



Monthly Planning Department Report

To: Albert P. Childress
City Manager

Handwritten initials "APC" in blue ink, circled in blue.

Date: December 14, 2023

From: Katie P. Halloran
Planning Director

Subject: November 2023 Planning Department Report

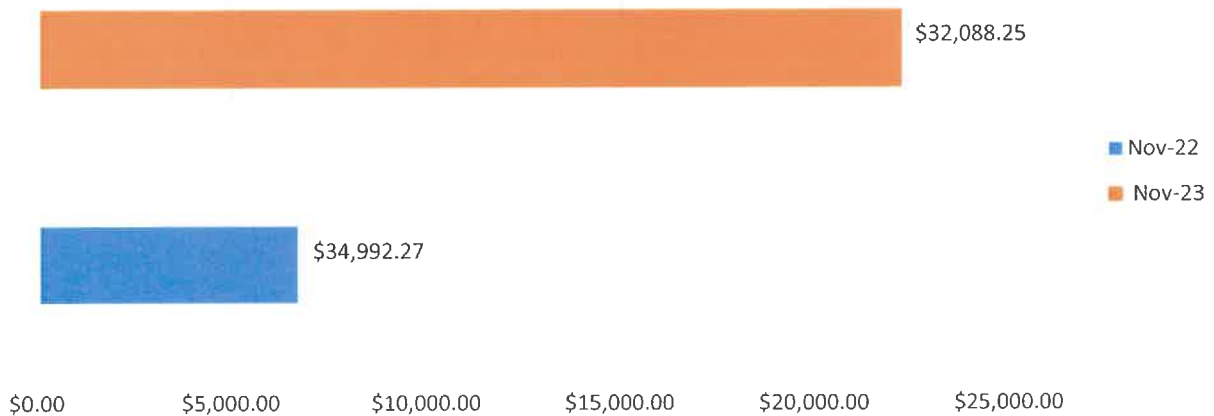
Planning

27 Planning Projects Received

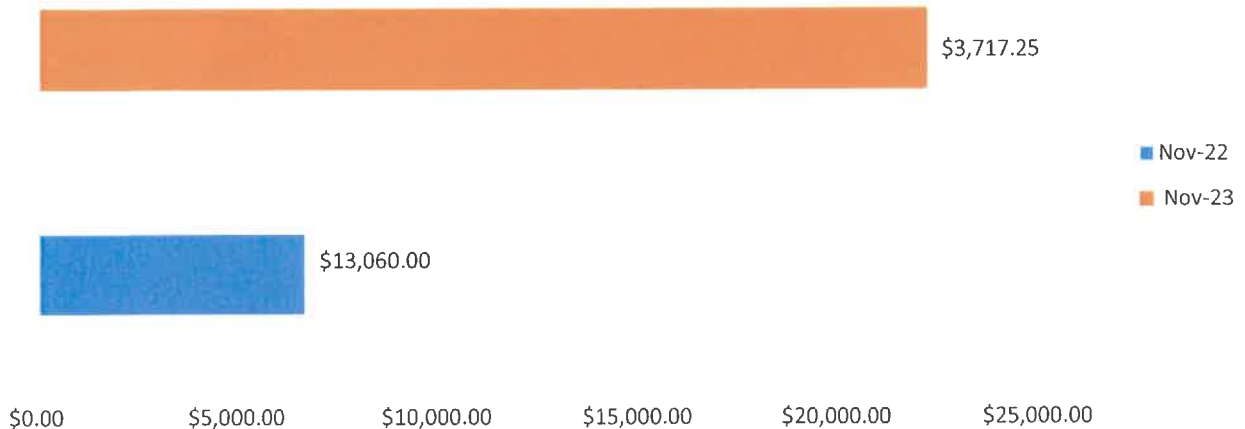
\$32,088.25 Total Monthly Project Revenue

\$3,717.25 Total Monthly Permit Revenue

Planning Project Revenue
November 2022 vs November 2023



Planning Permit Revenue
November 2022 vs November 2023



On-going Planning projects:

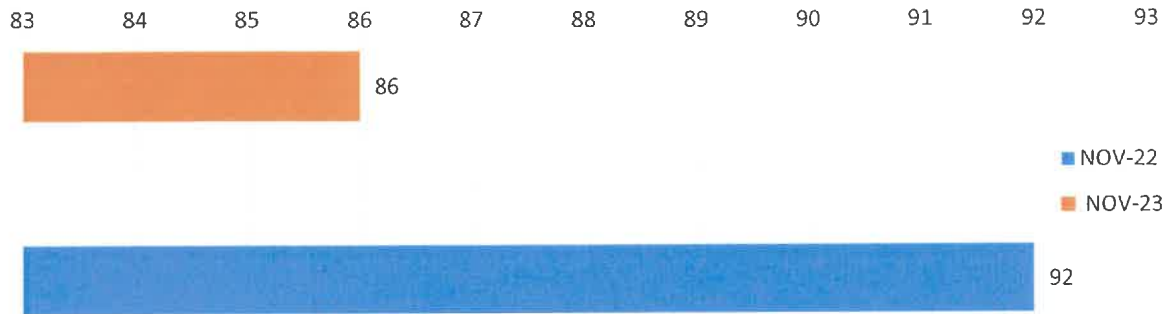
- Mallory Square Master Plan (Sasaki)
- Mallory Square Parking Study and Zoning (Stantec)
- Mallory Square Revenue Generation Study (Sasaki with James Lima Planning & Development)
- North Roosevelt Corridor Plan (Staff to identify consultant)
- Duval Street Resiliency & Revitalization Plan (Stantec)
- City of Key West Development Services Process Review (Corradino)
- Home Elevations Code Amendment (Staff)
- Currently reviewing five (5) Land Development Regulation Text Amendment requests from the Building Department (Staff), BPAS set aside amendments (Staff and Stantec), and one private LDR amendment and one private Comp Plan amendment (Staff and Stantec).

HARC

Review and Compliance

- 86 Total Certificate of Appropriateness Reviewed
- 83 Certificate of Appropriateness Reviewed by staff or 93 % of reviewed applications
- 3 Certificate of Appropriateness scheduled for HARC meeting

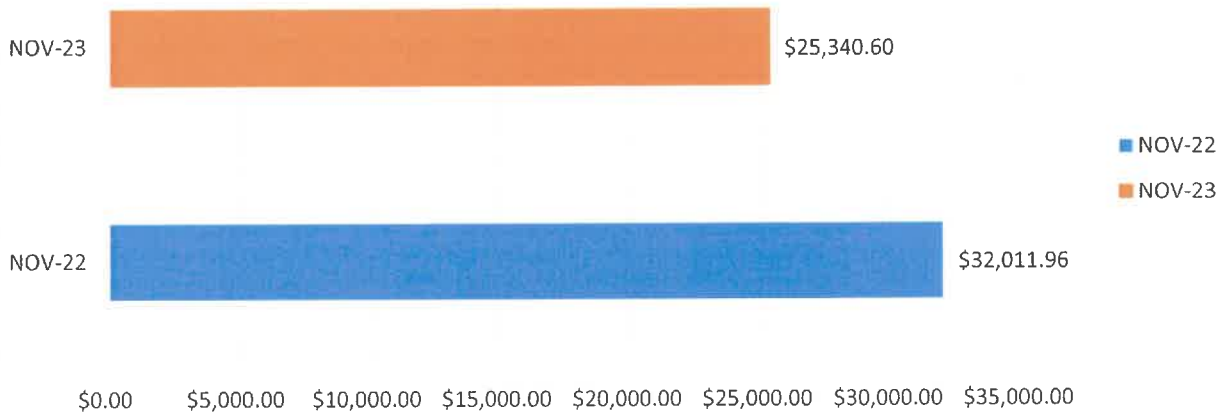
HARC Certificate of Appropriateness Approvals



