



# V I L L A G E O F K E Y B I S C A I 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 NOVEMBER 2014

#### A. CUSTOMER SERVICE

Total number of BZP Customers for November 2014 was 1,095 for an average of 78.2 per day, compared to a general monthly average of 59.4 per day, 31.7% higher than the monthly average. 11,603 customers have been assisted by staff in the past 12 months.

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

Nov. 2014...\$283,246.81*	Nov. 2013...\$245,155.76	Nov. 2012...\$181,597.85
Nov. 2011...\$139,189.45	Nov. 2010...\$114,420.72	

**Summary:** Total Department Revenue for November 2014 was the highest of any November for the past five years, 47.0% higher than the five year average of \$192,722.12.

\*Includes \$69,441.90 in Building Permit fees for 350 Ocean Drive.

#### BUILDING PERMIT REVENUE

Nov. 2014...\$269,345.81*	Nov. 2013...\$164,050.86	Nov. 2012...\$145,856.98
Nov. 2011...\$118,890.74	Nov. 2010...\$106,337.88	

**Summary:** Building Permit Revenue for November 2014 was the highest of any November for the past five years, 67.4% higher than the five year average of \$160,896.45.

\*Includes \$69,441.90 in Building Permit fees for 350 Ocean Drive.

#### C. DEPARTMENT ACTIVITY

##### PERMIT & INSPECTION DATA

November 2014 Building Permits totaled 316, 4.2% lower than the 12-month average of 329.7. Inspections totaled 1,020, 16.3% higher than the 12-month average of 1,101.7. Demolition Permits totaled 3 in November 2014 compared to 2 in November 2013. 5 Tree Removal Permits were issued in November 2014. 67 Single Family Residences were in the construction process (permitted and not yet in receipt of a Certificate of Occupancy), and 2 Building Permits were issued for new Single Family Residential construction.

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

November 2014 Open Permit and Lien Searches totaled 50, 5.7% higher than the 12-month average. Special Event Permits totaled 6, higher than the monthly average by 0.9 or 17.6%.

### **LOCAL BUSINESS TAX RECEIPTS**

November 2014...866 receipts issued  
November 2012...753 receipts issued  
November 2010...185 receipts issued

November 2013...839 receipts issued  
November 2011...818 receipts issued

**Summary:** Total Business Tax Receipts for November 2014 were the highest of any November for the past five years, 25.1% higher than the five year average of 692.2. The lower rate for November 2010 was due to a change to a later billing in August with deadline in November since 2011.

### **D. CODE ENFORCEMENT**

November 2014...22 complaints resolved  
November 2012...42 complaints resolved  
November 2010...32 complaints resolved

November 2013...22 complaints resolved  
November 2011...43 complaints resolved

**Summary:** Total Code Enforcement complaints resolved for November 2014 were tied with 2013 for the fewest of any November for the past five years, 31.7% lower than the five year average of 32.2. Special Master heard 0 cases in November 2014 as compared to 4 cases in November 2013.

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

In November one plan was submitted for new windows at a Casa del Mar oceanfront property to ensure that the tinting on the new windows was compliant with the 45% transmittance level regulation for the Village's Sea Turtle Lighting Code. Island House began working on their parking lot lighting retrofit and inspections will take place once the work is complete to ensure that it complies with all sea turtle lighting regulations.



