

Organization

The Planning & Development Department consists of three primary divisions: Planning, Building Inspection, and Code Enforcement. Community Redevelopment activities, and administration of the City's two CRA Districts, are also run under the organizational structure of the Planning and Development Department. The Department provides assistance, information, and services to the citizens and businesses of Jacksonville Beach in regards to long and short range planning, zoning code administration, code enforcement, permitting, and inspections. In addition to serving the public in their development and redevelopment needs and inquiries, the Department also provides administrative staff support to the Planning Commission (PC), Board of Adjustment (BOA), Community Redevelopment Agency (CRA), and the Special Magistrate for code enforcement.

Department Mission Statement

Working together to build a better Jacksonville Beach.

Goals for FY2026

The City Council is tasked with setting the Priorities, Goals and Objectives (PGOs) of the Strategic Plan (Plan). The specific departmental goals are to be implemented by the Department Directors. The Planning and Development Department's Planning Division recently completed a Strategic Plan project under Strategy 1; Quality of Life; to update the city's land development regulations to support the community's desired character, intensity, and mix of uses, and to create plans to support and incentivize redevelopment and a diversity of housing options.

Strategic Plan Priority, Goal, and Objectives

- P2.G2.O1-01 – Develop a Complete Street Design Guide. (Q2)
- P3.G2.O1-02 – Complete and publish a development and redevelopment guidance document. (Q1)

Department Goals

Planning Division

- Implementation of the City's updated 2050 Comprehensive Plan and New 2025 Land Development Code, including monitoring implementation, documenting impacts, and proposing future improvements and updates. (P1.G2.O1)
- Continue working on beaches transportation issues through participation on the North Florida Transportation Planning Organization Technical Advisory Committee (TAC). (P2.G2.O1)
- Continue representing the City on the Duval County Local Mitigation Strategy steering committee regarding natural hazards such as hurricanes, flooding, and man-made hazards. (P4.G2.O1)

- Work to implement policies and programs as mandated by recent changes to Florida Statutes.

Building Inspection Division

- Maintain the current standards of completing the initial plan review and permit issuance for both immediate release permits and major single-family residential, commercial, and multiple-family construction projects. (P1.G1)
- Maintain the time requirements for permitting per Florida Building Code Section 105 and maintain inspection scheduling and sequencing per the Florida Building Code Section 110. (P1.G1)
- Continue working with the City's ERP consultants to add online permitting to the Department's webpage. (P1.G1)
- Obtain Permit Technician certification by all full-time Building Inspection Division Permit Specialists. (P4.G3.O2)
- Work to implement policies and programs as mandated by recent changes to Florida Statutes.

Code Enforcement Division

- Continue implementation of the "Weekend Warrior" program to address code enforcement issues seven days a week. (P1.G1)
- Maintain the application of procedures for the CRA Coordinator to communicate with Code Enforcement in addressing issues in the Downtown CRA. (P1.G1)
- Continue to enforce the City's Sea Turtle Protection Ordinance and issue courtesy violation notices as needed and coordinate with Beaches Sea Turtle Patrol. (P4.G2.O2)
- Develop and implement a Code Citation Process and Procedure and Fee Schedule.

Planning and Development Performance Measures	Priority Goal Objective	Frequency	FY2023 Actual	FY2024 Actual	FY2025 as of 3/31	FY2026 Target
Total Number of Residential Permits (New Construction)	P3.G2.O1	Annually	60	50	33	55
Total Number of Residential Permits (Additions, Alterations, Repairs)	P3.G2.O1	Annually	1,545	1,094	456	1,300
Total Number of Commercial Permits (New Construction)	P3.G2.O1	Annually	6	8	2	7
Total Number of Commercial Permits (Additions, Alterations, Repairs)	P3.G2.O1	Annually	368	422	90	400
Total Value of Construction Permits	P3.G2.O1	Annually	\$102,514,060	\$110,628,572	\$98,105,735	\$106,571,316
Total Building Fees Collected	P3.G2.O1	Annually	\$887,703	\$975,385	\$305,331	\$940,000
Total Permits Issued	P3.G2.O1	Annually	3,540	3,224	1,524	3,400
Total Inspections Completed	P3.G2.O1	Annually	7,495	6,613	2,747	7,100
Total Private Provider Permits / Inspections	P3.G2.O1	Annually	41	33	59	40
Total Code Enforcement Cases	P3.G2.O1	Annually	206	130	53	170
Total Stop Work Orders	P3.G2.O1	Annually	9	3	4	6
Total Zoning Permits	P3.G2.O1	Annually	374	429	218	400
Total Fees Collected from Zoning Permits	P3.G2.O1	Annually	\$154,205	\$137,857	\$57,686	\$146,000

Planning Division

The **Planning Division** is responsible for the City's short-term and long-range planning activities including administering and maintaining the adopted Comprehensive Plan and implementing the Land Development Code. The Division also provides administrative support for the City's community redevelopment efforts. Administrative support for community redevelopment, includes but is not limited to, statutory compliance, developer relations, redevelopment agreements, redevelopment incentives, and coordinating, managing and monitoring the implementation and status of redevelopment projects.

