



V I L L A G E O F K E Y B I S C A Y N E

Department of Building, Zoning and Planning



Village Council  
Mayra P. Lindsay, Mayor  
Franklin H. Caplan, Vice Mayor  
Luis F de La Cruz  
Theodore Holloway  
Michael E. Kelly  
Edward London  
James Taintor

Director  
Jud Kurlancheek, AICP  
  
Chief Building Official  
Eugenio M. Santiago, P.E., CFM

MONTHLY REPORT SUMMARY  
FOR FEBRUARY 2015

A. CUSTOMER SERVICE

Total number of BZP Customers for February 2015 was 1,075 for an average of 71.7 per day, compared to a general monthly average of 64.5 per day, 10% higher than the monthly average. 12,568 customers have been assisted by staff in the past 12 months.

B. BUILDING, ZONING & PLANNING DEPARTMENT REVENUE

Feb. 2015...\$311,835.17\*      Feb. 2014...\$208,812.93      Feb. 2013...\$165,365.98  
Feb. 2012...\$242,044.99      Feb. 2011...\$115,381.19

**Summary:** Total Department Revenue for February 2015 was the highest of any February for the past five years, 49.4% higher than the five year average of \$208,688.05.

\*Includes \$102,977.48 in Building Permit fees for 350 Ocean Drive.

BUILDING PERMIT REVENUE

Feb. 2015...\$303,204.19\*      Feb. 2014...\$191,468.29      Feb. 2013...\$156,163.67  
Feb. 2012...\$226,692.54      Feb. 2011...\$100,334.48

**Summary:** Building Permit Revenue for February 2015 was the highest of any February for the past five years, 55% higher than the five year average of \$195,572.63.

\*Includes \$102,977.48 in Building Permit fees for 350 Ocean Drive.

C. DEPARTMENT ACTIVITY

PERMIT & INSPECTION DATA

February 2015 Building Permits totaled 295, 10.7% lower than the 12-month average of 330.3. Inspections totaled 1,038, 9% lower than the 12-month average of 1,140.3. Demolition Permits totaled 0 in January 2015 compared to 1 in February 2014. 2 Tree Removal Permits were issued in February 2015. 63 Single Family Residences were in the construction process (permitted and not yet in receipt of a Certificate of Occupancy), and 0 Building Permits were issued for new Single Family Residential construction.

**OPEN PERMIT AND LIEN SEARCHES, CONCURRENCY REVIEWS AND SPECIAL EVENT PERMITS**

February 2015 Open Permit and Lien Searches totaled 50, 9.4% higher than the 12-month average. Special Event Permits totaled 5, lower than the monthly average by 0.3 or 5.7%.

**LOCAL BUSINESS TAX RECEIPTS**

February 2015...7 receipts issued	February 2014...28 receipts issued
February 2013...33 receipts issued	February 2012...42 receipts issued
February 2011...28 receipts issued	

**Summary:** Total Business Tax Receipts for February 2015 were the lowest of any February for the past five years, 74.6% higher than the five year average of 27.6.

**D. CODE ENFORCEMENT**

February 2015...24 complaints resolved	February 2014...15 complaints resolved
February 2013...40 complaints resolved	February 2012...16 complaints resolved
February 2011...28 complaints resolved	

**Summary:** Total Code Enforcement complaints resolved for February 2015 were the third highest of any February for the past five years, 0.2% lower than the five year average of 24.6. Special Master heard 0 cases in February 2015 as compared to 0 cases in February 2014.

**E. OCEANFRONT LIGHTING & MARINE TURTLE CODE ENFORCEMENT**

In February, Island House began installing new parking lot lighting which complies with sea turtle lighting regulations. There were no other inspections that related to sea turtle lighting during this month.



