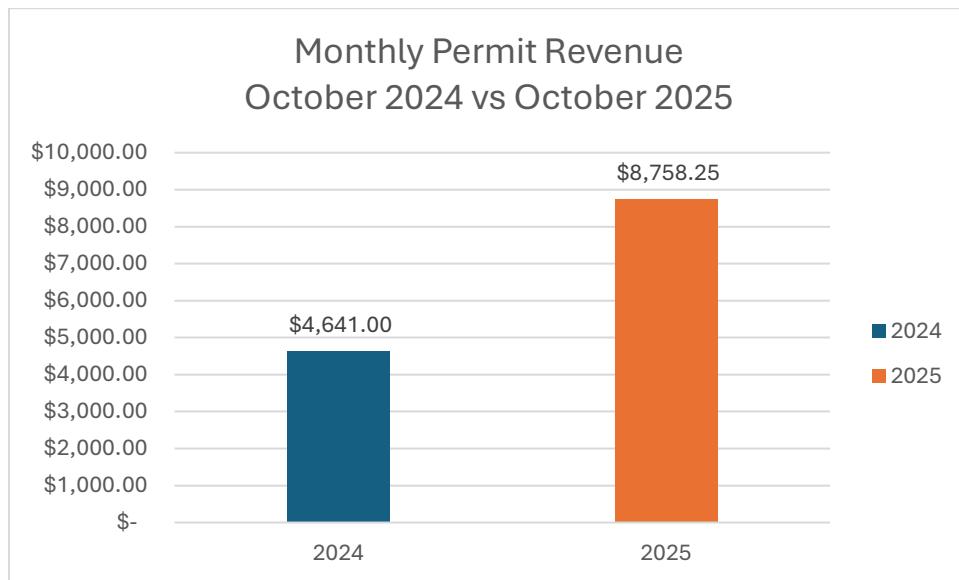
9 Planning Projects Received
\$16,659.54 Total Monthly Project Revenue
\$8,758.25 Total Monthly Permit Revenue
\$25,417.79 Total Monthly Department Revenue



There is a difference of **\$-5,084.61** from last October to this year.



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There is a difference of **\$4,117.25** from last October to this year.

On-going Planning projects:

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

Planning Board

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

- 1 Variance
- 1 Transfer of Transient License
- Grand Jury text amendment

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



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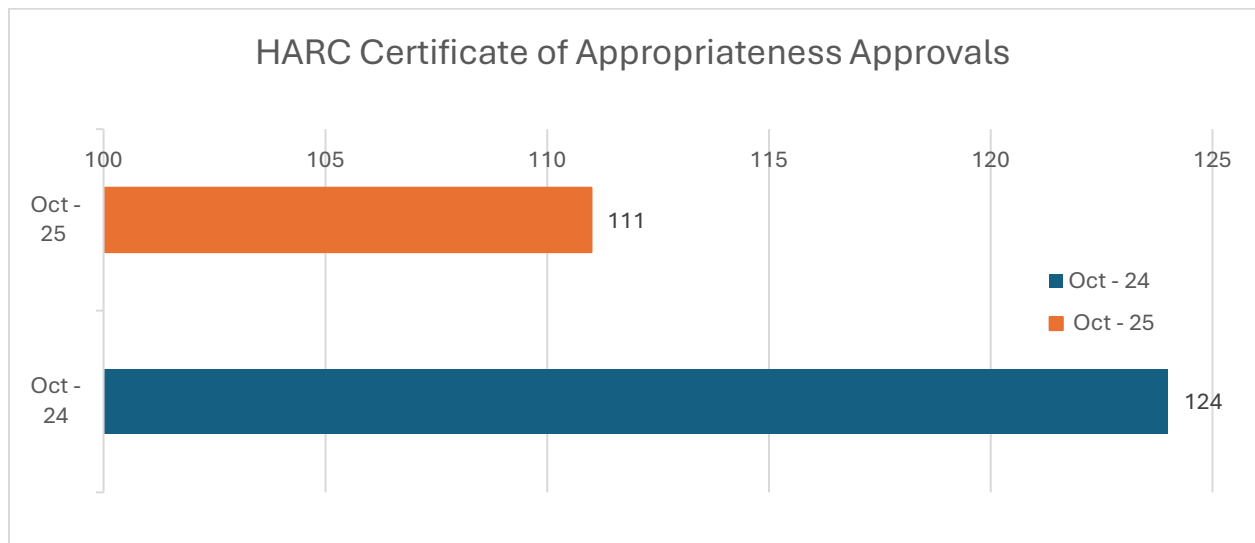
HARC MONTHLY REPORT

