



City of
Lake Worth
Beach
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CITY OF LAKE WORTH BEACH

Community
SustainabilitySM

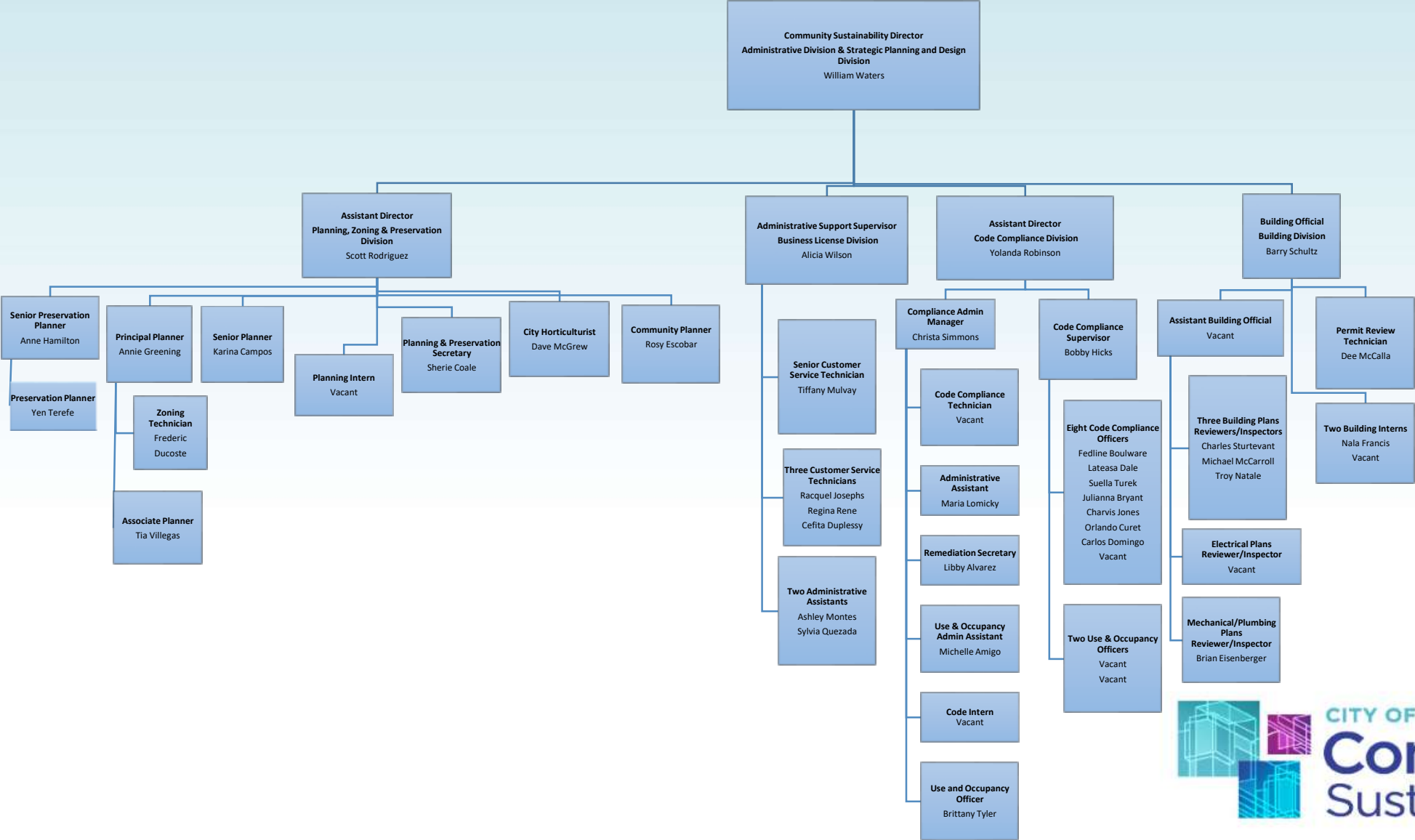
City Commission DCS Workshop

September 16, 2024

Community Sustainability Department



COMMUNITY SUSTAINABILITY DEPARTMENT



ADMINISTRATIVE DIVISION

The Department develops and oversees the implementation of programs that impact the City's physical, historical, cultural, and sustainable character as well as quality of life. Management of the programs requires close partnership with the City Manager and other City Staff to keep the City Commission and citizens informed of progress being made and proposed private and public investments in the City. The department's primary mission includes the following areas of responsibility:

- Foster a sustainable community that is economically diversified and stable
- Encourage systematic private/public investment to build the tax base
- Provide a high quality of life, stimulate options for “live, learn, work, and play”
- Preserve the City's unique cultural, natural, and historic assets, and
- Offer a wide array of services to facilitate both healthy neighborhoods and a vigorous commercial sector.

The Administration Division manages and coordinates the following areas for the Department.

- 1. Budget and Accounting**
- 2. Human Resources**
- 3. Office Management**
- 4. Contracts**
- 5. Purchasing**
- 6. Scheduling and Calendaring**
- 7. Facility Improvements and Maintenance**
- 8. Customer Experience**