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DATE: March 17, 2015

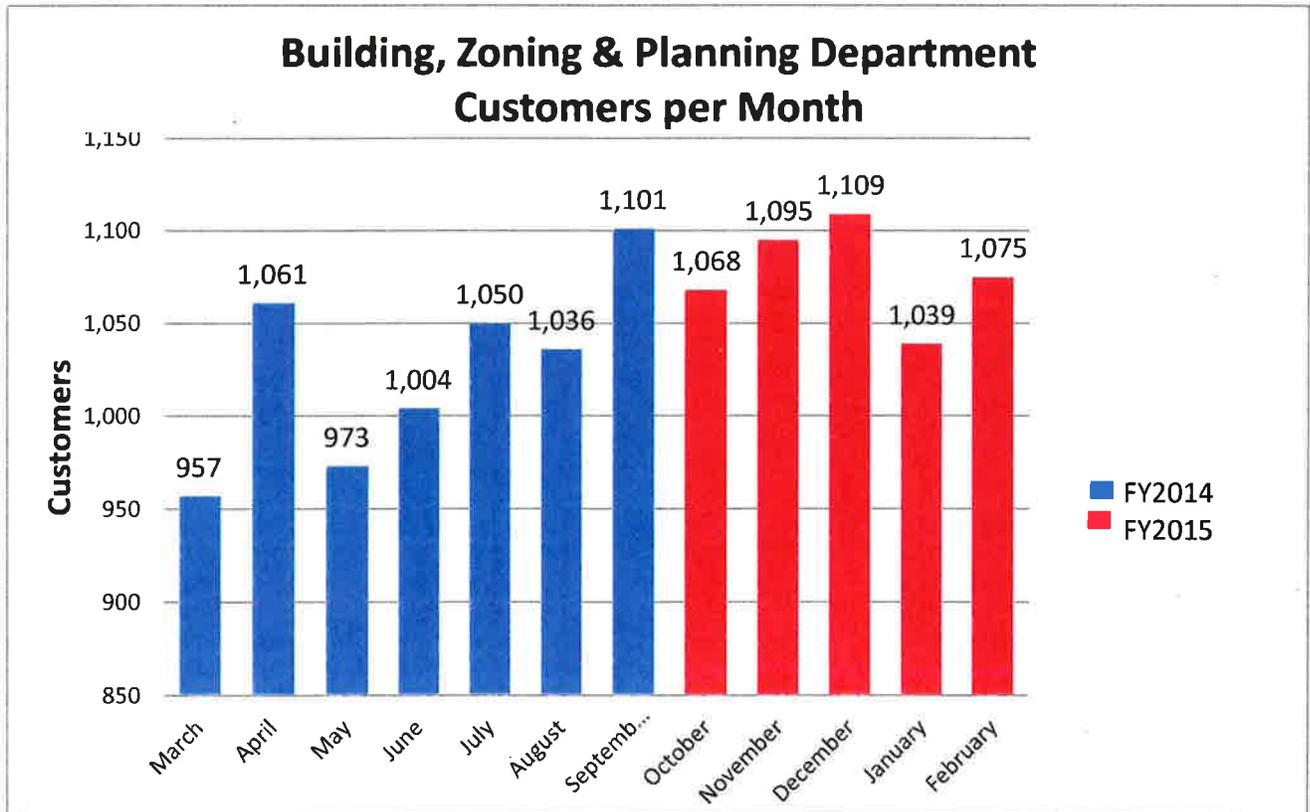
TO: John C. Gilbert, Village Manager

FROM: Jud Kurlancheek, AICP, Director

RE: Monthly Report - February 2015

I. Building, Zoning, & Planning Department

A. CUSTOMER SERVICE



In February 2015, 1,075 customers visited the BZP Department for an average of 71.7 per day.

During the past 12 months, an average of 1,047 customers per month visited the Building, Zoning & Planning Department. The average customer count per day over the 12 month period has been 64.5. 12,568 customers have been assisted by staff in the past year.

**B. BUILDING, ZONING & PLANNING DEPARTMENT REVENUE**

The February 1 - 28, 2015, Building Department revenue is reported below. The following figures reflect income deposited by the Department and may not reflect all income posted for the month, subject to final reconciliation by the Village of Key Biscayne Finance Department.

**Building Division:**

\$ 300,353.51	Building Permit Fees (Includes \$102,977.48 in Building Permit fees for 350 Ocean Drive)
\$ -	Certificates Of Completion & Occupancy
\$ 2,415.00	Lien Letters & Research Fees
\$ <u>550.00</u>	Building Code Violation Fines
\$ 303,318.51	

**Planning Division & Zoning Division:**

\$ 2,850.68	Zoning & Site Plan Review Fees
\$ -	Zoning Code Violation Fines
\$ <u>205.00</u>	Planning & Zoning Hearing Fees
\$ 3,055.68	

**Local Business Tax Receipts & Certificates of Use:**

\$ 5,460.98	
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**Property Maintenance Violations Fines:**

\$ -	
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\$ <b>311,835.17</b>	<b>Total Department Fees Collected</b>
\$ <u>4,597.20</u>	County Business Tax Receipt Fees Collected
\$ 316,432.37	Total Fees Collected

