

**ARTICLE 11
DEVELOPMENT REVIEW AND ENFORCEMENT BOARDS**

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ARTICLE 11
DEVELOPMENT REVIEW AND ENFORCEMENT BOARDS

SECTION 11.01 -- PURPOSE: The purpose of this Section is to establish certain boards to administer the provisions of this Code under the authority prescribed by this Code and Florida law. This Article hereby creates and establishes the function, powers and duties of the Putnam County Development Review Committee and the following citizen boards: the Planning Commission, the Zoning Board of Adjustment and the Code Enforcement Board. This Article also outlines the general procedures and requirements for each of these boards and any other proposed citizen board. Historical District Committees are described in Article 4 and shall be governed by the provisions of this Article only to the extent Article 4 does not address an issue.

SECTION 11.02 -- DEVELOPMENT REVIEW COMMITTEE

11.02.01 -- Membership

- a. Voting: The voting membership of the Committee shall be composed of an employee assigned by the appropriate supervisor from each of the following County departments:
1. Planning, Zoning and Building
 2. Public Works
 3. Sheriff
 4. Emergency Services
 5. Recreation
 6. Property Appraiser
 7. Health
- b. Non-voting: Representatives of the following shall be non-voting ex officio members of the Committee:
1. Putnam County School District
 2. County Forester
 3. All applicable utility providers (e.g. gas, electric, cable television, telephone, sewer, water)
 4. St. Johns River Water Management District
 5. Suwannee River Water Management District
 6. Florida Department of Transportation
 7. Florida Department of Environmental Protection
 8. Agricultural Center
 9. Natural Resource Conservation Service
 10. Army Corp of Engineers

11.02.02 -- Appointment Of Chair: The Committee will be chaired by the Director of the County's Planning, Zoning, and Building Department, or his designee.

11.02.03 -- General Functions, Powers and Duties: The Committee shall meet at least monthly to conduct development plan review as described in Article 12, review of proposed PUDs, review vesting

applications as provided in Article 9, review subdivision plans, review any other development proposals as prescribed in this Code, provide comment to the developer or property owner on any issues or concerns that may need to be addressed prior to submittal to the reviewing board, and make recommendations to the reviewing board regarding any such development plans, vesting applications, subdivision plans or site plans. The Committee Chair may call additional meetings or may refer matters to the individual Committee members for review and comment.

11.02.04 -- Open Meetings. All Committee meetings shall be open to the public and subject to state open meetings requirements.

SECTION 11.03 -- CITIZEN BOARDS

11.03.01 -- Generally: Except as may otherwise be provided in the subsections below that address the particular citizen boards, all citizen boards created to administer this Code shall be governed by the following provisions of Section 11.03.

11.03.02 -- Membership

- a. Each board shall consist of no less than seven (7) and no more than nine (9) regular members.
- b. Each board must include at least one (1) resident from each of the County Commissioner districts, and all members must reside in Putnam County.
- c. No member shall be an elected governmental official.
- d. No person may serve on more than one (1) board established under this Article, and any person appointed to a board established by the Article shall not be permitted to serve on more than two other standing County committees.
- e. Each board, except the Code Enforcement Board, shall have at least one (1) member and not more than two (2) members from each of the groups listed below:
 1. Business interests: for example, industry; banking; insurance; retailer; wholesaler; and real estate.
 2. Agricultural interests: for example forestry; ferneries; farmers; packagers and transporters.
 3. Environmental and Conservation Interests: for example, environmental justice groups; resource-based conservation and outdoor conservation groups; and environmental quality and conservation groups.
 4. Community interests: for example, citizen groups; not-for-profit community associations; schools; charities; and churches.
 5. Planning and building code specialists; for example, engineers, architects, attorneys, professional planners and contractors.

- f. The Code Enforcement Board, shall, when possible, include an architect, an engineer, general contractor, subcontractor, and a realtor. It shall otherwise adhere to paragraph e, above.

