



PLANNING AND ZONING DEPARTMENT MONTHLY REPORT

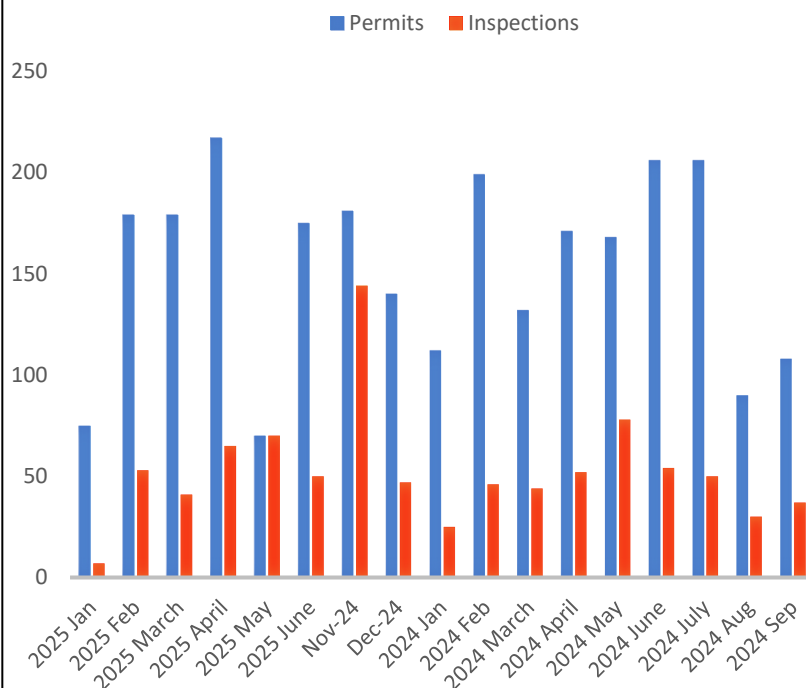
Date: August 13, 2025, Council Meeting
To: Honorable Mayor and Councilmembers
From: Michelle M. Lopez
Interim Planning & Zoning Director
Subject: Planning and Zoning Department's Monthly Report for June 2025

STATISTICS

Customers Assisted (In person)	197
Average Lobby Wait Time (Goal 10 Minutes)	10
Pre-application Meetings	10
Permits Reviewed	175
Site Plans Reviewed	7
Inspections Performed	50
Items Presented to City Council	3
Zoning Verifications/Determinations Reviewed	6
Address Creation	25
Open Projects	28

PLANNING AND ZONING STATISTICS

PERMITS REVIEWED AND INSPECTIONS PERFORMED YEAR-TO-DATE



JUNE HIGHLIGHTS

On June 4, 2025, the Mayor and the City Council passed the following Ordinances:

- Ord. No. 2025-18 Alcoholic Beverages
- Ord. No. 2025-19 Office Districts – Tandem Parking in Mixed Used Developments.
- Ord. No 2025-20 Commercial District- Tandem Parking in mixed Used Developments.

Business Licensing Division:

As of June 30, 2025, there were 1,533 business tax renewals for fiscal year 2026, the renewal process began June 27, 2025.
-120 new BTRs and 86 Certificates of Use issued between June 1- June 30, 2025.

JUNE REPORT

On-going professional staff training.

Planers Stephanie Puglia and Jhonathan Posada attended:

- The Florida Planning and Zoning Association (FPZA) 2025 Annual Conference.

Candidate interviews and selection for the Licensing Clerk position submitted to Human Resources.

BUSINESS LICENSING DIVISION
FY 2024-2025

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

***Cumulative Amounts Reported Through 9/30/24 to September 30, 2024

Category Section (As of 9/30/2024)	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
* Amount Collected for Business Tax Receipts	\$ 15,739.60	\$ 19,135.45	\$ 35,113.35	\$ 49,582.09	\$ 59,413.65	\$ 66,327.99	\$ 71,891.15	\$ 73,111.05	\$ 169,138.09
* BTR Revenue Received Only	\$ 49,979.65	\$ 31,699.45	\$ 31,963.35	\$ 33,368.09	\$ 49,829.65	\$ 53,323.99	\$ 53,853.15	\$ 55,139.05	\$ 148,831.09
* BTR Revenue New Business Only	\$ 14,349.60	\$ 6,139.00	\$ 8,169.00	\$ 3,314.00	\$ 9,797.00	\$ 12,960.00	\$ 19,610.00	\$ 12,960.00	\$ 33,479.00
* Total Business Licenses	463	493	551	449	497	439	449	433	1,437
* Amount Collected for Certificates of Sale	\$ 19,126.74	\$ 14,434.46	\$ 13,399.94	\$ 13,811.07	\$ 23,379.53	\$ 38,934.53	\$ 17,924.19	\$ 22,148.04	\$ 24,004.13
* Certificate of Sale Issued	53	63	49	49	93	89	64	89	84
* Amount Collected for Foreclosed Property/Outdoor Permits/Alcohol	\$ 75.00	\$ 586.00	\$ 1,075.00	\$ 75.00	\$ 659.00	\$ 855.00	\$ 788.00	\$ 221.00	\$ 138.00
* Monthly Total	\$ 75,141.36	\$ 54,169.91	\$ 42,488.29	\$ 53,472.91	\$ 82,534.20	\$ 95,742.83	\$ 40,515.29	\$ 45,508.09	\$ 194,424.12
* Cumulative Year-to-Date FY 2024-2024 Totals									
Total Adjusted Amount Collected For Business Tax Receipts (Oct-24 - Sept-24)	\$ 52,739.60	\$ 54,975.00	\$ 120,088.40	\$ 163,479.49	\$ 232,294.30	\$ 291,651.96	\$ 312,315.00	\$ 334,262.10	\$ 496,058.19
Total Adjusted Amount Collected For Cert. of Sale (Oct-24 - Sept-24)	\$ 19,126.74	\$ 33,763.25	\$ 45,061.14	\$ 58,077.87	\$ 85,243.13	\$ 138,923.15	\$ 128,636.73	\$ 148,788.18	\$ 173,446.16
Total Adjusted Amount Collected For Outdoor, Alcohol & Foreclosed CO (Oct-24 - Sept-24)	\$ 75.00	\$ 575.00	\$ 1,050.00	\$ 1,725.00	\$ 2,075.00	\$ 3,225.00	\$ 3,072.00	\$ 4,100.00	\$ 4,300.00
CUMULATIVE TOTAL FY 2024-2025	\$ 75,141.36	\$ 129,311.27	\$ 171,799.56	\$ 225,472.47	\$ 308,006.67	\$ 403,749.50	\$ 444,264.79	\$ 489,764.88	\$ 674,199.00

Projected Revenues 2024-2025 Business Licensing Division	\$ 1,200,000.00
Collected Percentage up to September 30, 2025	56%