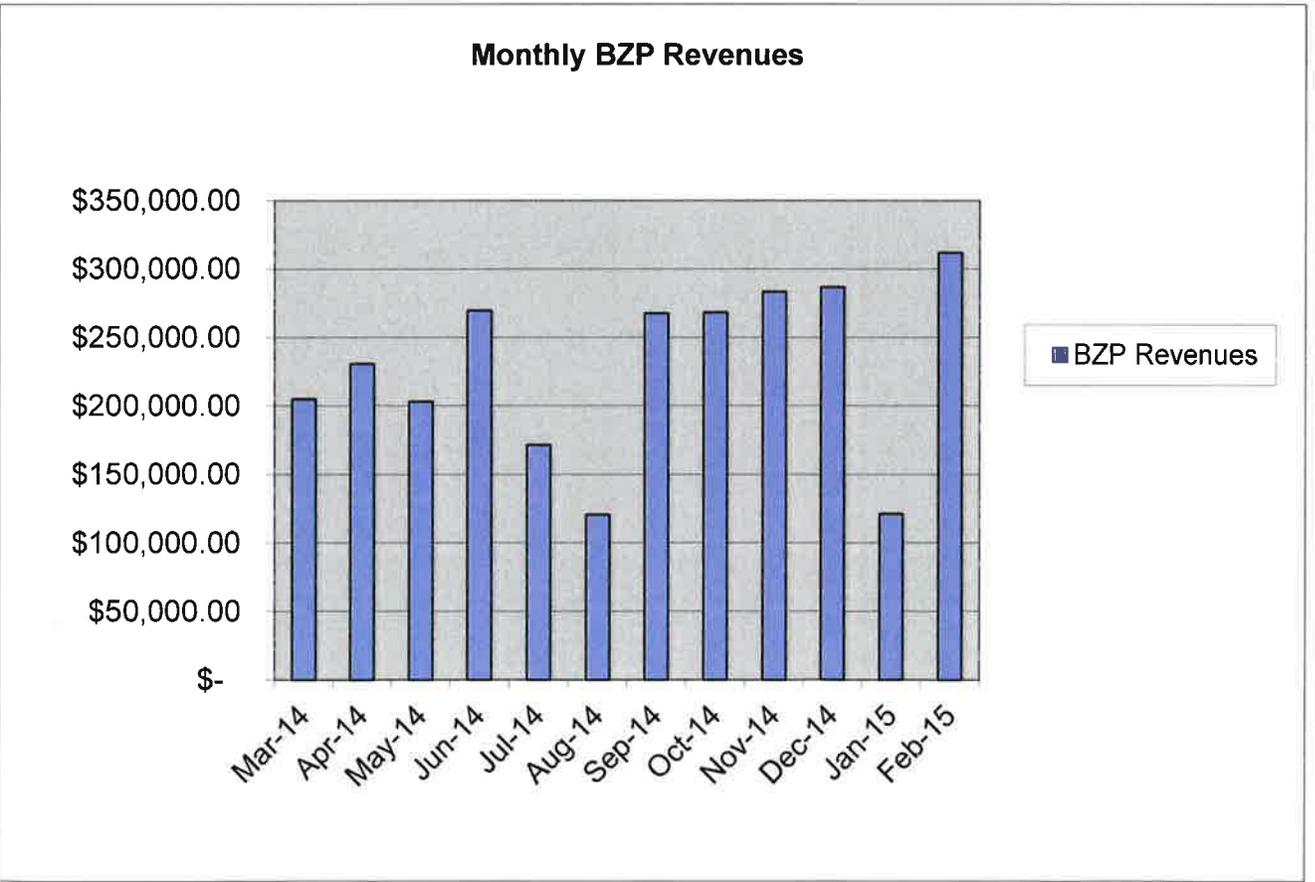
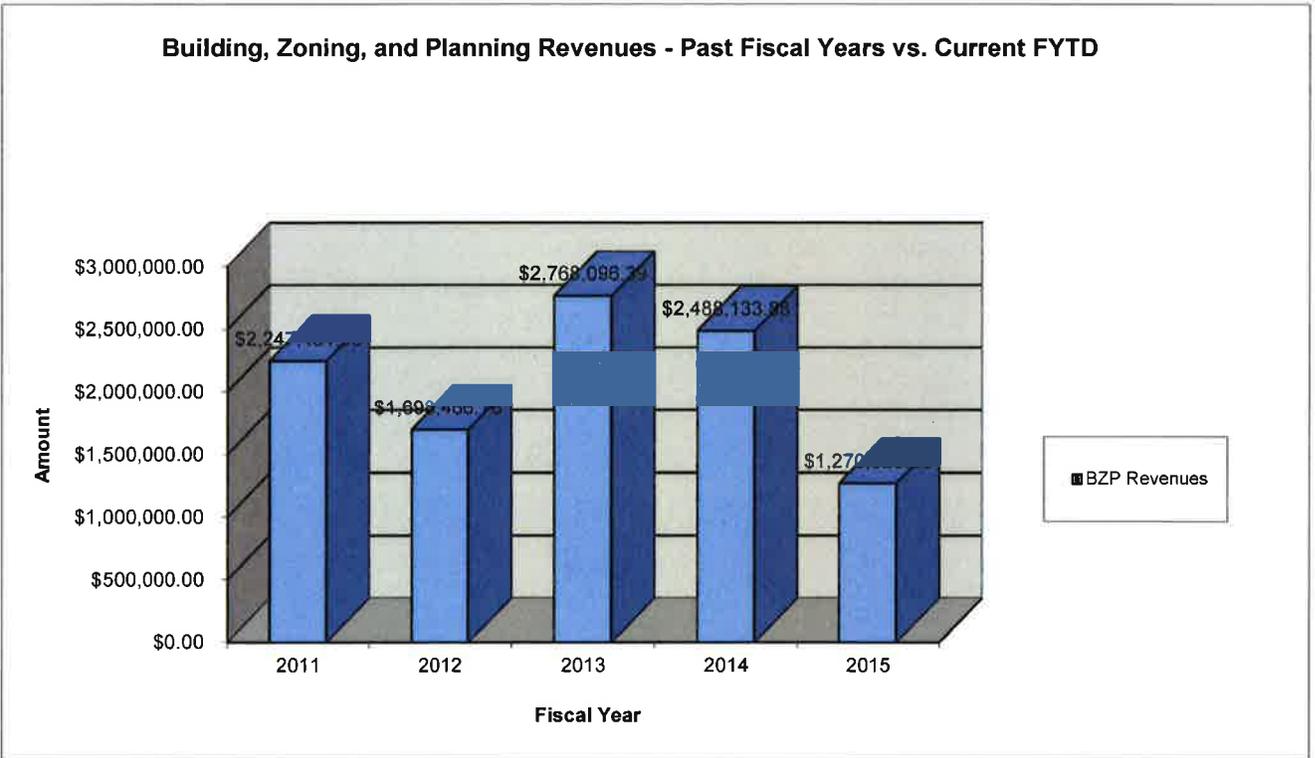
**FY15 Revenue                      \$1,270,923.26**

