



# 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:** February 16, 2016  
**TO:** John C. Gilbert, Village Manager  
**FROM:** Jud Kurlancheek, Building, Zoning & Planning Director  
**RE:** **Monthly Exception Report (Building, Zoning, Planning & Public Works): January 2016**

During the month of January 2016 the following exceptions were noted specifically to the monthly report.

**Building, Zoning, and Planning Department Revenue:** Total Department Revenue for January 2016 was the lowest of any January for the past five years, 42.6% lower than the five year average of \$112,744.37.

**Building Permit Revenue:** Building Permit Revenue for January 2016 was the lowest of any January for the past five years, 42.9% lower than the five year average of \$97,087.92.

\*Includes \$1,161.03 in Building Permit fees for 350 Ocean Drive.

**Permit and Inspection Data:** January 2016 Building Permits totaled 353, 15.1% higher than the 12-month average of 306.8. Inspections totaled 754, 26.1% lower than the 12-month average of 1,019.8. Demolition Permits totaled 4 in January 2016 compared to 0 in January 2015. 3 Tree Removal Permits were issued in January 2016 compared to 2 in January 2015. 57 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:** January 2016 Open Permit and Lien Searches totaled 34, 40% lower than the 12-month average. Special Event Permits totaled 5, higher than the monthly average by 1.6 or 47%.

**Business Tax Receipts:** Total Business Tax Receipts for January 2016 were the fourth highest of any January for the past five years, 14.3% lower than the five year average of 28.

**Code Enforcement:** Total Code Enforcement complaints resolved for January 2016 were the third highest of any January for the past five years, 8.7% higher than the five year average of 23. Special Master heard 0 cases in January 2016 as compared to 0 cases in January 2015.

**Public Works:** The Village had 3 Sewer Events in the month of January. All of these events occurred in the same general area of Fernwood Rd. Miami-Dade Water and Sewer was notified of these events, as they appear to be chronic. Miami-Dade has informed the Village that they will be sending out a crew to clean the sewer line along Fernwood Rd.



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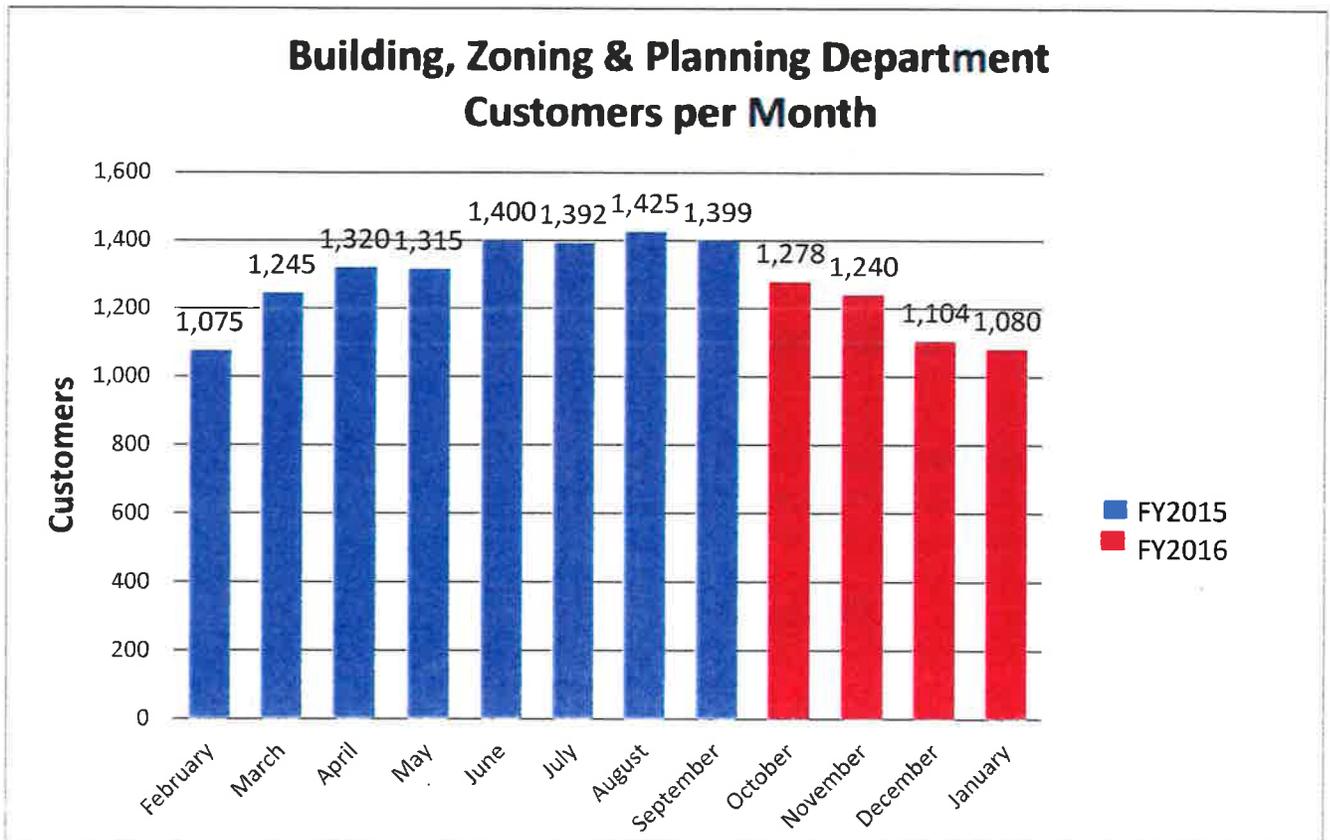
*Chief Building Official*  
 Eugenio M. Santiago, P.E., CFM

FROM: Jud Kurlancheek, AICP, Director

RE: Monthly Report - January 2016

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

#### A. CUSTOMER SERVICE



In January 2016, 1,080 customers visited the BZP Department for an average of 72 per day.