Staff continued the City's representation on the North Florida Transportation Planning Organization (NFTPO) Technical Advisory Committee (TAC) and the Duval County Local Mitigation Strategy (LMS) steering committee.

The Planning Division works closely with the appointed Planning Commission, Board of Adjustment, and Community Redevelopment Agency, providing administrative support and staff representation at all meetings.

The Planning Division maintains compliance with the deadlines applicable to all Development Review Procedures for development permit applications as outlined in Article VI of the Land Development Code and Florida Statutes where applicable. The Division continues to consistently meet this goal.

Recent Accomplishments/Highlights

- ✓ Finalized the Strategic Plan Project to update the City's land development regulations.
- ✓ Processed a total of 429 Zoning and Land Development Code related development permit applications in 2024 that include:
 - ✓ Fourteen Conditional Use applications.
 - ✓ Sixty-five Variance applications.
 - ✓ Twenty-two Zoning Verification Letter applications.
 - ✓ Eight Mobile Food Vendor applications.
 - ✓ Fifty-one Short Term Vacation Rental applications.
 - ✓ Twenty tree removal / site clearing applications.
 - ✓ Thirty-seven alcoholic beverage establishment applications.
 - ✓ Fifty-two sign permit applications.
 - ✓ Five Development Plan applications.
 - ✓ Two Rezoning applications.
- ✓ Successfully completed a five-year cycle visit in 2023 and maintained the City's participation in the National Flood Insurance Program's Community Rating System (CRS), maintaining the City's Class 6 CRS Rating.

Building Inspection Division

The **Building Inspection Division** inspects all buildings, structures, and facilities within City limits to protect the public health, safety, and general welfare, including the quality of life in our community by ensuring compliance with state and local building codes regulations. Some of the activities related to enforcement of the Florida Building Code include: issuing construction permits, conducting inspections, and reviewing permit applications, and construction documents related to new construction and alterations to existing buildings.

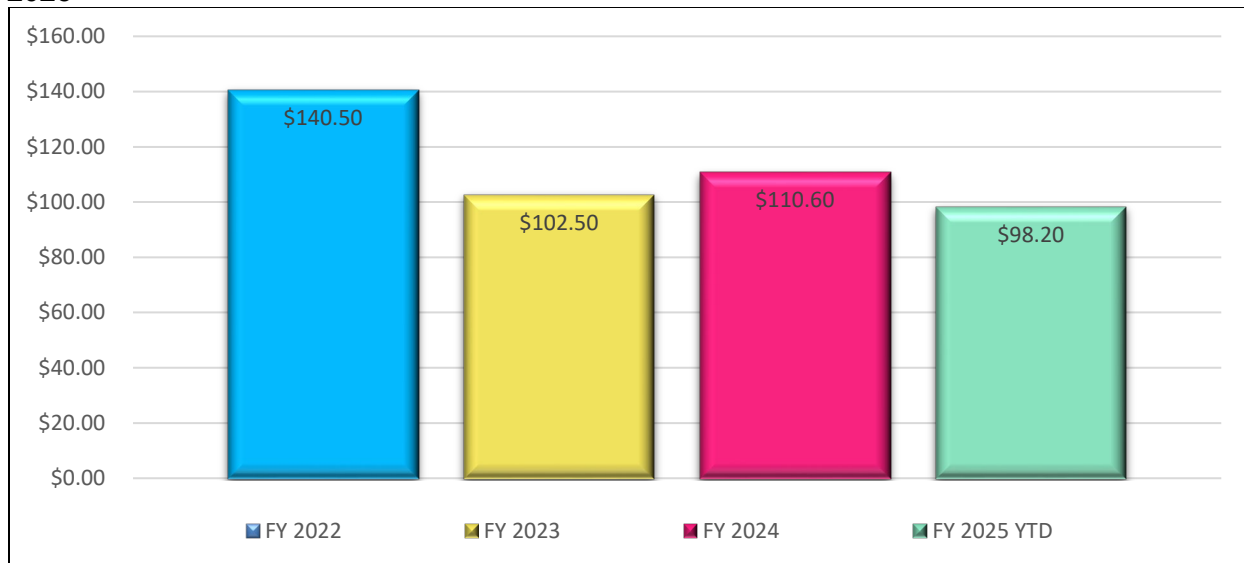
Goals of the Division include issuing immediate release permits within one working day of receipt, completing the initial plan review and issuance of major construction projects within 4 working days from receipt of single-family residential permit applications and within 15 working days from receipt of commercial or multiple-family residential permit applications and maintain compliance with the Florida Building Code and Florida Statutes.