**C. BUILDING PERMIT RECAPITULATION (INCLUDING ZONING & SITE PLAN  
PROCESS FEES ASSOCIATED WITH BUILDING PERMITS)**

February 2015:	295	Building Permits Issued
	\$ 303,204.19	Total Building & Zoning Permit Fees
February 2014:	379	Building Permits Issued
	\$ 191,468.29	Total Building & Zoning Permit Fees
February 2013:	331	Building Permits Issued
	\$ 156,163.67	Total Building & Zoning Permit Fees
February 2012:	263	Building Permits Issued
	\$ 226,692.54	Total Building & Zoning Permit Fees
February 2011:	304	Building Permits Issued
	\$ 100,344.48	Total Building & Zoning Permit Fees

**Fiscal Year:**

2015 Year to Date:	1,530	Building Permits Issued
	\$ 1,164,871.87	Total Fees
2014 Year to Date:	1,442	Building Permits Issued
	\$ 774,748.16	Total Fees
2013 Year to Date:	1,516	Building Permits Issued
	\$ 880,973.32	Total Fees
2012 Year to Date:	1,197	Building Permits Issued
	\$ 582,025.13	Total Fees
2011 Year to Date:	1,515	Building Permits Issued
	\$ 614,122.10	Total Fees



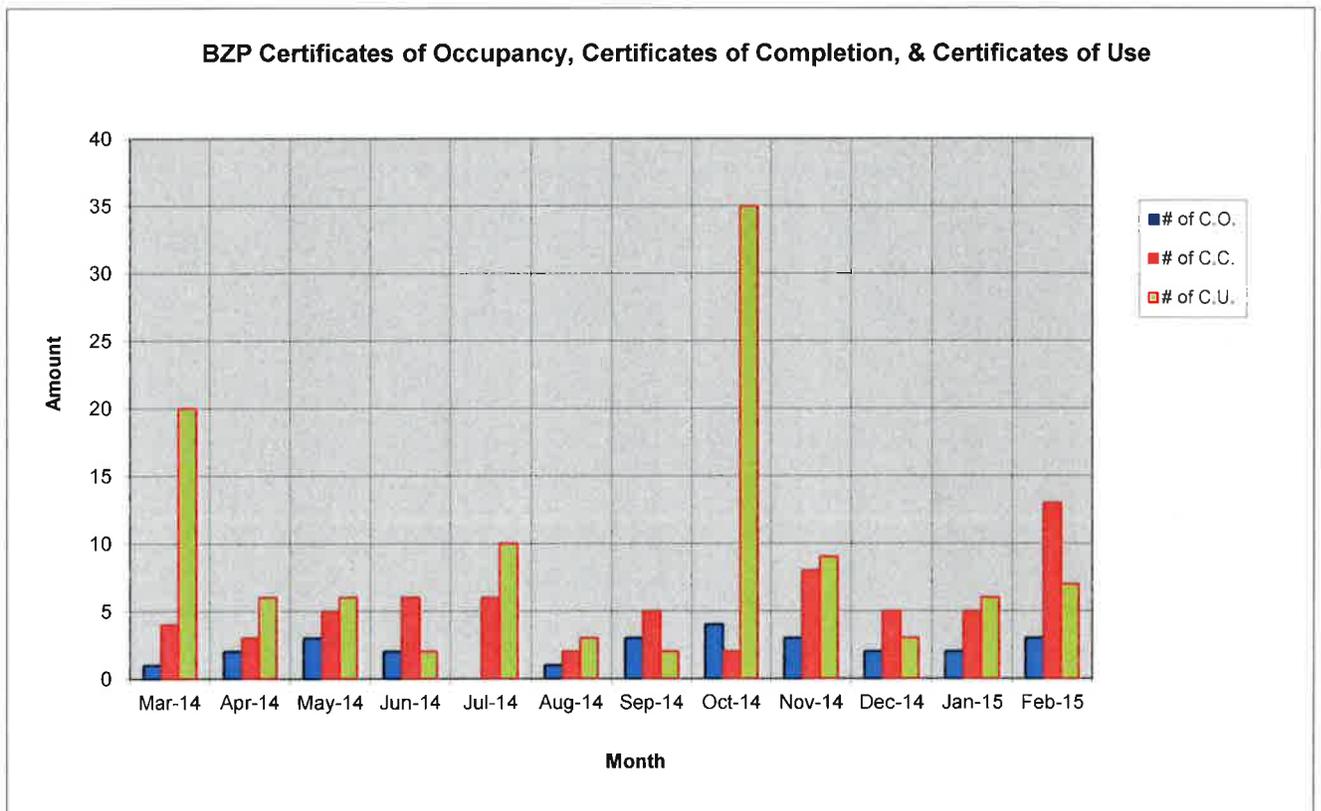
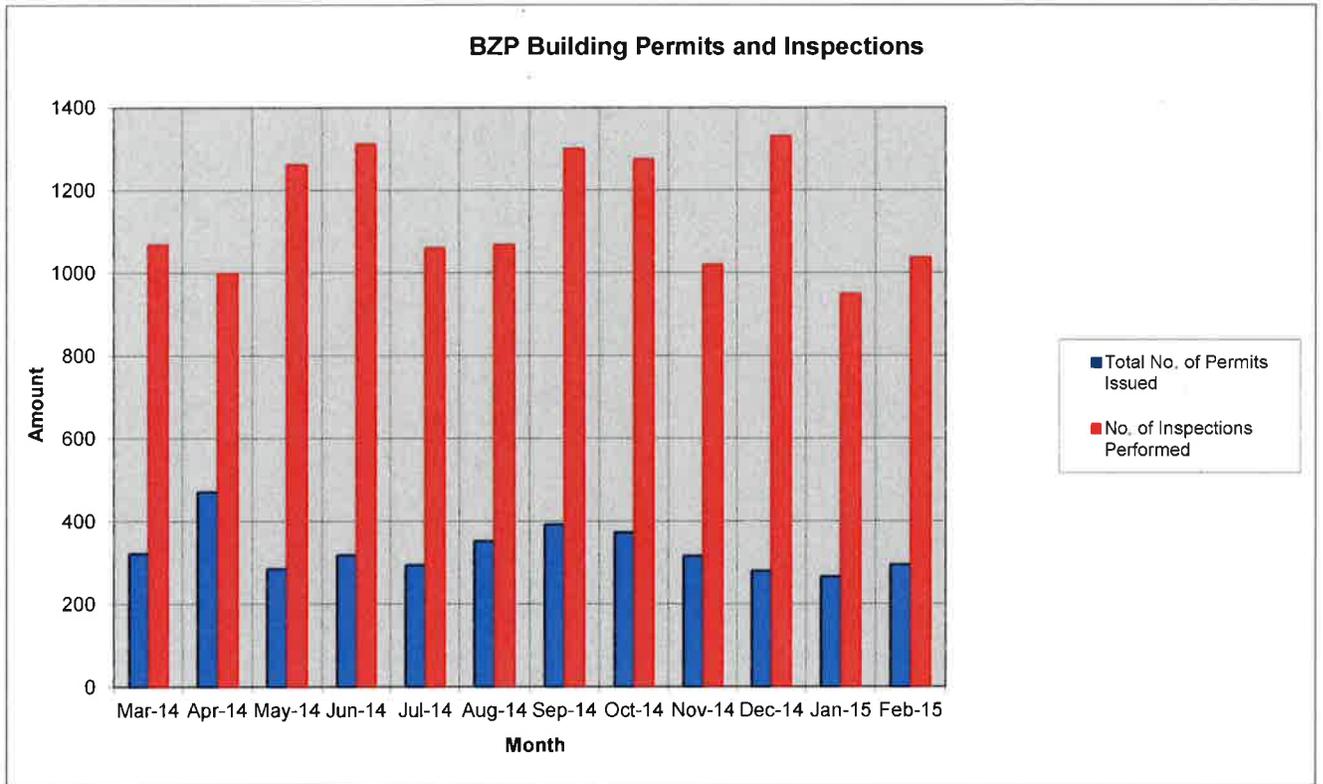
**D. SUMMARY OF BUILDING DEPARTMENT ACTIVITY**