During the past 12 months, an average of 1,272.8 customers per month visited the Building, Zoning & Planning Department. The average customer count per day over the 12 month period has been 73.9. 15,273 customers have been assisted by staff in the past year.

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

The January 1 - 31, 2016, 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:**

\$	52,763.77	Building Permit Fees (Includes \$1,161.03 in Building Permit fees for 350 Ocean Drive)
\$	-	Certificates Of Completion & Occupancy
\$	1,265.00	Lien Letters & Research Fees
\$	<u>3,500.00</u>	Building Code Violation Fines
\$	57,528.77	

### **Planning Division & Zoning Division:**

\$	2,681.83	Zoning & Site Plan Review Fees
\$	-	Zoning Code Violation Fines
\$	<u>55.00</u>	Planning & Zoning Hearing Fees
\$	2,736.83	

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

\$	4,488.38	
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### **Property Maintenance Violations Fines:**

\$	-	
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\$	<b>64,753.98</b>	<b>Total Department Fees Collected</b>
\$	<u>2,096.41</u>	County Business Tax Receipt Fees Collected
\$	66,850.39	Total Fees Collected

<b>FY16 Revenue</b>	<b>\$871,090.49</b>
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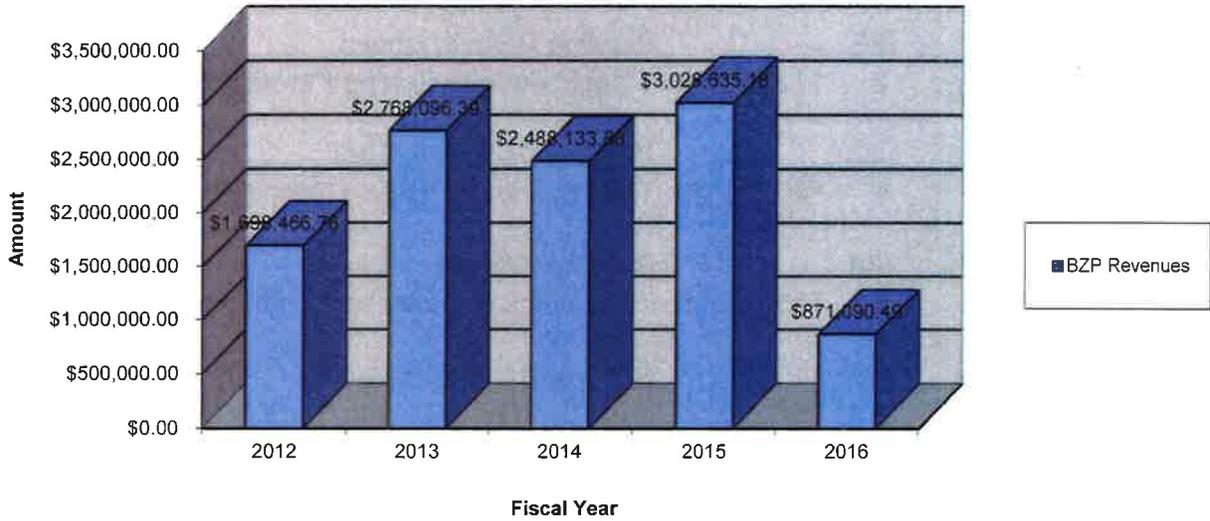
**C. BUILDING PERMIT RECAPITULATION (INCLUDING ZONING & SITE PLAN  
PROCESS FEES ASSOCIATED WITH BUILDING PERMITS)**

January 2016:	353	Building Permits Issued
	\$ 55,445.60	Total Building & Zoning Permit Fees
January 2015:	266	Building Permits Issued
	\$ 112,178.95	Total Building & Zoning Permit Fees
January 2014:	184	Building Permits Issued
	\$ 126,677.25	Total Building & Zoning Permit Fees
January 2013:	258	Building Permits Issued
	\$ 133,891.26	Total Building & Zoning Permit Fees
January 2012:	192	Building Permits Issued
	\$ 57,246.55	Total Building & Zoning Permit Fees