Recent Accomplishments/Highlights

- ✓ In FY2024, the Building Inspection Division issued 3,224 construction related permits and approved construction with an estimated construction value of more than \$110 million. Building inspection personnel carried out 6,613 construction inspections during the fiscal year. Permitted activity included alterations to existing buildings, construction of 51 new dwelling units, and eight new commercial properties.

- ✓ The Building Inspection Division continued to meet its objectives for completing the initial plan review of major construction projects with an average review time that is in compliance with the Florida Building Code and Florida Statutes.
- ✓ The Building Inspection Division continued to operate and improve upon COAST (Customer Online Application Services Tool) allowing customers to view and track the status of permit applications and inspection results online which complies with Florida Statutes.
- ✓ The Building Inspection Division continues to meet its objectives for the issuance of immediate-release permits within one working day of receipt.
- ✓ The Building Inspection Division continues to meet its objectives for the completion of initial review for residential projects and for the completion of initial review for commercial and multiple-family projects that is in compliance with the Florida Building Code and Florida Statutes.
- ✓ Building Inspection Division staff maintained proper licensure and credentials as required by state law. The Chief Building Official continues to hold Building Code Administrator (BU1881), Standard Plans Examiner (PX3470), and Standard Inspector (BN6085) licenses. Building Inspector II was promoted to Building Inspector III and obtained a Provisional Commercial Building Inspector license (PBI2497) and continues to hold both Standard Plans Examiner (PX4553) and Standard Residential 1 & 2 Family Dwelling Inspector (BN7607) licenses. Building Inspector II obtained Level 3-FACE certification and continues to hold a Standard Residential 1 & 2 Family Dwelling Inspector (BN8370) license.

Total Estimated Value of Permitted Construction (in millions), FY 2022 – FY 2025 YTD March 2025



Code Enforcement Division

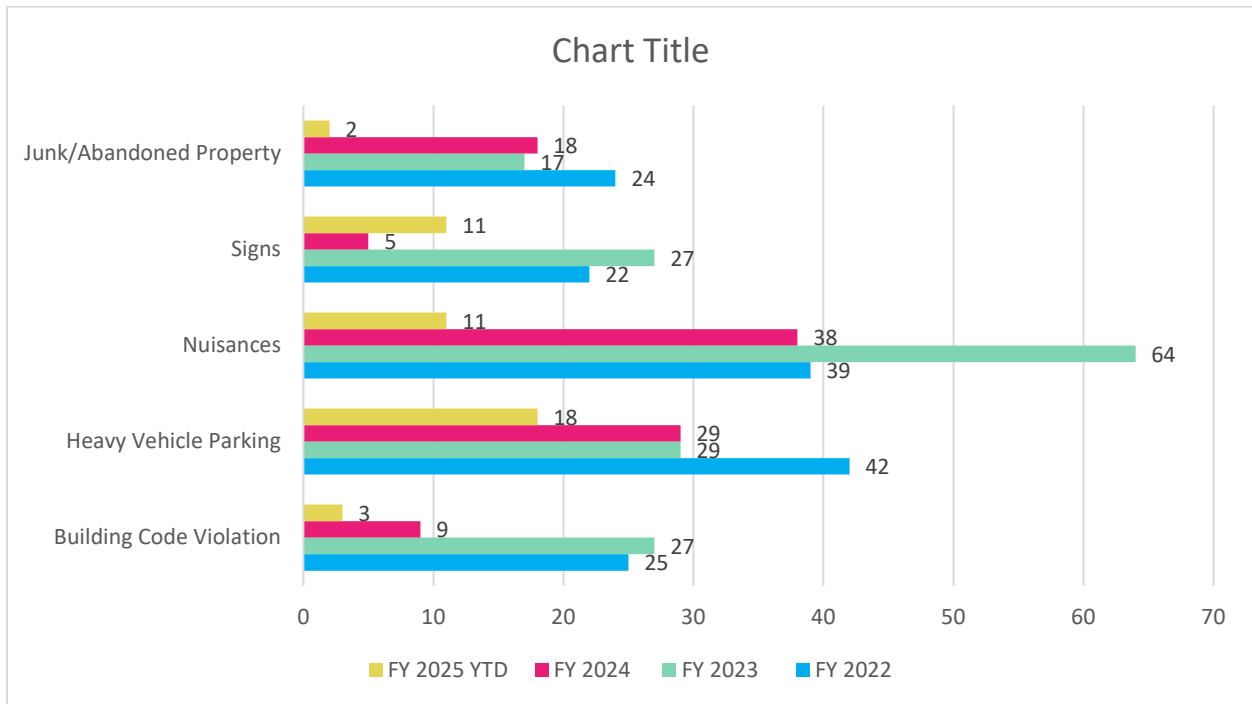
The **Code Enforcement Division** is responsible for enforcing the property maintenance ordinances and zoning code of the City, including overgrown properties, signage, and heavy vehicle parking. This function includes clearing of vacant lots, abating general nuisances, and removal of junked or abandoned property. The Division works closely with the appointed Special Magistrate in carrying out this responsibility. The Division also works closely with the Building Division, Planning Division, Fire Marshal, the CRA Coordinator, and the Jacksonville Beach Police Department to identify code enforcement violations and bring properties into compliance.