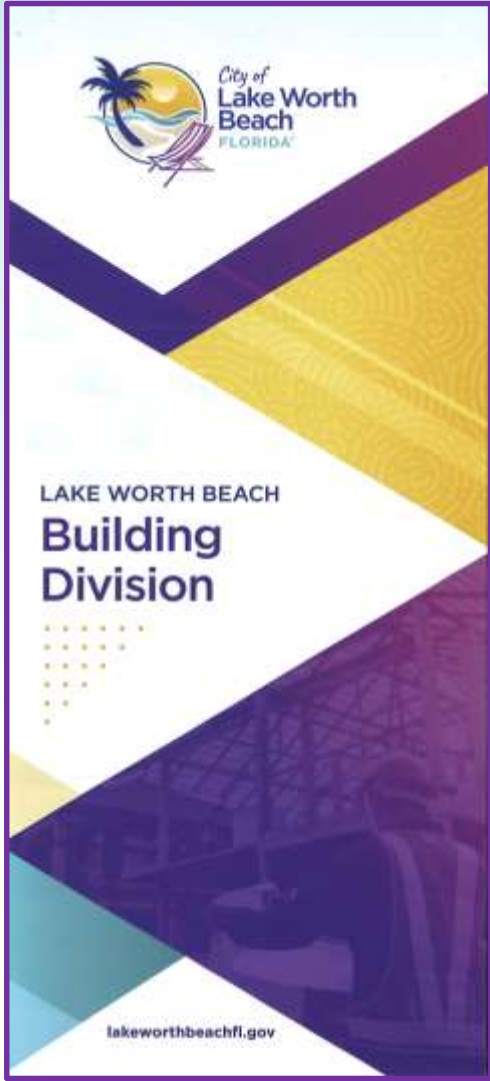
BUILDING DIVISION

The Building Division is responsible for the enforcement and interpretation of Florida Building Codes, Local Codes, and Florida and Federal Statutes regarding new construction. The Division promotes and supports sustainable building practices that increase the efficiencies in energy and water consumption and use of materials. The responsibilities of the division include:

- **Permitting**
 - **Permits**
 - **Plan Review**
 - **Distribution to all departments for review**
 - **Plan review tracking**
 - **Permit issuance**
 - **Issue Certificates of Occupancy and Completion**
- **Inspections**
 - **Inspections**
 - **Inspection scheduling**
 - **Tracking of all Private Provider Inspections**
 - **Auditing of Private Provider Inspections**
 - **Tracking of Threshold Inspections**
 - **Auditing of Threshold Inspections**



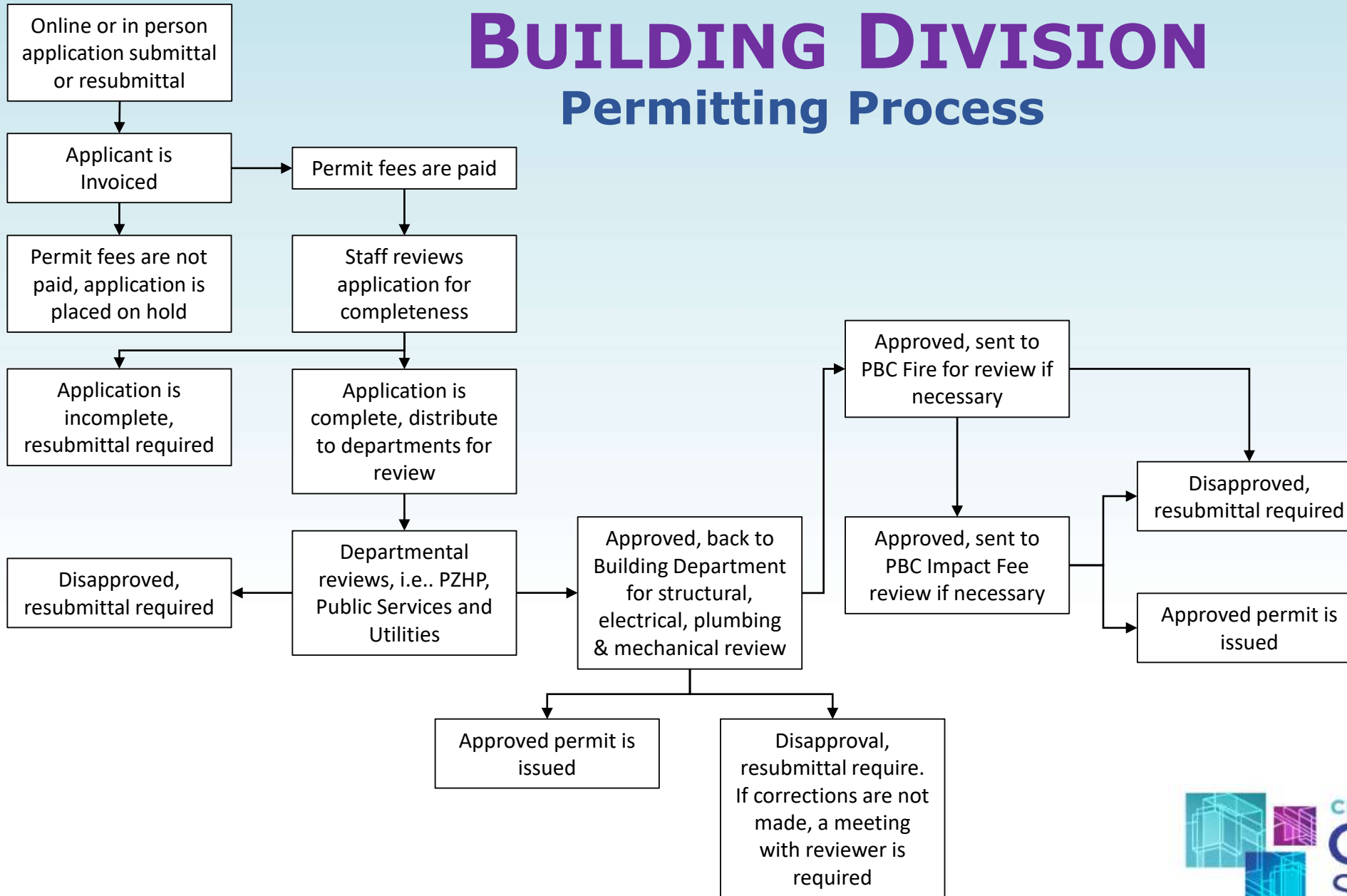
BUILDING DIVISION



- **Code Enforcement Support**
 - Red tag unpermitted work
 - Voided permit inspections
 - Property file research for Code Cases
 - Expired permit research
- **Special Inspections/Building Safety**
 - 30 year building recertification
 - Emergency electrical power inspections
 - Structural demo inspections
 - Same day inspections (Fee)
 - Unsafe structure/condemnation requests
 - Special Magistrate hearings
- **Floodplain**
 - Adopt and maintain FEMA flood maps
 - CRS Max
 - Elevation determination/certificates

