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**Palmetto Community  
Redevelopment Agency**



# Heavy Commercial Redevelopment Incentive Plan

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7/7/2011

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## DEFINITIONS

**Act.** The Community Redevelopment Act, F.S. § 163.330 et seq.<sup>1</sup>

**Agency.** The Community Redevelopment Agency of the City of Palmetto.<sup>2</sup>

**Area .**The area designated as a redevelopment area and as described and mapped on documents in the city clerk's office.<sup>3</sup>

**Commercial Redevelopment.** Repair and rehabilitation of buildings or other improvements (new construction) on a Manatee County Parcel ID numbered property. *Commercial redevelopment*, for purposes of this program, may include the voluntary re-designating of the use or zoning of a property<sup>4</sup>, demolition of existing structure(s)<sup>5</sup>, planning and designing for new structures, storm water pre-treatment and street improvements and new construction.

**Industrial Use.** The activities within land uses predominantly connected with manufacturing assembly processing or storage of products.<sup>6</sup>

**Community Redevelopment or Redevelopment.** Undertakings, activities, or projects of a county, municipality, or community redevelopment agency in a community redevelopment area for the elimination and prevention of the development or spread of slums and blight, or for the reduction or prevention of crime, or for the provision of affordable housing, whether for rent or for sale, to residents of low or moderate income, including the elderly, and may include slum clearance and redevelopment in a community redevelopment area or rehabilitation and revitalization of coastal resort and tourist areas that are deteriorating and economically distressed, or rehabilitation or conservation in a community redevelopment area, or any combination or part thereof, in accordance with a community redevelopment plan and may include the preparation of such a plan.

The ability of a county or municipality to utilize the authority granted under the Act is predicated upon the adoption of a "Finding of Necessity" by the governing body. This finding must demonstrate that:

- 1) One or more slum or blighted areas, or one or more areas in which there is a shortage of housing affordable to residents of low or moderate income, including the elderly, exist in the county or municipality; and,
- 2) The rehabilitation, conservation, or redevelopment, or a combination thereof, of such area or areas, including, if appropriate, the development of housing which residents of low or moderate

<sup>1</sup> City of Palmetto Ordinance Section 11-26. - Definitions.

<sup>2</sup> City of Palmetto Ordinance Section 11-26. - Definitions.

<sup>3</sup> City of Palmetto Ordinance Section 11-26. - Definitions.

<sup>4</sup> Florida Statute 163.370 Powers; counties and municipalities; community redevelopment agencies.(c)2

<sup>5</sup> Florida Statute 163.370 Powers; counties and municipalities; community redevelopment agencies.(l)

<sup>6</sup> City of Palmetto 2030 Comprehensive Plan Page 6

income, including the elderly, can afford, is necessary in the interest of the public health, safety, morals, or welfare of the residents of such county or municipality.<sup>7</sup>

**Crime prevention through environmental design (CPTED).** A multi-disciplinary approach to deterring criminal behavior through environmental design. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts. As of 2004[update], most implementations of CPTED occur solely within the built environment.

**Deterioration.** To weaken, disintegrate, corrode, rust or decay and lose effectiveness.<sup>8</sup>

**Development.** The construction, reconstruction, conversion, structural alteration, relocation or enlargement of any structure; any mining, excavation, landfill or land disturbance, and any non-agricultural use or extension of the use of land.<sup>9</sup>

**Drainage Facilities.** A system of man-made structures designed to collect, convey, hold, divert or discharge stormwater, and include stormwater sewers, canals, detention structures and retention structures.<sup>10</sup>

**Disseminate.** To scatter or spread widely, as though sowing seed; promulgate extensively.

**Estimated new construction value** means the construction value determined by the City of Palmetto Building Official to determine building permit fees.

**Fund.** The community redevelopment trust fund.<sup>11</sup>

**Heavy Commercial Industry.** An area suitable for heavy or intensive commercial, light industrial uses general commercial and office uses and other employment oriented uses. Light industrial activities connected with the manufacturing, assembly, processing, and storage of products may generate objectionable impacts with regard to appearance, noise, vibration, dust, odor etc and may need to be buffered from other less intense uses like office development.<sup>12</sup>

**Goal.** The long-term end toward which programs or activities are ultimately directed.<sup>13</sup>

**Governing Body.** The council, commission, or other legislative body charged with governing the county or municipality.<sup>14</sup> Palmetto City Commission is the governing body.

<sup>7</sup> Florida Statute 163.340 Definitions (9)

<sup>8</sup> International Code Council, International Property Maintenance Code 2009 Page 9

<sup>9</sup> City of Palmetto 2030 Comprehensive Plan Page 5

<sup>10</sup> City of Palmetto 2030 Comprehensive Plan Page 12

<sup>11</sup> City of Palmetto Ordinance Number 11-26. - Definitions.

<sup>12</sup> City of Palmetto 2030 Comprehensive Plan Page 17

<sup>13</sup> City of Palmetto 2030 Comprehensive Plan Page 13

<sup>14</sup> Florida Statute 163.340 Definitions (3)

**Historic Resources.** All areas, districts or sites listed on the Florida Master Site File, the National Register of Historic Places, or designated by Palmetto as historically, architecturally, or archeologically significant.<sup>15</sup>

**Infill.** Development or *Redevelopment* which occurs on scattered vacant lots in a developed area. Development is not considered Infill if it occurs on parcels exceeding one acre or more.<sup>16</sup>

**Low Impact Design (LID).** An approach to land development (or re-development) that works with nature to manage stormwater as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat stormwater as a resource rather than a waste product. There are many practices that have been used to adhere to these principles such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements. By implementing LID principles and practices, water can be managed in a way that reduces the impact of built areas and promotes the natural movement of water within an ecosystem or watershed. Applied on a broad scale, LID can maintain or restore a watershed's hydrologic and ecological functions.<sup>17</sup>

