




Monthly Planning Department Report

To: Albert P. Childress
City Manager 

Date: October 12, 2023

From: Katie P. Halloran
Planning Director

Subject: September 2023 Planning Department Report

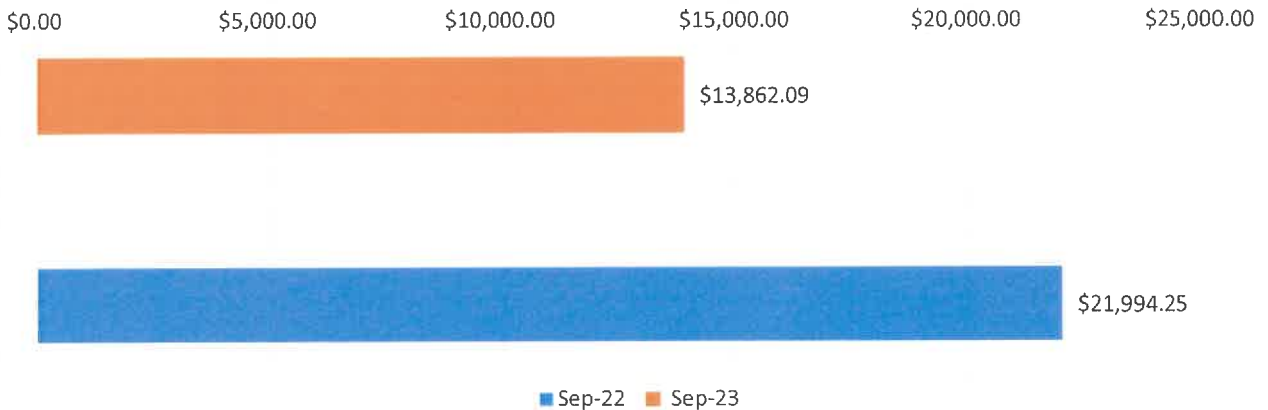
Planning

9 Planning Projects Received

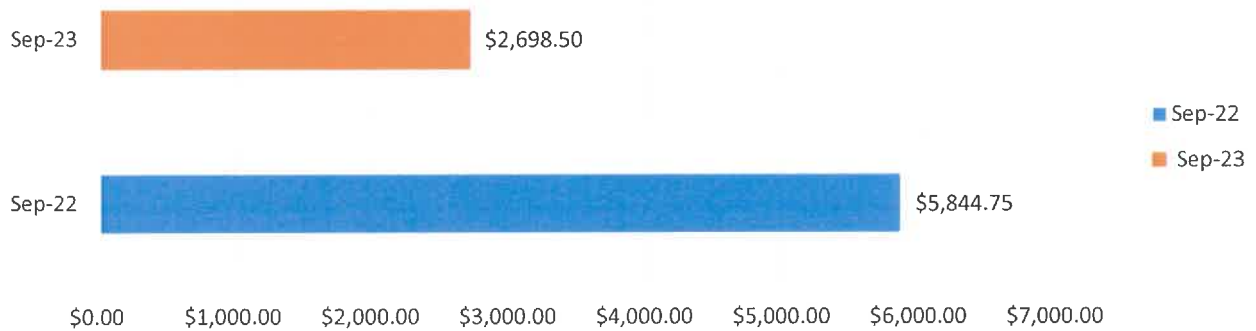
\$13,862.09 Total Monthly Project Revenue

\$2,698.50 Total Monthly Permit Revenue

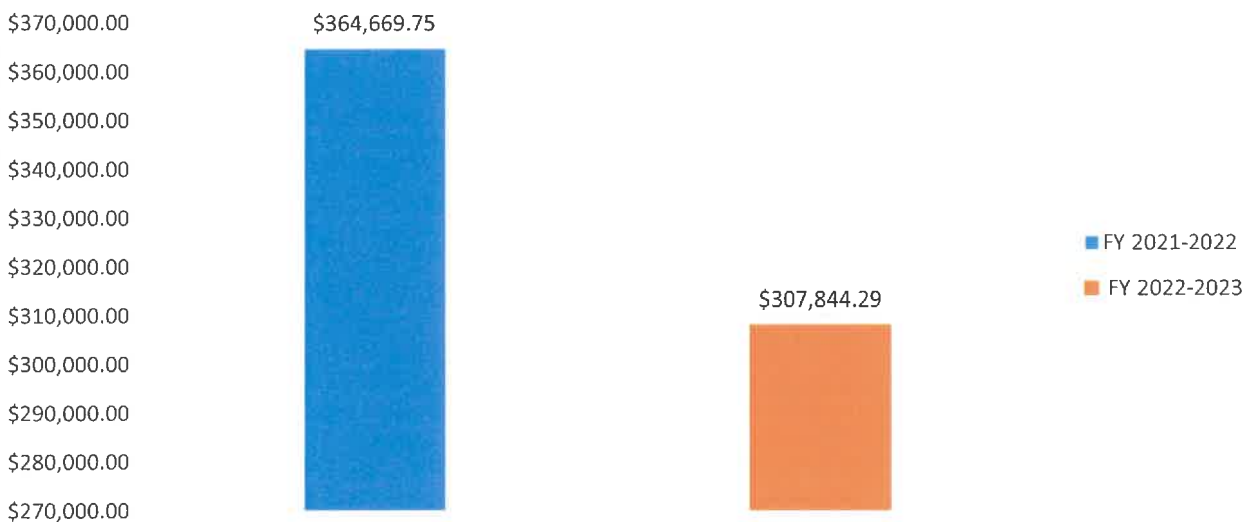
Planning Projects Revenue
September 2022 vs September 2023