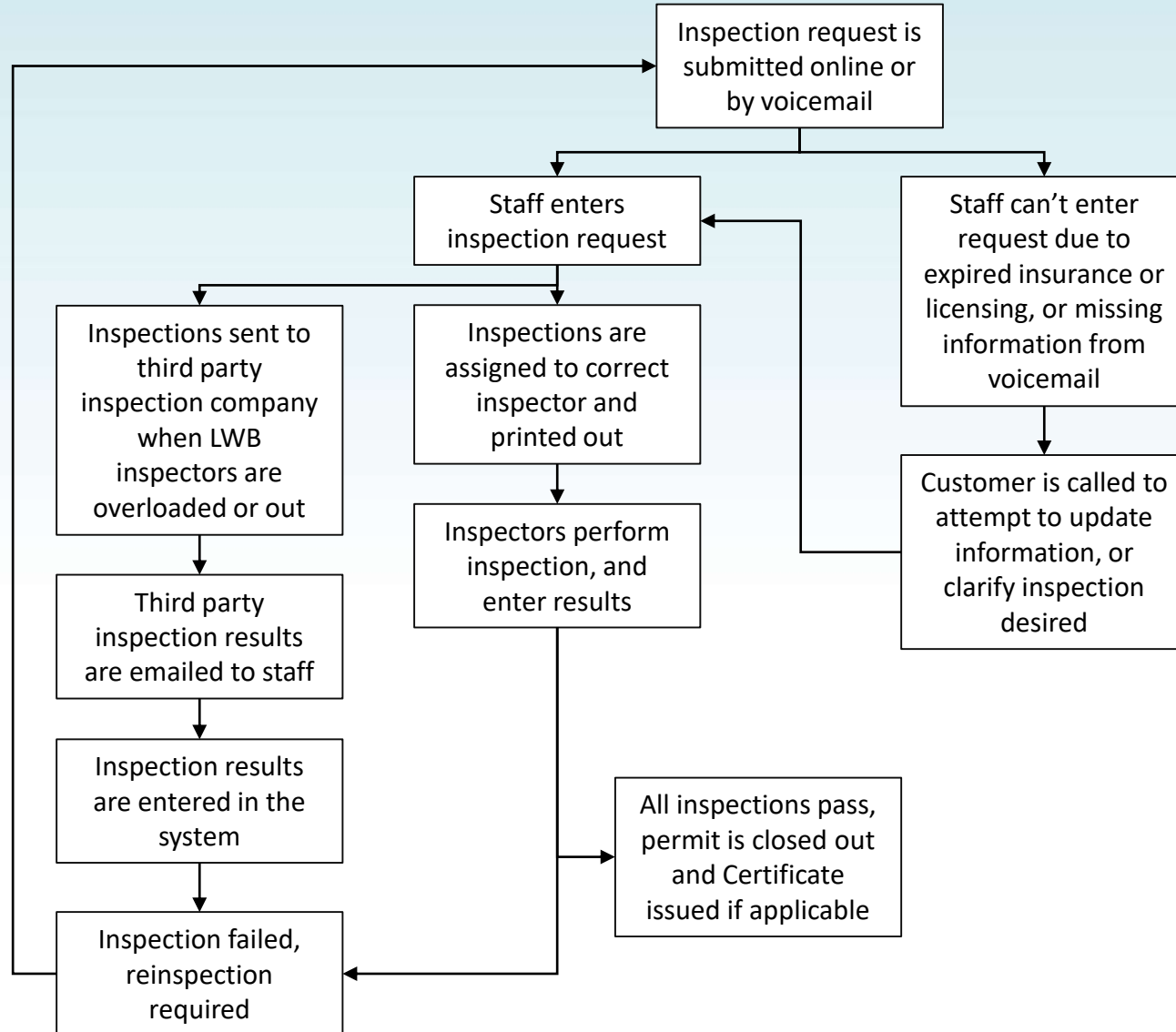
BUILDING DIVISION

Permitting Process



BUILDING DIVISION

Inspection Scheduling



PLANNING & PRESERVATION DIVISION

Planning and Preservation refers to the day-to-day administration of the Land Development Ordinances and also serves as the “Gate Keeper” of the Comprehensive Plan. The Planning & Preservation Division provides professional staffing of all meetings of the Planning & Zoning Board (PZB) and the Historic Resources Preservation Board (HRPB), which together are the City’s designated Local Planning Agency and are responsible for reviewing changes and making recommendations to the City Commission regarding the City’s Comprehensive Plan and Future Land Use Map.

The Division works with other City Departments and property owners to prepare and present applications for development and annexation. The Division is also responsible for reporting City Commission decisions to appropriate state agencies. Additional Division responsibilities are scheduling Site Plan Review Team (SRPT) meetings for major development projects and reviewing site plans and permits for compliance with zoning regulations and historic preservation requirements.