11.03.03 -- Terms

- a. The initial appointments to a board shall be as follows:
 - 1. Two (2) members appointed for a term of one (1) year each.
 - 2. Three (3) members appointed for a term of two (2) years each.
 - 3. Two (2) members appointed for a term of three (3) years each.
- b. Thereafter, any appointment, with the exception of the Planning Commission and Zoning Board of Adjustment, shall be made for a term of three (3) years.
- c. Beginning with the 2002 elections for the Board of County Commissioners, appointments to the Planning Commission or Zoning Board of Adjustment shall be as follows:
 - 1. Members that are required to come from a specific district under section 11.03.02.c shall be appointed to four (4) year terms that commence January 1st immediately following the election of the County Commissioner that represents the specific district. For example, the District 2 and 4 seats for the Board of County Commissioners are up for election in 2002, which, under this subsection, will result in the appointment of Planning Commission and Zoning Board of Adjustment members from each of those districts whose terms shall commence January 1, 2003.
 - 2. In addition to the appointment of members from specific districts under paragraph 1, above, two of the four at large members of the Planning Commission and Zoning Board of Adjustment shall be appointed to four (4) year terms that commence January 1, 2003. Thereafter, two at large members shall be appointed to four (4) year terms commencing January 1st following each election year for the Board of County Commissioners.
- d. All terms expire on December 31st.
- e. A person appointed to serve on any board pursuant to this Article shall not be appointed to serve more than three (3) consecutive terms.

11.03.04 -- Appointment, Removal and Replacement

- a. Members shall be appointed by a majority vote of the Board of County Commissioners.
 - 1. At large members shall be nominated by each County Commissioner on a rotating basis according to the District they represent, so that each District shall take a turn at nominating at large members.

2. District members must be nominated by the appropriate District Commissioner.
- b. All members selected to a Board should serve their full terms to the extent possible. Removal from a board shall take place under the following circumstances:
 1. A district member moved out of his original district.
 2. At-large member moved out of the County.
 3. A member fails to attend two of three successive meetings without providing notice to staff prior to the meetings. Notwithstanding this specific attendance criterion for immediate removal, poor attendance, with or without notice, shall be reported to the Board of County Commissioners.
 4. A majority vote of the Board of County Commissioners without assignment of cause.
 - c. When a position becomes vacant before the end of the term, the Board of County Commissioners shall promptly appoint a substitute member to fill the vacancy for the duration of the vacated term.
 - d. A member whose term expires may continue to serve until a successor is appointed and qualified.

11.03.05 -- Officers

- a. The members of each board shall annually, at the first meeting of the new calendar year, elect a chair and vice chair from among the members, and may create and fill other offices as the board deems needed.
- b. The chair and vice-chair shall each serve for one (1) year, but may be re-elected; however, no member shall be elected to serve as an officer for more than two (2) consecutive years. They will serve until their respective successors are elected. The chair shall preside over all meetings and is a voting member. In the event of the chair's absence, the vice-chair shall preside. In the event that both the chair and the vice-chair are absent, the other board members shall elect a temporary chair to preside.

11.03.06 -- Support Staff

- a. The Director of the Planning, Zoning and Building Department shall appoint staff to serve as a secretary to each board. The secretary will record the board meetings, keep meeting minutes and serve as custodian of the board's records.
- b. The Director of Planning, Zoning and Building Department shall provide other staff to each board, as needed.
- c. Each board, through the staff provided, may request information from any County department or official. Each department head or official shall supply the requested information or reasonable grounds for unavailability within a reasonable time.

11.03.07 -- Funding and Compensation

- a. Members shall not be compensated, but may be reimbursed for travel and other expenses incurred on board business under procedures prescribed in advance by the Board of County Commissioners.
- b. The Board of County Commissioners shall appropriate funds to permit each board to perform its prescribed functions.