Planning Permit Revenue September 2022 vs September 2023



Planning Revenue by Fiscal Year Through September



On-going Planning projects:

- Mallory Square Master Plan (Sasaki)
- Mallory Square Parking Study and Zoning (Stantec)
- Mallory Square Revenue Generation Study (Sasaki with JLP&D)
- North Roosevelt Corridor Plan RFQ
- Duval Street Resiliency & Revitalization Plan (Stantec)
- City of Key West Development Services Process Review (Corradino)
- Home Elevations Code Amendment (Staff)

HARC

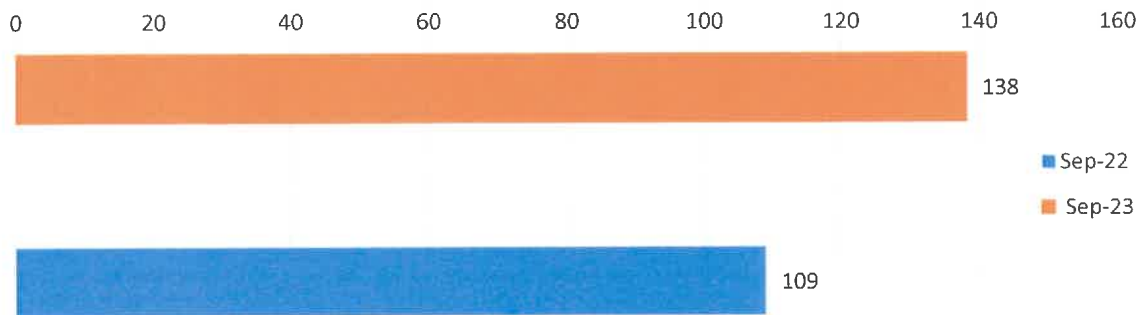
Review and Compliance

138 Total Certificates of Appropriateness Reviewed

130 Certificate of Appropriateness Approved by staff or 94 % of reviewed applications.

8 Certificate of Appropriateness scheduled for HARC meeting.

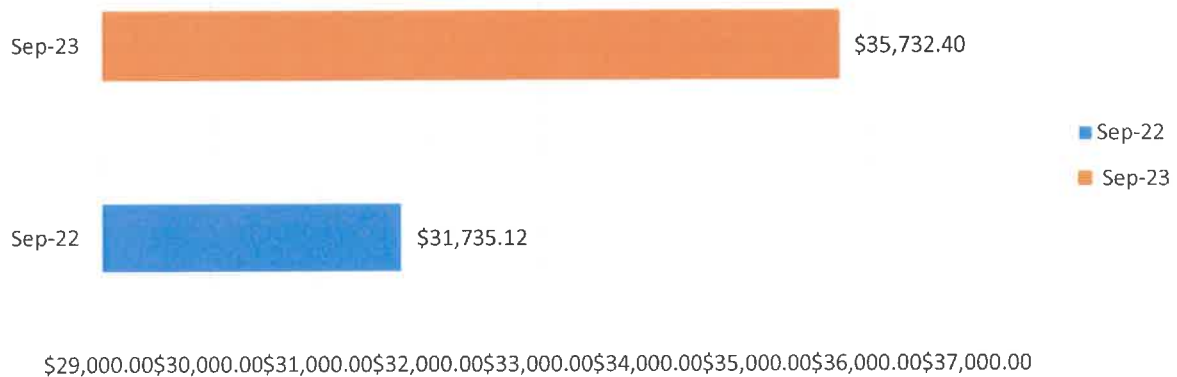
HARC Certificate of Appropriateness Approvals