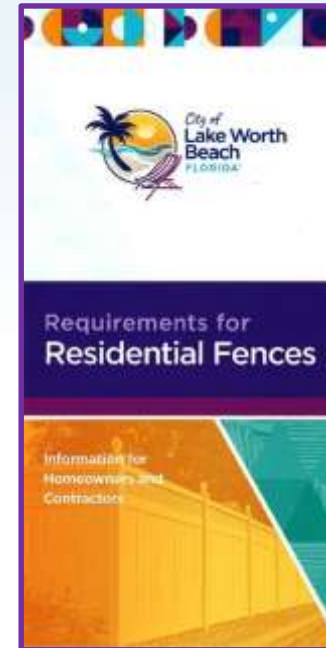


PLANNING & PRESERVATION DIVISION

Functions: Planning & Zoning

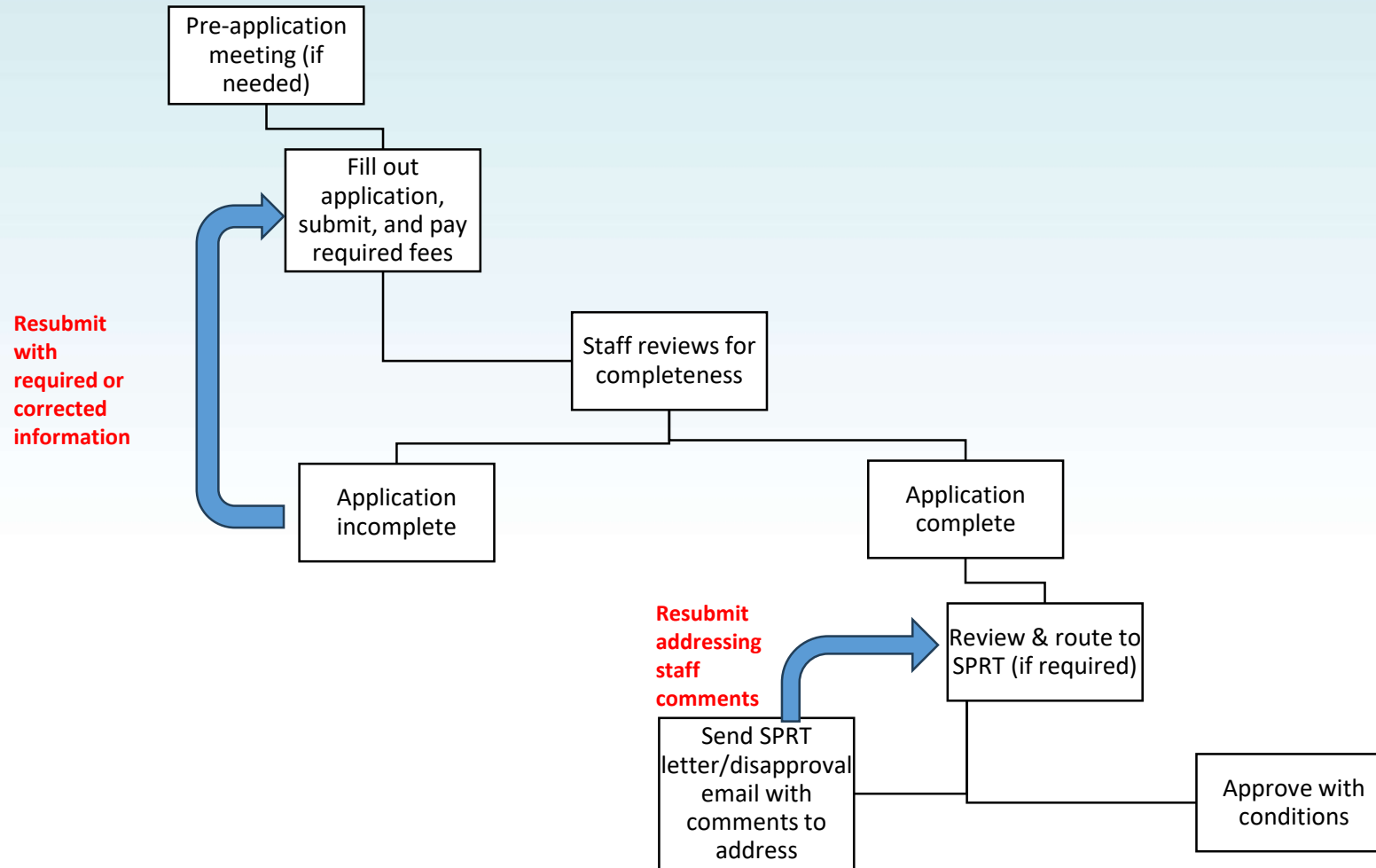
The Division is charged with zoning review, land development regulations, minor and major site plans, conditional land uses and administrative land uses, Business Tax Receipt zoning review, and review of permitted uses within different zoning districts as well as comprehensive planning including maintenance and updates for the City's Comprehensive Plan.

- **Development Review:**
 - **Permits**
 - **Site Plans**
 - **Use Approvals**
 - **Planned Developments**
 - **Annexations**
- **Long Range Planning**
- **Community Studies**
 - **Neighborhood Plans**
 - **Mobility Plan**
- **Other**
 - **Public Information**
 - **Zoning Letters**
 - **LDR Amendments**