Review and Compliance

111 Total Certificate of Appropriateness Reviewed

102 Certificate of Appropriateness Reviewed by staff or 91.8% of reviewed applications.

9 Certificate of Appropriateness scheduled for HARC meeting.

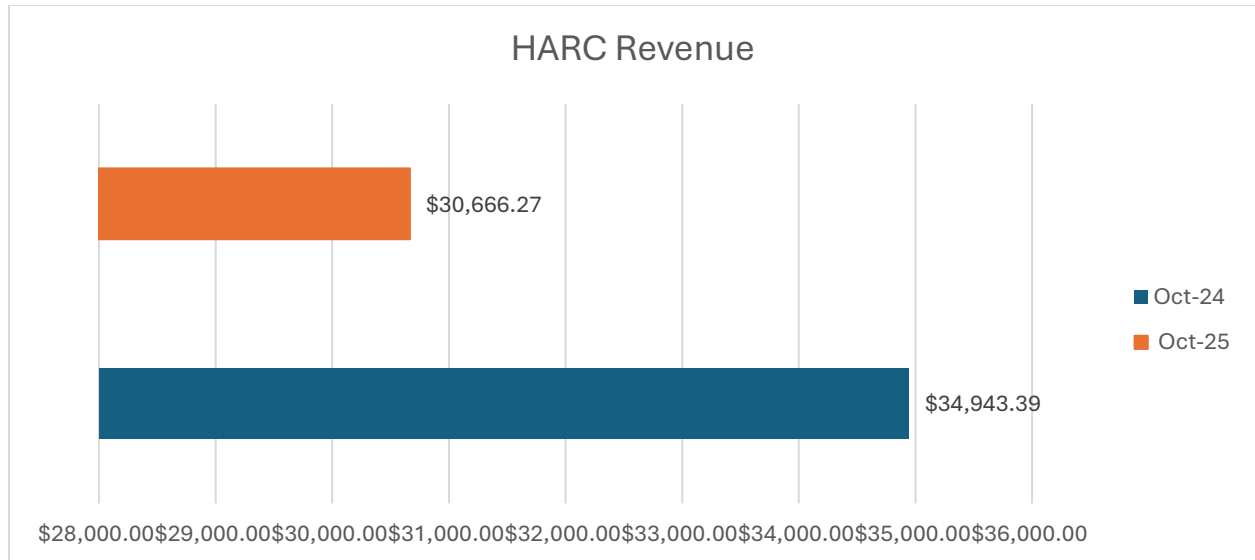


HARC Revenue

\$30,666.27 HARC revenue for the month of October



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HARC Inspections

99 HARC Final Inspections were completed and 2 Revision Recommended, 1 cancelled.



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Urban Forestry

Tree Commission

- Conducted 21 Tree Assessments / Site Inspections in relation to tree removal permits in preparation for October 21 TC Meeting
- Presented ISA (Level 2) Tree Assessment documentation and Urban Forestry Staff evaluations in facilitation of the October 21 Tree Commission meeting
- Posted Tree Permit public notices on 9 properties
- Conducted 22 Tree Assessments / Site Inspections in relation to tree removal permits in preparation for November 10 TC Meeting
- Conducted 7 permit closeout inspections
- Issued 7 Dicot removal permits, 3 Palm removal permits and 4 heavy maintenance trim permits

Urban Forestry

- Conducted 24 Tree Assessments / Site Inspections not related to permits
 - Port and Marine Services - Inspected dead and dying Palm trees along Palm Avenue Causeway / City Marina at Garrison Bight and Mangroves to be pruned at Kingfisher pier
 - Port and Marine Services – Inspected Mahogany trees out-growing curb planters at Key West Bight Parking Lot
 - Public Community – Inspected City ROW and private property palms and dicots via citizen contact, *See ClickFix* respondents and personal observation/identification
 - Community Services – Inspected trees at various highly visible locations for pruning best practices
- Expedited Emergency Permits for 2 failed Royal Poinciana trees at 706 Amelia St. and 919 White St. respectively
- Initiated a Grant Evaluation and proposed budget for application to the Florida Forest Service Urban and Community Forestry – Inflation Reduction Act grant
- Collaborated with the Key West Cemetery sexton on coordination of proposed approved mitigation of hazard trees and new tree plantings
- Worked with Planning and Building staff to champion solutions in design and review



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	<u>October</u>	<u>September</u>
Number of Permits issued	16	15
Multifamily Application Fee	\$90	\$120
Residential Application Fee	\$240	\$320
Permit App Fees – Dicot removal / Heavy Trim	\$580	\$470
Permit App Fees – Palm Removal	\$120	\$220
MDP Fee	\$30	\$60
Inspection Fees	\$60	\$40
Permit Extension Fees	\$50	\$0
Palm Mitigation Fees	\$750	\$0
Dicot Mitigation Fees	\$5,475	\$200
Total of Fees	\$7,395	\$1,430



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Sustainability & Adaptation October Report

- **Adaptation Plan (Resiliency Manager):**

- Adaptation Plan: The draft Chapter actions are currently under final review and then will be scored. Staff has provided comments for every chapter.
- Green Building Program: Stakeholder outreach plan is complete and the presentation is posted on the City's website. The Program was presented to the Planning Board on September 18th, who provided staff with great guidance. The Program will go back to the Planning Board on November 20.
- Duval Revitalization: The consultants are providing final draft product for review, with only one module remaining. The effort expects to bring a final version to staff the week before agenda setting for a final presentation at the December or January Commission meeting.