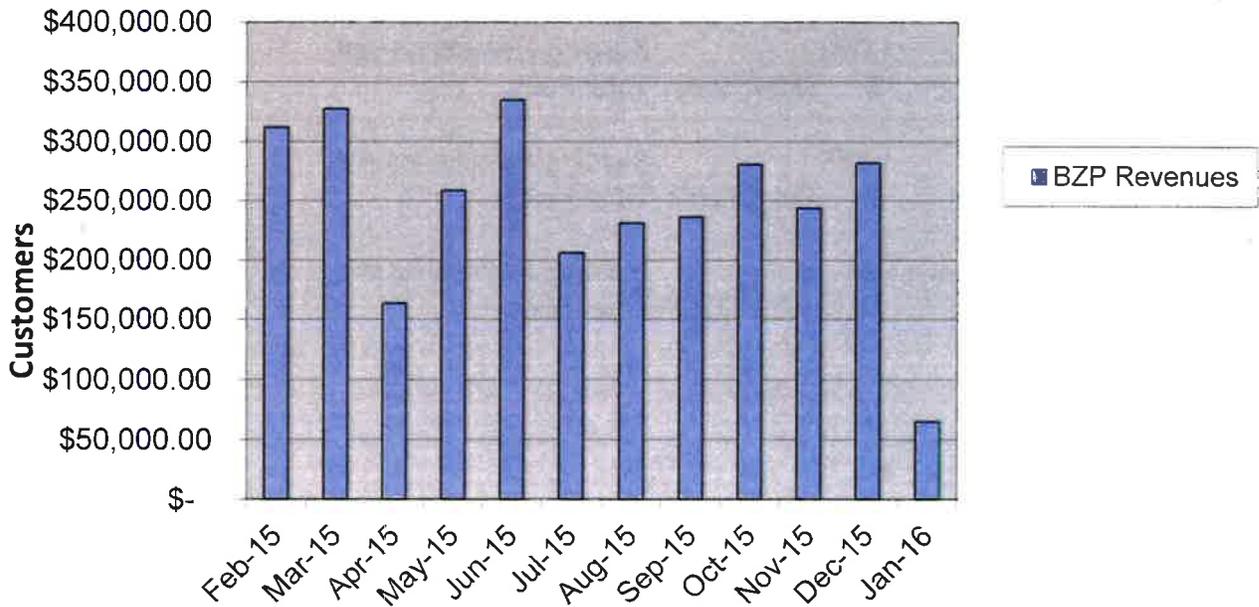
**Fiscal Year:**

2016 Year to Date:	1,233	Building Permits Issued
	\$ 690,425.33	Total Fees
2015 Year to Date:	1,235	Building Permits Issued
	\$ 861,667.68	Total Fees
2014 Year to Date:	1,063	Building Permits Issued
	\$ 583,279.87	Total Fees
2013 Year to Date:	1,185	Building Permits Issued