# VILLAGE OF KEY BISCAYNE

## Department of Building, Zoning and Planning

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DATE: December 16, 2014

TO: John C. Gilbert, Village Manager

FROM: Jud Kurlancheek, AICP, Director

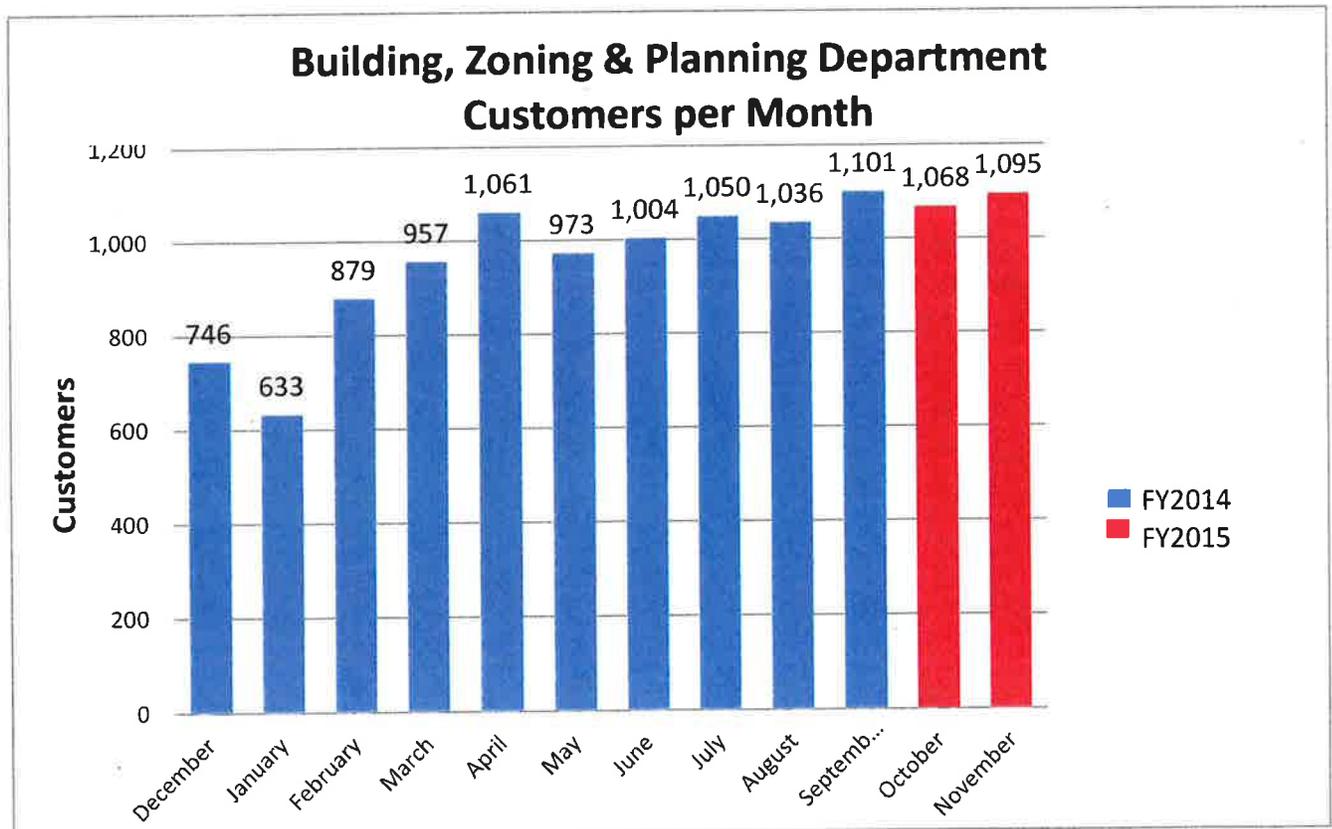
RE: Monthly Report - November 2014

*Director*  
Jud Kurlancheek, AICP

*Chief Building Official*  
Eugenio M. Santiago, P.E., CFM

### I. Building, Zoning, & Planning Department

#### A. CUSTOMER SERVICE



In November 2014, 1,095 customers visited the BZP Department for an average of 78.2 per day.

During the past 12 months, an average of 967 customers per month visited the Building, Zoning & Planning Department. The average customer count per day over the 12 month period has been 59.4. 11,603 customers have been assisted by staff in the past year.

