



City of Green Cove Springs

(904) 297-7500
Florida Relay – Dial 7-1-1

321 Walnut Street

Green Cove Springs, FL 32043
www.greencovesprings.com

MEMORANDUM

To: Steve Kennedy, City Manager
From: Development Services Department
Date: February 5, 2024
Subject: Monthly Planning, Code Enforcement and Building Report for January 2024

PLANNING

In January, no new business licenses were issued, 2 were renewed and there were 3 changes of ownership.

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

During the month of January:

- Began or continued reviewing the following planning applications:
 - **US16/17 Map Amendment and Text Amendment**
 - **Vineyard Transition Center Site Development Plan**
 - **Clay Habitat Palmer Street Re-Plat:**
 - **Operation Lifeline Subdivision**
 - **Clay County Economic Development Building**
 - **Clay County Fire Station 20**
 - **River Oaks Warehouse Special Exception**
 - **Sunrise to Sunset Special Exception**
 - **Owens Minor Subdivision**
- **13 lien search requests, and 5 permit applications were processed.**
- Approved **2 special event applications.**
- Revenues for Planning related fees for **December** were **\$4,664.50**.

CODE ENFORCEMENT

In January, there were thirty-one 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 \$8,230.56 in Code Enforcement fines.

Month of January courtesy notice of violation/notice of violation.

- 3 of 31 courtesy notices of violation/notice of violation complied which led to 12% compliance.
- 1 of 23 notices of violation voluntary compliance were achieved resulting in case closure.
- 26 notices of violation from previous months compliance were achieved resulting in case closure.
- 3 courtesy notices of violation from previous months compliance were achieved resulting in closure.

- 85 cases courtesy notices of violation/notice of violation complied year to date.

BUILDING

Building permit activity increased from December to January. The total number of building permits issued in December was 58 compared to 76 in January. Permit activity for January 2024 increased by 13.43% from January 2023.

Revenues for Building related fees for January were \$51,138.90.

JANUARY 2024 PERMIT SUMMARY	
RESIDENTIAL NEW	1
COMMERCIAL NEW	1
RESIDENTIAL ADDITION	6
COMMERCIAL ADDITION	1
RESIDENTIAL REMODEL / IMPROVEMENT	7
COMMERCIAL REMODEL / IMPROVEMENT	0
DEMOLITION	4
SIGNS	1
POOLS	0
RE-ROOFING	16
FENCES	9
MECHANICAL / ELECTRICAL / PLUMBING	29
OTHER PERMITS	1
TOTAL PERMITS ISSUED	76

