



# VILLAGE OF KEY BISCAIYNE

## Department of Building, Zoning and Planning

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

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

**DATE:** January 19, 2016  
**TO:** John C. Gilbert, Village Manager  
**FROM:** Jud Kurlancheek, Building, Zoning  
Planning Director  
**RE:** Monthly Report Exceptions: December 2015

During the month of December 2015 the following exceptions were noted specifically to the monthly report.

**Building, Zoning, and Planning Department Revenue:** Total Department Revenue for December 2015 was the second highest of any December for the past five years, 45.2% higher than the five year average of \$194,223.90.

**Building Permit Revenue:** Building Permit Revenue for December 2015 was the second highest of any December for the past five years, 46.3% higher than the five year average of \$182,360.88.

\*Includes \$68,174.91 in Building Permit fees for 350 Ocean Drive.

**Permit and Inspection Data:** December 2015 Building Permits totaled 391, 30.5% higher than the 12-month average of 299.6. Inspections totaled 933, 10% lower than the 12-month average of 1,036.2. Demolition Permits totaled 5 in December 2015 compared to 6 in December 2014. 1 Tree Removal Permit was issued in December 2015 compared to 2 in December 2014. 56 Single Family Residences were in the construction process (permitted and not yet in receipt of a Certificate of Occupancy), and 1 Building Permit was issued for new Single Family Residential construction.

**Open Permit and Lien Searches:** December 2015 Open Permit and Lien Searches totaled 138, 141.7% higher than the 12-month average. Special Event Permits totaled 1, lower than the monthly average by 2.5 or 71.4%.

**Business Tax Receipts:** Total Business Tax Receipts for December 2015 were the lowest of any December for the past five years, 89.6% lower than the five year average of 87.4. The lower number for 2015 reflects an earlier billing cycle when the majority of receipts were issued in October rather than November and later.

**Code Enforcement:** Total Code Enforcement complaints resolved for December 2015 were the lowest of any December for the past five years, 33.9% lower than the five year average of 24.2. Special Master heard 0 cases in December 2015 as compared to 0 cases in December 2014.

**Public Works:** There were no exceptions for Public Works.



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

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DATE: January 19, 2016

Director  
Jud Kurlancheek, AICP

TO: John C. Gilbert, Village Manager

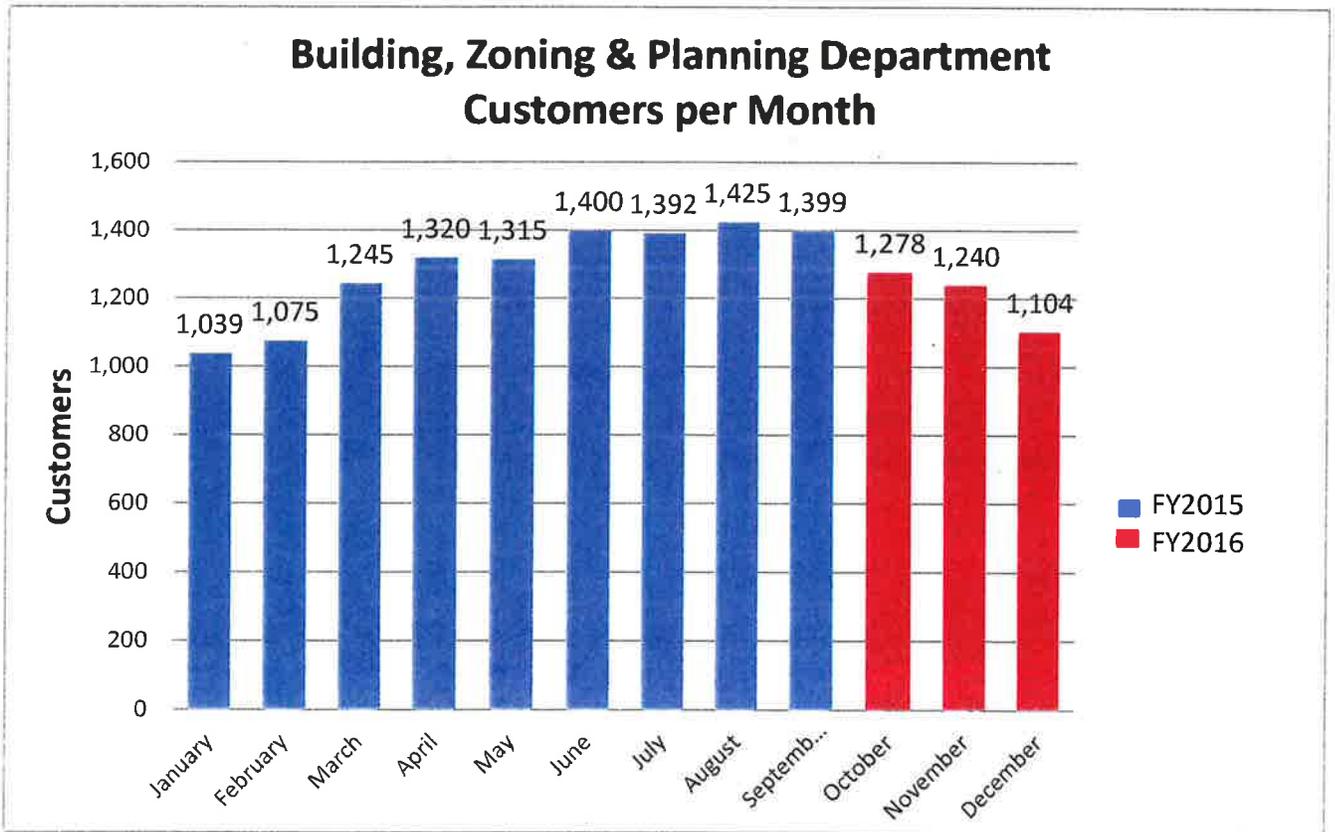
Chief Building Official  
Eugenio M. Santiago, P.E., CFM