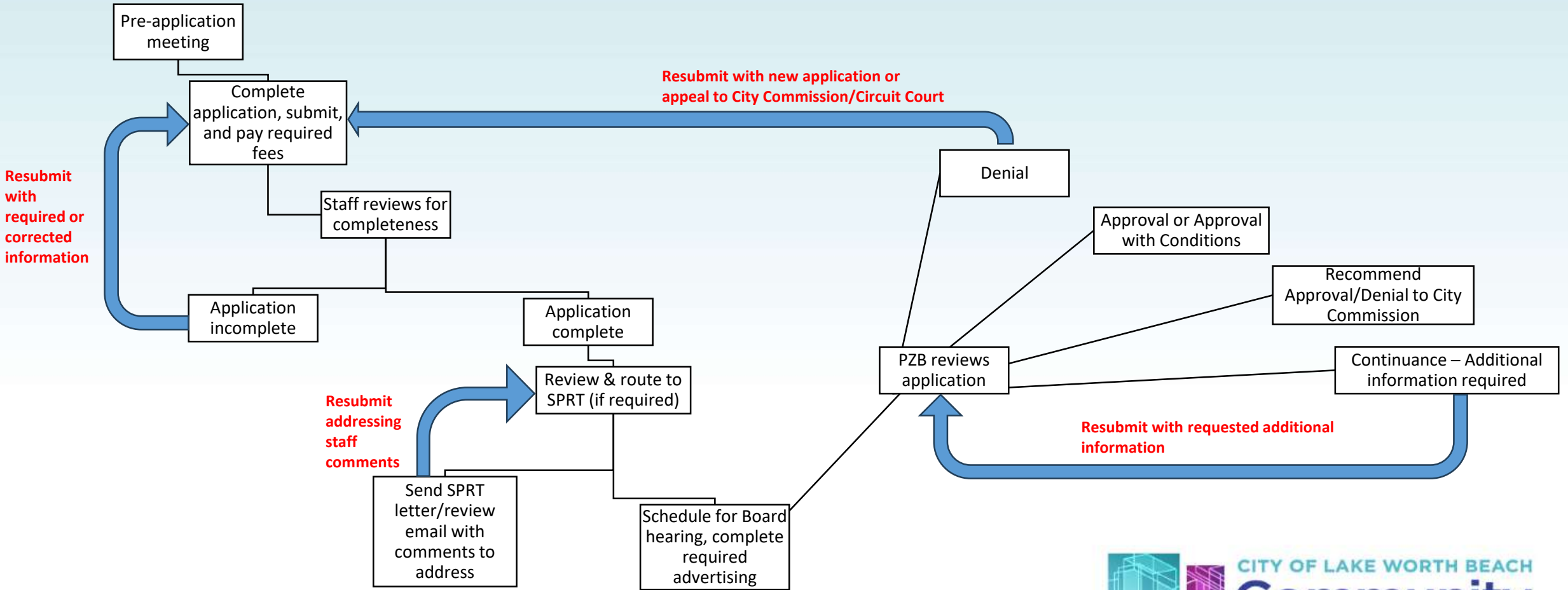
PLANNING & PRESERVATION DIVISION

Application Process: Administrative Review



PLANNING & PRESERVATION DIVISION

Application Process: Board-Level Review



PLANNING & PRESERVATION DIVISION

Functions: Historic Preservation

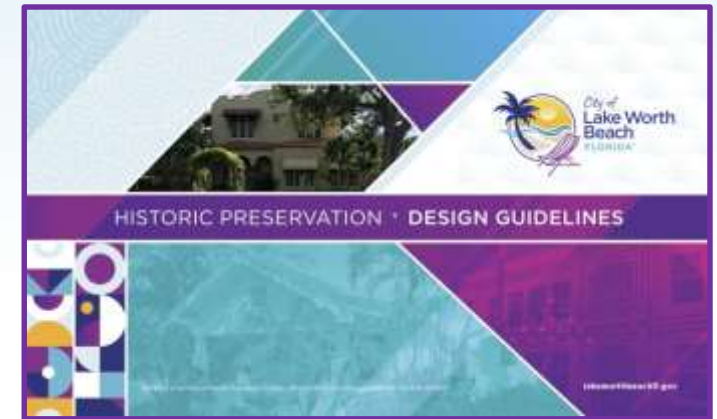
As a Certified Local Government, the City is responsible for the preservation of historic properties. Staff and the HRPB review and approve Certificates of Appropriateness (COAs) for landmarked properties and properties within the City's six (6) historic districts. The HRPB also reviews and recommends applications for designation of historic properties or districts to the City Commission. Additional responsibilities include maintenance of and updates to the City's Historic Resource Surveys and facilitating Section 106 reviews for projects being undertaken within the City.

- **Review all design & zoning requests for properties in designated historic districts & individually listed properties:**

- **Demolitions**
- **New Construction**
- **Additions**
- **Relocations**
- **Exterior Alterations (windows, doors, roof replacement, siding, shutters, awnings, signs, murals, etc.)**
- **Ad Valorem Tax Exemption requests**

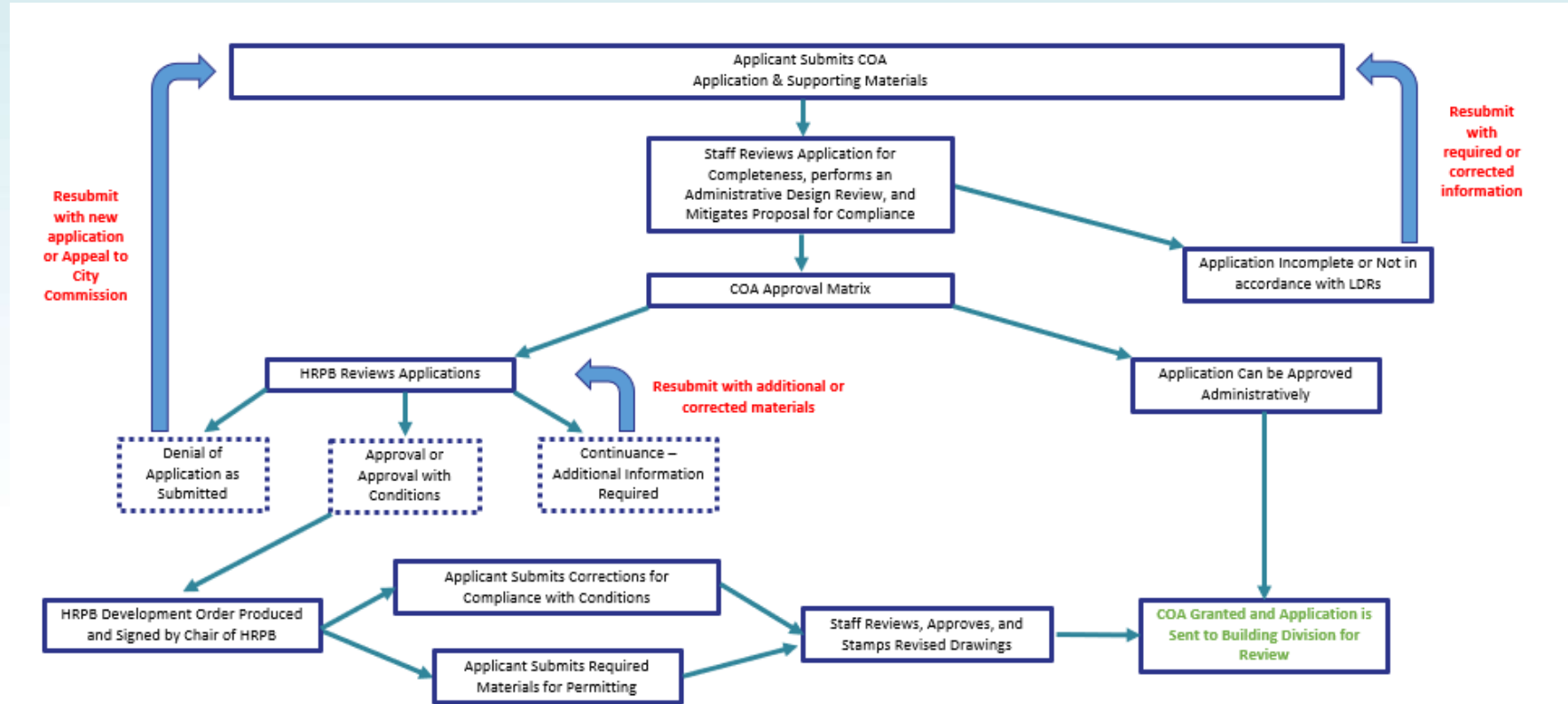
- **Most alterations require a COA:**

- **Assesses the compatibility of alterations to a structure or site**
- **Assess the impact on the historic nature of the property and historic district as a whole**
- **Majority are administrative-level review**



PLANNING & PRESERVATION DIVISION

Application Process: COA



CODE COMPLIANCE DIVISION

The purpose of the Code Compliance Division is to ***educate (make aware)***, to ***communicate (courtesy door hanger or formal notice of violation)***, and to ***initiate (quasi-judicial element)*** the compliance process. This process looks to establish a means for the City to enforce its Code of Ordinances in a system that is fair, efficient, and expeditious.

