



PLANNING AND ZONING DEPARTMENT MONTHLY REPORT

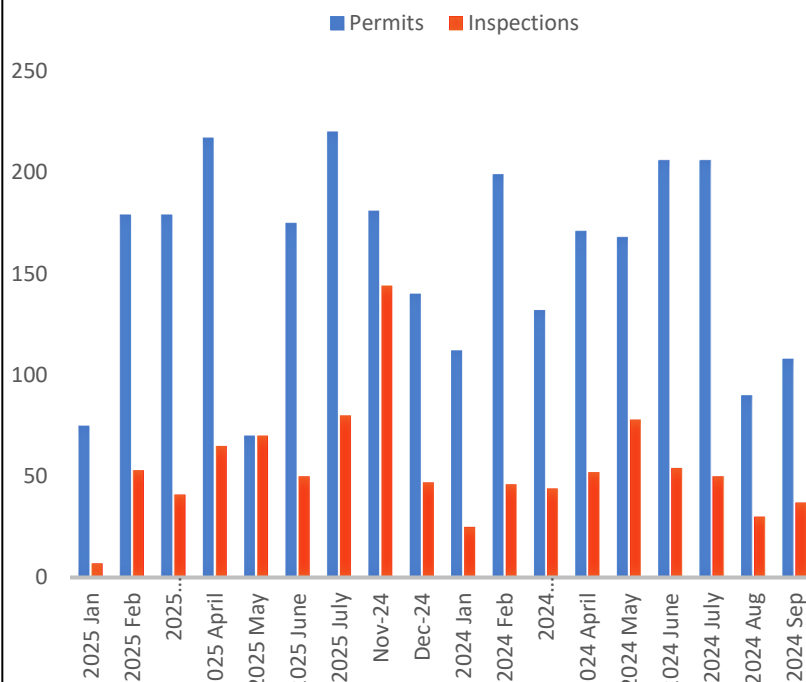
Date: September 10, 2025, Council Meeting
To: Honorable Mayor and Councilmembers
From: Michelle M. Lopez
Interim Planning & Zoning Director
Subject: Planning and Zoning Department's Monthly Report for July 2025

STATISTICS

Customers Assisted (In person)	190
Average Lobby Wait Time (Goal 10 Minutes)	11
Pre-application Meetings	9
Permits Reviewed	220
Site Plans Reviewed	11
Inspections Performed	80
Items Presented to City Council	0
Zoning Verifications/Determinations Reviewed	17
Address Creation	48
Open Projects	31

PLANNING AND ZONING STATISTICS

PERMITS REVIEWED AND INSPECTIONS PERFORMED YEAR-TO-DATE



JULY HIGHLIGHTS

No Council or Zoning meetings were conducted during the month of July 2025.

Business Licensing Division:

As of July 31, 2025, there were 2,306 business tax renewals were processed. The renewal process began June 27, 2025, where the City issued a total of 7,708 renewal notices.

71 new BTRs and 56 Certificates of Use issued between July 1- July 31, 2025.

JULY REPORT

Staff Training:

On-going professional staff training. Guillermo De Nacimiento III, Acting Assistant Director, attended the PLD Webinar: Real Estate Law 101 for Planners. All Planners attended the 2025 APA legislative update webinar. Registration for two planners to attend the 2025 Florida Planning Conference completed.

**BUSINESS LICENSING DIVISION
FY 2024-2025**

***This report includes Chief Licensing Officer and Licensing Clerk activity.

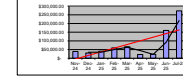
****Cumulative Amounts are from October 1, 2024 to September 30, 2025

Category Series (As of 9/30/2025)

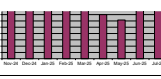
	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
- Amount Collected for Business Tax Receipts										
- BTR Revenue General Only	\$ 33,739.49	\$ 39,201.45	\$ 36,112.35	\$ 45,982.09	\$ 39,411.85	\$ 46,317.99	\$ 21,897.19	\$ 23,112.05	\$ 160,329.00	\$ 272,839.39
- BTR Revenue New Business Only	\$ 14,749.60	\$ 8,150.80	\$ 8,146.00	\$ 8,314.00	\$ 9,787.00	\$ 13,945.00	\$ 16,838.00	\$ 13,945.00	\$ 13,479.00	\$ 18,362.00
- Total Business Licenses	441	403	351	446	407	420	140	123	1,657	2,405
- Amount Collected for Certificate of Use										
- Certificate of Use Issued	\$ 19,736.76	\$ 14,404.46	\$ 13,399.94	\$ 13,015.91	\$ 33,076.53	\$ 38,054.91	\$ 17,976.19	\$ 33,186.00	\$ 34,054.12	\$ 19,950.80
- Certificate of Use Issued	53	43	49	46	84	89	64	80	86	73
- Amount Collected for Franchised Property/Outdoor Permits/Alcohol										
-	\$ 75.00	\$ 100.00	\$ 1,875.00	\$ 75.00	\$ 650.00	\$ 850.00	\$ 700.00	\$ 225.00	\$ 150.00	\$ 150.00
- Monthly Total	\$ 75,141.36	\$ 54,166.91	\$ 42,408.29	\$ 55,672.91	\$ 82,534.28	\$ 95,742.63	\$ 40,515.29	\$ 45,300.05	\$ 184,434.12	\$ 292,934.30
- Cumulative Receipts Data FY 2023-2024 Totals										
- Total Adjusted Amount Collected for Business Tax (Oct-24 - Sep-25)	\$ 95,739.49	\$ 94,975.00	\$ 120,080.40	\$ 145,570.40	\$ 230,384.00	\$ 281,421.95	\$ 215,512.00	\$ 238,429.10	\$ 499,855.10	\$ 769,686.00
- Total Adjusted Amount Collected for Cert. of Use (Oct-24 - Sep-25)	\$ 19,736.76	\$ 23,761.22	\$ 45,861.16	\$ 58,877.07	\$ 86,367.42	\$ 106,902.51	\$ 124,426.74	\$ 148,366.76	\$ 172,946.38	\$ 182,796.76
- Total Adjusted Amount Collected for Franchised Property/Outdoor Permits/Alcohol (Oct-24 - Sep-25)	\$ 75.00	\$ 275.00	\$ 1,400.00	\$ 1,725.00	\$ 2,275.00	\$ 3,225.00	\$ 3,725.00	\$ 4,150.00	\$ 4,300.00	\$ 4,450.00
CUMULATIVE TOTAL FY 2024-2025	\$ 75,141.36	\$ 129,311.27	\$ 171,799.58	\$ 225,472.47	\$ 308,006.67	\$ 403,749.50	\$ 444,264.79	\$ 489,764.88	\$ 674,199.00	\$ 967,133.38

Projected Revenues 2024-2025 Business Licensing Division	\$ 1,200,000.00
Collected Percentage up to September 30, 2025	81%

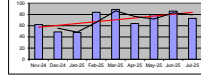
Amount Collected for Business Tax Receipts



Number of New Business Tax Receipts Issued



Number of Certificate of Use Issued



Amount Collected for Certificate of Use