FROM: Jud Kurlancheek, AICP, Director

RE: Monthly Report - December 2015

I. Building, Zoning, & Planning Department

A. CUSTOMER SERVICE



In December 2015, 1,104 customers visited the BZP Department for an average of 50.2 per day.

During the past 12 months, an average of 1,269.3 customers per month visited the Building, Zoning & Planning Department. The average customer count per day over the 12 month period has been 73.7. 15,232 customers have been assisted by staff in the past year.

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

The December 1 - 31, 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:**

\$ 263,925.77	Building Permit Fees (Includes \$68,174.91 in Building Permit fees for 350 Ocean Drive)
\$ -	Certificates Of Completion & Occupancy
\$ 7,590.00	Lien Letters & Research Fees
\$ <u>4,000.00</u>	Building Code Violation Fines
\$ 275,515.77	

**Planning Division & Zoning Division:**

\$ 2,934.63	Zoning & Site Plan Review Fees
\$ -	Zoning Code Violation Fines
\$ <u>55.00</u>	Planning & Zoning Hearing Fees
\$ 2,989.63	

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

\$ 3,452.64	
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**Property Maintenance Violations Fines:**

\$ -	
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<b>\$ 281,958.04</b>	<b>Total Department Fees Collected</b>
\$ <u>2,614.79</u>	County Business Tax Receipt Fees Collected
\$ 284,572.83	Total Fees Collected