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

The November 1 - 30, 2014, 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:**

\$	263,263.73	Building Permit Fees (Includes \$69,441.90 in Building Permit fees for 350 Ocean Drive)
\$	325.00	Certificates Of Completion & Occupancy
\$	1,210.00	Lien Letters & Research Fees
\$	<u>977.51</u>	Building Code Violation Fines
\$	265,776.24	

**Planning Division & Zoning Division:**

\$	6,082.08	Zoning & Site Plan Review Fees
\$	-	Zoning Code Violation Fines
\$	<u>-</u>	Planning & Zoning Hearing Fees
\$	6,082.08	

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

\$	11,388.49	
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**Property Maintenance Violations Fines:**

\$	-	
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\$	<b>283,246.81</b>	<b>Total Department Fees Collected</b>
\$	<u>2,597.61</u>	County Business Tax Receipt Fees Collected
\$	285,844.42	Total Fees Collected

<b>FY15 Revenue</b>	<b>\$551,329.27</b>
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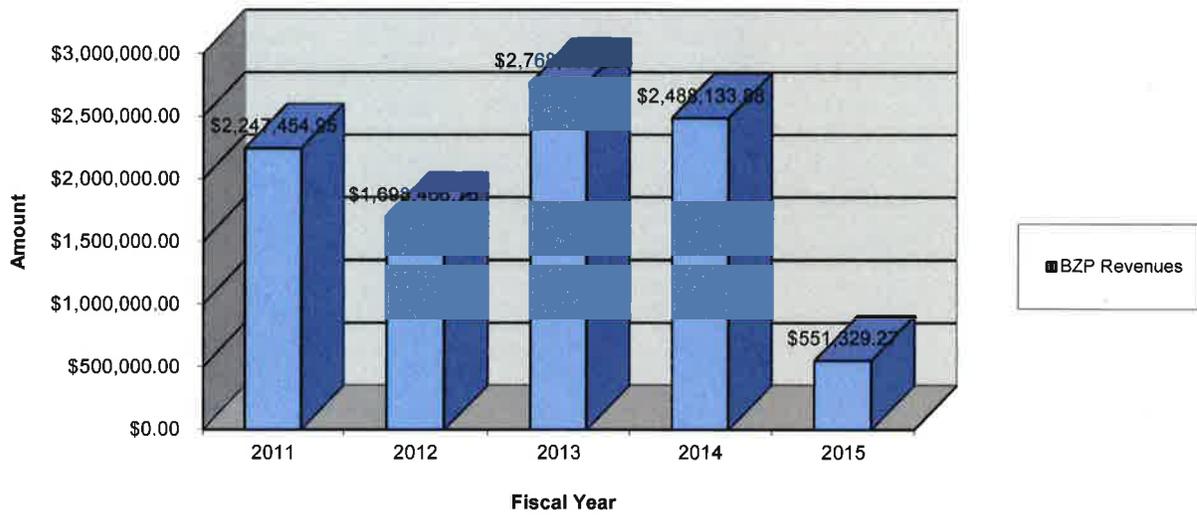
**C. BUILDING PERMIT RECAPITULATION (INCLUDING ZONING & SITE PLAN  
PROCESS FEES ASSOCIATED WITH BUILDING PERMITS)**

November 2014:	316	Building Permits Issued
	\$ 269,345.81	Total Building & Zoning Permit Fees
November 2013:	246	Building Permits Issued
	\$ 164,050.86	Total Building & Zoning Permit Fees
November 2012:	297	Building Permits Issued
	\$ 145,856.98	Total Building & Zoning Permit Fees
November 2011:	264	Building Permits Issued
	\$ 118,890.74	Total Building & Zoning Permit Fees
November 2010:	271	Building Permits Issued
	\$ 106,337.88	Total Building & Zoning Permit Fees