- 71.7 Building, Zoning & Planning customers per day (1,075 customers, 15 days)
- 295 Building Permits Issued (0 were issued for new Single Family Residential)
- 63 New Single Family Residences -  
 (Permitted but not yet having Certificates of Occupancy)
- 0 Demolition Permits Issued
- 2 Tree Removal Permits Issued
- 1,038 Inspections Performed
- 3 Certificates of Occupancy Issued
- 13 Certificates of Completion Issued
- 7 Certificates of Use
- 7 Business Tax Receipts (6 new, 1 re-newed, 0 closed)
- 50 Research & Lien Letters
- 5 Special Event Permits

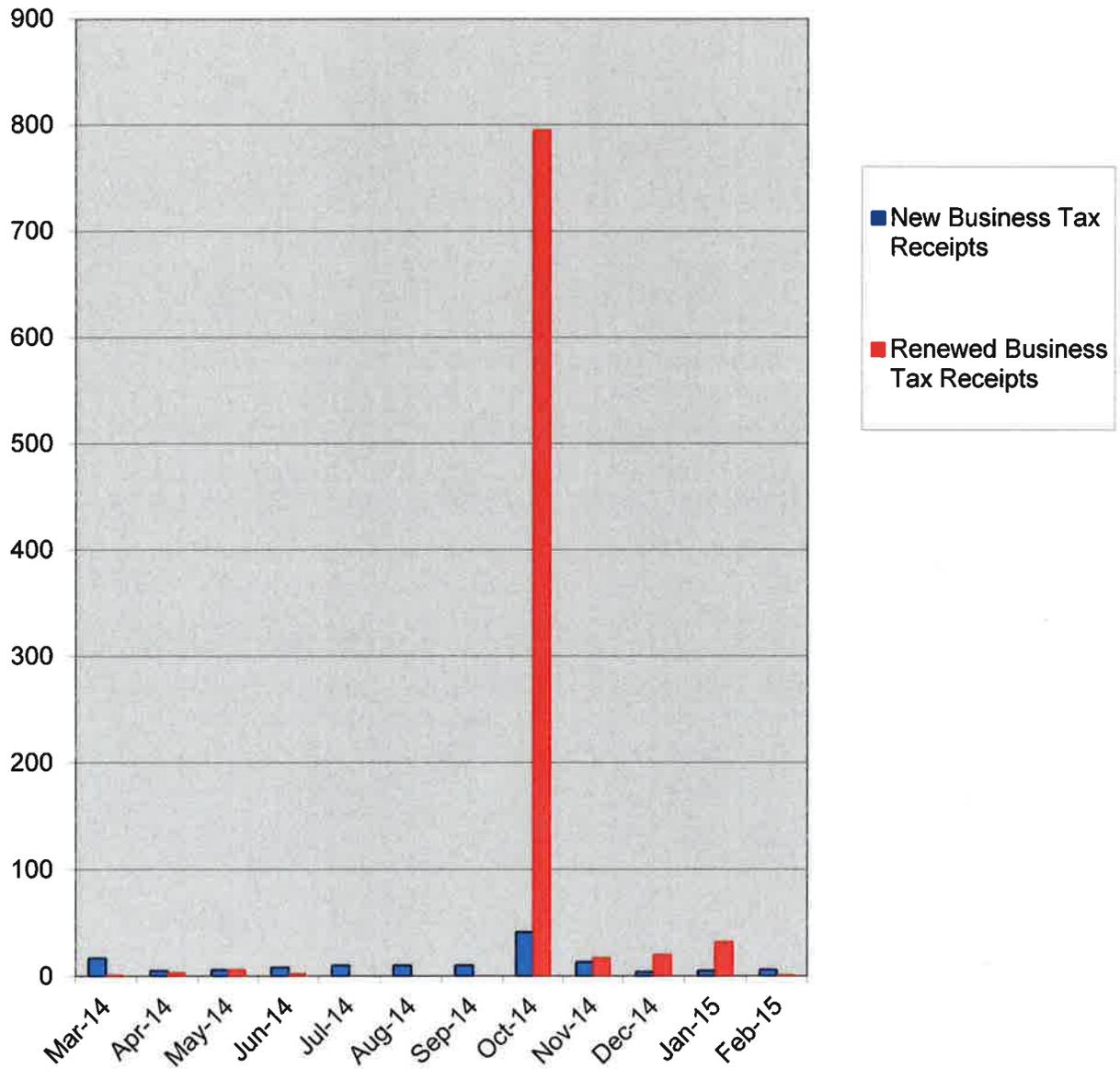
**Permit Data**

	Total Number of Permits Issued	Number of Inspections Performed	Number of C.O.'s Issued	Number of C.C.'s Issued	Number of C.U.'s Issued	Number of Business Tax Receipts Issued
Mar-14	322	1,068	1	4	20	18
Apr-14	471	999	2	3	6	8
May-14	285	1,262	3	5	6	12
Jun-14	318	1,312	2	6	2	10
Jul-14	294	1,061	0	6	10	10
Aug-14	352	1,068	1	2	3	10
Sep-14	392	1,300	3	5	2	10
Oct-14	373	1,275	4	2	35	836
Nov-14	316	1,020	3	8	9	30
Dec-14	280	1,331	2	5	3	24
Jan-15	266	950	2	5	6	37
Feb-15	295	1,038	3	13	7	7
<b>Monthly Average</b>	<b>330.3</b>	<b>1,140.3</b>	<b>2.2</b>	<b>5.3</b>	<b>9.1</b>	<b>84.3</b>
<b>12 Month Total</b>	<b>3,964</b>	<b>13,684</b>	<b>26</b>	<b>64</b>	<b>109</b>	<b>1,012</b>
<b>FYTD</b>	<b>1,530</b>	<b>5,614</b>	<b>14</b>	<b>33</b>	<b>60</b>	<b>934</b>

C.O. = Certificate of Occupancy, C.C. = Certificate of Completion, C.U. = Certificate of Use