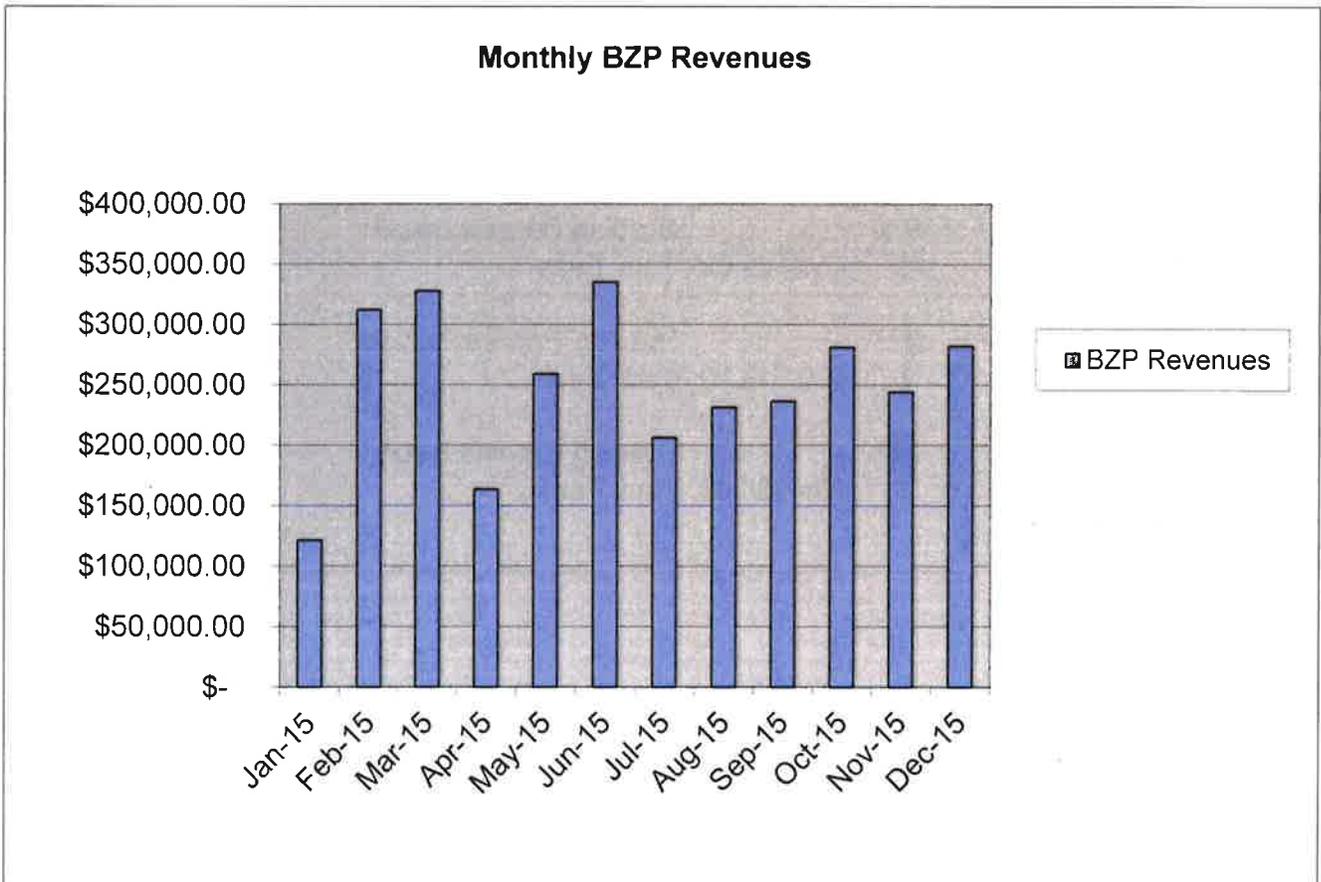
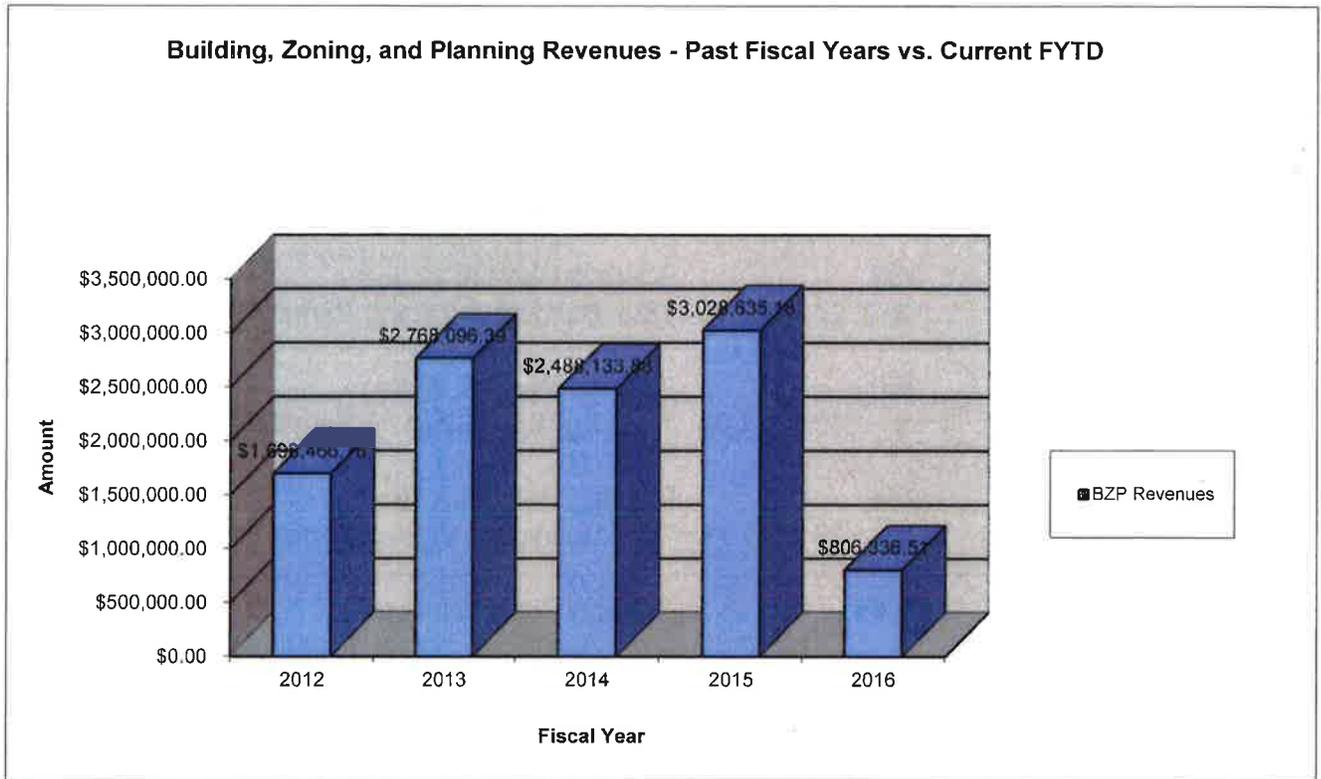
<b>FY16 Revenue</b>	<b>\$806,336.51</b>
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**C. BUILDING PERMIT RECAPITULATION (INCLUDING ZONING & SITE PLAN  
PROCESS FEES ASSOCIATED WITH BUILDING PERMITS)**