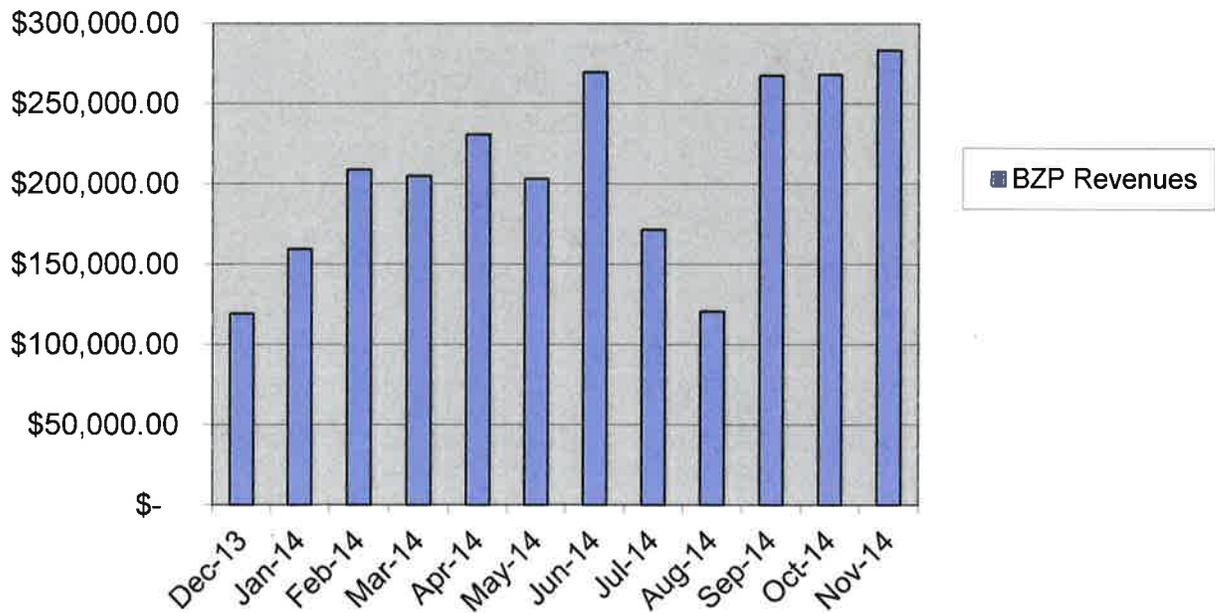
**Fiscal Year:**

2015 Year to Date:	689	Building Permits Issued
	\$ 473,438.27	Total Fees
2014 Year to Date:	599	Building Permits Issued
	\$ 348,555.62	Total Fees
2013 Year to Date:	671	Building Permits Issued
	\$ 399,776.64	Total Fees
2012 Year to Date:	528	Building Permits Issued
	\$ 226,793.22	Total Fees
2011 Year to Date:	687	Building Permits Issued
	\$ 210,389.23	Total Fees