- **Grants (Resiliency Manager):**

- FDHR Historic Adaptation Surveys Grant #2: Aquarium & Hospitality House. Grant Agreement was passed on October City Commission. Task Order is on November City Commission agenda.
- DOD Housing Grant: DOD staff is routing language through Congress to expand its authority to help with our Housing Study. We expect final passage between October and December 2025.
- DOD Wastewater Treatment Plant: Awaiting approval for time extension. Is delayed by federal government shutdown.
- FDHR Historic Adaptation Surveys Grant #1: Waterfront Playhouse and Meson de Pepe's. Finalizing grant reports for close out.
- FDHR Historic Special Category Grant: Diesel Plant. Entire budget slashed.
- FDHR Historic Surveys Grant #3: Tift Icehouse and Key West Art Center. Scored high for FY27. Won't know if funded until Summer 2026.



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- FDHR Historic Special Category Grant: Waterfront Playhouse. Ranked high for FY27. Won't know if the State budget survives until Summer 2026.
 - FDEM Watershed Master Plan: The final plan was submitted to the City Commission Aug 6th. We are now closing out the grant.
 - ACOE Water Quality Improvements: CM's office is readdressing the allocation formula. Next steps are an ILA between the partners and a partner MOU with ACOE.
 - FDEP Recreation Development Assistance Program: Bayview Fitness Area. Submitted 9/30.
 - USDOT Innovative Finance and Asset Concession. Park N Ride and KWIC. Submitted 10/1.
 - USDOT Safe Streets Demonstration Grant: Data Collection. Submitted June 25th
 - NEA Grants for Arts Project - Bus Shelters. Submitted July 22
 - FEMA HMGP Tier 3: Duval Stormwater. Submitted July 25
 - FDEP Resilient Florida: Fire Station 3 & Harris/10th stormwater. Submitted Sept 1
 - Submitting:
 - FDOF Urban and Community Forestry IRA Grant (11/17)
 - FDOT Transportation Alternative funding (Dec)
 - Evaluating:
 - NPS Save America's Treasures (Dec/Jan)
 - FDEP Parks and Open Space Florida Forever Grant Program (1/19/26).
 - FDEO CDBG Small Cities (May)
- **Water Quality (Resiliency Manager):**
 - The Water Quality Monitoring Program RFP #2 received 5 submissions that were ranked on Sept 29th. The highest-ranking submission, Stantec was



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awarded the contract at the October 9th City Commission meeting. Staff is negotiating the contract.

- RM attended the Florida Keys Marine Science Symposium, first of its kind in 15 years. All presentation pdfs will be available next month.

- **Transportation (Sustainable Transportation Coordinator):**

- Transit Funding: Successfully identified 15 new funding opportunities for FY26, 2 of which were adopted for Transit and 1 for the General Fund. Currently creating timeline for achieving these specific actions and building upon the other ideas. Also exploring operational changes for time and cost efficiencies.
- Safe Streets and Roads for All (SS4A) Grant: The Community survey has generated 700 responses. The September meeting will discuss having community-based organizations Review the equity framework.
- Exemplary eBike Program: Creating a Letter to Commission to outline eBike options for enforcement.
- Outlining Task Order for new Transportation Study that will cover policy, funding, bike shares, EV charging, etc.



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November Sustainable Transportation Update

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



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CRA Projects for Bahama Village and Caroline Street

1. Frederick Douglass Community Center- PHASE 1 closeout
 - a) Building review- prior to Keytar's one-year warranty coming to an end in November, a final building walk through with Engineering and FMT will be scheduled. Scheduled for 11.14.2025
 - b) Maintain X- project documents saved to the new software-
 1. 9.22.2025 Gary M is working on uploading all the documents
 - c) AIPP- Two out of three art pieces are paid for. Sally Bindard's interior mural is the last remaining art project.
 - d) Solar Report- solar is connected to the internet and daily reports can be downloaded to show the solar savings.
 - e) Solar Credit- Finance is working with Alison and team on getting the tax payback credit for this item. Anticipated closeout by 8/15
 1. Finance is working with Alison to confirm the tax number for the city.
2. Diesel Plant progress- Project number- BV
 - a) 601 FY26/FY25- \$2M, all previous funds to be transferred to New CIP number
 - b) Property Management to proceed with next steps as directed by the City Commission. CRA manager will need to remain involved because of funding by the CRA.
3. Fish House- 631 Greene Street- Project number- CS
 - a) Onsite meeting with Steve was completed.
 - b) 603 Fund- 2.5M previously funded.
 - c) Project Brief- Completed
 - d) Project update meeting to be scheduled soon to determine next steps.
4. Properties to purchase (Commissioner Castillo)
 - a) Meeting with Todd, and Patrick to review potential properties on 11/4/2025.
 - b) 601 FY25- \$350K included in the budget for grant funding for business owners for acquisition or building improvements. The goal is to incentives others to redevelopment sites located in Bahama Village.