December 2015:	391	Building Permits Issued
	\$ 266,860.40	Total Building & Zoning Permit Fees
December 2014:	280	Building Permits Issued
	\$ 274,462.45	Total Building & Zoning Permit Fees
December 2013:	280	Building Permits Issued
	\$ 108,047.00	Total Building & Zoning Permit Fees
December 2012:	256	Building Permits Issued
	\$ 191,141.75	Total Building & Zoning Permit Fees
December 2011:	214	Building Permits Issued
	\$ 71,292.82	Total Building & Zoning Permit Fees

**Fiscal Year:**

2016 Year to Date:	880	Building Permits Issued
	\$ 634,979.73	Total Fees
2015 Year to Date:	969	Building Permits Issued
	\$ 749,488.73	Total Fees
2014 Year to Date:	879	Building Permits Issued
	\$ 456,602.62	Total Fees
2013 Year to Date:	927	Building Permits Issued
	\$ 590,918.39	Total Fees
2012 Year to Date:	742	Building Permits Issued
	\$ 298,086.42	Total Fees



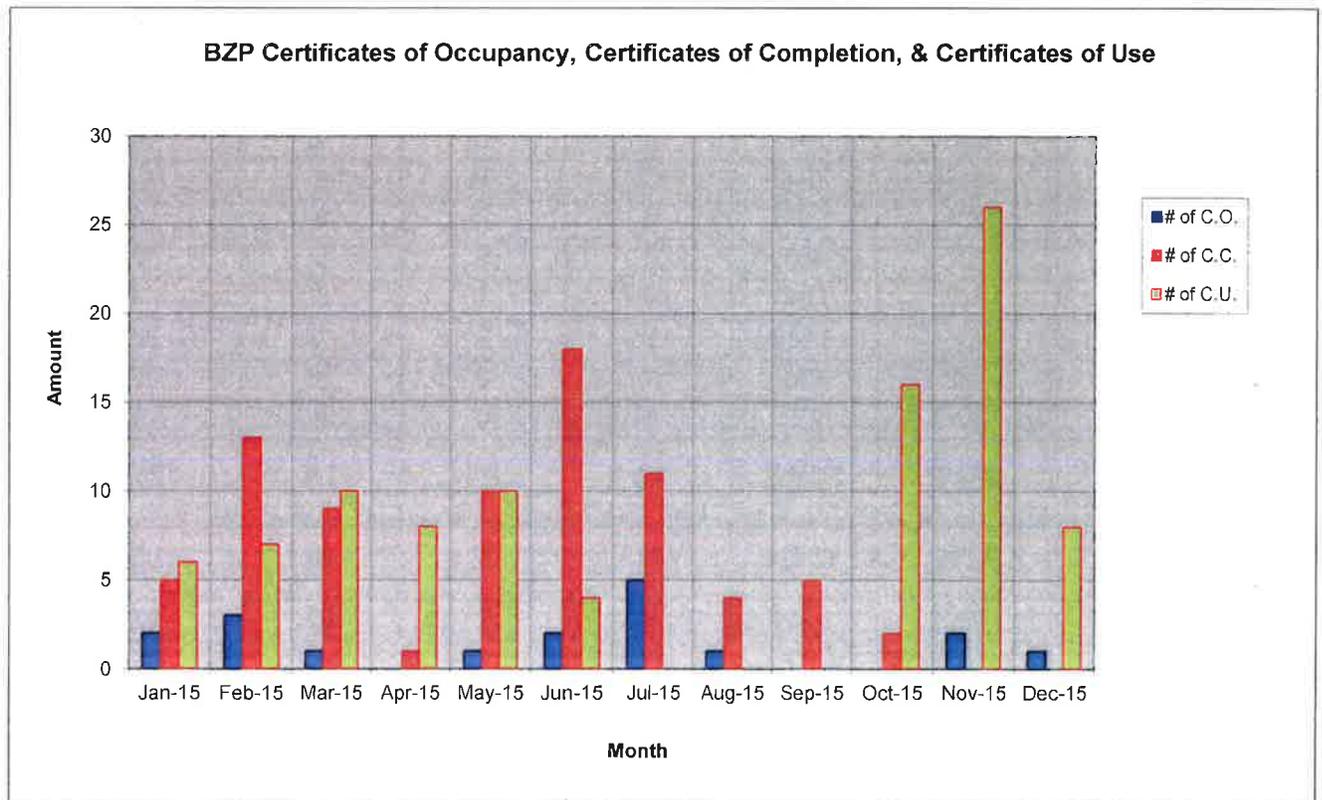
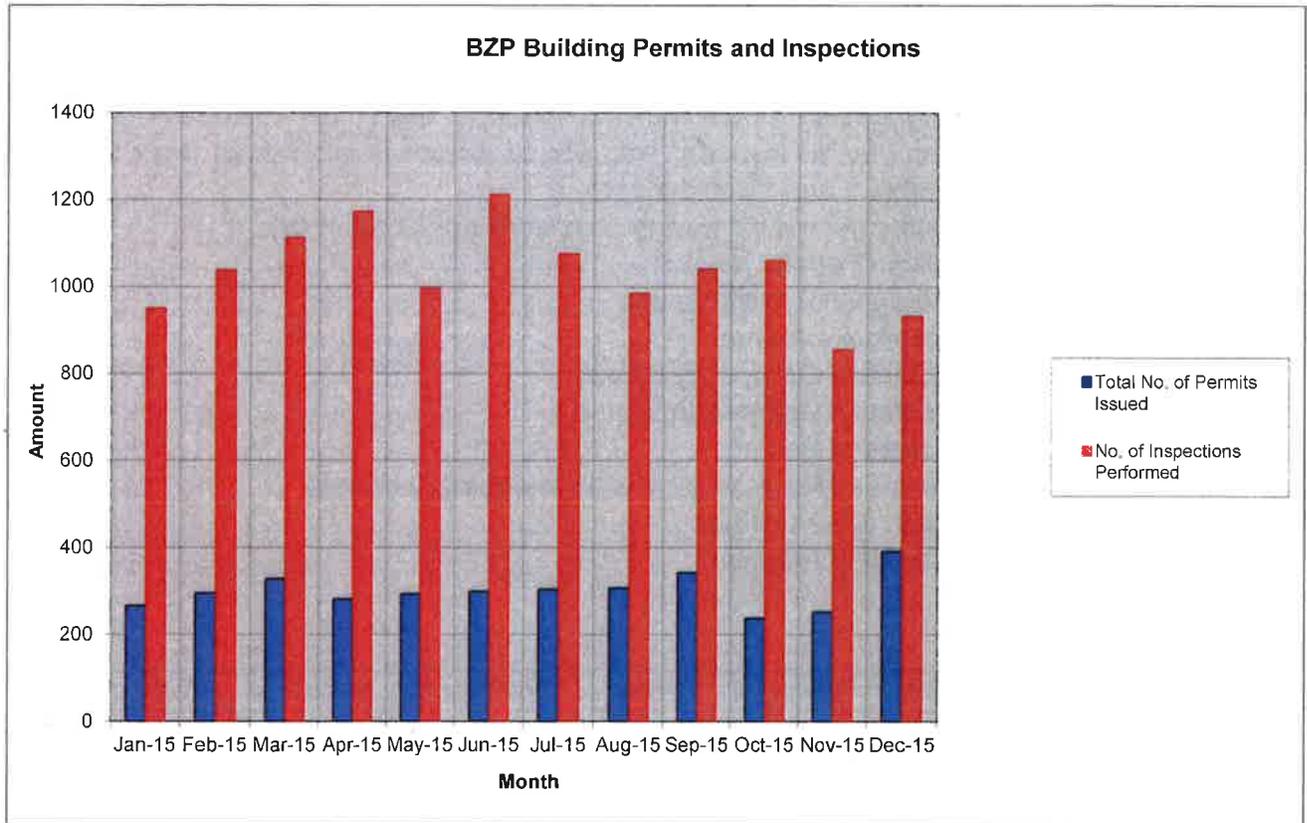
**D. SUMMARY OF BUILDING DEPARTMENT ACTIVITY**