	\$ 724,809.65	Total Fees
2012 Year to Date:	934	Building Permits Issued
	\$ 355,332.59	Total Fees

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



**Monthly BZP Revenues**



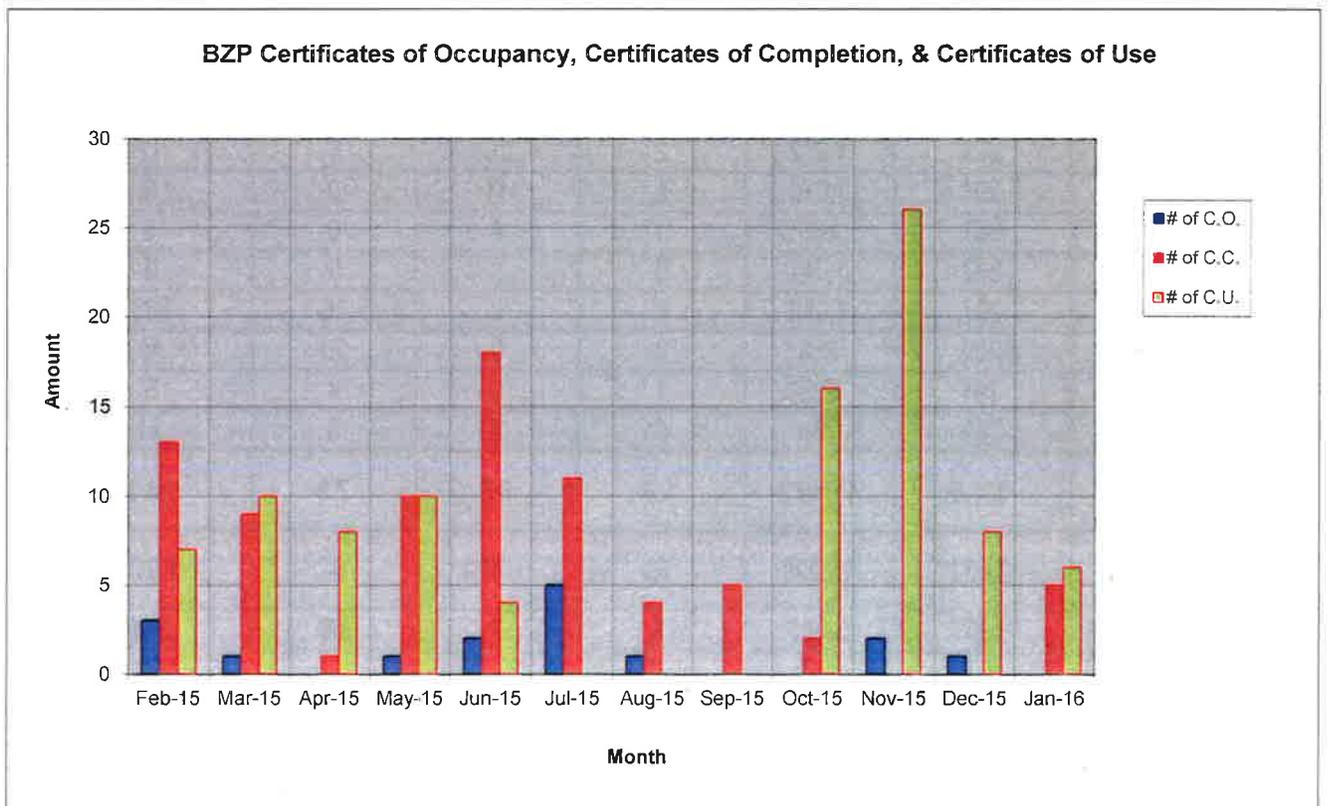
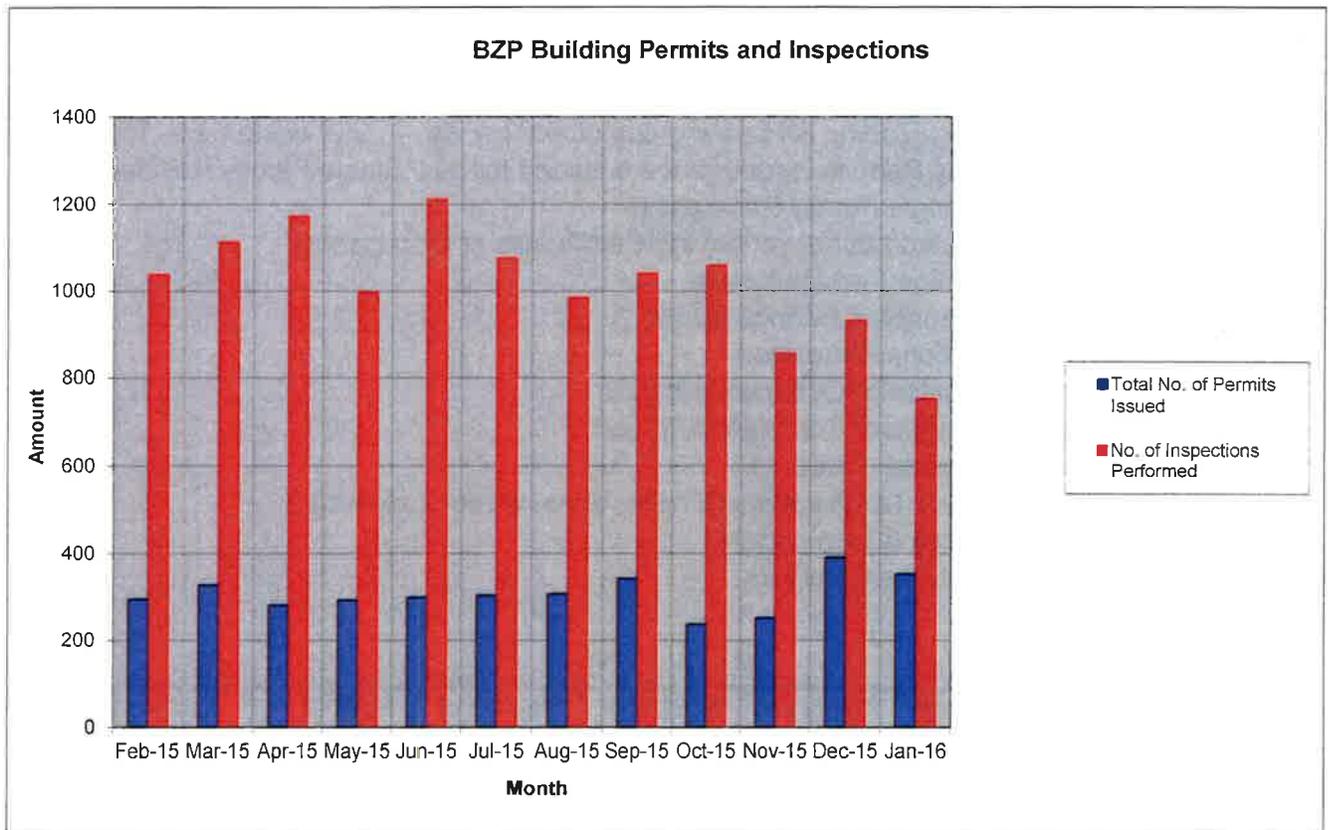
**D. SUMMARY OF BUILDING DEPARTMENT ACTIVITY**