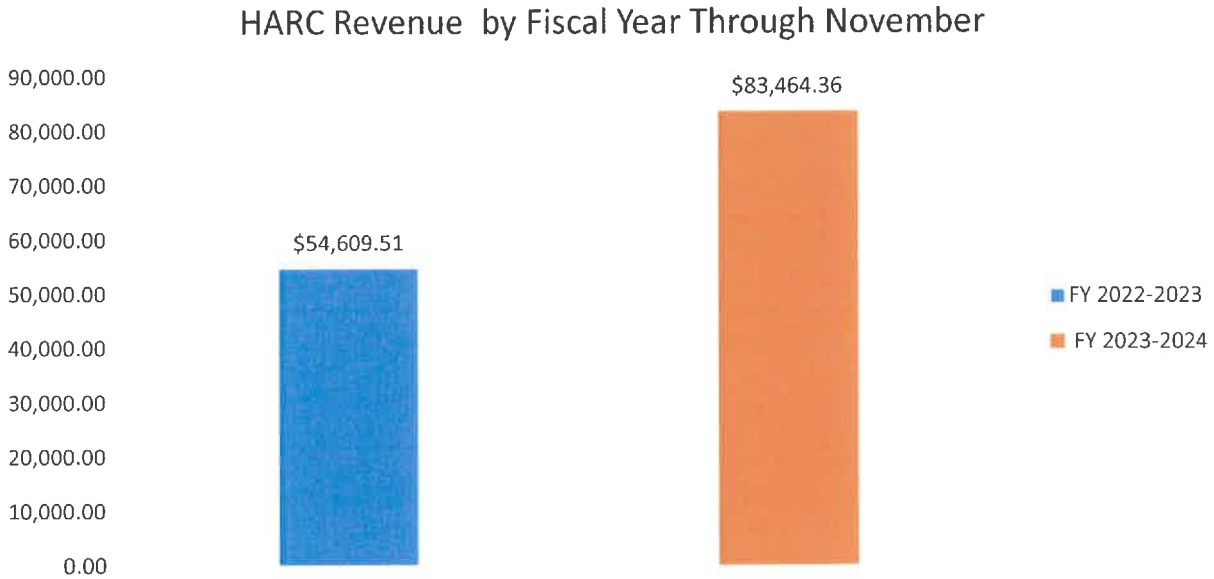
HARC Revenue

\$25,340.60 HARC revenue for the month of November

HARC Revenue



\$83,464.36 HARC revenue to date for Fiscal Year 2023-2024



CRA Manager

- Miscellaneous Services
 - Attended 2 monthly committee meetings
 - Attended the Nov 2nd meeting with State Representative Mooney
 - Two (2) pay applications processed for \$515,423.00.
 - Attended six (6) project site visits
 - Twenty-five (25) consultant meetings

Urban Forestry Work

Tree Commission related work:

- Completed seventeen (17) general site visits, five (5) site visits related to building permits including one (1) endangered species FEMA-FWS review, two (2) site visits related to Key West Connect concerns, and twenty-four (24) site visits related to Tree Commission permitting and enforcement work (issuance and closure of permits and Settlement Agreements).
- Received twenty-one (21) new applications. Issued nineteen (19) permits and closed out twenty-two (22) permit files and one (1) enforcement file.
- Finalized reports for the November 13th Tree Commission meeting. Attended the Tree Commission meeting, presented the reports, processed the permits, and reviewed minutes of meeting.
- Created the agenda and wrote reports for the December 11th Tree Commission meeting, posted notices on properties to be discussed at the meeting, sent out notice letters to

applicants and representatives regarding attendance to the meeting, and had the agenda with reports publicized.

Urban Forestry Manager related work:

- Coordinated with United Street project manager regarding transplanting of existing buttonwood trees to another planter location on street in order to create additional parking.
- Met with project manager at Staples Bridge regarding trimming of tree branches for drilling access.
- Finalized one (1) landscape plan and reviewed two additional landscape plans for compliance with Sec 108 landscape guidelines for Planning Board application.
- Completed a site inspection of the Conch Farm parking lot verifying the locations and species of trees for the engineering department.
- Reviewed the existing tree map of South Street (Duval to Reynolds) for the engineering department road project.
- Attended Development Review Committee meeting.