- 50.2 Building, Zoning & Planning customers per day (1,104 customers, 22 days)
- 391 Building Permits Issued (1 was issued for new Single Family Residential)
- 56 New Single Family Residences -  
(Permitted but not yet having Certificates of Occupancy)
- 5 Demolition Permits Issued
- 1 Tree Removal Permits Issued
- 933 Inspections Performed
- 1 Certificates of Occupancy Issued
- 0 Certificates of Completion Issued
- 8 Certificates of Use
- 3 Business Tax Receipts (3 new, 0 re-newed, 0 closed)
- 138 Research & Lien Letters
- 1 Special Event Permits

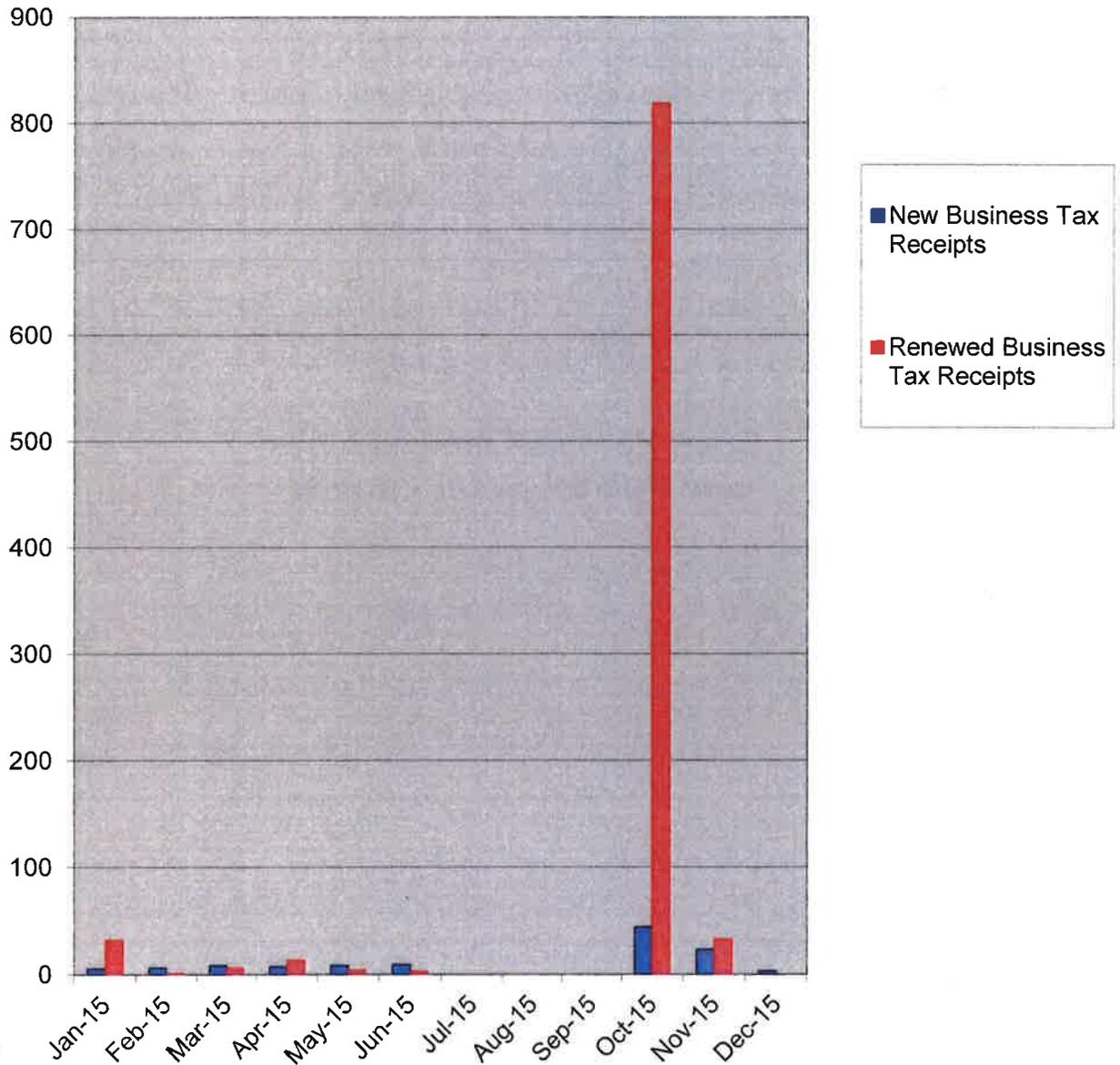
**Permit Data**

	<b>Total Number of Permits Issued</b>	<b>Number of Inspections Performed</b>	<b>Number of C.O.'s Issued</b>	<b>Number of C.C.'s Issued</b>	<b>Number of C.U.'s Issued</b>	<b>Number of Business Tax Receipts Issued</b>
Jan-15	266	950	2	5	6	37
Feb-15	295	1,038	3	13	7	7
Mar-15	328	1,113	1	9	10	14
Apr-15	281	1,173	0	1	8	20
May-15	293	997	1	10	10	12
Jun-15	299	1,212	2	18	4	12
Jul-15	304	1,076	5	11	0	0
Aug-15	307	985	1	4	0	0
Sep-15	342	1,041	0	5	0	0
Oct-15	237	1,060	0	2	16	863
Nov-15	252	856	2	0	26	56
Dec-15	391	933	1	0	8	3
<b>Monthly Average</b>	<b>299.6</b>	<b>1,036.2</b>	<b>1.5</b>	<b>6.5</b>	<b>7.9</b>	<b>85.3</b>
<b>12 Month Total</b>	<b>3,595</b>	<b>12,434</b>	<b>18</b>	<b>78</b>	<b>95</b>	<b>1,024</b>
<b>FYTD</b>	<b>880</b>	<b>2,849</b>	<b>3</b>	<b>2</b>	<b>50</b>	<b>922</b>