11.03.08 -- Board Procedures

- a. Each board shall adopt rules of procedure to carry out its purposes. Robert's Rules of Order Newly Revised shall govern meetings to the extent it is not in conflict with this Code or state law.
- b. Each board shall meet at least once each calendar month, unless canceled by the board or its chair, and more often at the call of the chair or the Board of County Commissioners.
- c. Each board shall keep minutes of its proceedings, indicating the attendance of each member, and the decision on every question. The minutes shall also indicate if a member is absent for a vote or disqualified from voting.
- d. A majority of the members of the board being present and qualified to vote shall constitute a quorum.
- e. Members shall vote on all matters before the board, unless absent or otherwise prohibited by law from voting.
- f. Each decision of a board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting. A tie vote is considered a denial of the motion. After an initial tie vote, the chair will attempt to get the membership to move on the requested action by either approving or denying the matter. If a subsequent motion(s) is made and the votes result in another tie, and there is no other motion forthcoming or pending, the chair may declare the tie vote(s) a denial of the requested action.

11.03.09 -- Conflict of Interest: Members of any board established or governed by Article 11 shall be subject to the conflict of interest requirements in sections 112.3143 and 286.012, Florida Statutes.

11.03.10 -- Open Meetings: All citizen board meetings are open to the public and shall comply with state open meetings laws.

11.03.11 -- Legal Representation. The Board of County Commissioners shall appoint legal counsel to represent each citizen board.

11.03.12 -- Historical District Commissions. Article 4, subsection 4.04.03.f provides special provisions for the formation and function of Historical District Commissions. This Section shall govern matters of formation and procedure not covered in subsection 4.04.03.f.

11.03.13 -- Application Fees. The Board of County Commissioners shall adopt by resolution a schedule of application fees for functions performed by each citizen board.

SECTION 11.04 -- PLANNING COMMISSION.

11.04.01 -- Establishment and Membership . The Planning Commission is a Citizen Board and shall be governed by Section 11.03 and this Section. The Planning Commission shall consist of nine (9) voting members, and one non-voting member. The non-voting member shall be a representative of the Putnam County School Board.

11.04.02 -- General Functions, Powers and Duties

- a. Under the authority granted in the Local Government Comprehensive Planning and Land Development Regulation Act, Chapter 163, Part II, Florida Statutes, the Planning Commission is hereby designated as the Local Planning Agency for the County and shall perform the functions and duties as prescribed in the Act.
- b. Pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, the Planning Commission is hereby designated to be the Land Development Regulation Commission and shall perform the functions and duties prescribed in the Act.
- c. The Planning Commission shall monitor and oversee the operation, effectiveness and status of this Code and recommend amendments to the Board of County Commissioners that are consistent with the comprehensive plan.
- d. The Planning Commission shall conduct public hearings to gather information necessary for the drafting, establishment, amendment, and maintenance of the various elements of the Comprehensive Plan and provisions of this Code, and make written recommendations to the Board of County Commissioners.
- e. The Planning Commission shall review and make recommendations regarding Redevelopment Plans prepared under Chapter 163, Part III, Florida Statutes.
- f. The Planning Commission shall recommend land use policies to the Board of County Commissioners, respond to requests by the Board of County Commissioners for advice about specific land use issues and policies, and make written recommendations to the Board of County Commissioners.
- g. The Planning Commission shall review all requests for rezoning of property and zoning district boundary changes as set forth in Article 12.
- h. The Planning Commission shall review subdivision plans as described in Article 12.
- i. The Planning Commission shall review vesting cases as described in Articles 9, with written recommendation to the Board of County Commissioners.

- j. The Planning Commission shall review nominations for designation on the Local Register of Historic Places as described in Article 4.
- k. The Planning Commission shall perform other lawfully assigned duties, which may include special studies on the location, condition and adequacy of specific facilities of the County, including housing, commercial and industrial facilities, parks, playgrounds, boat ramps and other recreational facilities, schools, public buildings, public and private utilities, transportation and parking.
- l. The Planning Commission shall perform other lawfully assigned duties, which may include special studies on the location, condition and adequacy of specific facilities of the County, including housing, commercial and industrial facilities, parks, playgrounds, boat ramps and other recreational facilities, schools, public buildings, public and private utilities, transportation and parking.

11.04.03 -- Meetings: The Planning Commission shall meet on the second Wednesday of each month to conduct public hearings on requested actions, or other matters as may be brought before the Commission. Meetings, including workshops, may be held at the call of the chair or the Board of County Commissioners.