**Mixed or Multiple Use.** The mixture of one or more land use within a single building, or within a single project in separate buildings, with such uses planned in a coordinated manner under a single development plan. This definition excludes parks, golf courses, schools, and public facilities. Land uses, which when combined within a single project constitute mixed or multiple uses include residential, commercial and industrial uses.<sup>18</sup>

**Neglect.** The lack of proper maintenance for a building or structure.<sup>19</sup>

**Nonconformities.** Those characteristics of the property, structure or use which are not permitted in the schedule of permitted uses or do not conform to the schedule of area, height, bulk and placement regulations or other provisions of this code but were legal at the time they were established.<sup>20</sup>

**Plan.** The Community Redevelopment Plan.<sup>21</sup>

**Stormwater.** The flow of water that result from a rainfall event.<sup>22</sup>

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<sup>15</sup> City of Palmetto 2030 Comprehensive Plan Page 14

<sup>16</sup> City of Palmetto 2030 Comprehensive Plan Page 14

<sup>17</sup> <http://www.epa.gov/owow/NPS/lid/>

<sup>18</sup> City of Palmetto 2030 Comprehensive Plan Page 16

<sup>19</sup> International Code Council, International Property Maintenance Code 2009 Page 10

<sup>20</sup> City of Palmetto Code of Ordinances, Appendix B – Zoning Code, Article III – Definitions

<sup>21</sup> City of Palmetto Ordinance Number 11-26. - Definitions.

<sup>22</sup> City of Palmetto 2030 Comprehensive Plan Page 20

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**Stormwater Facilities.** Man-made structures that are part of a stormwater management system designed to collect, convey, hold, divert, or discharge stormwater, and may include stormwater, sewer, canals, detention facilities and retention facilities.<sup>23</sup>

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<sup>23</sup> City of Palmetto 2030 Comprehensive Plan Page 20

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## GOAL

It is the Goal of these incentives to remove and/or hinder *Slum and/or Blighted Areas* through private sector *Redevelopment* and job creation in the *Heavy Commercial Industrial land use* district (See Map in appendix A).<sup>24 25</sup>

## INTENT

1. To encourage a sustainable, diverse and vibrant *Industrial* economy.
2. To encourage all properties, especially *Nonconforming* to align with the Palmetto Comprehensive Plan.<sup>26</sup>
3. To encourage the demolition of existing non-*Historic Resource* buildings with *Deterioration and Neglect*.
4. To encourage community safety through *CPTED*.<sup>27 28</sup>
5. To promote the pretreatment of *Heavy commercial Industrial* district *Stormwater* reducing the intensity of pollutants entering the Manatee River and encourage onsite reuse of collected stormwater.
6. To encourage property maintenance code compliance as defined in the *Area Code Enforcement Plan (CEP)*.<sup>29</sup>
7. To increase economic sustainability of the *Area* through short-term construction and long term business creation and expanded employment opportunities.<sup>30</sup>
8. To enhance the image of the City of Palmetto and encouraging further private investment into the *Area* through the *Dissemination of Community Redevelopment* by the *Agency*.<sup>31</sup>
9. To guide the appropriate rehabilitation and preservation of designated historic structures.<sup>32</sup>
10. To promote infill development.<sup>33 34</sup>
11. The *Agency* should incentivize adaptive reuse or conversion of obsolete and unused railroad rights-of-way and obsolete and vacant industrial or heavy commercial buildings.<sup>35</sup>

The *Agency* should focus resources in this district toward job creation, building adaption and business recruitment.

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<sup>24</sup> City of Palmetto 2030 Comprehensive Plan Page 34

<sup>25</sup> Florida Statute 163.345 Encouragement of Private Enterprise

<sup>26</sup> 163.360 Community redevelopment plans.(2) (a)

<sup>27</sup> Florida statute 163.345 Encouragement of private enterprise (1)

<sup>28</sup> City of Palmetto 2030 Comprehensive Plan Page 23

<sup>29</sup> Florida statute 163.345 Encouragement of private enterprise (1)

<sup>30</sup> Florida Statutes 163.335 Findings and declarations of necessity (4)

<sup>31</sup> Florida Statutes 163.370 Powers; counties and municipalities; community redevelopment agencies (2) (b)

<sup>32</sup> City of Palmetto Ordinance Number 07-930, § 2, 5-21-07

<sup>33</sup> City of Palmetto 2030 Comprehensive Plan Page 23

<sup>34</sup> City of Palmetto 2030 Comprehensive Plan Page 34

<sup>35</sup> City of Palmetto 2030 Comprehensive Plan Page 21

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## RULES

1. The Agency reserves the right to modify or cancel parts of or the entire Heavy Commercial Industrial Redevelopment Incentive Plan at any time without notice. If the program is modified or eliminated, the Agency will ensure that any previously approved *Industrial Redevelopment* undergoing renovation will be completed per contract as long as the owner(s) abide by the contract.
2. All applications, eligible or not, shall be reviewed on a case by case basis by the Agency Advisory Board to determine if an application meets the Intent of the program and make a recommend to the Agency Commission.<sup>36</sup> The Agency Commission shall have final approval of all applications.
3. Funding will generally be on a first come, first served basis, with prior applications receiving priority for processing.
4. *Historic Resources* properties may receive up to an equal total Heavy Commercial Industrial Redevelopment Incentive Plan allocation.<sup>37 38</sup>
5. Redeveloped parking located on private property will be owned by the private property owner but be available for public use.
6. Payment to the Property Owner shall be made, when the official Certificate of Occupancy or Certificate of Completion and all required documentation has been received by Agency Staff. No partial payments shall be accepted.
7. The incentive allocations provided herein are the maximum potential allocations. The allocation for any particular project shall be that amount which is approved by the Agency Board of Commissioners and finalized in a binding agreement.
8. The total incentive is calculated by multiplying the *Estimated New Construction Value* by a percentage determined by the CRA after considering the maximums allowed on the following page.

