Monthly Planning Report

To: **Brian L. Barroso**
City Manager

Date: September 2, 2025

From: **Patrick Wright**
Growth Management Director

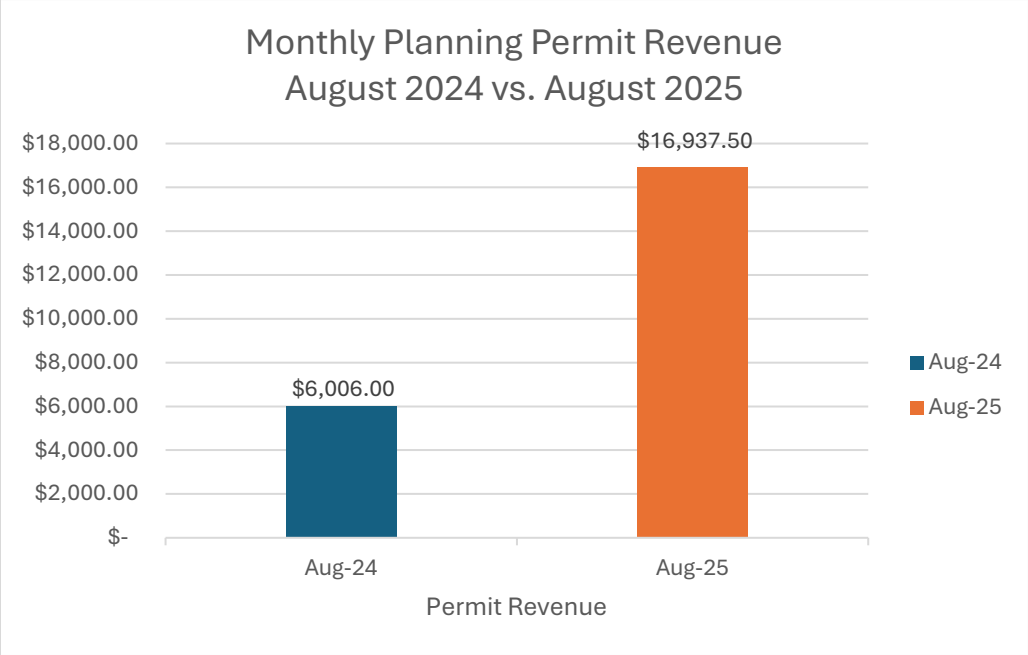
Subject: **August 2025 Planning Report**

Monthly Totals

8	Planning Projects Received
$13,624.34	Total Monthly Project Revenue
$ 16,937.50	Total Monthly Permit Revenue
$30,561.84	Total Monthly Department Revenue

There is a difference of **$-44,976.54** from last August to this year.

Monthly Planning Report



There is a difference of **$10,931.50** from last August to this year.

On-going Planning projects:

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

Planning Board

In August the Planning Board heard and approved 1 item:

- 1 Conditional Use Permit
- BPAS Annual Report and Variance Tracking Report were discussed

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

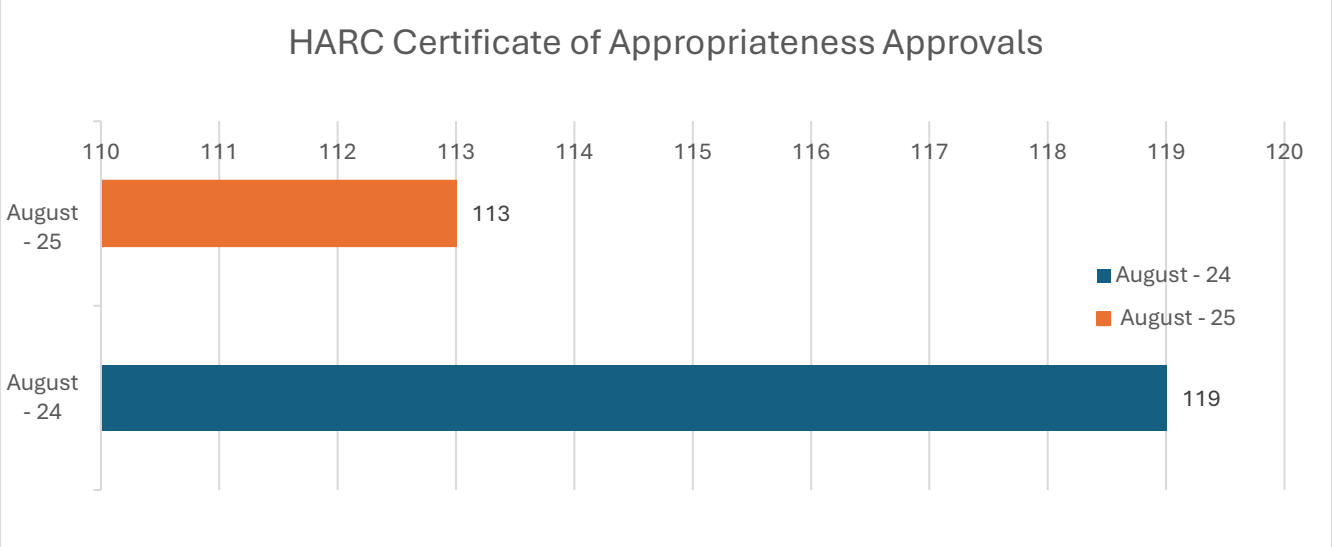
August 2025

Review and Compliance

_113_ Total Certificate of Appropriateness Reviewed

_107_ Certificate of Appropriateness Reviewed by staff or 94.6% of reviewed applications.