SECTION 11.05 -- ZONING BOARD OF ADJUSTMENT

11.05.01 -- Establishment and Membership. The Zoning Board of Adjustment (“Zoning Board”) is a Citizen Board and shall be governed by Section 11.03 and this Section. The Zoning Board of Adjustment shall consist of nine (9) voting members.

11.05.02 -- General Functions, Powers and Duties of the Zoning Board

- a. Review and act upon development plans as specified in Article 12.
- b. Make recommendations to the Planning Commission on code amendments either upon the request of the Planning Commission or upon its own initiation.
- c. Update the official inventory of cultural resources and submit to the Board of County Commissioners recommendations and documentation concerning the updating.
- d. Explore funding and grant sources and advise property owners concerning which might be available for identification, protection, enhancement, perpetuation, and use of historic, architectural, archeological, and cultural resources.
- e. Cooperate with agencies of municipal, regional, state and federal governments in planning proposed and future projects to reflect historic preservation concerns and policies, and assist in the development of proposed and future land use plans.
- f. Advise property owners and local governmental agencies concerning the proper protection,

maintenance, enhancement, and preservation of cultural and historical resources.

- g. Advise the Board of County Commissioners concerning the effects of local governmental actions on historic and cultural resources.
- h. Review and approve sites, buildings, structures, objects, and districts, both public and private, for listing on the Local Register of Historic Places in accordance with Section 4.04 of this Code.
- i. Approve or deny petitions for certificates of appropriateness required under the historic preservation regulations in Section 4.04 of this Code.
- j. Notify the County Planner who shall take appropriate action when it appears that there has not been compliance with the historic preservation regulations of this Code.
- k. Hear and decide appeals of final determinations by County administrative staff as set forth in Article 12.
- l. Hear and act upon variance applications as set forth in this Code.
- m. Make determinations regarding nonconformities pursuant to Section 9.03 of this Code.
- n. Review and make a determination on all requests for Special Use Permits as set forth in Article 12.
- o. Have such other powers and duties as are provided by this Code.

11.05.03 -- Meetings generally: The Zoning Board shall meet on the third Wednesday of each month to conduct public hearings on requested actions, or other matters as may be brought before the Board. Special meetings, including workshops, may be held at the call of the chair or the Board of County Commissioners.

SECTION 11.06 -- CODE ENFORCEMENT BOARD AND SPECIAL MASTER

11.06.01 – Intent.

It is the intent of this section to promote, protect and improve the health, safety and welfare of the citizens of Putnam County by authorizing and creating a special master and a code enforcement board to hear and decide code enforcement proceedings with the authority to impose administrative fines and other non-criminal penalties to provide and equitable, expeditious, effective, and inexpensive method for enforcing the codes and ordinances in force in the County where a pending or repeated violation continues to exist.

11.06.02 -- Establishment and Membership of Code Enforcement Board and Special Master.

- a. Appointment of Code Enforcement Board. The Code Enforcement Board is created as a citizen board, the formation and function of which shall be governed by the requirements of Section 11.03

and this Section. Its membership shall consist of seven (7) voting members.

b. Appointment and Qualifications of the Special Master.

1. The special master shall be appointed by a majority vote of the Board of County Commissioners. The Board of County Commissioners may appoint one or more alternate special masters.
2. The special master shall first be appointed for a period of one (1) year and shall thereafter be appointed for a term of three (3) years. A special master may be reappointed upon the approval of the Board of County Commissioners. In the event of a vacancy by the special master, the Board of County Commissioners shall appoint a replacement for the remainder of the unexpired term.
3. The special master shall be compensated in the amount to be established by the Board of County Commissioners.
4. The special master shall serve at the pleasure of the Board of County Commissioners and may be suspended or removed by a majority vote of the Board of County Commissioners.
5. The special master shall be an attorney and member in good standing with the Florida Bar for a minimum of 5 years.