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



### Business Tax Receipts Issued

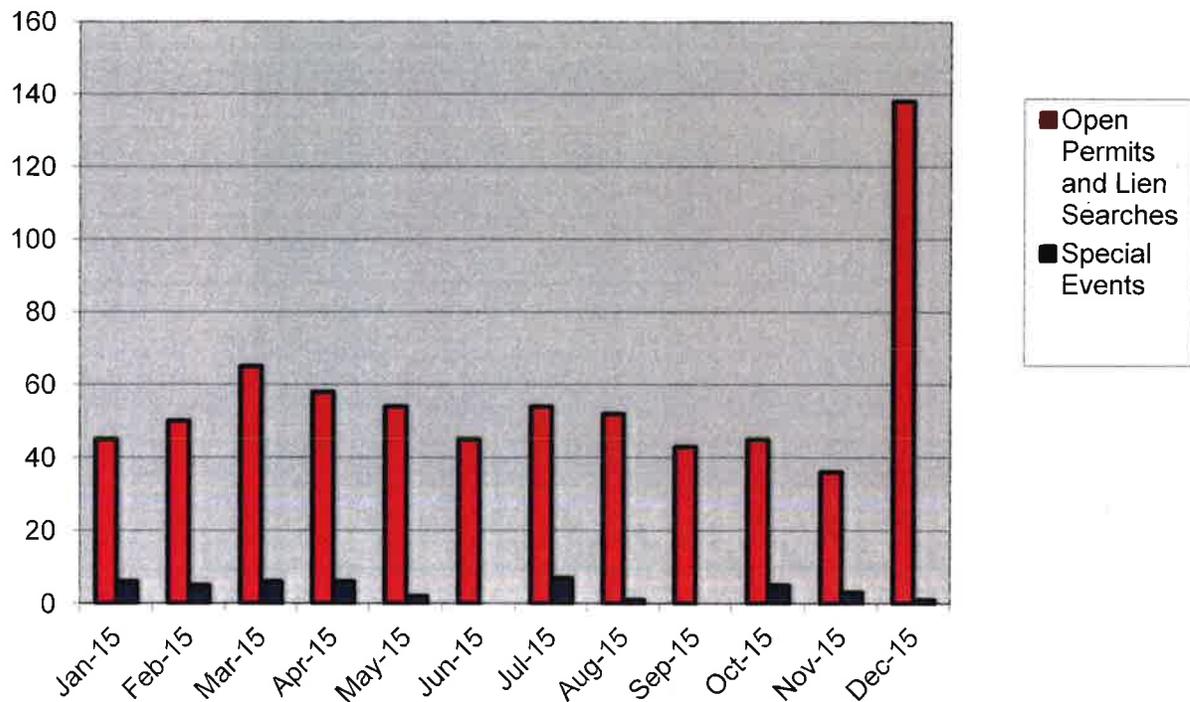


NOTE: October is the renewal month for Business Tax Receipts

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

	Number of Open Permit and Lien Searches	Number of Special Event Permits
Jan-15	45	6
Feb-15	50	5
Mar-15	65	6
Apr-15	58	6
May-15	54	2
Jun-15	45	0
Jul-15	54	7
Aug-15	52	1
Sep-15	43	0
Oct-15	45	5
Nov-15	36	3
Dec-15	138	1
<b>Monthly Average</b>	<b>57.1</b>	<b>3.5</b>
<b>12 Month Total</b>	<b>685</b>	<b>42</b>
<b>FYTD</b>	<b>219</b>	<b>9</b>

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



Building, Zoning & Planning Monthly Report

January 19, 2016

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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
Jan-15	37	26	24	39	2	2	0	0
Feb-15	21	20	18	37	2	2	2	0
Mar-15	23	19	21	45	1	1	0	0
Apr-15	18	41	50	59	11	10	0	0
May-15	19	32	29	57	2	2	0	0
Jun-15	18	20	17	22	2	1	0	0
Jul-15	14	17	19	29	1	1	0	0
Aug-15	17	19	21	27	1	1	4	0
Sep-15	23	15	16	35	1	1	0	4
Oct-15	37	19	21	41	1	1	0	0
Nov-15	45	22	27	40	14	1	0	2
Dec-15	35	18	16	27	1	1	0	0
<b>Monthly Average</b>	25.6	22.3	23.3	38.2	3.3	2.0	0.5	0.5
<b>12 Month Total</b>	307	268	279	458	39	24	6	6
<b>FYTD</b>	117	59	64	108	16	3	0	2