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<sup>36</sup> City of Palmetto Ordinance Number 09-985, § 2, 2-23-09

<sup>37</sup> City of Palmetto 2030 Comprehensive Plan 3.3

<sup>38</sup> City of Palmetto 2030 Comprehensive Plan Page 40

## INCENTIVE TABLE

INCENTIVE	PERCENTAGE	REQUIREMENTS
LAND USE DOWNZONE (Maximum \$50,000 per acre)	\$10,000/Acre \$20,000/Acre \$25,000/Acre \$50,000/Acre	HCOMIND to GCOM HCOMIND to DCOM HCOMIND to any residential HCOMIND to Public Use
DEMOLITION (Maximum - \$8,000)	BASE \$5000 Plus \$.500 Plus \$500 Plus \$500 Plus \$1000 Plus \$1000 Plus \$1000	Not Historic Resource Palmetto contractor Palmetto electrician Palmetto plumber CRA contractor CRA electrician CRA plumber
DESIGN (Maximum - \$2,000)	BASE \$1,000 Plus \$500 Plus \$500 Plus \$1,000 Plus \$1,000	Letter from Building Official verifying seal of plans Palmetto designer Palmetto landscape architect (Buffer) CRA designer CRA landscape architect (Buffer)
CPTED (Maximum - \$2,500)	\$2,500	Plans meet CPTED criteria PPD letter
STORMWATER LID (Max. \$3000/1000 Sq. Ft. )	\$1000/1000 sq. ft. \$1500/1000 sq. ft.	Letter from City Engineer Estimated 60% LID retention of on-site Stormwater Estimated 70% LID retention of on-site Stormwater

	\$2000/1000 sq. ft. \$2500/1000 sq. ft. \$3000/1000 sq. ft.	Estimated 80% LID retention of on-site Stormwater  Estimated 90% LID retention of on-site Stormwater  Estimated 100% LID retention of on-site Stormwater
<b>FIRE SAFETY</b> (Max. - \$2500/1000 Sq. Ft.)	\$500/1000 sq. ft. \$1000/1000 sq. ft. \$1500/1000 sq. ft. \$2000/1000 sq. ft. \$2500/1000 sq. ft.	Converting fire code required unusable space to usable space.  Approval Letter of Fire Marshall.
		<u>Palmetto</u> means a physical occupational license commercial address in the City.  <u>CRA</u> means a physical occupational license commercial address in the CRA Area.  <u>Planner</u> means an AICP certified planner, licensed architect, engineer or land surveyor.

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## LAND USE DOWNZONE INCENTIVE

1. This incentive shall only be eligible when applied for in conjunction with the Redevelopment Incentive.
2. This incentive is applicable only for *HCOMIND* properties that are contiguous to residential and in the view of the *Agency*, in conflict with the healthy land use growth of the *Area*.
3. This incentive is validated by the City Planner.
4. This incentive invalidates all other Heavy Commercial Industrial Incentives.

## DEMOLITION INCENTIVE

1. The demolition Incentive is not allowed for vacant parcels.
2. Full demolition of *historic resource* designated structures will not receive a demolition Incentive.
3. Partial or internal demolition of an existing structure may receive a partial incentive.

## DESIGN INCENTIVE

This Incentive is for *Industrial redevelopment* using current state building codes as well as, exterior amenities such as parking and storm water management.

1. As part of this incentive, the *Agency* is granted refusal rights to the design of the *Industrial Redevelopment*.
2. This incentive may include CRA Induced variances from the City of Palmetto Land Use Regulations and exemptions from the building regulations.<sup>39</sup>
3. Emphasis should be placed on the reduction of visual, noise and odor nuisances produced by the use of the applicant..

## CPTED INCENTIVE

1. The CPTED Incentive may be authorized upon receipt of an official Palmetto Police Department verification letter.

## STORMWATER (LID) INCENTIVE

1. The location of existing *Drainage Facilities* may affect the validity of this incentive.
2. The *Stormwater* incentive is only valid for *Commercial Redevelopment* that institutes the approved CRA Stormwater Pretreatment Plan.
3. Any state or federal "*Stormwater credits*" created from the commercial development will become the sole property of the *Agency*.