Sustainability & Adaptation

- Adaptation and Energy Coordinator attended the National Association of Energy Services (NAESCO) Annual Conference in New Orleans.
- Adaptation and Energy Coordinator is working on the RFP for City's Energy Savings Performance Contract which is a project necessary in achieving City's Ten-Year Energy Plan.
- Adaptation and Energy Coordinator attended the 2nd Florida Keys Interagency Adaptation Forum, featuring speakers on Energy Service Companies, Tax Credits and Waste to Energy. Over a dozen state, federal and local partners were in attendance.
- Adaptation and Energy Coordinator attended the Kickoff Steering Committee meeting for the Adaptation Plan, featuring initial steps for the Vulnerability Assessment.
- Adaptation and Energy Coordinator acted as a moderator for the RFQ ranking for the Watershed Management Plan. The group ranked Erin Deady P.A as the highest (and only) bidder at 92 average points.
- Adaptation and Energy Coordinator attended regularly scheduled meetings of the Compact's CPRG grant.
- Adaptation and Energy Coordinator is taking the Performance Contracting National Resource Center (PCNRC) Training Certificate Series and has completed module 1 of 8.
- Adaptation and Energy Coordinator voluntarily attended the Reef Annual Meeting.
- Adaptation and Energy Coordinator attended the Employee Committee meetings.
- Adaptation and Energy Coordinator attended the Southeast & Caribbean Disaster Resilience Partnership meeting.
- Adaptation and Energy Coordinator began editing the 10 Year Energy Plan.

- Adaptation and Energy Coordinator attended Alison Higgins (Sustainability Coordinator) presentation at the Keys College for the Marine Policy Class on Sea-level rise and Climate Adaptation.
- Adaptation and Energy Coordinator attended multiple webinars on energy efficiency upgrades and appliances.
- Sustainability Coordinator hosted the 2nd Florida Keys Interagency Adaptation Forum, featuring speakers on Energy Service Companies, Tax Credits and Waste to Energy. Over a dozen state, federal and local partners were in attendance.
- Sustainability Coordinator hosted the Kickoff Steering Committee meeting for the Adaptation Plan, featuring initial steps for the Vulnerability Assessment. Staff met with Tetratex to revise and expand the Community Outreach Plan. Sustainability Coordinator reviewed FDEP Grant agreement updates with attorney Nick Trovato and sent final to the City Attorney for approval.
- Sustainability Coordinator continued to work with Energy & Adaptation Coordinator on an Energy Service Company RFP, including meeting with the Senior Grants Coordinator and Finance Director to scope a single RFP to take on the Adaptation Surveys, Historical grant, and Energy/Water Efficiencies. The Sustainability Coordinator also met with principals for the Asset Management roll out.
- Sustainability Coordinator hosted the RFQ ranking for the Watershed Management Plan. The group ranked Erin Deady P.A as the highest (and only) bidder at 92 average points. This item will be presented to the City Commission on Dec 14th.
- Sustainability Coordinator and Multimodal Coordinator reviewed final drafts of the FDOT Transportation Alternative Program grants for Wayfinding and Bus Bike Racks.
- Sustainability Coordinator met with Bond Committee to update short list of final selections.
- Sustainability Coordinator advised on upcoming climate change socioeconomic study by Northwestern University. They will perform interviews in mid-December to ascertain public sentiment among different user groups Keys wide.
- Sustainability Coordinator organized training for Climate Action Plan 2.0 and assigned the first four (4) data sections.
- Sustainability Coordinator attended regularly scheduled meetings of the Compact's CPRG grant, City's FDEO Grant, and Monroe County's LIDAR project.
- Sustainability Coordinator attended the bi-annual meeting of the Sanctuary's Water Quality Protection Program; Presented on the City's draft Water Quality Improvement Plan to the Reef Relief Annual Meeting and Dr. Walsh's Marine Policy class at CFK; Interviewed with French magazine correspondents on adaptation planning in the Keys; Completed monthly radio spot on Konk FM, discussing recyclables for R4 Month.