_6_ Certificate of Appropriateness scheduled for HARC meeting.



HARC Revenue

$40,604.20 HARC revenue for the month of August

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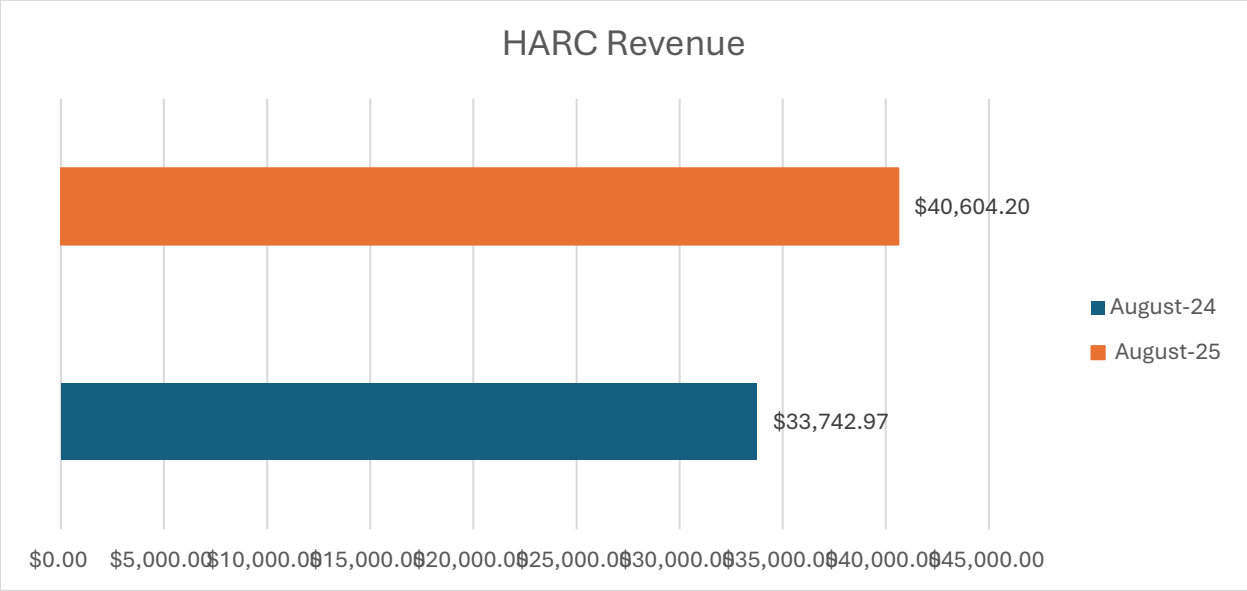

HARC Revenue 2024-2025 FY up to August <u>$380,260.49</u>

HARC Inspections

<u>72 HARC Final Inspections</u> were completed and 5 Revision Recommended.

<u>Urban Forestry</u>

Brett Mayle has been selected as the new **Urban Forestry Manager**. Brett is an experienced licensed arborist with decades of experience in the industry. Brett started with the City on **September 8, 2025**. **Zach Bentley** will continue **full-time** as **Assistant Urban Forestry Manager**. With Brett's experience and Zach's intimate knowledge of our canopy and gained interim experience I truly believe this will bring dynamic team element that the City has not seen in our Urban Forestry Program before. The Public Works tree trimming crew will also be moving over to Urban Forestry.

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Community Redevelopment Agency – August Update

BVRAC meetings: Oct 9, 2025; Dec TBD

District VI meetings: Sept 18, 2025 and Dec 11, 2025

Frederick Douglass Community Center- Phase Two

- Contract from Florida Commerce was approved for $1,000,000. Engineering has started the project and is putting together the final scope of work and cost estimate. Once that is complete, CRA manager will disrepute to all stakeholders.

Olivia Street Drainage

- Project is complete and Olivia Street and Fort Street Project will be paved in the next month.

MLK Community Pool

- Perez Engineering has completed the cost estimates to repair the pool and building and it will be presented at the BVRAC meeting in August.

Diesel Plant Stabilization

- Engineering has received a draft structural analysis for the building. Once the final report is complete, CRA Manager will share with BVRAC and CRA Board
- FY2026 funding- Special Category Historic Preservation Grant for $984,500 was NOT funding by the state so the City/ CRA will not receive those funds.

