



Monthly Planning Department Report

To: Albert P. Childress
City Manager

Date: November 9, 2023

From: Katie Halloran
Planning Director

Subject: October 2023 Planning Department Report

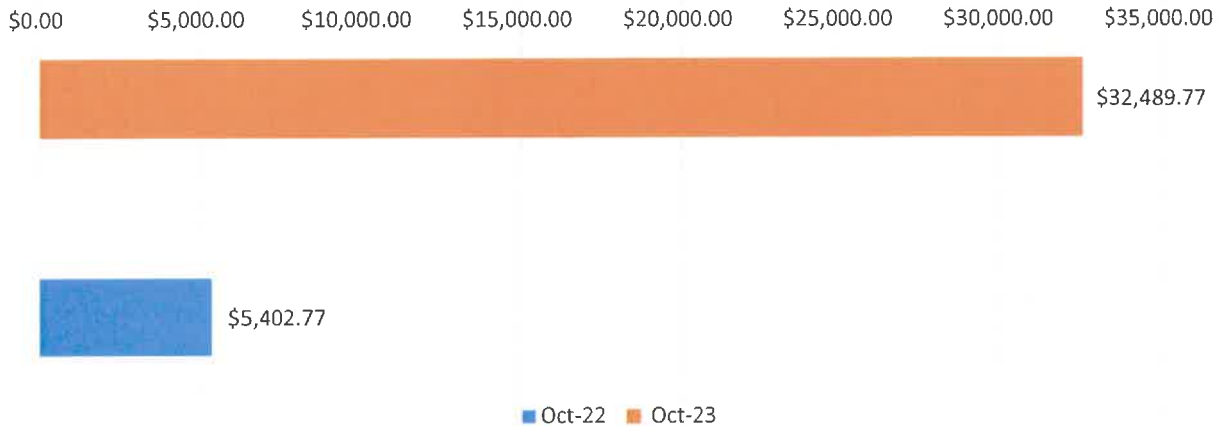
Planning

12 Planning Projects Received

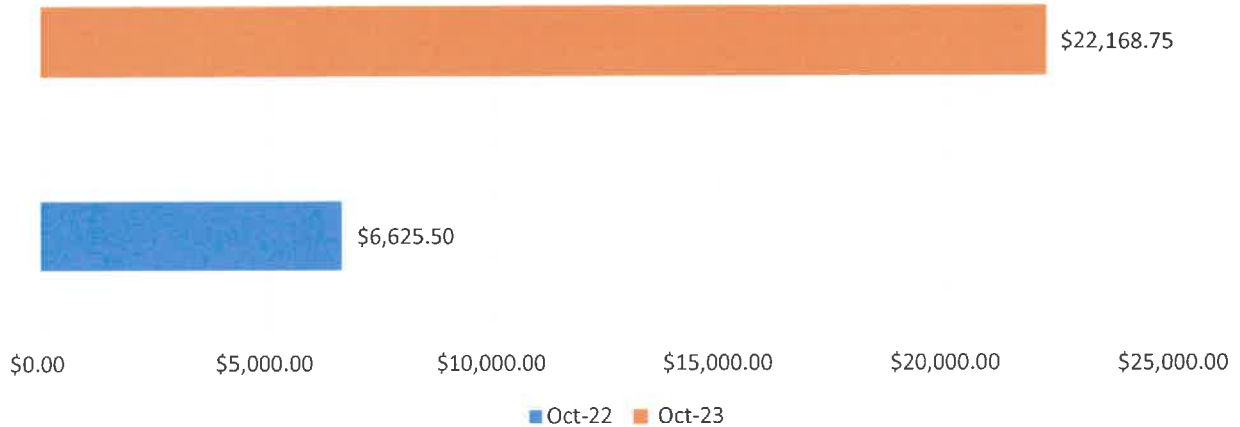
\$32,489.77 Total Monthly Project Revenue

\$22,168.75 Total Monthly Permit Revenue

Planning Projects Revenue
October 2022 vs October 2023



Planning Permit Revenue
October 2022 vs October 2023



On-going Planning projects:

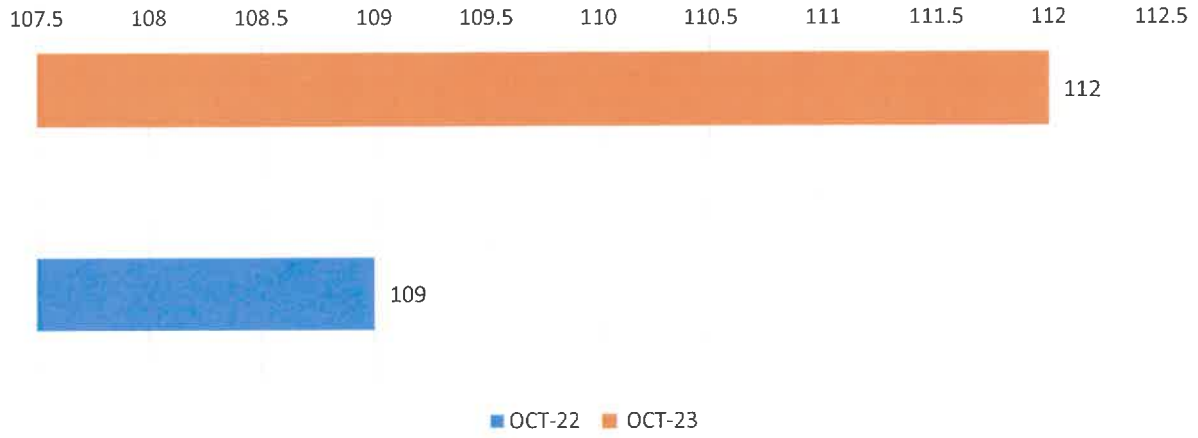
- Mallory Square Master Plan (Sasaki)
- Mallory Square Parking Study and Zoning (Stantec)
- Mallory Square Revenue Generation Study (Sasaki with James Lima Planning & Development)
- North Roosevelt Corridor Plan (Staff to identify consultant)
- Duval Street Resiliency & Revitalization Plan (Stantec)
- City of Key West Development Services Process Review (Corradino)
- Home Elevations Code Amendment (Staff)
- Currently reviewing reviewing two (2) 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

- 112 Total Certificate of Appropriateness Reviewed
- 104 Certificate of Appropriateness Reviewed by staff or 93 % of reviewed applications
- 8 Certificate of Appropriateness scheduled for HARC meeting

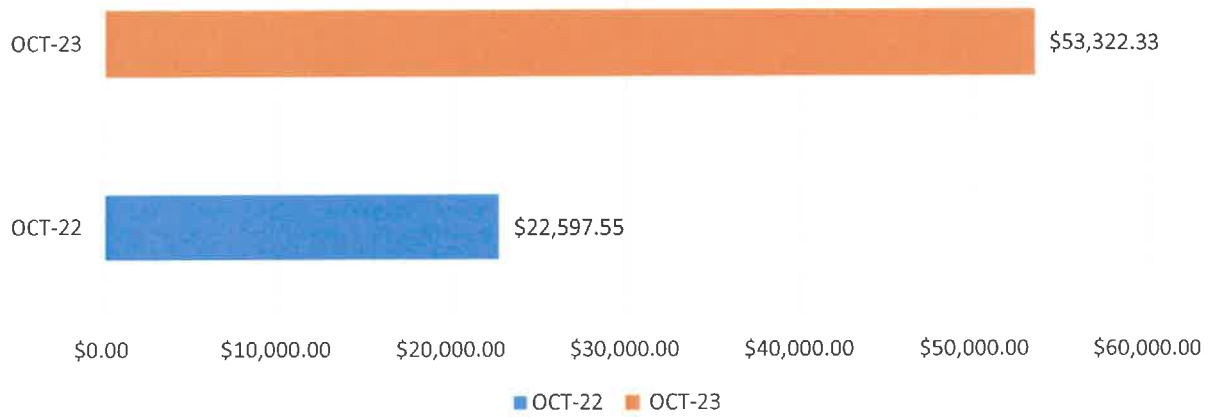
HARC Certificate of Appropriateness Approvals