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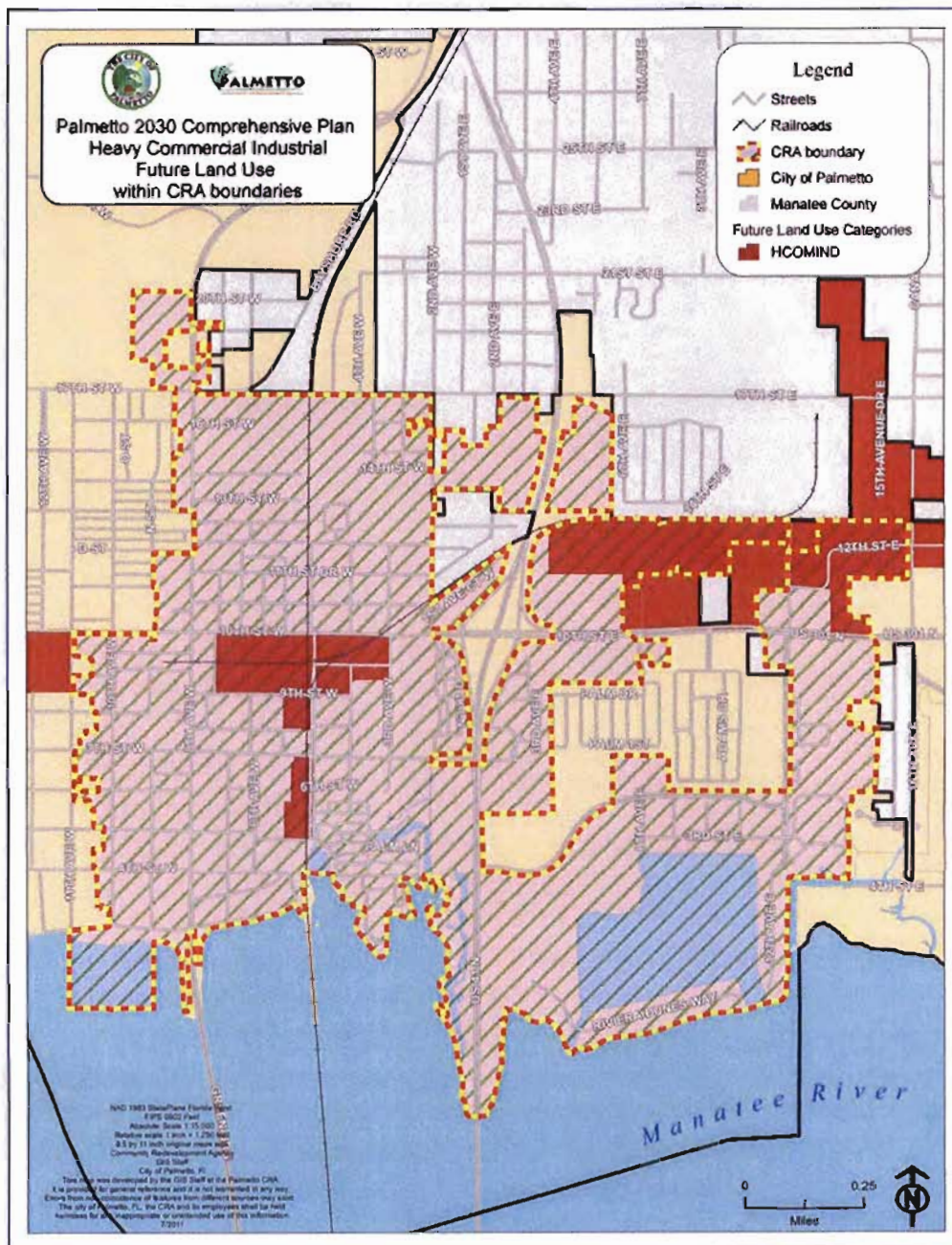
<sup>39</sup> 163.370 Powers; counties and municipalities; community redevelopment agencies. (2) (l)

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4. The incentive recipient agrees to abide by the maintenance requirements provided by the approved CRA Stormwater Pretreatment Plan including selection and maintenance of foliage.

### **FIRE SAFETY INCENTIVE**

1. The incentive provides for the rehabilitation of non-usable space in an existing building due to fire codes and regulations.
2. The intent of this incentive is to redevelop existing space that is non usable at this time.

## APPENDIX A: GENERALCOMMERCIAL MAP



## INCENTIVE APPLICATION

Application Date:

Estimated New Construction Value  
(\$)

INCENTIVE	Acre/1000Sq. Ft. (#)	Acre/1000 Sq. Ft. (\$)	Applicant (\$)	CRAAB (\$)	CRAB (\$)
Land Use					
Demolition					
Design					
CPTED					
Stormwater (LID)					
Fire Safety					
<b>TOTAL</b>					

Maximum Incentive: \$

Applicant Incentive: \$

CRAAB Incentive: \$

CRAB Incentive: \$

Verification Date:

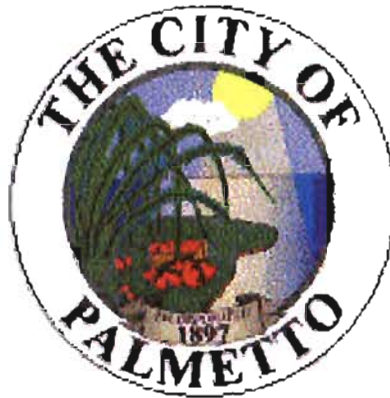
INCENTIVE	Approved (\$)	Verification	Y/N	CRA Staff
Land Use		City Planner Letter		
Demolition		City Building Dept. CO City Building Dept. Subcontractor Form		
Design		City Building Dept Letter		
CPTED		Police Dept. Letter		
Stormwater (LID)		City Engineer Letter		
Fire Safety		Fire Department Approval Letter		
FINAL				

CRA Reimbursement and Allocations		
	FY2011	FY2012*
Code Enforcement	\$ 33,838	\$ 33,880
City Clerk	\$ 47,811	\$ -
	\$ 81,649	\$ 33,880
Allocations for support Services to CRA(includes Fleet, HR, IT, Accounting)	\$ 43,812	\$ 43,812
Total from CRA to General Fund	\$ 125,461	\$ 77,692
* Proposed for FY 2012 and subject to Commission approval		

Community Redevelopment Agency

# Code Enforcement CRA Sub Plan

Palmetto, Florida



William Strollo, Code Enforcement Director  
July 12, 2011

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### **Overview:**

The City of Palmetto Code Enforcement Department recognizes the value of setting goals, developing priorities for our objectives, and the ability to measure departmental effectiveness. The Code Enforcement Department Strategic Plan is, therefore submitted. It is our intention, through writing this plan, to bring clarity and a greater unification to the Department and to communicate to others who we are and what we plan to accomplish.

### **Vision:**

A community where all residential and commercial properties are maintained in a fashion that emphasizes an aesthetically pleasing city, that encourages community pride, preserves neighborhood integrity, protects the public health and well being, and maintains property values.

### **Mission:**

To conduct a comprehensive code enforcement effort that fosters voluntary compliance, effects prompt correction of noted violations, and that is consistent, fair and equitable in its application.