11.06.03 -- General Functions, Powers and Duties:

- a. The Enforcement Board and the Special Master shall have the jurisdiction and authority to hear and decide alleged violations of this code and other codes and ordinances enacted by Putnam County including, but not limited to, the following codes: building, electrical, fire, gas, housing, abatement of nuisances, plumbing, and any other similar type codes which may be passed by Putnam County in the future which regulate aesthetics, construction, environmental health, safety, or location of any structure on real property in Putnam County.
- b. The provisions of this section are supplemental and shall not prohibit the County from enforcing its codes by other legal means.
- c. The Enforcement Board and the Special Master shall have the power to:
 1. Subpoena alleged violators and witnesses to its hearings. A Sheriff or other authorized persons may serve subpoenas consistent with applicable State law and procedures, upon request by the Chair.
 2. Subpoena records, surveys, plats and other documentary materials.
 3. Take testimony under oath.
 4. Issue orders having the full force and effect of law to command whatever steps are necessary

to bring a violation into compliance.

5. Assess fines pursuant to the requirements of this Section pertaining to fines.
6. Lien property pursuant to the requirements of this Section pertaining to liens.

11.06.04 -- Enforcement Procedures:

- a. An alleged violation of any of those codes or ordinances of Putnam County, as described herein, may be filed with Planning & Development Services, either by citizens or by County staff who have the responsibility of enforcing the various codes or ordinances of Putnam County. The “code inspector” is any authorized agent or employee of the County whose duty is to assure code compliance. It shall be the duty of the code inspector to initiate enforcement proceedings. The County Department having responsibility for the administration of a particular ordinance shall be responsible for prosecuting violations of that ordinance before the Code Enforcement Board or the special master. Neither a member of the Code Enforcement Board nor the special master shall have the power to initiate enforcement proceedings.
- b. Except as provided in subsections (c) and (d) below, if a violation is found, the code inspector shall notify the violator and give him a reasonable time to correct the violation. Should the violation continue beyond the time specified for correction, the inspector shall schedule a hearing before the Code Enforcement Board or the special master, and give notice to the violator pursuant to Section 11.06.09. If the violation is corrected and then recurs or if the violation is not corrected by the time specified for correction, the hearing shall nevertheless take place, even if the violation has been corrected prior to the board hearing, and the notice shall so state.
- c. If a repeat violation is found, the inspector shall notify the violator, but is not required to give the violator a reasonable time to correct the violation. “Repeat violation” means the violation of a provision of a code or ordinance by a person who has been previously found through a Code Enforcement Board or any other quasi judicial or judicial process to have violated, or who has admitted violating, the same provision within five years prior to the violation. The inspector, upon notifying the violator of a repeat violation, shall schedule a hearing and shall provide notice in accordance with section 11.06.09. The case may be presented to the Code Enforcement Board or the special master even if the repeat violation has been corrected prior to the board hearing and the notice shall so state. If the repeat violation has been corrected, the code enforcement board retains the right to impose costs and enforcement fees. The repeat violator may waive his right to this hearing and pay said costs as determined by the board.
- d. If the inspector has reason to believe a violation presents a serious threat to the public health, safety, and welfare, or if the violation is irreparable or irreversible in nature, the inspector shall make a reasonable effort to notify the violator and may immediately notify the Code Enforcement Board or the special master and request a hearing or follow the abatement procedures outlined in Article 12.
- e. Nothing contained in these sections shall prohibit Putnam County from enforcing its codes by any other means.

11.06.05 -- Conduct of Hearings. The following requirements shall apply to the conduct of Code Enforcement Board and special master hearings:

