

## Code Compliance Department Quarterly Report – January 1 to March 31, 2025

### Mission Statement

To protect the health, safety, and welfare of residents, visitors, and property through education, cooperation, and voluntary compliance.

### Code Compliance Operations Summary

The Code Compliance Department's primary focus is to achieve voluntary compliance through education and communication. Given the Town's rural character—with large, fenced parcels—initial outreach is typically through Courtesy Letters followed by formal postings such as Notices of Violation (NOV)/Notices of Hearing (NOH) if compliance cannot be achieved through cooperation.

While the Department is complaint-driven, officers are also empowered to take action when they observe violations in the field. In 2023 and in 2024, the Town Council directed staff to take a proactive approach to critical items including:

- Floodplain Development Activities (FDAs)
- Unauthorized clearing or construction
- Manure violations
- Recreational vehicles visible from the road
- Unpermitted commercial vehicle use

Anonymous complaints are not accepted under Florida Statute 162.21 unless there is an imminent threat to public health, safety, or the environment. The Town may verify the identity of complainants as all information becomes public record.

Voluntary compliance remains the goal. Staff prioritizes communication before enforcement and regularly resolves issues through phone calls, meetings, and outreach. Courtesy Letters are effective in addressing minor issues such as vegetation overgrowth, improper trailer parking, or bulk trash. However, formal enforcement is necessary for more serious violations like unpermitted fill in flood hazard areas.

Communicating with residents is key to resolving violations.

### Enforcement Statistics

	Q1 FY 25	Q2 FY 25	YTD 2025
Cases Open at Start of Period	132	114	246
New Cases Opened During Period	42	627	669
Cases Opened from Citizen Complaints	42	627	669
Cases Closed During Period	60	549	609
Cases Closed Due to Compliance	56	483	539
<b><i>Cases Remaining Open at End of Period</i></b>	<b>114</b>	<b>135</b>	<b>229</b>

Initial Inspections Conducted	41	627	668
Re-inspections	51	456	507
<b>Total Inspections</b>	<b>92</b>	<b>1083</b>	<b>1175</b>

### Magistrate Cases by Violation Type

	Q1 FY 25	Q2 FY 25	YTD 2025
Floodplain Development (FDA)	5	71	76
Recreational Vehicle/Trailer	9	199	208
Business Tax Receipt	1	128	129
Building Permits Required	3	68	71
Zoning	3	27	30
Bulk Trash	0	11	11
Right-of-Way Violations	1	0	1
Tree Removal (Unpermitted)	2	22	24
Commercial Vehicles / Trailers	1	8	9
Garbage / Trash Violations	0	11	11
Equipment Screening	0	59	59
Sign Violation	2	0	2
Property Maintenance	3	0	3
Misc Violations	11	17	28
Manure Violations	1	6	7

**Note that during 1<sup>st</sup> Quarter a Full Time Code Officer did not start until Dec. 2024**

Please note that the above cases do not include approximately:

- 70 +/- expired permits
- 40 +/- site triangle courtesy letters
- 50 +/- potential sign code violations

### Recreation Vehicle Cases

There are over 200 recreational vehicle cases as shown below

	Q1 FY 25	Q2 FY 25	YTD 2025
	9	199	208

As of this reporting period, **approximately 60 new RV-related cases** are being processed, along with **30 revised cases** where the original Notices of Violation (NOVs) required correction. Updated NOVs are being finalized this week.

For cases that have already gone before the **Special Magistrate**, a **30-day correction window** was granted. Code Compliance staff will calendar these cases for re-evaluation in **four months** to confirm long-term compliance. If violations persist, staff will bring those cases forward for **Council review to consider foreclosure**, following reauthorization from the Special Magistrate.

For properties where **no recreational vehicle (RV) was found on site**, files will be **closed**. Given that the current timeframe is **outside of peak season**, there will be **no immediate**

**reinspections.** However, staff will calendar those properties for reevaluation **during the next high season.**

Cases involving **occupied RVs** will be scheduled for **on-site inspections next week**, with an anticipated rate of **7–10 inspections per day**. Inspections will be conducted by any available trained Code Officer and/or other staff, including support from Jacek if inspections are required over a weekend.

Staff continue to manage significant workload demands related to RV cases—including **case file preparation, investigations, resident communication, and hearing preparation.** While progress has been steady, resources remain limited. Staff remain hopeful that these represent the **final phase of intensive RV enforcement** efforts.

### **Fines and Liens Summary**

The Town continues to track significant fines and liens associated with unresolved or repeat code violations. As of March 31, 2025, the top violators remain consistent, with substantial amounts accrued across multiple cases. Other properties have smaller but recurring fines, often related to zoning, floodplain activity, and/or unpermitted construction/activities.

Staff will continue to monitor these properties and pursue Magistrate orders and title searches where warranted under the Town's November 2024 foreclosure policy where:

**Foreclosure** may be considered if:

- Liens exceed **\$100,000**
- Property is **out of compliance for over a year**
- Violations pose a **risk to health or safety**

Enforcement prioritizes high-risk, non-homesteaded properties with long-standing noncompliance.

**Before** any action:

- Staff must **verify eligibility**, order **title search**, complete a **checklist**, and obtain a **Special Magistrate order**
- Obtain required **Town Council approval**

However, the Town has one case approved by the Town Council to proceed to foreclosure which we are in the process of hiring a specialized foreclosure attorney. We also have approximately 8 cases which we are seeking title searches to determine if a foreclosure is appropriate.