Duval Revitalization Project

- City is continuing to look for grants. Project updated is scheduled the next City Commission meeting.

Piano Shop (907 Caroline Street)

- The project has completed the planning board process/ city commission approval. Drawings are at 90% complete. Construction bid timeline- TBD.

Grinnell Street Parking Deck- No new update

- CRA manager is confirming scope of work for the parking deck and cost of the project with Engineering and Transit.
- CRA funds will be used for the project.

Green Street Drainage project-

- This is the next major project for the Caroline Street CRA.
- Engineering to determine the next steps for the project and will review the options with Commissioner Haskle

CRA Plan update-

- FY2025/2026- Both CRA areas will receive an update to the vision plan for future projects and funding requestions. CRA Manager is scheduled to attend the Bight board meeting in August to review next steps with the CRA funding in that area.

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Sustainability & Adaptation August Report

- **Adaptation Plan:**
    - Adaptation Plan: The draft Chapter actions are currently under final review and then will be scored. Staff has provided comments for the Historic, Economic, Housing, and Infrastructure chapters thus far.
    - Green Building Program: Stakeholder outreach plan is complete except for posting on website (has been requested). The final draft was routed to City departments in August and will go forward to the Planning Board on Sept 18.
    - Duval Revitalization: The consultants and city staff met on Aug 27 to create a timeline. The effort expects to bring a final version to staff the week before agenda setting for a final presentation at the December Commission meeting.

- **Grants:**
    - DOD Housing Grant: DOD staff is routing language through Congress to expand it's authority to help with our Housing Study. We expect final passage between October and December 2025.
    - DOD Wastewater Treatment Plant: Completed Tabletop exercise. Still waiting on final report from Jacobs, successfully asked for an extension from the grantors.
    - FDHR Historic Adaptation Surveys Grant #1: Waterfront Playhouse and Meson de Pepe's. Finalizing grant reports for close out.
    - FDHR Historic Adaptation Surveys Grant #2: Aquarium & Hospitality House. Agreement has been received and is being reviewed. Working on Task Order.
    - FDHR Historic Special Category Grant: Diesel Plant. Entire budget slashed.
    - FDHR Historic Surveys Grant #3: Tift Icehouse. Submitted June 2. Will know in a year.
    - FDHR Historic Special Category Grant: Waterfront Playhouse. Same as above.
    - 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.
    - USDOT Safe Streets Demonstration Grant: Submitted June 25th

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- DOD DCIP: Passed opportunity because we wouldn't have been awarded.
- 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 Sept1
- Upcoming:
    - Evaluating USDOT Innovative Finance and Asset Concession (10/1); EPA South Florida (10/29); and FDEP Coastal Partnership Initiative (10/31)

- **Water Quality:**
    - The Water Quality Monitoring Program RFP was reworked and released for bid again. Submissions are due Sept 17.
    - A Water Quality townhall meeting was held on August 18th, but staff were unable to attend due to illness.
- **Transportation:**
    - Transit Funding: Sustainable Transportation Coordinator is pulling together a comprehensive list of potential funding sources to help create long term stable funding for Transit. Preparing request for City Commission to approve purchasing Via's Remix software, which will help with transit planning and scheduling. Researching USDOT's Innovative Finance and Asset Concession (IFAC) Program, due October 1st
    - Safe Streets and Roads for All (SS4A) Grant: Sustainable Transportation Coordinator and Multimodal Coordinator continue to meet with stakeholders for SS4A grant, to be completed by early 2026. New crash data reveals that the City had a 63% increase in crashes in 2024. The Community survey has generated 700 responses. The September meeting will discuss having community-based organizations Review the equity framework.
    - eBikes: E-bike amendment to Senate Bill 462 allows Key West to do e-bike enforcement on sidewalks along N Roosevelt Blvd. Creating a Letter to Commission. Plan to work with Multimodal Transportation Coordinator to discuss with local bike rental companies to launch a bikeshare program
    - EV Plan: Sustainable Transportation Coordinator is researching RFP and RFQ examples to use for creating the Electric Bus and Fleet Plan. FDOT rejected Florida Keys Scenic Corridor Alliance's request for wireless EV charging in the Long Key Bridge and Seven Mile Bridge PD&E studies because FDOT believes wireless EV charging is not ready for real-world projects.

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- **Energy**
    - Adaptation and Energy Coordinator completed benchmarking of electricity (two years of data) and water (one year of data) for City facilities.
    - Adaptation and Energy Coordinator accepted a new position as a Planner 1 in the City Planning Department. The Job Description is being updated for release shortly.
- **Community Outreach**
    - Adaptation and Energy Coordinator designed and distributed the monthly Green E-Newsletter, which continues to be shared during the first week of each month to highlight sustainability initiatives and engagement opportunities.
    - Green Drinks will go on hiatus for September while we search for a new staff to host it. We hope to find speakers for Energy (Oct) and Reduce/Reuse/Recycle/Rot (Nov).