



# City of Green Cove Springs

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## MEMORANDUM

To: Steve Kennedy, City Manager  
From: Development Services Department  
Date: January 2, 2024  
Subject: Monthly Planning, Code Enforcement and Building Report for December 2023

### **PLANNING**

In December, 1 new business license was issued, and 1 was renewed:

1. **Endurance Assurance Corporation (Insurance Company)**

Total Business Tax Revenue for **December** was **\$392.50**.

During the month of December:

- Began or continued reviewing the following site development plans:
  - **Rookery Phase 1 Final Plat**
  - **Energy Cove Warehouse**
  - **Clay Habitat Palmer Street Re-Plat:**
  - **Operation Lifeline Subdivision**
  - **Vineyard Transition Center**
  - **Clay County Economic Development Building**
  - **Clay County Fire Station 20**
- **16 lien search requests**, and **3 permit applications were processed.**
- Approved **1 special event applications.**
- Revenues for Planning related fees for **December** were **\$1,161.40**.

### **CODE ENFORCEMENT**

In December, there were twenty-four new enforcement complaints filed. Voluntary compliance was achieved for five of the cases resulting in case closure. For Fiscal Year 2023-2024, Code Enforcement has collected \$8,130.56 in Code Enforcement fines.

Month of December courtesy notice of violation/notice of violation.

- 5 of 24 courtesy notices of violation/notice of violation complied which led to 20% compliance.
- 1 of 16 notices of violation voluntary compliance were achieved resulting in case closure.
- 14 notices of violation from previous months compliance were achieved resulting in case closure.
- 9 courtesy notices of violation from previous months compliance were achieved resulting in closure.
- 58 cases courtesy notices of violation/notice of violation complied year to date.

**BUILDING**

Building permit activity decreased from November to December. The total number of building permits issued in November was 65 compared to 58 in December. Permit activity for December 2023 increased by 31.82% from December 2022.

Revenues for Building related fees for October were \$60,240.00.

DECEMBER 2023 PERMIT SUMMARY	
RESIDENTIAL NEW	0
COMMERCIAL NEW	0
RESIDENTIAL ADDITION	6
COMMERCIAL ADDITION	3
RESIDENTIAL REMODEL / IMPROVEMENT	8
COMMERCIAL REMODEL / IMPROVEMENT	2
DEMOLITION	1
SIGNS	1
POOLS	0
RE-ROOFING	10
FENCES	2
MECHANICAL / ELECTRICAL / PLUMBING	23
OTHER PERMITS	2
<b>TOTAL PERMITS ISSUED</b>	<b>58</b>