The Division looks to foster an environment that encourages the “**ultimate goal**” of Code Compliance which is **voluntary compliance!**

- **Ensures compliance with the Lake Worth Code of Ordinances including property maintenance and zoning codes.**
- **Ensures compliance through either complaints or inspector-generated inspections.**
- **Perform scheduled inspections, including rental inspections, re-inspections and compliance inspections ordered by the Special Magistrate.**
- **Establishes positive relationships with the public and is indicative of performing at a high standard.**



CODE COMPLIANCE DIVISION

Functions: Administrative

- **Provide assistance to customers with questions regarding Code Compliance Cases/Open Liens on properties**
- **Administrative support to Code Officers**
- **Remedial Service Program (Abandoned/Inoperable Vehicles, Lot Clearings, Board & Secures, Demolitions)**
- **Vacant Property Registration Program**
- **Special Magistrate Hearings**
- **Scheduling of Use & Occupancy Inspections**
- **Review properties in need of Business Licenses/Use & Occupancy Inspections**



CODE COMPLIANCE DIVISION

Functions: Code Officers

- **Traditional Code Compliance (enforcement of City Codes, Fire Code and Building Code)**
- **Use & Occupancy Inspections**
 - Exterior Inspections
- **Nuisance Abatement**
 - PBSO
 - City Attorney
 - Other Agencies
- **Chronic Nuisance Abatement**
 - PBSO
 - City Attorney
 - Other Agencies
- **Remedial Services**
 - **PBSO Vehicle Red Tagging**
 - Code Inspect/Re-Inspect
 - Code Towing
 - **Vacant Property Registration**
 - Cite for Vacant Property Registry
 - Perform Re-Inspections
 - Maintain the Vacant Property Registry Spreadsheet
- **Business Licenses (Cite):**
 - Post to Property & Post to City Hall
 - Perform Use & Occupancy Inspections/Re-Inspections
- **Building Permits (Cite):**
 - Post to Property & Post to City Hall
 - Perform Re-Inspect for Approved Permits



CODE COMPLIANCE DIVISION

Current Code Stats as of July 31, 2024

Cases initiated:	1995
Cases closed:	1578
Site Inspections:	6045
U&O Inspections:	3129

CODE COMPLIANCE DIVISION

TRADITIONAL CODE COMPLIANCE PROCESS

- **Receive Complaint or Inspector Generated Case**
 - **Prepare Door Hanger with Compliance Deadline – Case Generated**
 - **Violation Complied by Deadline - Case Closed**
 - **Violation Not Complied by Deadline – Notice of Violation/Notice of Hearing Prepared w/ Deadline**
 - **Violation Complied by NOV Deadline – Case Closed**
 - **Violation Not Complied by NOV Deadline – Case Scheduled before Special Magistrate**
 - **Violation Complied by Deadline Established by Special Magistrate -- No fine/Open Lien status until Admin Fee is paid**
 - **Violation Not Complied by Deadline Established by Special Magistrate – Fines Begin to Accrue – Lien Placed on Property**
 - **Violation Complied - Running Fine Ceases – Lien on Property until satisfied**
 - **When Property Owner Pays Fines and Fees – Lien Released – Case Closed**
 - **If Property Owner Does Not Pay Fines and Fees – City May Initiate Foreclosure Proceedings. Lien remains for a maximum of 20 years**
 - **Violation is Not Complied – Running Lien Accrues for more than 90 days – City May Initiate Foreclosure; exception Homestead properties**
 - **If City Forecloses, City Must Cover all Costs to Comply Property and Any Other Outstanding Liens or Judgments Against Property**



CODE COMPLIANCE DIVISION

CHRONIC NUISANCE PROCESS

- **Property is subject to three (3) or more incidents of drug sales, prostitution or gang related activities as documented by PBSO, Code Compliance, fire, medic, or other emergency personnel**
- **Failure to comply with a code enforcement order entered by the special magistrate**
- **A repeat violation code enforcement order entered by the special magistrate**
 - **PBSO or Code Compliance request Declaration of Nuisance property to the Special Magistrate**
 - **Special Magistrate Hearing Held – Nuisance Activities not supported by Evidence – Request Denied Case Closed**
 - **Special Magistrate Hearing Held – Nuisance Activities supported by Evidence – Property Declared a City Nuisance**
 - **Magistrate Orders Measures to be Implemented by Property Owner to Resolve Address Nuisance**
 - **Property Owner Complies with Order of Magistrate and Resolves Nuisance Issues – Property may be Cleared**
 - **Property Owner Does Not Comply with Order of Magistrate and Nuisance Issues Remain – Case Goes Back Before Magistrate**
 - **Magistrate May Order City Intervene in Resolution of Nuisance Activities**
 - **City Must Undertake Nuisance Abatement Activities, Which Will be Charged Back to Property Owner and If Not Paid Will Become a Lien or Assessment**
 - **If Property Owner Does Not Pay Fines and Fees – City May Initiate Foreclosure Proceedings**
 - **Magistrate May Order Property Closed**
 - **Property Owner will have to Resolve All Issues Related to Nuisance and Other Code Violations Prior to Being Allowed by Magistrate to Reopen the Property**