**Building, Zoning, and Planning Revenues - Past Fiscal Years vs. Current FYTD**



**Monthly BZP Revenues**



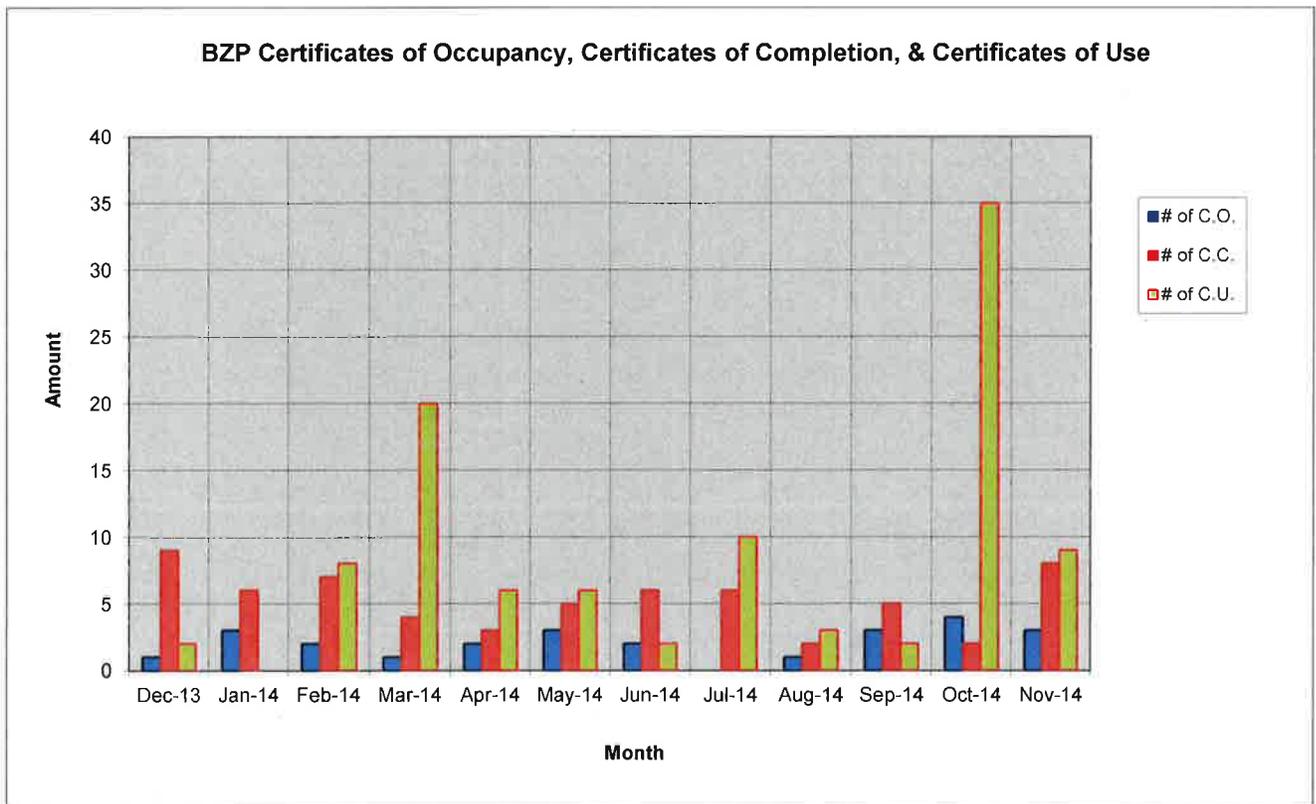
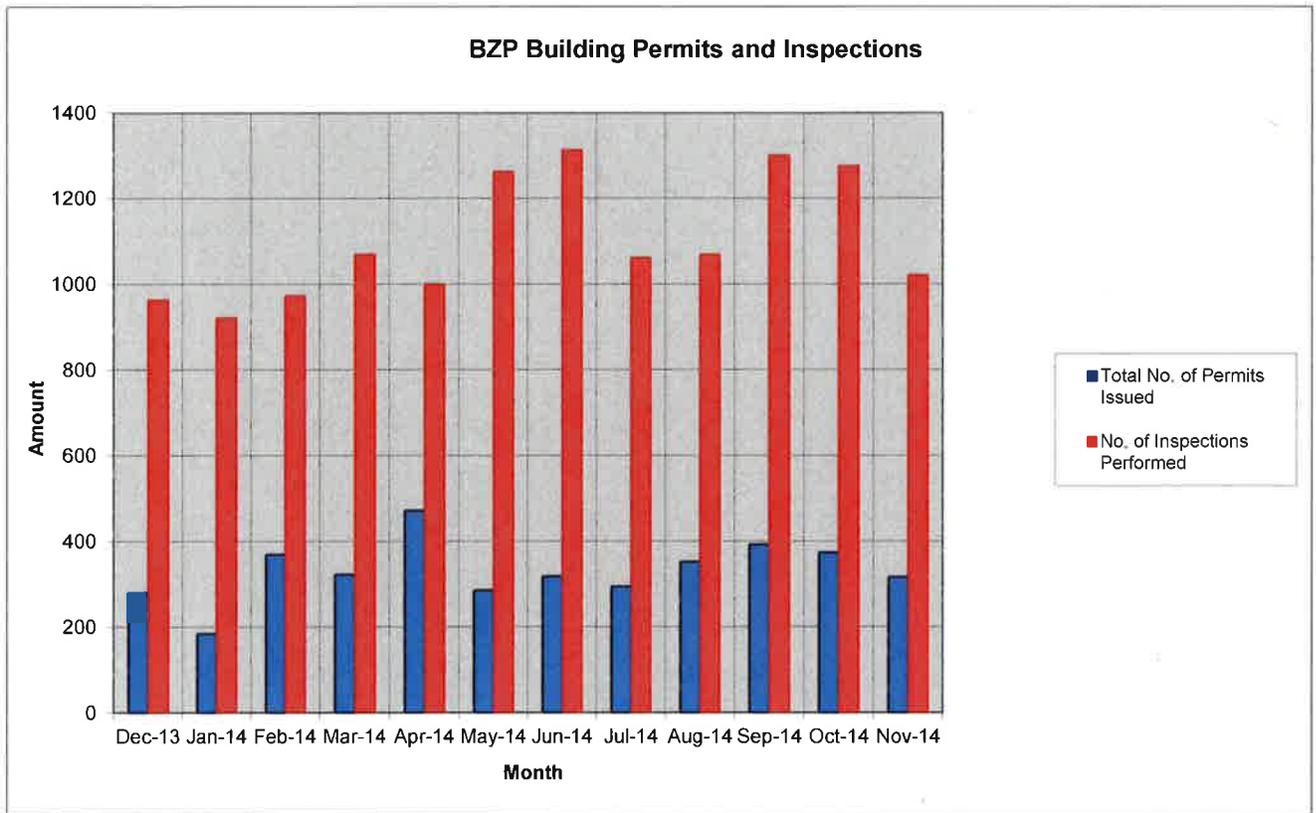
**D. SUMMARY OF BUILDING DEPARTMENT ACTIVITY**