To achieve our Mission, the Code Enforcement Department performs field inspections on a proactive and reactive basis for site, utility, landscaping, and public nuisances. This department utilizes the International Property Maintenance Code, City of Palmetto Code of Ordinances, and the City of Palmetto Land Development Regulations, to improve the aesthetics and enhance the environment and character of the City with concentrated efforts of the City's entry corridors.

### **Goals and Objectives:**

The Code Enforcement Department's goal is to improve the quality of life through quality of services for all Palmetto residents using swift legal due process and enforcement actions utilizing applications of an aggressive, proactive and reactive program dealing with technical and in-depth health, safety and welfare organizations, and the general public who may need the department's services.

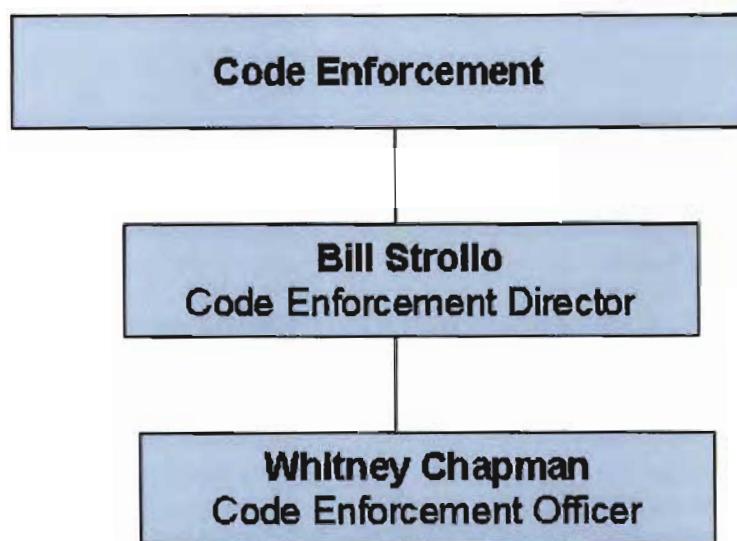
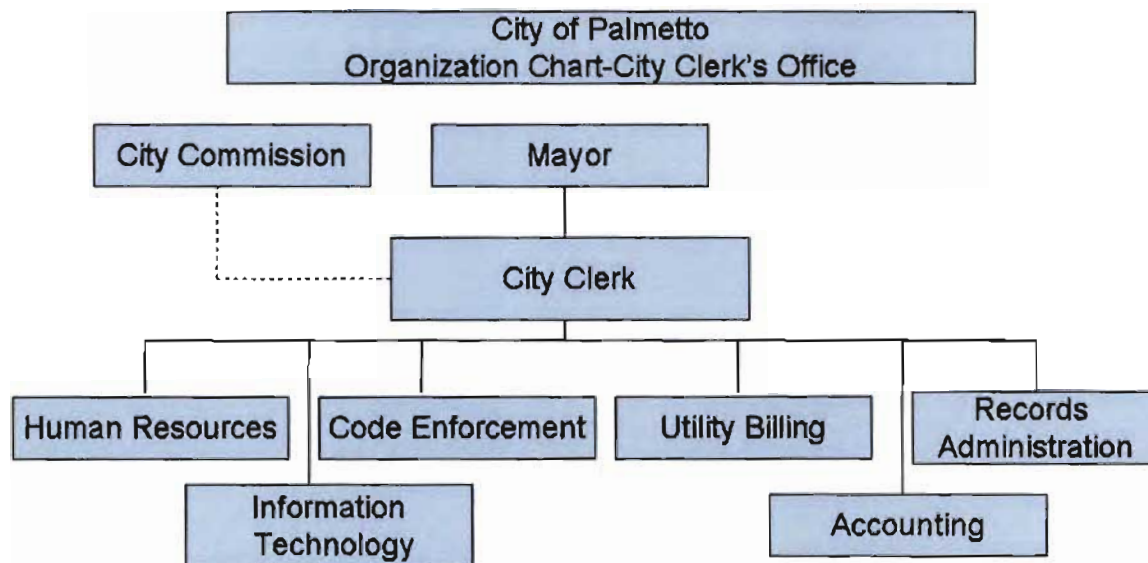
### **Values and Guiding Principles:**

Code Enforcement's guiding principles build upon the City's goal of cultivating a hometown family-oriented community. The City's core organizational values are as follows:

Values	Guiding Principles
Customer Service	We are committed to providing professional and courteous service to our residents and employees
Respect	We value the opinions of our residents and employees
Accountability	We will maintain a high level of integrity
Teamwork	We recognize that we are stronger together than apart and will share knowledge, resources responsibilities and recognition.
Empowerment	We take ownership in accomplishing the City's organizational goals
Excellence	We are experts in our field and continuously strive to improve our skills and service we provide.

### Department Overview:

The City of Palmetto Code Enforcement Department is managed by the City Clerk's Office under the supervision of the City Clerk. Currently, there are two code enforcement officers who are responsible for enforcing all code enforcement activities throughout the City. Within the past year, the Code Enforcement department purchased new software with the assistance of CRA to improve the overall effectiveness and efficiency of code enforcement case management. The new software is being used to isolate and identify code enforcement trends inside and outside of the CRA district. Ultimately, this new tool will help measure the success of code enforcement programs and the impact it is having to removing slum and blight within all areas of the City including the CRA. The organization chart of the City Clerk's Office and Code Enforcement is listed below.



**Budget:**

The proposed budget for code enforcement activities in FY 2012 is \$153,114 and is highlighted in green. In 2011, the CRA funded \$33,838. This funding is used to help offset specific code enforcement activities within the CRA district which is consistent with the adopted CRA plan. Looking ahead to FY 2012, the Code Enforcement department has identified \$33,880 of costs that are specific to activities and programs within the CRA to reduce slum and blight. These programs are outlined within this sub-plan and is consistent with the adopted CRA plan.