### Business Tax Receipts Issued

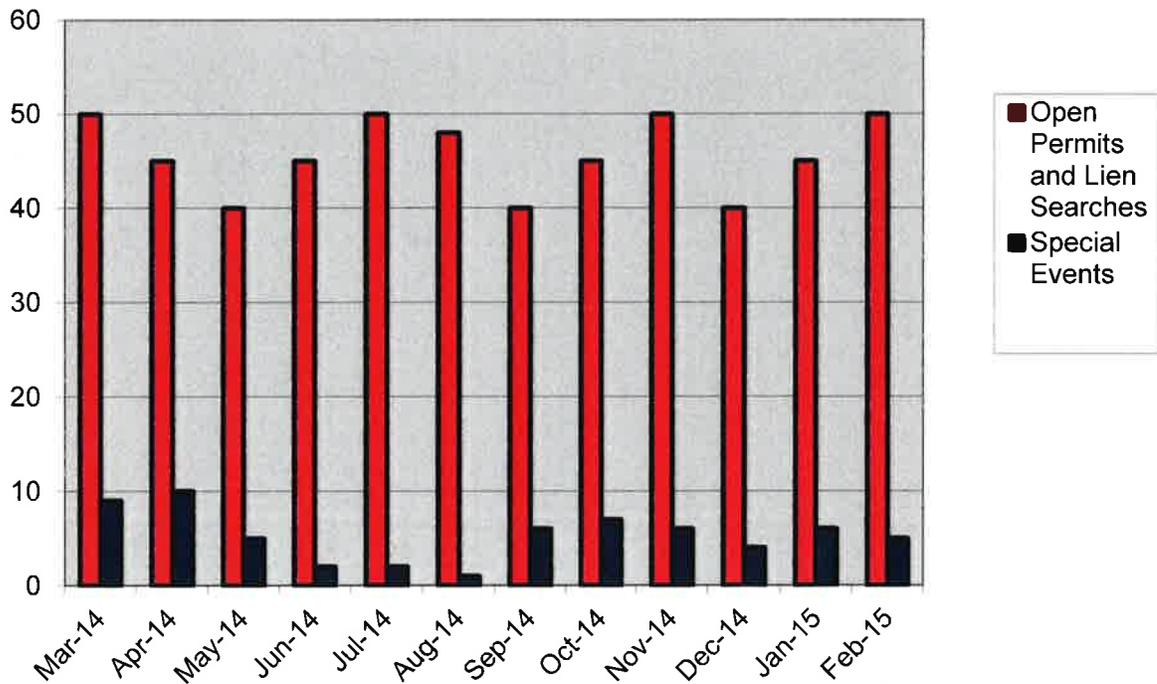


NOTE: October is the renewal month for Business Tax Receipts

### Open Permit and Lien Searches, Special Event Permits

	Number of Open Permit and Lien Searches	Number of Special Event Permits
Mar-14	50	9
Apr-14	45	10
May-14	40	5
Jun-14	45	2
Jul-14	50	2
Aug-14	48	1
Sep-14	40	6
Oct-14	45	7
Nov-14	50	6
Dec-14	40	4
Jan-15	45	6
Feb-15	50	5
<b>Monthly Average</b>	<b>45.7</b>	<b>5.3</b>
<b>12 Month Total</b>	<b>548</b>	<b>63</b>
<b>FYTD</b>	<b>230</b>	<b>28</b>

### Open Permits/Lien Searches and Special Event Permits



## **E. Code Enforcement Violations**

### **Total Code Enforcement Inspections Conducted**

**204**

The following is a summary of the events that followed:

- 37 Complaints Received
- 26 Open Cases
- 24 Closed Cases
- 39 Warning of Violation Notices Issued
- 2 Civil Violation Notices Issued
- 2 Stop Work Orders Issued
- 0 Notice to Appear Before the Special Master Issued
- 0 Cases Heard Before Special Masters Hearing

### **Business Tax Receipts (Occupational Licences)**

**1058** Total Business Tax Receipts

The following is a summary of the activities that followed:

- 943 Business Tax Receipts Issued (6 New, 1 Re-newed, 3 closed)
- 69 Business Tax Receipts Outstanding
- 4 Civil Warning Notices Issued
- 2 Civil Violation Notices Issued
- 0 Notice to Appear Before the Special Master Issued
- 0 Cases Heard at Special Masters Hearing
- 2 Certificate of Use Inspections
- 7 Certificate of Use

CODE ENFORCEMENT ACTIVITY

	Complaints	Open Cases	Closed Cases	Warning Violation Notices Issued	Civil Violation Notices Issued	Stop Work Orders Issued	Notice to Appear Before the Special Master Issued	Cases Heard Before Special Magistrate
Mar-14	84	27	33	35	1	1	6	0
Apr-14	68	24	31	40	3	3	6	6
May-14	49	43	24	65	3	3	4	5
Jun-14	27	35	27	30	2	1	0	0
Jul-14	35	31	22	41	1	1	6	0
Aug-14	31	22	15	45	1	1	4	6
Sep-14	40	35	20	50	2	0	0	4
Oct-14	18	23	20	45	3	3	1	0
Nov-14	15	25	22	40	2	2	0	0
Dec-14	25	19	20	41	3	3	4	0
Jan-15	37	26	24	39	2	2	0	0
Feb-15	21	20	18	37	2	2	2	0
<b>Monthly Average</b>	37.5	27.5	23.0	42.3	2.1	1.8	2.8	1.8
<b>12 Month Total</b>	450	330	276	508	25	22	33	21
<b>FYTD</b>	116	113	104	202	12	12	7	0