- 78.2 Building, Zoning & Planning customers per day (1,095 customers, 14 days)
- 316 Building Permits Issued (2 were issued for new Single Family Residential)
- 67 New Single Family Residences -  
 (Permitted but not yet having Certificates of Occupancy)
- 3 Demolition Permits Issued
- 5 Tree Removal Permits Issued
- 1,020 Inspections Performed
- 3 Certificates of Occupancy Issued
- 8 Certificates of Completion Issued
- 9 Certificates of Use
- 30 Business Tax Receipts (13 new, 17 re-newed, 0 closed)
- 50 Research & Lien Letters
- 6 Special Event Permits

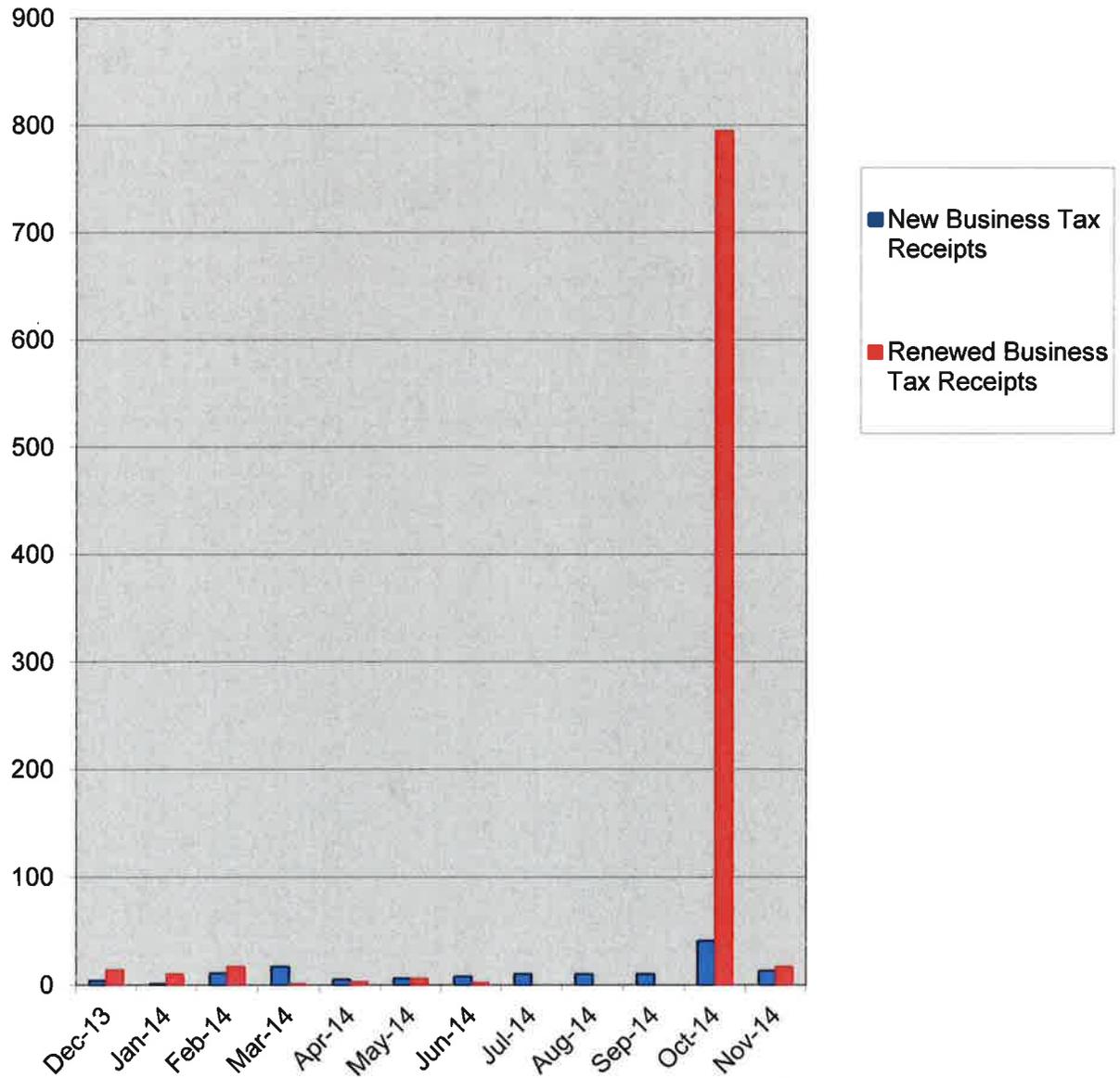
**Permit Data**

	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
Dec-13	280	962	1	9	2	18
Jan-14	184	921	3	6	1	11
Feb-14	369	972	2	7	8	28
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
<b>Monthly Average</b>	<b>329.7</b>	<b>1,101.7</b>	<b>2.1</b>	<b>5.3</b>	<b>8.7</b>	<b>83.4</b>
<b>12 Month Total</b>	<b>3,956</b>	<b>13,220</b>	<b>25</b>	<b>63</b>	<b>104</b>	<b>1,001</b>
<b>FYTD</b>	<b>689</b>	<b>2,295</b>	<b>7</b>	<b>10</b>	<b>44</b>	<b>866</b>