HARC Revenue

\$53,322.33 HARC revenue for the month of October

HARC Revenue



CRA Manager

- Miscellaneous Services
 - 2 monthly committee meetings
 - 1 Annual conference
 - 3 Pay application processed for \$236,022.00.
 - 1 Permit processed for New Construction
 - 1 Legistar item approved at City Commission meeting
 - 10 Project site visits attended
 - 23 Consultant meetings

Urban Forestry Work

Tree Commission related work:

- Completed twenty-four (24) general site visits related to storm damage, tree questions and concerns. Two (2) site visits related to a building permit, and forty-seven (47) site visits related to Tree Commission permitting work (issuance and closure of permits). Also performed a site visit at the cemetery and met with the Sexton to review tree issues and one citizen regarding tree issues with their plot.
- Accepted the submittal of forty-one (41) applications, issued forty-two (42) permits, extended five (5) permits, and closed out forty (40) permit files.
- Completed Tree Commission meeting reports for October 16, 2023 meeting. Wrote six reports in association with the Tree Commission meeting including a report regarding a development plan project (tree removal and landscape plan review), issued meeting notice letters, uploaded the reports to Legistar, and published the agenda with reports. Posted notices on properties for the Tree Commission meeting.
- Attended the Tree Commission meeting, presented reports, and reviewed minutes of meeting.
- Created the agenda for the Tree Commission November 13, 2023 meeting.

Urban Forestry Related Work:

- Finalized tree transplant plans for 918 Fort Street, The Lofts housing project.
- Tagged Truman Park parking lot trees, eleven (11) Clusia trees, to be transplanted to other areas of Truman Park, and three (3) Sabal Palms along Fort Street, to be transplanted to the Fort Street Parking lot area.
- Reviewed new building layout at 111 Olivia Street, Douglass Gym. Documented potential tree impacts to existing large, protected trees by new development and construction. Finalized an updated plan for these trees. Documented the transplanting location and condition of the Douglass Gym transplants to the Fort Street parking lot.
- Met with the project landscape architect and City Project Manager at US1 Triangle to flag trees to be removed and transplanted in anticipation of work starting on beautification project. Met with City Project Manager and landscape company at US1 Triangle for Beautification preconstruction meeting and to mark location of palms to be transplanted as part of the project.

- Accepted an application for the 3401 Duck Avenue Housing project and performed a site visit with project landscape architect flagging all regulated trees and palms located in proposed project work area zones 1-partial, 2, and 3, land adjacent to Duck Avenue.
- Acknowledged the start of the planting of replacement trees along the Caroline Street/Historic Seaport area.

Sustainability & Adaptation

- Sustainability Coordinator instigated applications for FDOT TAP grants; disseminated announcement of grant funding \$50K for performing Adaptation Surveys of 3 historical buildings at Mallory Square; Wrote letter of support for KW Wildlife Center grant application to Community Foundation of the Florida Keys; and completed monthly and quarterly grant reporting for FDEM, FDEP and FDEO.
- Sustainability Coordinator: Sent invites and timelines to the Adaptation Plan steering committee; Began coordinating the creation of a contact list; Discussed draft Outreach Plan; Tracked down local data for Vulnerability Assessment.
- Sustainability Coordinator attended the first meeting of the Bond Committee and finished compiling projects.
- Sustainability Coordinator published RFQ for Watershed Master Plan, hosted the voluntary pre-bid meeting and sent out invitations for the Ranking Team.
- Sustainability Coordinator juggled multiple procurement requests for five (5) staff across three upcoming training events.
- Sustainability Coordinator adjusted TAF budget to allow for Final Mile overruns and oversights.
- Updated City website for new water conservation measures. Emailed and hosted workshop for plumbers.
- Adaptation and Energy Coordinator entered energy data for eleven (11) city properties in EPA's Portfolio Manager.
- Adaptation and Energy Coordinator attended sustainability committee hearing, multiple webinars, and training sessions.
- Adaptation and Energy Coordinator was trained in the procurement process.
- Adaptation and Energy Coordinator reviewed the City's Climate Action Plan, 10 Year Energy Plan, Post Disaster Recovery Re-Construction Plan, Water Supply Plan, Key West Comprehensive Adaptation and Resilience Implementation Plan, and the South Florida Military Resilience Strategy Plan.
- Adaptation and Energy Coordinator commenced work on editing the City's 10 Year Energy Plan.