



City of Green Cove Springs

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MEMORANDUM

To: Steve Kennedy, City Manager
From: Development Services Department
Date: June 1, 2023
Subject: Monthly Planning, Code Enforcement and Building Report for May, 2023

PLANNING

In **May**, two new business license was issued:

1. **Dreamette Green Cove Springs**
2. **A1 Pavimento**
3. **Sunrise to Sunset LLC (owner change)**
4. **Pelican's Snoballs (owner change)**

Total Business Tax Revenue for **May** were **\$200.00**.

During the month of May, Staff:

- Approved the Preliminary Plat and Improvement Plan for the Rookery Phase 1 Development
- Completed the Property Transfer of the FTC property between the Rookery and the City Approved the Mobility Ordinance
- Adopted the Community Redevelopment Area Redevelopment Plan for the Downtown Area
- 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
- Completed **19 lien search requests**, and **2 permit applications**.
- Revenues for Planning related fees for **May** were **\$5,367.37**.

CODE ENFORCEMENT

In May, there were thirty new enforcement complaints filed. Voluntary compliance was achieved for fifteen of the cases resulting in case closure. For Fiscal Year 2022-2023, Code Enforcement has collected \$9,675.00 in Code Enforcement fines.

Month of May courtesy notice of violation/notice of violation.

- 15 of 30 courtesy notices of violation/notice of violation complied which led to 50% compliance.

- 14 cases from courtesy notice of violation lead to notice of violation.
- 4 of 14 notices of violation voluntary compliance was achieved resulting in case closure.
- 27 of 30 cases complied on May 17th Special Magistrate Hearing.
- One hundred dollars collected for administrative fee.

BUILDING

Building permit activity increased from April to May. The total number of building permits issued in May was 58 compared to 39 in April. Permit activity for May 2023 decreased by 13% from May 2022.

Revenues for Building related fees for May was \$10,187.

May 2023 PERMIT SUMMARY	
RESIDENTIAL NEW	0
COMMERCIAL NEW	0
RESIDENTIAL ADDITION	7
COMMERCIAL ADDITION	0
RESIDENTIAL REMODEL / IMPROVEMENT	0
COMMERCIAL REMODEL / IMPROVEMENT	1
DEMOLITION	0
SIGNS	0
POOLS	0
RE-ROOFING	16
FENCES	6
MECHANICAL / ELECTRICAL / PLUMBING	27
OTHER PERMITS	1
TOTAL PERMITS ISSUED	58