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



### Business Tax Receipts Issued

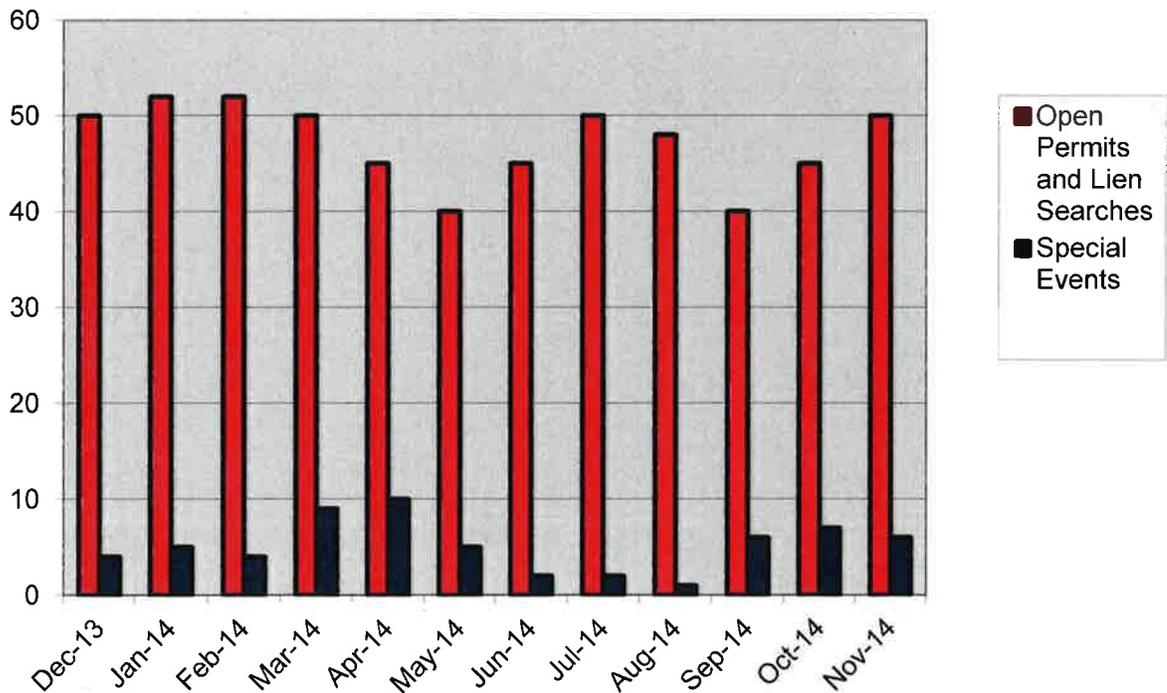


NOTE: October is the renewal month for Business Tax Receipts

Open Permit and Lien Searches, Special Event Permits

	Number of Open Permit and Lien Searches	Number of Special Event Permits
Dec-13	50	4
Jan-14	52	5
Feb-14	52	4
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
<b>Monthly Average</b>	<b>47.3</b>	<b>5.1</b>
<b>12 Month Total</b>	<b>567</b>	<b>61</b>
<b>FYTD</b>	<b>95</b>	<b>13</b>

Open Permits/Lien Searches  
and Special Event Permits



## **E. Code Enforcement Violations**

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

**219**

The following is a summary of the events that followed:

- 15 Complaints Received
- 25 Open Cases
- 22 Closed Cases
- 40 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)**

**1042** Total Business Tax Receipts

The following is a summary of the activities that followed:

- 866 Business Tax Receipts Issued (13 New, 17 Re-newed, 0 closed)
- 160 Business Tax Receipts Outstanding
- 0 Civil Warning Notices Issued
- 0 Civil Violation Notices Issued
- 0 Notice to Appear Before the Special Master Issued
- 0 Cases Heard at Special Masters Hearing
- 4 Certificate of Use Inspections
- 9 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
Dec-13	20	26	20	24	1	1	0	0
Jan-14	51	21	15	20	1	1	0	0
Feb-14	65	25	20	27	3	3	0	0
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
<b>Monthly Average</b>	41.9	28.1	22.4	38.5	1.9	1.7	2.3	1.8
<b>12 Month Total</b>	503	337	269	462	23	20	27	21
<b>FYTD</b>	33	48	42	85	5	5	1	0

