



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

To: Amy Kimball-Murley, AICP, Planning Director
From: Nicole Malo, Planning Staff
Date: May 7, 2010
Reference: Methodology: Transient License and Unit Tally Report

Since 2008 the Planning Department has prepared an annual document that summarizes the total existing number of transient licenses, also known as business tax receipts or certificates of occupancy, and the total existing number of transient units recognized in the City. These numbers are generated from up to date licensing records for transient uses.

By analyzing the three Transient License and Unit Tally Reports (2008, 2009, and 2010) it is notable that the number of units and licenses differ although no new units have been added to the system. This discrepancy is due to units and licenses that were Unassigned at the time of the count, these units may have been in the process of a transient transfer, or simply designated to sites that were yet undeveloped. For the 2010 report both the Unassigned units and the Phantom units were added to create a more accurate account of the total transient units on the island.

As depicted in the table below, the units and licenses are depicted by license classification type. Because one occupational license may cover numerous transient units, either single rooms and suites or entire apartments and houses, the total number of units outweighs the total number of licenses.

Transient License and Unit Tally May 2010		
Classification	Licenses	Units
Residential	477	701
Motel / Hotel / Timeshare	62	3,955
Guesthouse / Bed & Breakfast	116	967
Residential Combination	20	271
50% Short Term Rental	210	210
Subtotal	885	6,104
Unassigned	Not Tracked	117
Phantom Units	N/A	247



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Totals	885	6,468
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Source: City of Key West Building Department, Licensing Division, May 4, 2010; Planning Department Files, May, 2010.

The six types of transient rental classifications are tracked by the Licensing Division. As shown in the attached Licensing records, there are often mixed transient rental classifications licensed to one site. For purposes of consistency with licensing records, the number of transient units listed under each specific category is only counted under that category. No non-transient units are counted.

The Licensing Division classifies records as follows:

1. Residential: Units that are used for transient rental purposes and are individually owned, and include apartments, houses, condominiums and condominium hotel units.
2. Motel / Hotel / Timeshare: Permanent year-round transient use.
3. Guesthouse / Bed & Breakfast: Either free standing larger houses or small cottages grouped together in 'compounds'.
4. Residential Combination: Guesthouses and bed & breakfast uses that have a manager living on site in a non-transient unit.
5. 50% Short Term Rental, Truman Annex: Residential units in the Truman Annex that allow the owner to rent their unit up to half of the year. This includes condominiums, townhomes and single family homes.
6. Unassigned: Units that have been legally transferred from a sender site but have not yet "landed" or been developed at the receiver site.
7. Phantom Units: Unlicensed units that have been listed as existing but are unrecognized by the City.

Attachments:

Transient License and Unit Tally, May 7, 2010
Licensing Listing by Classification, Active Licenses, May 03, 2010
Phantom Unit List, 1994 Planning Department Files

CC: Amy Kimball- Murley, Planning Director, AICP
Carolyn Walker, Licensing Official