

Development Services February 2011 Monthly Report

Projects and Accomplishments

Table 1

		October	November	December	January	February
1	Visitors	566	422	438	455	473
2	Informational Calls Received	902	767	753	808	739
3	Verbal Warnings	45	41	16	27	9
4	Code Compliance Notices of Violation	76	58	53	37	36
5	Code Compliance Courtesy Notices	33	14	38	34	3
6	Code Compliance Citations Issued	1	1	3	0	0
7	Code Compliance Special Master Cases	12	9	14	10	9
8	Code Compliance Complaints Investigated	21	21	20	13	22
9	Code Compliance Re-inspections conducted	151	171	102	95	79
10	Lien Searches	25	26	22	29	21
11	Code Compliance Courtesy Letters Issued	15	80	0	73	55
12	Public Records Requests	2	2	0	1	1
13	Code Compliance Business Tax Receipt Inspections	13	8	3	8	9
14	Fire Marshal Permit Inspections	15	11	8	8	11
15	Fire Marshal Apps + Resubmittals	10	14	16	15	22
16	Building Dept. Final Zoning Inspections	14	14	6	28	20

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		October	November	December	January	February
17	Building Dept. Zoning Reviews	107	113	91	90	88
18	Building Dept. Permits Issued	40	48	45	38	28
19	Building Dept. Permit Applications Submitted	82	76	77	72	63
20	Approved Permits Over \$100,000		1 Fountainhead Condo (Drainage, pump station, and generator) \$1.3 Million	0	0	0

Table 2 - Notices of Violations Issued:

Number	Number of Violations	Type
1	5	No Permits
2	2	Property Maintenance
3	4	Inadequate Garbage Service
4	7	No Trash Service
5	2	Outside Storage
6	14	No Business Tax Receipt
7	2	Trash / Debris

1. Worked with Minto in removing their construction trailer and storage container from their vacant lot adjacent to El Prado due to no construction activity or open permits.
2. Researched and inspected 162 properties verifying the number of units for the sewer billing project.
3. Assisted the Finance Department by providing information for their financial audit (i.e. Number of NOV's, Citations, Complaints, new Business Tax Receipts).
4. Reviewed/inspected 104 properties for fire inspection fees.
5. Conducted an inspection of all beach front properties for lighting violations and sent notices to 39 properties advising them of the lighting issues that needed to be corrected by March 1st.
6. Hand delivered letters to 17 property owners regarding recycle bin pick-up dates.
7. Met with Seawatch Restaurant and Sea Ranch Lakes North Condo at their request to inspect their lighting together in an effort to prepare for Turtle Season beginning on March 1st.
8. Inspected 2 special events in the evening and reported no violations.
9. Periodically inspected the valet operations at 101 Ocean.

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Planning Activities:

1. Prepared four (6) Special Event Applications for the Commission to consider.
2. Prepared back-up information and arranged a presentation by MPO (Metropolitan Planning Organization) to provide a brief overview of the 2035 Transportation Long Range Plan and updates on key transportation projects.
3. Prepared back-up information and arranged a presentation by B-cycle LLC to provide information to the Commission regarding the Counties Bike Sharing Program.
4. Met with the representative of B-cycle LLC (Jose Basulto) to look at sites of interest to bring back to the Commission. B-cycle LLC will be providing detailed information on the locations to staff.
5. Prepared and presented an agenda item (Ordinance 2011-02, Parking Regulations (2 of 3) for First Reading. Staff devoted several hours to developing and revising the proposed ordinance.
6. Prepared and presented an agenda item (Ordinance 2011-03, fences and walls) for first reading.
7. Prepared and presented an agenda for a public hearing regarding Notice of Intent (NOI) (Resolution 2011-01) that encompasses seven (7) items for Commission approval. The seven (7) items included: conditional uses, conditional use procedures, fuel storage tanks for generators, NOI procedures, cement and concrete walls, architectural standards and wine bars.
8. Negotiated a mitigation of liens at 266 Avalon Ave, and presented it for approval by the Commission on January 25, 2011.
9. Prepared and presented 4 items (conditional uses in the B-1 and B-1-A zoning districts, conditional use procedures, size of generator fuel tanks for commercial and multifamily zoning districts, and comprehensive review of the signs regulations) for the Planning and Zoning Board.

Code Enforcement Liens to be recorded: *(List address and amount, Attach Final Order and Cert of Lien copies.)*

1. Chris Smith 2062 Ocean Mist Drive Illegally parked trailer \$7350.00
2. Alan Robins 4505 Poinciana Street Admin fee \$150.00
3. Michael & Sandra Leathley 3280 Oleander Way Admin fee \$150.00

Minor Site Plan Modification Approvals: None