It is a goal of the Division to cooperate with all property owners, businesses, and residents to secure voluntary compliance with and enforcement of private property use and maintenance code regulations by educating the community and conducting inspections.

Recent Accomplishments/Highlights

- ✓ Code Enforcement staff processed 130 code cases in FY 2024, compared with 209 code cases in FY 2023, and 220 in FY 2022. The Special Magistrate is an attorney who hears and decides code violation cases. In FY 2024, the Magistrate conducted 8 public hearings and considered a total of 43 cases.
- ✓ Code Enforcement staff continued to focus on construction work without a permit, illegal signage, and heavy vehicle parking. “Weekend Warrior” activities resulted in the issuance of three Stop Work Orders, with related construction permits with an estimated construction value of \$221,195 and recovered revenue of \$2,017 in permit and plan check fees collected in FY 2024.
- ✓ Enforcement of the Sea Turtle Protection Ordinance by Code Enforcement staff resulted in nine disorientations in FY 2024, and there were three related code cases during the fiscal year, as compared with processing four (4) code cases and mailing zero (0) violation notices and zero (0) disorientations in FY 2023. Enforcement activities remain proactive, including night-time patrols and hand-delivered courtesy notices to properties in violation of the ordinance.
- ✓ Code Enforcement staff maintain proper credentials. Code Enforcement Inspector II obtained Level 4-FACE certification and was promoted to Code Enforcement Inspector III.
- ✓ Building Inspector II obtained Level I Code Enforcement certification.

Frequent Code Enforcement Cases, FY 2022 – FY 2025 YTD March 2025



The “nuisances” category includes violations such as overgrown grass or weeds above 10 inches, noise, trash accumulation, dilapidated structures, or other conditions that endanger the health and safety of others.

Financial Summaries by Resource Allocation, Division, and Fund

Resource Allocation	Actual 2024	Original Budget 2025	Budget 2026	Increase- Decrease	% Change
Personal Services	1,132,167	1,212,454	1,307,641	95,187	7.9%
Operating-All Other	313,375	319,943	357,177	37,234	11.6%
Capital Outlay	-	55,000	20,000	(35,000)	-63.6%
Grand Total	1,445,542	1,587,397	1,684,818	97,421	6.1%

Division	Actual 2024	Original Budget 2025	Budget 2026	Increase- Decrease	% Change
0401-Planning & Development	576,697	563,999	618,377	54,378	9.6%
0402-Building Inspection	711,133	818,228	878,054	59,826	7.3%
0406-Code Enforcement	157,711	205,170	188,387	(16,783)	-8.2%
Grand Total	1,445,542	1,587,397	1,684,818	97,421	6.1%

Fund	Actual 2024	Original Budget 2025	Budget 2026	Increase- Decrease	% Change
001-General Fund	1,445,542	1,587,397	1,684,818	97,421	6.1%
Grand Total	1,445,542	1,587,397	1,684,818	97,421	6.1%

Planning & Development Department



Authorized Positions

Planning & Development	FY2024	FY2025	FY2026
Director of Planning & Development	1	1	1
Senior Planner	1	1	1
Planner	1	1	1
Permit Specialist	1	1	1
CRA Coordinator	1	1	1
Division Total	5	5	5
Building Inspection	FY2024	FY2025	FY2026
Building Official	1	1	1
Building Inspector I, II, III	2	2	2
Permit Administrator	1	1	1
Permit Specialist	2	2	2
Division Total	6	6	6
Code Enforcement	FY2024	FY2025	FY2026
Code Enforcement Officer I, II, III	1	1	1
Division Total	1	1	1
Department Total	12	12	12