HARC Revenue

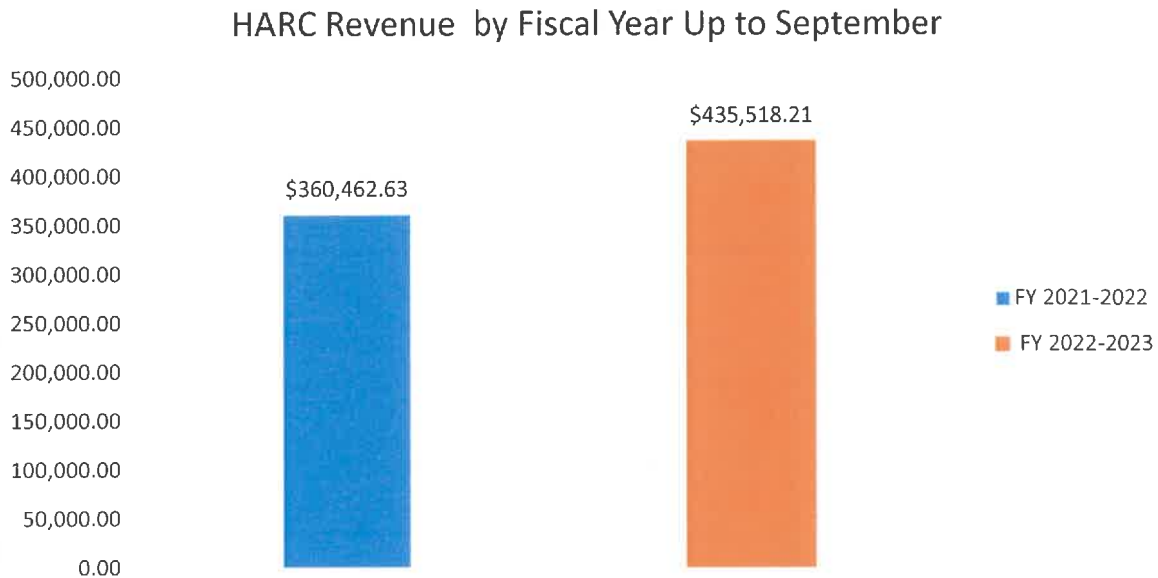
\$35,732.40 HARC revenue for the month of September

HARC Revenue



HARC Revenue Statistics

\$435,518.21 2022-2023 FY HARC revenue up to September 29



HARC revenue has exceeded \$90,518.21 from the FY 2022-2023 projection of \$345,000.

CRA Manager

- Miscellaneous Services
 - 2 Monthly committee meetings.
 - 1 Groundbreaking ceremony.
 - 1 Construction Pay application process for \$6,022.
 - 1 Permit process for demolition.
 - 1 Legistar Item approved for City Commission.
 - 6 Project site visits attended.
 - 18 Consultant meetings

Urban Forestry Work

Tree Commission related work:

- Completed thirteen (13) general site visits related to tree questions and concerns, three (3) site visits related to SeeClickFix complaints, one (1) site visit related to a building permit, and twenty-three (23) site visits related to Tree Commission permitting work (issuance and closure of permits).
- Accepted the submittal of twenty-six (26) applications, issued twenty-four (24) permits, extended six (6) permits, and closed out thirty (30) permit files.
- Completed Tree Commission meeting reports for September 12, 2023 meeting.
- Attended Tree Commission meeting and presented reports.
- Worked on Tree Commission agenda for October 16, 2023.

Urban Forestry Related Work:

- Accepted the delivery of twelve (12) trees for planting in street planters. Created work orders for the planting of the trees.
- Accepted the donation of three (3) Gumbo Limbo trees and coordinated their planting on City right of way area.
- Completed four (4) site visits related to the street tree planting and two (2) site visits related to documentation of any hurricane impacts to the Nature Beach preserve areas (Berg and Kitso properties), as requested by the State and Federal agencies.
- Completed endangered species report for building permit application.
- Contacted State Department of Environmental Regulation regarding receipt of agency fee invoice letters for park land properties (Smathers Beach, Rest Beach, Kitso Beach Access, and Little Hamaca Park) to determine reasoning and justification for invoice, for City files (first time receiving invoices).
- Drafted a Sec 108 landscape review for a project requesting development review/modification through the planning department.
- Attended a site meeting with S. Roosevelt FDOT contractors regarding tree impacts along the bridle path in the immediate drainage structure work area. Worked to help get trees trimmed.
- Met with project managers to discuss Triangle Beautification project and Clinton Square project.
- Held a training session with new planning staff regarding the Tree Ordinance, Sec 110 environmental requirements, and Sec 108 landscape requirements.
- Met onsite with engineering department regarding possible mangrove trimming at Staples Bridge. Discussed State mangrove regulations and discussed the transplanting of buttonwood and palm trees from the work area.
- Reviewed the DRC agenda and submitted comments.

Tree Permit Revenue Collected:

\$1,984.00 September 2023
\$64,747.00 Fiscal Year 2023

Sustainability Coordinator August Monthly

- Welcomed the new Adaptation and Energy Coordinator, Sheetal Almas and started the onboarding process.
- Watershed Master Plan: Circulated and received comments for RFQ, updated and met with Legal.
- Met with Utilities Director and Solid Waste Coordinator regarding Mt Trashmore, the Recycling Program, and upcoming grants.
- Waters Supply Plan: CBO quarterly, announcing Sept 1st start of education phase of new irrigation and low flow fixtures policies. Set up a meeting with plumbers for Oct 5th to work on documentation methods before Jan 1 enforcement phase.

- Adaptation Plan: Sent out press release announcing the LiDAR trucks from Sept 18- Oct 8, and hosted Data Gathering meeting with Tetra Tech to kick off the Adaptation Plan process.
- Water Quality Improvement Plan: Delivered presentation on draft Water Quality Improvement Plan to the City Commission.