- 71.7 Building, Zoning & Planning customers per day (1,080 customers, 15 days)
- 353 Building Permits Issued (2 were issued for new Single Family Residential)
- 58 New Single Family Residences -  
 (Permitted but not yet having Certificates of Occupancy)
- 4 Demolition Permits Issued
- 3 Tree Removal Permits Issued
- 754 Inspections Performed
- 0 Certificates of Occupancy Issued
- 5 Certificates of Completion Issued
- 6 Certificates of Use
- 24 Business Tax Receipts (6 new, 18 re-newed, 2 closed)
- 34 Research & Lien Letters
- 5 Special Event Permits

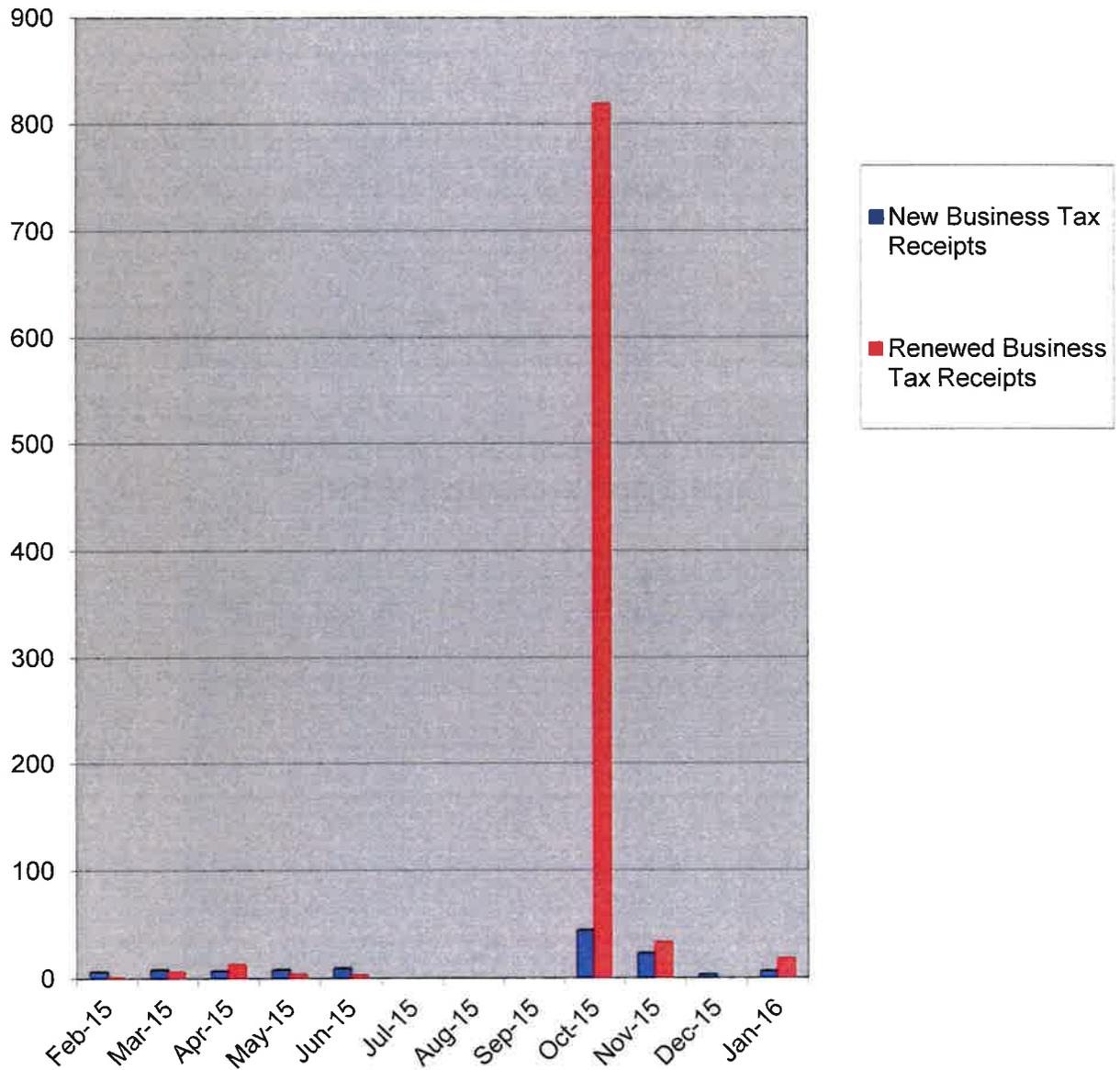
**Permit Data**

	Total Number	Number of	Number of	Number of	Number of	Number of
	of Permits	Inspections	C.O.'s Issued	C.C.'s Issued	C.U.'s Issued	Business Tax
	Issued	Performed				Receipts Issued
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
Jan-16	353	754	0	5	6	24
<b>Monthly Average</b>	<b>306.8</b>	<b>1,019.8</b>	<b>1.3</b>	<b>6.5</b>	<b>7.9</b>	<b>84.3</b>
<b>12 Month Total</b>	<b>3,682</b>	<b>12,238</b>	<b>16</b>	<b>78</b>	<b>95</b>	<b>1,011</b>
<b>FYTD</b>	<b>1,233</b>	<b>3,603</b>	<b>3</b>	<b>7</b>	<b>56</b>	<b>946</b>

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



### Business Tax Receipts Issued

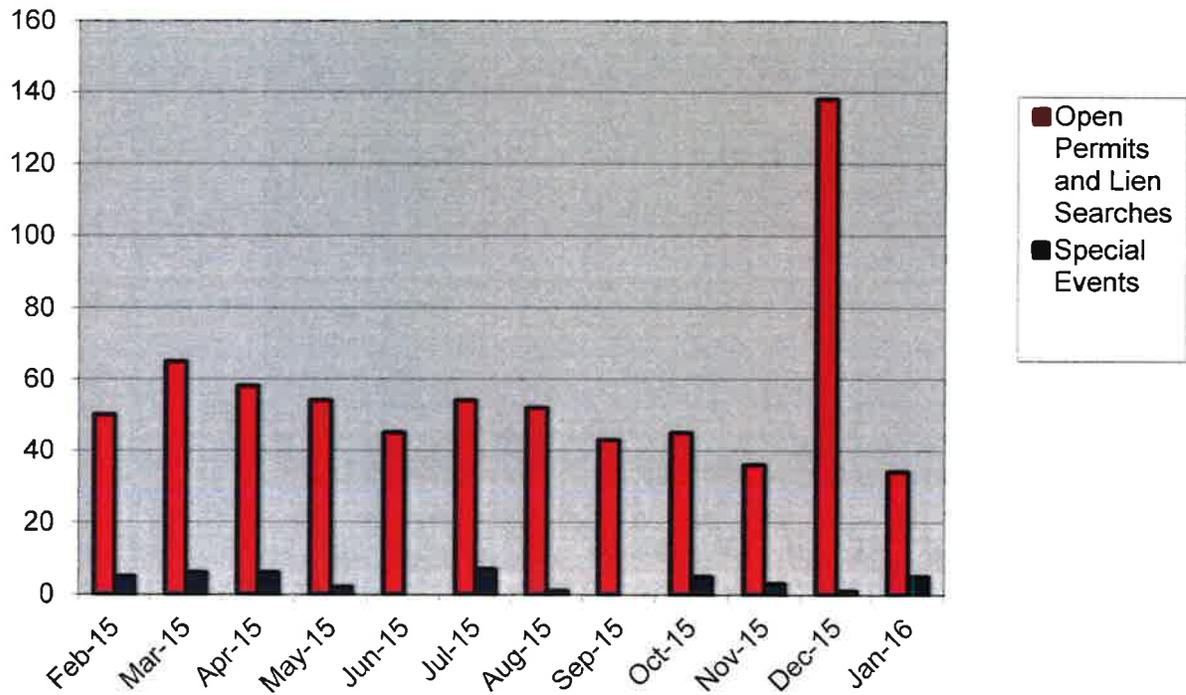


NOTE: October is the renewal month for Business Tax Receipts

Open Permit and Lien Searches, Special Event Permits

	Number of Open Permit and Lien Searches	Number of Special Event Permits
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
Jan-16	34	5
<b>Monthly Average</b>	<b>56.2</b>	<b>3.4</b>
<b>12 Month Total</b>	<b>674</b>	<b>41</b>
<b>FYTD</b>	<b>253</b>	<b>14</b>