CODE COMPLIANCE DIVISION

NUISANCE ABATEMENT PROCESS

- **Property is subject to three (3) or more incidents of drug sales, prostitution or gang related activities as documented by PBSO**
 - **PBSO requests declaration of nuisance property to the special magistrate**
 - **Special magistrate hearing held – nuisance activities not supported by evidence – request denied case closed**
 - **Special magistrate hearing held – nuisance activities supported by evidence – property declared a city nuisance**
 - **Magistrate orders measures to be implemented by property owner to resolve address nuisance**
 - **Property owner complies with order of magistrate and resolves nuisance issues – property may be cleared**
 - **Property owner does not comply with order of magistrate and nuisance issues remain – case goes back before magistrate**
 - **Magistrate may order city intervene in resolution of nuisance activities**
 - **City must undertake nuisance abatement activities, which will be charged back to property owner and if not paid will become a lien or assessment**
 - **If property owner does not pay fines and fees – city may initiate foreclosure proceedings**
 - **Magistrate may order property closed**
 - **Property owner will have to resolve all issues related to nuisance and other code violations prior to being allowed by magistrate to reopen the property**

CODE COMPLIANCE DIVISION

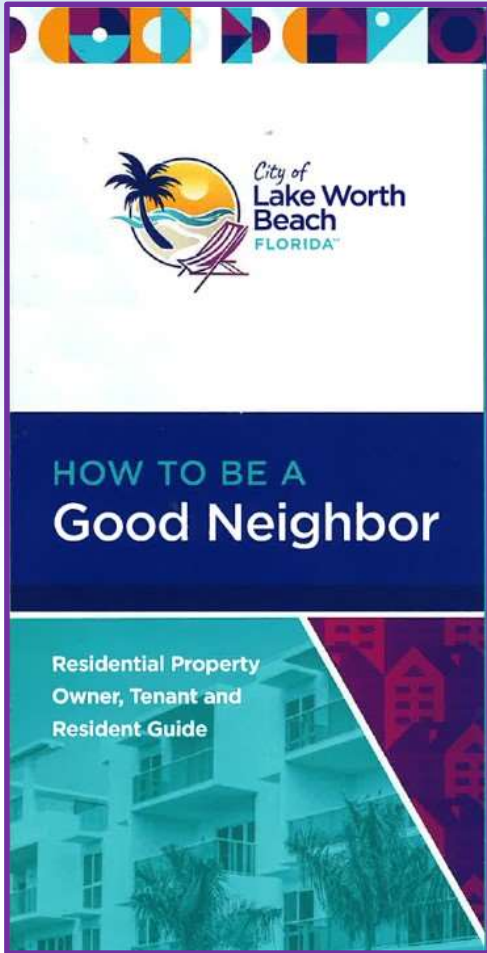
NUISANCE REMEDIAL SERVICES PROCESS

- **Property is subject to overgrowth/accumulation of weeds, grasses or other vegetation over ten (10) inches in height or that otherwise are conducive to harboring vermin, reptiles, or other wild animal life upon your property.**
- **Property is subject to maintain vacant or unoccupied structures so that no doors, windows or other openings are broken or missing so as to allow access to the interior and to have a valid boarding certificate when boarding the structure is necessary.**
 - **Code Compliance issues a notice that a nuisance exists on the property**
 - **Nuisance corrected by property owner–Case Closed**
 - **Nuisance not corrected by property owner- city abates the nuisance**
 - **Costs incurred by the city to abate the nuisance becomes a special assessment lien and shall be charged and billed to the property owner**
 - **Property Owner pays city for the abatement-case closed**
 - **Property Owner does not pay city for the abatement- special assessment is levied and placed on property tax bill**

CODE COMPLIANCE DIVISION

Common Code Violations

- Abandoned and/or Vacant Properties
- Bulk Garbage/Trash/Debris
- Lake Worth Beach Business/Rental License/Use and Occupancy Inspections
- Dumpster Requirements
- Illegal Dumping
- Landscape Maintenance
- Building/Structural Maintenance
- Outdoor Storage
- Parking on Grass
- Shutters/Boards Covering Windows
- Unlicensed and/or Inoperable Vehicles
- Uncontained Shopping Carts



CODE COMPLIANCE DIVISION

Who DO I Contact For...?

- **Building Permits (Building Division) 561-586-1647**
- **Building Inspections (Building Division) 561-586-1691**
- **Work Performed Without Permit on Weekends & Stop Work Postings (Building Division) 561-889-2373**
- **Business/Rental License (Business License Division) 561-586-1647**
- **Use & Occupancy Inspections (Code Compliance Division) 561-586-1782**
- **Vacant Property Registry (Code Compliance Division) 561-530-1832**
- **Private Property Complaints (Code Compliance Division) 561-586-1652**
- **Public Right-of-Ways (sidewalks & alleys) (Public Works) 561-586-1720**
- **Noise Violations (PBSO) 561-586-1611**
- **Unlicensed/Inoperable Vehicles on the public right-of-way (PBSO) 561-586-1611**
- **Criminal Activities (PBSO) 561-586-1611 or 911 if life/health/safety**
- **Traffic Blocking the public right-of-way (PBSO) 561-586-1611**

Who DO I Contact For...?

- **Bulk Trash and Trash Receptacles on public right-of-way (Refuse Division) 561-533-7344**
- **Bulk Trash and Trash Receptacles on private property (Code Compliance Division) 561-586-1652**
- **Planning and Zoning Matters ex. lot coverage and variances (Planning & Zoning Division) 561-586-1687**
- **Historic Preservation (Planning & Zoning Division) 561-586-1703**
- **Hat Racking and Tree Abuse (Horticulturist, Planning & Zoning Division) 561-586-7433**
- **Community Sustainability Director - 561-586-1634**
- **Code Compliance Assistant Director - 561-586-1756**
- **Planning and Preservation Assistant Director - 561-586-1705**
- **Building Official - 561-586-1786**
- **Assistant Building Official – 561-227-6976**
- **Utility Billing & Customer Service 561-533-7300**



BUSINESS LICENSE DIVISION

Functions: Business License

- **Responsible for invoicing and processing Business License Applications**
 - Applications are received via mail, in person and online
- **All commercial and residential businesses located within the city limits are required to be licensed**
- **License period is October 1 through September 30 of each year**
- **Renewal period begins at the end of July of each year**
- **Over 6,500 Business Licenses are processed annually**
- **Over 3,000 Use and Occupancy inspections scheduled annually**
- **Business licenses generate more than \$1 million for the General Fund**
- **Affidavits of Non-Rental also are handling by the Division**
- **Collaborates with Customer Service to address the City's No Business License No Utilities Ordinance**



