



# *City of Green Cove Springs*

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## **MEMORANDUM**

To: Steve Kennedy, City Manager  
From: Development Services Department  
Date: April 11, 2023  
Subject: Monthly Planning, Code Enforcement and Building Report for March, 2023

### **PLANNING**

In **March**, **One new business license was issued:**

1. **Root Insurance Company**

In addition, **6 License renewals** were issued.

Total Business Tax Revenue for **February** were **\$1,485.00**.

During the month of March, Staff:

- Began or continued reviewing the following site development plans:
  - **Dollar Tree Plaza** (to add two commercial outparcels, modify parking, and modify landscaping),
  - **Habitat for Humanity Office building** on West Street
  - **Office/Warehouse Building** on Green Cove Avenue
  - **Rookery Phase 1 Preliminary Plat and Improvement Plan** on CR 15A
- The **Prelude** Site Development Plan and Development Agreement were approved by City Council
- The **Pinewood Apartments** on Oakridge Avenue have been finalized and are awaiting approval of
- Work with Planning Consultant to enable the Comprehensive Plan and Land Development Plan Amendments for the enactment of the Mobility fee ordinance.

- Work with Clay County on the creation of the **Downtown Community Redevelopment Area**
- Council approved the Annexation, Future Land Use and Zoning Amendment for the 70-acre **Hall Property** on South US 17 and CR 209
- City Council approved the creation of the **R-1A Zoning District**.
- Completed **34 lien search requests**, and **27 permit applications**.
- Revenues for Planning related fees for **March** were **\$1,625.00**.

### **CODE ENFORCEMENT**

In March, there were forty-two new enforcement complaints filed. Voluntary compliance was achieved for twenty of the cases resulting in case closure. For Fiscal Year 2022-2023, Code Enforcement has collected \$9,575.00 in Code Enforcement fines.

Month of March courtesy notice of violation/notice of violation.

- 26 of 60 courtesy notice of violation/notice of violation complied which led to 43% compliance.
- 18 cases from courtesy notice of violation lead to notice of violation. No complied cases to report.
- 6 of 18 notice of violation delinquent business tax receipt complied.

### **BUILDING**

Building permit activity increased from February to March. The total number of building permits issued in March was 69 compared to 43 in February. Permit activity for March 2023 decreased by 20.7% from March 2022.

Revenues for Building related fees for March was \$12,605.

MARCH 2023 PERMIT SUMMARY	
RESIDENTIAL NEW	2
COMMERCIAL NEW	0
RESIDENTIAL ADDITION	3
COMMERCIAL ADDITION	1
RESIDENTIAL REMODEL /	6

<b>IMPROVEMENT</b>	
<b>COMMERCIAL REMODEL / IMPROVEMENT</b>	0
<b>DEMOLITION</b>	1
<b>SIGNS</b>	3
<b>POOLS</b>	1
<b>RE-ROOFING</b>	15
<b>FENCES</b>	6
<b>MECHANICAL / ELECTRICAL / PLUMBING</b>	30
<b>OTHER PERMITS</b>	1
<b>TOTAL PERMITS ISSUED</b>	<b>69</b>