Open Permits/Lien Searches  
and Special Event Permits



## **E. Code Enforcement Violations**

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

**189**

The following is a summary of the events that followed:

- 29 Complaints Received
- 22 Open Cases
- 25 Closed Cases
- 35 Warning of Violation Notices Issued
  - 1 Civil Violation Notices Issued
  - 1 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)**

**1077** Total Business Tax Receipts

The following is a summary of the activities that followed:

- 24 Business Tax Receipts Issued (3 New, 0 Re-newed, 0 closed)
- 60 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
- 5 Certificate of Use Inspections
- 6 Certificate of Use

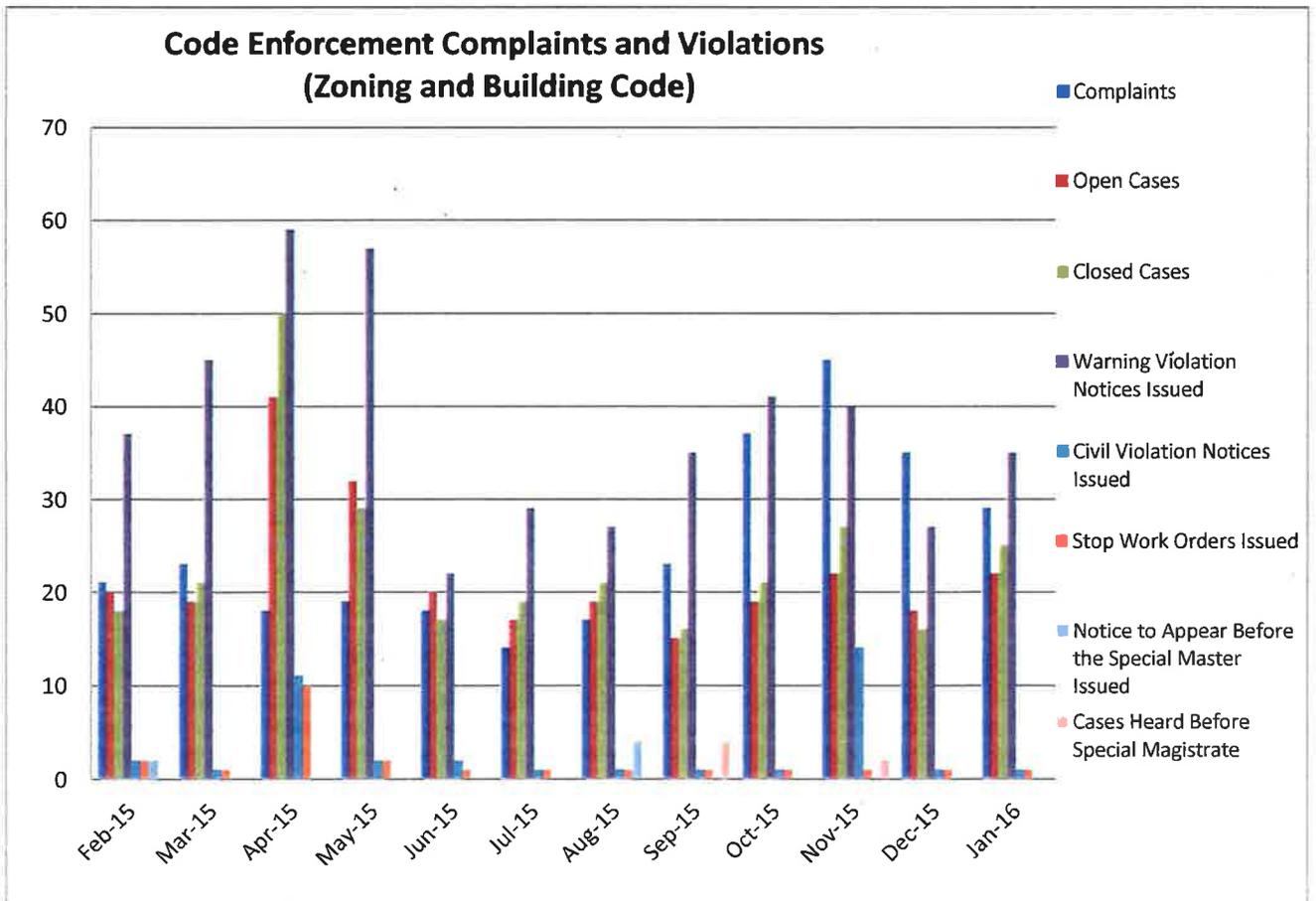
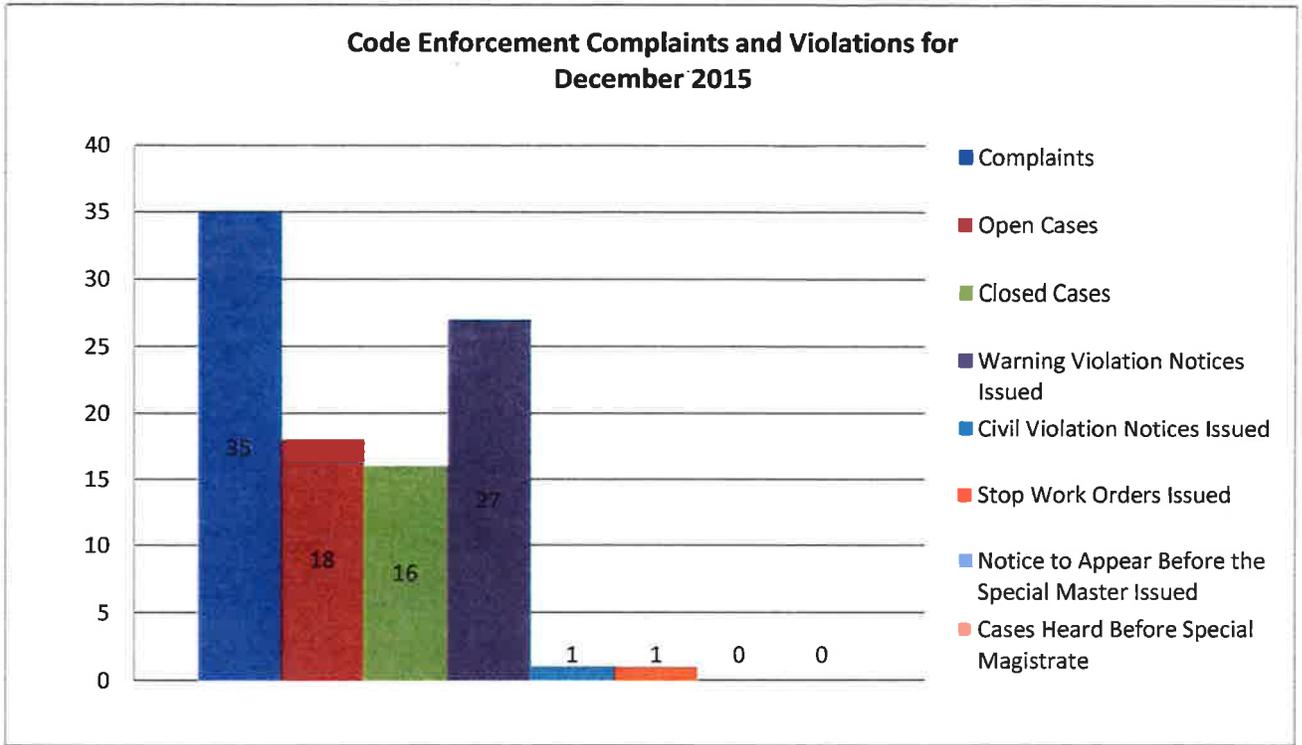
Building, Zoning & Planning Monthly Report

