



## PLANNING AND ZONING DEPARTMENT MONTHLY REPORT

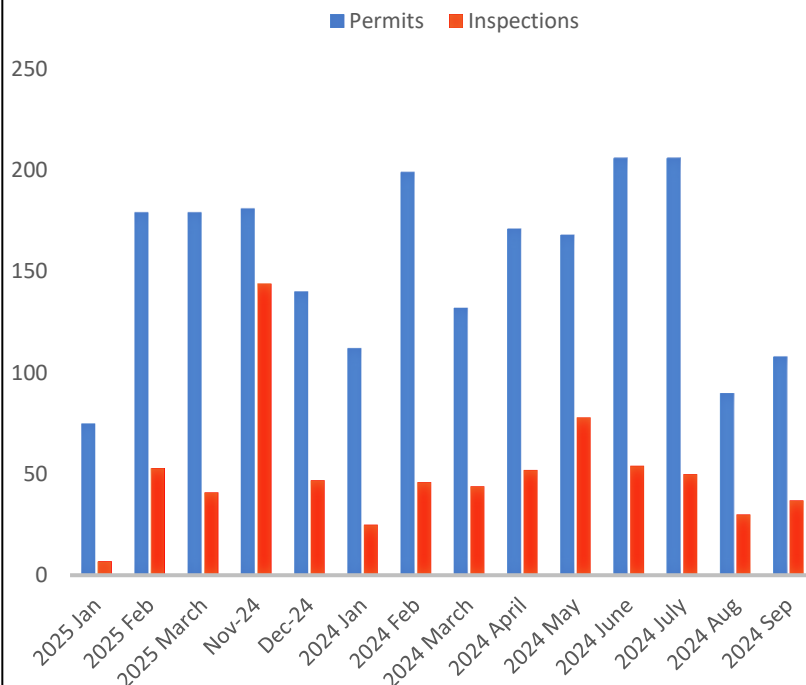
**Date:** April 16, 2025, Council Meeting  
**To:** Honorable Mayor and Councilmembers  
**From:** Michelle M. Lopez  
Interim Planning & Zoning Director  
**Subject:** Planning and Zoning Department's Monthly Report for March 2025

### STATISTICS

<b>Customers Assisted (In person)</b>	<b>270</b>
<b>Average Lobby Wait Time (Goal 10 Minutes)</b>	<b>11</b>
<b>Pre-application Meetings</b>	<b>7</b>
<b>Permits Reviewed</b>	<b>179</b>
<b>Site Plans Reviewed</b>	<b>2</b>
<b>Inspections Performed</b>	<b>41</b>
<b>Zoning Items Presented to City Council</b>	<b>5</b>
<b>Zoning Verifications/Determinations Reviewed</b>	<b>12</b>
<b>Open Projects</b>	<b>29</b>

### PLANNING AND ZONING STATISTICS

#### PERMITS REVIEWED AND INSPECTIONS PERFORMED YEAR-TO-DATE



### MARCH HIGHLIGHTS

On March 12, 2024, the Mayor and the City Council passed the following Resolutions:

- Res. No. 2025-94 Site Plan for Doral LPIV, LLC
- Res. No. 2025-089 LIV Golf Invitational-Miami @Trump Doral National, special event.
- Res. No. 2025-75 University of Miami-Health in Motion, special event.
- Res. No. 2025-85 Run Doral, special event.
- Res. No. 2025-76 Blue and Green Day Celebration, special event.

#### Business Licensing Division:

As of March 31, 2025, there were 7,483 active BTRs and Certificates of Use.

- 74 Business Tax Receipts (BTRs) issued March 2025.
- 89 Certificates of Use (CU) issued March 2025

### MARCH REPORT

- Planners, Jhonathan Posada and Stephanie Puglia to attend the Florida Planning and Zoning Association Conference 2025.
- Hiring of Licensing Clerk, Development Review Coordinator and Assistant Director in progress.
- Chief of Licensing Officer, Kenia Palau to attend the Tyler Connect Conference.

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 Status (As of 09/30/2023)	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
<b>* Amount Collected for Business Tax Receipts</b>	\$ 55,739.66	\$ 39,235.45	\$ 36,112.35	\$ 46,582.00	\$ 59,613.45	\$ 64,237.96
* BTR Revenue Renewal Only	\$ 40,970.66	\$ 31,685.45	\$ 21,993.35	\$ 32,364.00	\$ 49,826.45	\$ 53,392.96
* BTR Revenue New Business Only	\$ 14,769.00	\$ 8,150.00	\$ 8,160.00	\$ 8,314.00	\$ 9,787.00	\$ 12,845.00
* Total Business Licenses	642	482	351	448	487	420
<b>* Amount Collected for Certificates of Use</b>	\$ 19,226.76	\$ 14,424.46	\$ 11,299.94	\$ 12,015.91	\$ 22,270.55	\$ 28,554.93
* Certificate of Use Issued	53	52	49	48	84	85
<b>* Amount Collected for Foreclosed Property/Outdoor Permits/Alcohol</b>	\$ 75.00	\$ 500.00	\$ 1,075.00	\$ 75.00	\$ 450.00	\$ 850.00
<b>* Monthly Total</b>	<b>\$ 75,141.36</b>	<b>\$ 54,169.91</b>	<b>\$ 42,488.29</b>	<b>\$ 53,672.91</b>	<b>\$ 82,534.20</b>	<b>\$ 95,742.83</b>
<b>* Cumulative Year-to-Date Data FY 2023-2024 Totals</b>						
Total Adjusted Amount Collected for Business Tax (Oct. 24 - Sept. 25)	\$ 55,739.66	\$ 94,975.05	\$ 125,088.40	\$ 165,670.40	\$ 225,284.05	\$ 291,821.95
Total Adjusted Amount Collected for Cert. of Use (Oct. 24 - Sept. 25)	\$ 19,226.76	\$ 33,761.22	\$ 45,061.14	\$ 58,077.07	\$ 80,347.62	\$ 108,902.55
Total Adjusted Amount Collected for Outdoor, Alcohol & Foreclosed CU (Oct. 24 - Sept. 25)	\$ 75.00	\$ 575.00	\$ 1,650.00	\$ 1,725.00	\$ 2,375.00	\$ 3,225.00
<b>CUMULATIVE TOTAL FY 2024-2025</b>	<b>\$ 75,141.36</b>	<b>\$ 129,311.27</b>	<b>\$ 171,799.56</b>	<b>\$ 225,472.47</b>	<b>\$ 308,006.67</b>	<b>\$ 403,749.50</b>

<b>Projected Revenues 2024-2025 Business Licensing Division</b>	<b>\$ 1,200,000.00</b>
<b>Collected Percentage up to September 30, 2025</b>	<b>34%</b>