BUSINESS LICENSE DIVISION

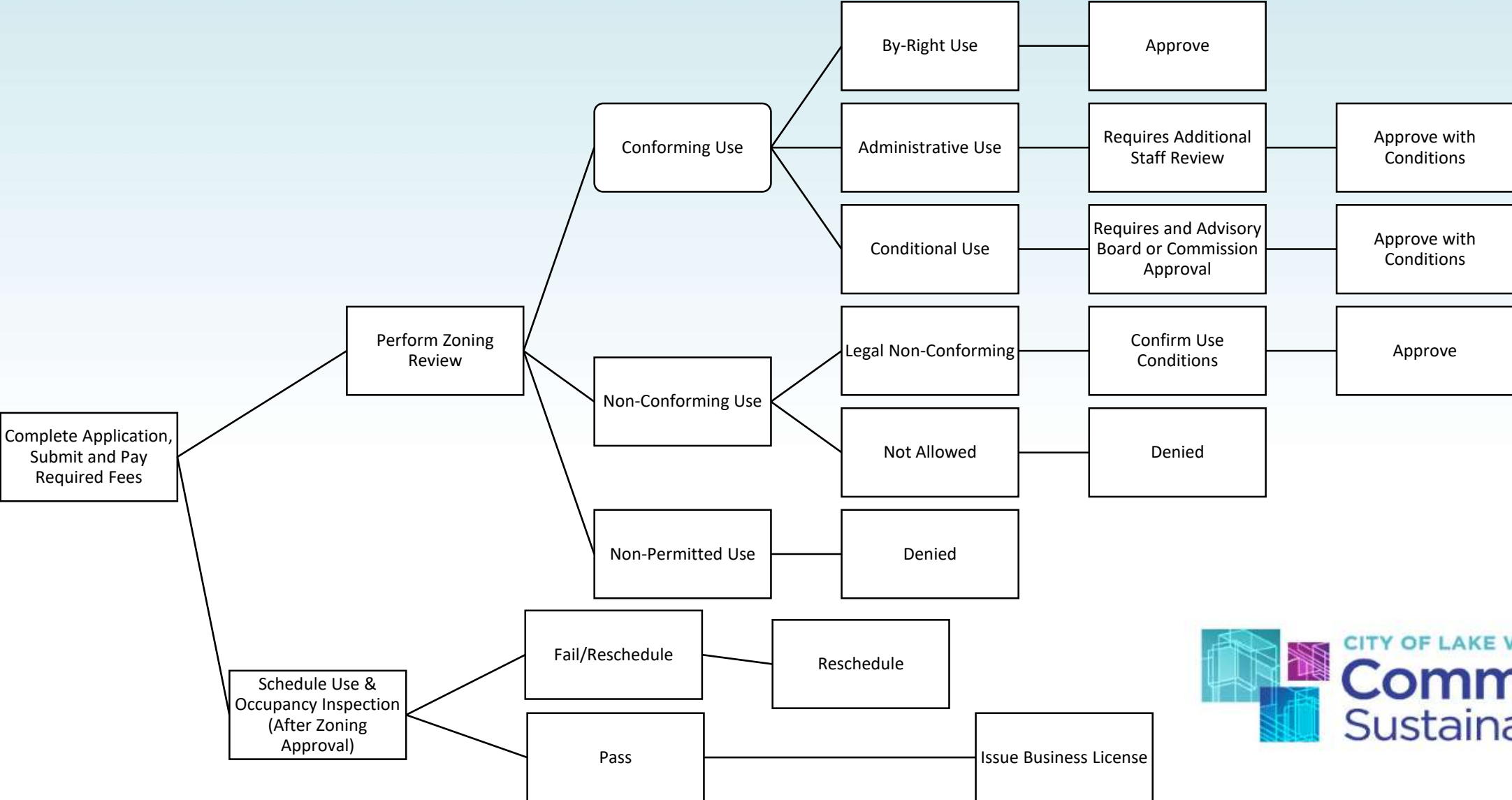
Business License Includes Three Parts:

1. Business Tax Receipt
2. Use & Occupancy Registration
3. Use & Occupancy Inspection
 - a. Takes place at time of new business license application
 - b. Occurs every three (3) years following issuance of new license
 - c. Reoccurs each time a property changes ownership or a business tenant changes
4. Business licenses also establish the parameters for legal non-conformities, which include:
 - a. Uses and Occupancies
 - b. Buildings and Structures
 - c. Parcels – lot widths, lot areas, and lot frontages



LAKE WORTH BEACH BUSINESS LICENSE

Application Process



STRATEGIC PLANNING & DESIGN DIVISION

The Office oversees strategic planning and development initiatives to ensure a fiscal and physically healthy and sustainable city. The mission is to strategically provide vision and master planning to ensure the overall sustainable future of the City. Activities include project management, marketing, branding, urban design, city planning and sustainability as well as economic initiatives, negotiations and collaboration among an array of stakeholders to secure investment within the City.

The Office also serves as the lead in encouraging and implementing sustainable practices and investments in the City through a coordinated effort with other Departments and the creation of a Sustainable “Green” approach to all of its operations.

The office manages the following:

- **Affordable/Workforce Housing Program**
- **Transfer Development Rights Program**
- **Sustainable Bonus Incentive Program**
- **Sustainable Qualitative and Performance Standards Program**
- **Economic Investment Incentive Program**
- **Economic Infrastructure Investment Program**
- **Economic Development Electric Incentive Rate Program**
- **Sale of City Owned Surplus Properties**
- **Private Investment Incentive Negotiations**
- **Confidentiality Agreements**





City of
Lake Worth Beach
FLORIDA™

*You're
Invited*

TO EXPERIENCE THE COMMUNITY OF
LAKE WORTH BEACH

WWW.LAKEWORTHBEACHFL.GOV

EXPLORE THE ENDLESS POSSIBILITIES



Questions