February 16, 2016

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CODE ENFORCEMENT ACTIVITY

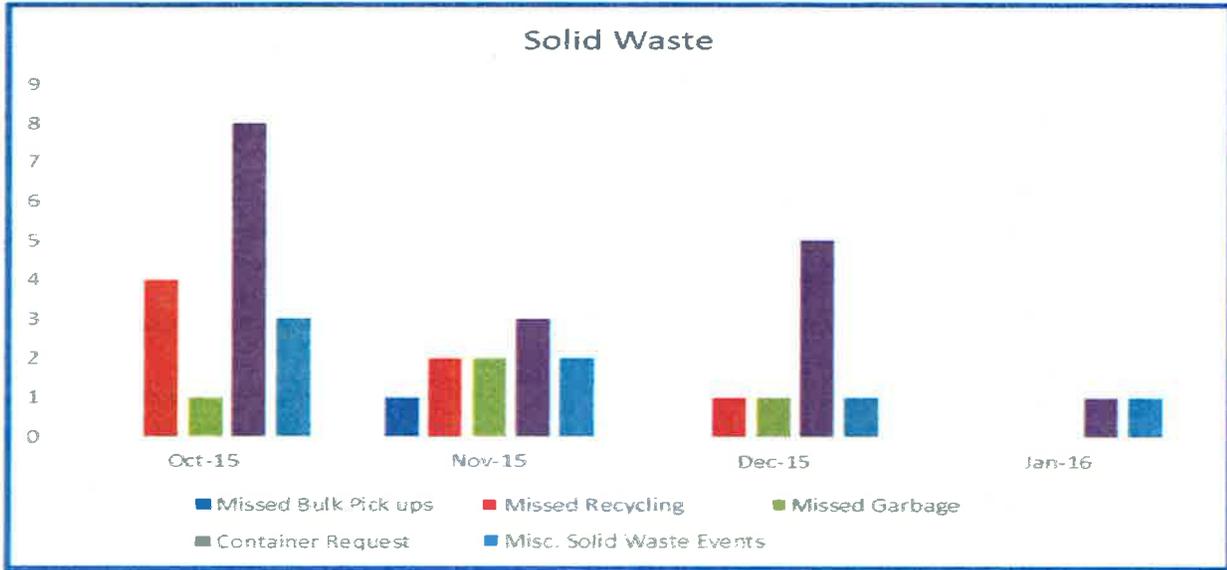
	Complaints	Open Cases	Closed Cases	Warning Violation Notices Issued	Civil Violation Notices Issued	Stop Work Orders Issued	Notice to Appear Before the Special Master Issued	Cases Heard Before Special Magistrate
Feb-15	21	20	18	37	2	2	2	0
Mar-15	23	19	21	45	1	1	0	0
Apr-15	18	41	50	59	11	10	0	0
May-15	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
Jan-16	29	22	25	35	1	1	0	0
<b>Monthly Average</b>	24.9	22.0	23.3	37.8	3.2	1.9	0.5	0.5
<b>12 Month Total</b>	299	264	280	454	38	23	6	6
<b>FYTD</b>	146	81	89	143	17	4	0	2