Account Description	ACTUAL 2010	**BUDGET 2011	PROJECTED 2011	PROPOSED 2012	% B-P
CRA Reimbursement - CE	80,546	33,838	33,838	0	0%
Violation Lot Clearing - Pass Thru	0	1,800	1,800	3,725	207%
<b>TOTAL REIMBURSEMENT</b>	<b>80,546</b>	<b>35,638</b>	<b>35,638</b>	<b>3,725</b>	<b>10%</b>
<b>EXPENSES</b>					
Regular Salaries	100,265	98,433	95,026	98,433	100%
FICA Taxes	7,729	7,530	7,251	7,530	100%
Retirement General Employee	20,392	23,102	22,511	23,250	101%
Health and Dental Insurance	6,647	6,809	6,128	6,809	100%
Health Insurance - Dependent Subsidy	1,402	1,637	1,474	1,637	100%
Life Insurance & EAP	289	383	310	383	100%
Workers' Compensation	1,902	1,678	1,625	1,678	100%
<b>PERSONNEL EXPENSES</b>	<b>138,625</b>	<b>139,572</b>	<b>134,325</b>	<b>139,720</b>	<b>100%</b>
Attorney Fees - Code Enf Board	1,888	3,000	1,800	3,000	100%
Lot Clearing - Pass Thru	0	1,800	1,800	3,725	207%
Travel and Per Diem	901	1,000	1,000	1,000	100%
Communications	618	1,416	1,416	1,416	100%
Insurance	2,367	2,691	2,691	2,691	100%
Repair & Maintenance - Utility	339	1,000	2,000	1,000	100%
Printing and Binding	500	0	0	0	0%
Office Supplies	49	100	25	100	100%
Fuel and Lubricants	2,024	2,400	2,306	2,400	100%
Operating Expenses	1,007	800	800	780	98%
Safety Program Expense	56	50	50	50	100%
Small Tools/Equipment	616	100	0	100	100%
Uniform Purchases and Cleaning	166	210	210	210	100%
Technical/Training	630	0	0	0	0%
Technical/Training	0	775	775	770	99%
<b>OPERATING EXPENSES</b>	<b>11,162</b>	<b>15,342</b>	<b>14,873</b>	<b>17,242</b>	<b>112%</b>
<b>CAPITAL EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Princ - Lease	1,456	0	0	0	0%
Int Exp - Lease	15	0	0	0	0%
<b>DEBT SERVICE</b>	<b>1,471</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>151,258</b>	<b>154,914</b>	<b>149,198</b>	<b>156,962</b>	<b>101%</b>
<b>NET EXPENSES</b>	<b>70,712</b>	<b>119,276</b>	<b>113,560</b>	<b>153,237</b>	<b>128%</b>

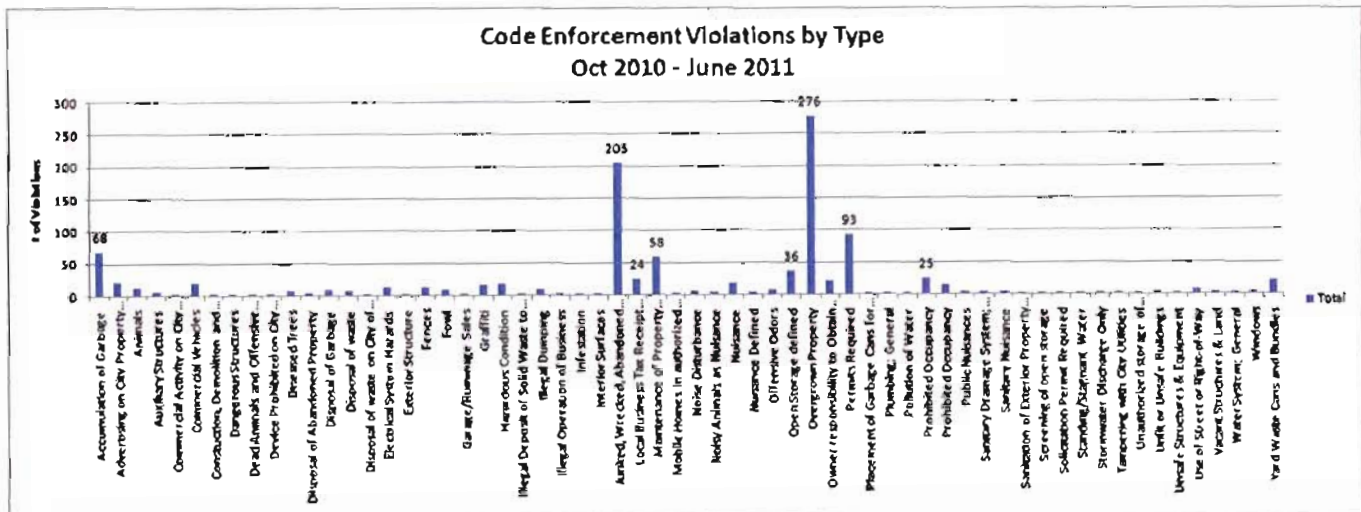
## Key Statistics:

During the first nine months of FY 2011, there were approximately 926 code enforcement cases opened within the City. Approximately 383 (41%) of all cases were in the CRA. Geographically speaking, the CRA accounts for approximately 30% of the area within the City limits, yet 41% of all code enforcement cases opened in the last nine months are in the CRA. This would support the fact that there is a larger proportion of CRA cases initiated within CRA boundaries when compared to other areas of the City. The following chart shows the % of cases opened inside and outside of the CRA during the first nine months of FY2011.

