

City of Key West Affordable Housing Assessment
Project Purpose and Scope of Services

Purpose: To provide data and specific policy input on affordable housing within the City of Key West to allow Planning Staff to analyze and devise Comprehensive Plan amendments related to affordable housing.

TASK 1: Jurisdiction

Task 1.1 Advise upon the physical area including the City as well as areas in the County for addressing affordable housing issues.

Deliverables

Data indicating historical and current conditions on commutes and working patterns in the lower Keys from Key West to mile marker 30 and advice on a reasonable physical area for housing provision

TASK 2: Definition

Task 2.1 Assist the Planning Staff in crafting a definition for “community housing” which will encompass a spectrum of workforce and affordable housing needs within the community

Deliverables

Recommend modifications to the definition of housing and associated criteria in the Comprehensive Plan with an eye towards future LDR amendments.

TASK 3: Assessment of Affordable Housing Available in the City

Task 3.1: KWHA – Assess the total number of units owned and monitored by the KWHA and breakdown the number of subsidized vs. income restricted, and determine vacancy rate.

Task 3.2 Organizations providing affordable housing- (entities such as non-profit groups)-Assess the total number of units within the local jurisdiction.

Task 3.3 Deed-restricted units- Assess the total number of deed restricted housing and indicate expiration date for restriction, as provided by Planning Department.

- Tasks 3.4 Employer-assisted housing- Assess the total number of housing units provided by employer and indicate type of business and expiration date of deed restriction.
- Task 3.5 Functional affordable housing- provide data on the number of housing that may not be deed-restricted, but due to market-driven changes, is operating as affordable housing.
- Task 3.6 Transitional housing (i.e. for the homeless) – Provide the number of housing units intended for short-term, mid-term, and long-term housing.

Deliverables

A table summarizing the number of units for each housing type, deed restrictions and expirations (if applicable), new units coming on-line (newly built or re-opening after renovation) or off-line (due to renovation or condemnation) and any special circumstances for each type of housing unit.

Provide ‘urgent list’ of deed restrictions expiring within the next two years and gauge feasibility/possibility of re-deed restricting.

- Task 3.7 Military housing- Provide the number of housing units that the military occupy in base housing, the number of vacant units within base housing, and the number of housing units that military families occupy outside of base properties.

TASK 4: Advise and Recommend Revisions to the Affordable Housing Element of the Comprehensive Plan

- Task 4.1 Review and suggest changes to the adopted Housing Element of the Comprehensive Plan.