**E. Public Works Activity**

**1. Customer Service**

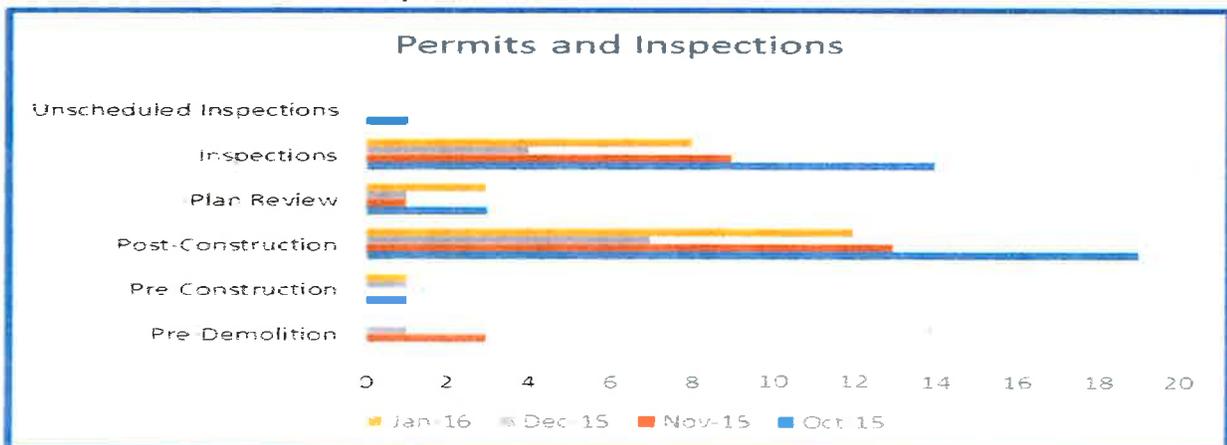
**a. Solid Waste**



**b. Misc. Requests for Information: Calls and Walk-ins**



**c. Permits and Inspections**



**3. Stormwater**

Activity	Number	Status
Structures Cleaned	6	0
Drainage Basin Wells Clean/Repair	0	0
Weirs Cleaning of Outfalls	1	0
Outfall No. 0-13 Repair Project	Pending Easement	
Stormwater Implementation Plan Tier 1	NTP Issued. Completion Date: March 9, 2016	

**4. Sewer Events**

Date	Location	Number	Status
01/16/2016	250 Fernwood Rd	1	Resolved
	240 Fernwood Rd	1	Resolved
	200 Block of Fernwood	1	Resolved

**5. Traffic Control & Maintenance**

**a. Street Lights**

Activity	Number	Status
Street Light Out	25	2-Pending
Lightpole Damaged	1	Pending
Power Outages	0	0

**b. Right-of-Way**

Activity	Number	Status
Sidewalk Damaged	8	Pending
Swale Damaged Complaints	3	Resolved
Street Maintenance (Cold Patch/Asphalt)	3	Completed
Beach Gate Repairs	2	Completed
Repaired Curbing	0	0
Sprinklers	30	Completed
Backflows/Repaired or Replaced	1	Completed

**c. Signs**

Activity	Completed	Pending
Fabricated or Modified	12	0
Installed or Repaired Sign	13	0
Installed or Repaired Pole	3	0
Removed Sign	1	0
Removed Pole	1	0
Removed Graffiti	4	0

**d. Markings**

Activity	Completed	Pending
White Paint Parking Lines	0	0
Thermo Markings (Drainage Stencils)	100	0
White Parking Lines	0	0
Double Yellow Lines	0	0

**e. Banners**

Activity	Total
Banners Removed (Christmas Banner)	60
Banners Reinstalled (Home Tour)	60

**f. Flags**

Activity	Total
Flags Installed (3 American, 2 Village Seal)	5

**6. Building Facilities Management**

**a. Task/Material Work Order Requests**

Building	Quantity
Village Hall	7
Fire Department	2
Police	4
Recreation Center	3

**b. Building Facilities Management Work Orders**

Utility	Location	Comment
HVAC	Village Hall	7 work orders for various repairs to A/C Unit.
Electrical		None
Elevators	Village Hall, Fire Dept, Community Center	Three inspections completed and three inspections are pending.
Lights		None
Tile-Ceiling/Floor/Walls	Council Chambers	Replaced 4 ceiling tiles in Council Chambers
Door/Lock		None
Roofs/Gutters/Sprinklers/Standpipes/Extinguishers	Community Center	Leak found in Community Center. Will be resolved during expansion project.
Fire Alarms		None
Plumbing		None
General Carpentry	Council Chambers	Extention of flooring in Council Chambers Media Room.
Furniture Installation and Removal		No Installation
Pest Control		None
Painting		None
Mold	Village Hall	CBM completed Mold Inspection Course
Generators	Village Hall, Fire Dept, Community Center	Routine Maintenance
Vandalism/Battery Replacement		None

**7. After Hour Calls**

January 31, 2015 After Hours call at 2:21pm regarding weeping sewer due to a grease blockage on the mainline. Blockage was cleared at 5:30pm by MDWSD.
January 22, 2015 After Hours called on 200 block of Fernwood Rd regarding manhole weeping sewer. MDWSD was contacted at 4:50pm. According to WASA, the sewer system was surcharged due to flooding and caused an overflow with the system.

**8. Public Works Projects**

Harbor Drive Lighting project has been completed.
Key Biscayne Dog Park
Traffic Calming at Fernwood/Heather Intersection, N/S Mashta & Woodcrest Speed Table

**9. Landscaping**

Gorgeous Lawns installed new planting at the back of sidewalk along Ocean Drive and Sonesta Drive.
3 trees were trimmed

**10. Utilities**

FPL Villagewide Tree Trimming continuing as scheduled.
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**11. Assisting other Departments**

Assisted Police Dept. with Funeral Arrangements for Council Member Taintor. An order of 100 cones was placed.
Assisted Parks and Rec. with Winterfest.
Assisted K-8 Center with water main break by providing barricades and orange fence to protect the area.