### Distribution of all Code Enforcement Cases Opened between Oct. 2010 and June 2011



The following bar graph shows a distribution of all code enforcement violations throughout the City by type during the first nine months of FY2011.



Further analysis reveals that the top six violations account for approximately 64% of the code enforcement cases in the City. For this reason, Code Enforcement will focus their attention on enforcement programs to lessen the number of violations for these categories.

<b>Top Six Violation Types-Citywide</b>		
<b>Type of Violation</b>	<b># of Violations</b>	<b>% of all violations</b>
Overgrown Property	271	25%
Junked, Wrecked, Abandoned Property	200	18%
Permits Required	91	8%
Accumulation of Garbage	67	6%
Maintenance of Property Required	57	5%
Open Storage defined	36	3%

The chart below identifies the top six code enforcement violations within the CRA only. Five of the top six violations are similar to those identified in the Citywide violations chart. The Code Enforcement department will work with the CRA to implement programs to reduce violations in the top six areas identified below.

<b>Top Six Violation Types-CRA</b>		
<b>Type of Violation</b>	<b># of Violations</b>	<b>% of all violations</b>
Overgrown Property	88	19%
Junked, Wrecked, Abandoned Property	87	19%
Accumulation of Garbage	35	8%
Permits Required	29	6%
Maintenance of Property Required	24	5%
Owner responsibility to Obtain License	15	3%

#### **PROBLEM STATEMENT:**

The CRA encompasses just under 30% of the City, yet its unique character poses critical issues for Code Enforcement. Many of the older, owner occupied homes in need of repair are owned by lower income families

who cannot afford to undertake these renovations. In addition, many of the areas in the CRA have unusually high turnover which often times makes it difficult to resolve ongoing issues at a particular location. Eventually, due to the lack of adequate maintenance, some of these houses will fall into such a state of disrepair that demolition will be a viable consideration; however, in the past this has resulted in families becoming homeless. In an effort to avoid this type of situation, the Code Enforcement will work with the CRA on the following programs to try and reduce slum and blight in the targeted areas.

#### **CRA SPECIFIC PROGRAMS:**

Code Enforcement partners with the CRA, Habitat for Humanity, the Palmetto Police Department, and the North River Fire Department in the CRA Residential Rehabilitation Program. The Code Enforcement Director participated in all of the organizational meetings among the participating agencies that resulted in the current referral protocol for this program. Code Enforcement is the agency responsible for identifying the owner occupied properties eligible for participation in the program, and we conduct the initial homeowner interviews to determine owner eligibility and interest in participation in this program. Code Enforcement inspects the exterior and interior of the home to identify all of the violations requiring remediation, and follows the rehabilitation progress to conclusion. Code Enforcement maintains a list of eligible properties for referral to this program.

The above referenced owner occupied referral list will also be used for exterior painting by community based volunteer organizations such as Florida Power and Light; volunteers from FPL recently repainted the home involved in the CRA Residential Rehabilitation Program prior to Habitat's renovation efforts. FPL volunteers are interested in continuing this community involvement, and Code Enforcement will continue with referrals based upon the volunteers' availability.

<b>Residential Rehabilitation</b>					
Position	Hrs./per week	# of Weeks	Total Hours	Hourly Rate	Annual Cost to be reimbursed by CRA
Code Enforcement Director	2	52	104	\$ 40.00	\$ 4,160.00
Code Enforcement Officer	0.5	52	26	\$ 40.00	\$ 1,040.00
Total				\$	5,200.00

The majority of Palmetto's migrant farm worker population resides and works within the CRA area. In addition, many of the residences in this densely populated area are occupied by renters. The high tenant turnover rate adds to the overall blight in the area. Large debris piles composed of discarded furniture, mattresses, tires and clothing remain at the curb awaiting collection.

Code Enforcement will partner with the City of Palmetto Utility and Solid Waste Divisions to establish scheduled neighborhood clean-ups to address the debris problem. Roll-off dumpsters will be placed in the CRA area to facilitate the residents' proper disposal of unwanted possessions and debris.

<b>Debris Clean-UP</b>					
Position	Hrs./per week	# of Weeks	Total Hours	Hourly Rate	Annual Cost to be reimbursed by CRA
Code Enforcement Director	40	4	160	\$ 40.00	\$ 6,400.00
Code Enforcement Officer	40	4	160	\$ 40.00	\$ 6,400.00
Roll-Off Cost for Debris Removal					\$ 3,000.00
Total				\$	15,800.00

Code Enforcement continues to participate in the CRA's Storefront Grant Program. We inspect all properties under consideration for this program, and we report the property's condition and compliance to code to the CRA to determine program eligibility.

<b>CRA Storefront Grant Program</b>					
Position	Hrs./per week	# of Weeks	Total Hours	Hourly Rate	Annual Cost to be reimbursed by CRA
Code Enforcement Director	1.5	52	78	\$ 40.00	\$ 3,120.00
Code Enforcement Officer	1.5	52	78	\$ 40.00	\$ 3,120.00
Total					\$ 6,240.00

As noted earlier, abandon property is one of the more prevalent violations observed in the CRA district. As such, the Code Enforcement Department will focus additional resources to address these violations. More specifically, the officers will conduct focused "sweeps" in the CRA area with the goal of red tagging any abandon vehicles and working with local vendors to provide towing and removal services.

<b>Abandon Property</b>					
Position	Hrs./per week	# of Weeks	Total Hours	Hourly Rate	Annual Cost to be reimbursed by CRA
Code Enforcement Director	1	52	52	\$ 40.00	\$ 2,080.00
Code Enforcement Officer	1	52	52	\$ 40.00	\$ 2,080.00
Total					\$ 4,160.00

The Code Enforcement Director is a Board Member of the Palmetto North Manatee County Enterprise Zone Development Agency that meets quarterly. The CRA falls within the boundaries of this Enterprise Zone, and the Director dedicates twelve hours of his time annually to this endeavor.

