



## TOWN OF JUNO BEACH PLANNING AND ZONING DEPARTMENT

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# MEMORANDUM

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**To:** David Dyess, Town Manager.

**From:** Frank Davila, Director of Planning and Zoning

**Subject:** Captains Key and/or Juno Ridge future annexation – Levels of Service

The possibility of the Town of Juno Beach annexing Captains Key (approx. 31 properties) and parts of the Juno Ridge Subdivision (approx. 132 properties) raises questions regarding the Town current levels of service and if the Town could still provide the quality of service our residents expect from staff. Please see below my opinion on how the possible annexation of these areas may affect the Building Department, Planning and Zoning Department, and the Code Enforcement Department.

Building Department – I do not foresee any issues with the Building Department. We have two full time permit technicians and the Building Inspector and Plan Reviewers positions are contracted out to Diversified Building Department Management. I feel confident that they would be able to manage the additional workload.

Planning and Zoning – Town Council has graciously approved hiring an additional member to the department for this new fiscal year, this is due to our existing extensive workload. With an additional member to the Planning and Zoning Department, I do not foresee any issues with plan review. If the workload does become excessive, our regular turn-around time for Building Permits may increase, this usually fluctuates throughout the year. The annexation process is time consuming, especially when dealing with the County's annexation requirements, this is in addition the following the State requirements. Amending the Town's Future Land Use Map and Rezoning all of these areas, again, is time consuming but our current staff should be able to handle the additional workload. Please note that the Town does not charge any fees if we are conducting a voluntary annexation, all of staff's time, surveyor cost, and attorney's cost will be the Town's responsibility.

Code Enforcement – Staff performed a windshield survey of the Pleasant Ridge Subdivision on October 5<sup>th</sup>, 2023. The results of the survey were normal in nature, nothing stood out as an emergency. Out of the 132 homes, 28 of them had a possible code violation. The code violations ranged from having accessory structures within the required yard setbacks, an excess (more than 1) boat on the property, improper shielding of boats, lack of screening of mechanical equipment, poor conditions of fences, and landscape maintenance concerns. No matter on the approach the Town takes with the annexation agreement, and what gets "grandfathered" in, the Code Enforcement department will definitely need help to work with the residents and get their properties in compliance. We currently have one part-time code enforcement officer, it would be my recommendation that we hire a full-time employee.

Other things to consider – The Town's current population is 3,883, under the Town's Comprehensive Development Plan, Capital Improvement, Policy 5.3, the levels of services for Police Facilities shall be:



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*Police Administrative Facilities – 868 sq. ft. /1,000 population  
Number of Uniformed Officers – One (1) uniformed officer/250 annual calls for service.*

With the addition of the Pleasant Ridge subdivision (approx. 132 dwelling units), the population total will definitely be over 4,000. A review of their past calls of service and a review of the Town's Police Station square footage should also be reviewed to assure the Town can still meet the LOS for Police Facilities.

If the Pleasant Ridge subdivision is to be annexed in, annexing Juno Park is recommended. This will help the Town to continue to meet the needs of the community for providing recreational activities as indicated in the Town's Comprehensive Development Plan.

Finally, if additional areas are annexed, I would need to reevaluate my opinions above.

Please let me know if you have any questions or comments.