<b>Enterprise Zone</b>					
Position	Hrs./per week	# of Weeks	Total Hours	Hourly Rate	Annual Cost to be reimbursed by CRA
Code Enforcement Director	3	4	12	\$ 40.00	\$ 480.00
Code Enforcement Officer	0	0	0	\$ 40.00	\$ -
Total					\$ 480.00

Approximately 18 months ago, the Code Enforcement department in cooperation with the CRA purchased new software to help provide critical data to measure the success of code enforcement activities throughout the City. This new tool also helps staff to determine if specific programs such as those identified above are working to reduce slum and blight within the CRA district. This tool is a value resource for the City and the CRA. The annual cost for this program is \$5,000. We are asking the CRA to help fund 40% or \$2,000 for this software.

Code Enforcement Software					
	Annual Cost	% funded by CRA	CRA Portion		Annual Cost to be reimbursed by CRA
Comcate	\$ 5,000.00	40%	\$ 2,000.00		\$ 2,000.00
			Total	\$	2,000.00

The total cost to be reimbursed from the CRA to Code Enforcement for the above mentioned programs totals \$33,880. The programs and activities mentioned are above and beyond the normal Code Enforcement activities that are performed throughout the rest of the City. The goal of these programs is to reduce the number of violations and eliminate areas of slum and blight within the CRA.

#### **CODE ENFORCEMENT PROCESS:**

The Code Enforcement Department of the City of Palmetto focuses on quality of life issues that affect our residents. By professionally addressing nuisance issues, noise complaints, abandoned property and vehicle problems, property maintenance standards, and health and safety issues, the Code Enforcement Department endeavors to ensure the safety and well-being of all of the residents and businesses in the Palmetto Community.

Regular property maintenance is the responsibility of all property owners in the City. To this end, Code Enforcement proactively enforces the Palmetto Property Maintenance Code. Approximately sixty percent (60%) of the code enforcement cases are self-initiated; forty percent (40%) are complaint driven. In all instances, the property owner is given the opportunity to correct the violation.

Initial efforts to achieve compliance involve verbal or written directives to the property owners or tenants outlining the violations and establishing a time frame for remediation. At this initial stage, referral to the CRA Residential Rehabilitation Program or the CRA Commercial Storefront Grant Program are vital where the property owner desires to resolve the violations but lacks the means to effectively bring the property into compliance.

More formal action for unresolved code violation issues includes the issuance of either a Notice of Nuisance or Notice of Violation. During this period of increased foreclosures, Notices of Nuisance have been regularly issued to compel the maintenance of unoccupied buildings, and to quickly bring them into compliance through the property owner or through City contracted services.

Notices of Violation are issued to owners who do not respond to initial efforts to achieve compliance. Once issued, the owner is expected to remediate their code violations within the established time frame or the matter will be referred to the Code Enforcement Board. Less than 1.5% of all code enforcement cases are referred to the Code Enforcement Board for resolution. All fines and administrative costs imposed by the Board are filed as liens against the property owner.

On structures condemned by the City of Palmetto Building Department, a Notice of Violation is first issued notifying the owner that they have ten days to secure a permit to repair or demolish the structure; repairs or demolition must be completed within thirty days of the issuance of the permit. An Order of Condemnation and Demolition Notice is issued if the owner fails to respond to the Notice of Violation. This Order notices the owner that they have fifteen days to secure a permit to demolish the structure or the City would resolve the violations

and lien the property. CRA funding for demolitions is crucial for protecting the integrity of the neighborhood and maintaining the value of surrounding properties.

**Code Enforcement Board:**

Pursuant to section 2-83 of City code, the Mayor shall appoint a Code Enforcement Board (CEB) consisting of seven (7) members to exercise the authority and powers set forth in the City Code. The Mayor may also appoint two alternates to serve in the absence of a respective CEB member. The CEB has the power to:

- Adopt rules for the conduct of hearings
- Subpoena alleged violators, witness and evidence the hearings and such subpoenas may be served by the City police or sheriff
- Take all testimony under oath
- Issue orders having the force of law to command whatever steps are necessary to bring a violation of the city's codes and ordinances into compliance

The code enforcement board is one of the tools used to bring properties into compliance if voluntary compliance of the affected property cannot be achieved. Cases brought before the board may result in assessments or fines being levied against the property owners with the overall goal of eliminating the nuisance and bringing the property into compliance.

**Summary:**

The Code Enforcement Department works hard to ensure quality of life is maintained so our residents can enjoy our beautiful City. In order to achieve our goals and fulfill our mission, it is important that we look for ways to remove slum and blight throughout the City and encourage community redevelopment whenever possible. In order to achieve this objective, the Code Enforcement Department relies on several tools and programs such as the international property maintenance code, City ordinances and building codes. In addition, other programs such as residential rehabilitation and storefront grant programs which are funded by the CRA play a key role in the success of redevelopment within the CRA. During the coming months, Code Enforcement will continue to focus on gathering information and reports to better manage the success of all code enforcement activities. The new software program provides a good platform towards achieving this goal and we will continue to improve our reporting and analysis.

***Palmetto Community Redevelopment Agency***

Mayor Shirley Groover Bryant, Presiding Officer

***Board of Commissioners:***

Tamara Cornwell, Chair

Tambra Varnadore, Vice Chair

Mary Lancaster

Brian Williams

Alan Zirkelbach

***Advisory Board Members:***

Sia Mollanazar, Chair

Betty Ann Price, Vice Chair

Nick Costides

Macarthur Sellars

Charles Smith

***Legal:***

Mark Barnebey

Scott Rudacille

***Staff:***

Jim Freeman, City Clerk

William Strollo, Code Enforcement Director

Whitney Chapman, Code Enforcement Officer