- a. Schedule
 1. Regular meetings of the Code Enforcement Board will be convened on the first Thursday of each month at 1:30 P.M. Written notice and formal agenda package will be prepared and forwarded to each member of the Code Enforcement Board. Special meetings of the Code Enforcement Board may be convened by the Chair, or Vice-Chair in the absence or unavailability of the Chair, or by written notice signed by at least three members of the Code Enforcement Board. The Code Enforcement Board may set, by motion, additional meetings and locations as required.
 2. Upon the request of the Code Enforcement Manager, or at such other times as may be necessary, the special master may call a hearing to hear and decide code enforcement matters as provided for in this section.
- b. All testimonies shall be under oath and mechanically recorded.
- c. Each case before the Code Enforcement Board or the special master shall be presented by the County staff person who is charged with the responsibility for enforcement of the specific code sections alleged to have been violated.
- d. The formal rules of evidence shall not apply, but fundamental due process shall be observed and govern the proceeding. All relevant evidence shall be admitted if, in the opinion of the Code Enforcement Board or the special master, it is the type of evidence upon which reasonable and responsible persons would normally rely in the conduct of business affairs, regardless of the existence of any common law or statutory rule that might make such evidence inadmissible over objections in a civil action. The Chair of the Code Enforcement Board or the special master hearing the matter may exclude irrelevant or unduly repetitious evidence. Any part of the evidence may be received in written form and noted during the meeting.
- e. Each party to the hearing shall have the right to call and examine witnesses, introduce exhibits, cross-examine opposing witnesses, impeach witnesses and rebut evidence.
- f. The alleged violator has the right, at his own expense, to be represented by an attorney at any board hearing.
- g. The alleged violator or the County may cause the proceedings to be recorded by a certified court reporter or by a certified recording instrument.
- h. The burden of proof shall be with the code inspector to show by a preponderance of evidence that a code violation exists and that the alleged violator committed, or was responsible for maintaining the violation.

- i. If the required notice of the Public Hearing has been provided to the alleged violator, the hearing may be conducted and an order rendered in the absence of the alleged violator.
- j. At the conclusion of the hearing, the Code Enforcement Board or the special master shall issue findings of fact based on evidence of record and conclusions of law, and shall issue an order affording the proper relief consistent with powers granted herein, including but not limited to corrective action to eliminate the violation. The findings of the Code Enforcement Board shall be by motion, approved by a majority of those members present and voting, except that at least four members must vote in order for the action to be official. The order shall include a notice that the order must be complied with by a specified date and that a fine may be imposed if the order is not complied with by said date. The cost of any repairs made pursuant to Section 11.06.06(a) shall also be assessed against the violator. If a violation is found, the County shall be entitled to recover all costs incurred in prosecuting the case, and such costs shall be included in the lien authorized by Section 11.06.07. A copy of the order shall be mailed by certified mail to the owner of record at the most current address provided in the records of the Property Appraiser and, if applicable, his authorized agent or representative, and to the violator.
- k. A certified copy of such order may be recorded in the public records of Putnam County and shall constitute notice to any subsequent purchasers, successors in interest, or assigns if the violation concerns real property, and the findings therein shall be binding upon the violator and, if the violation concerns property, any subsequent purchasers, successors in interest, or assigns. If any such order is complied with by the date specified in the order, the board shall, without a hearing, issue an order acknowledging compliance.

11.06.06 -- Administrative Fines

- a. The Code Enforcement Board or the special master, upon notification by the code inspector that an order of the enforcement board or the special master has not been complied with by the set time or upon finding that a repeat violation has been committed, may order the violator to pay a fine in an amount specified below for each day the violation continues past the date set for compliance or, in the case of a repeat violation, for each day the repeat violation continues, beginning with the date the repeat violation is found to have occurred by the code inspector. In addition, if the violation is a violation described in Section 11.06.04(d) the enforcement board or the special master shall notify the Board of County Commissioners, which may direct that the County shall make all reasonable repairs that are required to bring the property into compliance, and charge the violator with the reasonable cost of the repairs along with the fine imposed pursuant to this section. Making such repairs does not create a continuing obligation to make further repairs or to maintain the property and does not create any liability for any damages to the property if such repairs were completed in good faith. If a finding of a violation or a repeat violation has been made as provided in this part, a hearing shall not be necessary for issuance of the order imposing the fine. If, after due notice and hearing, a violation is found to be irreparable or irreversible in nature, it may order the violator to pay a fine as specified in subsection (b) below.
- b. A fine imposed pursuant to this section shall not exceed \$250 per day for a first violation and shall not exceed \$500 per day for a repeat violation, and, in addition, may include all costs of repairs pursuant to subsection (a). However, the Enforcement Board or special master has the ability to impose fines in excess of those described above subject to the following criteria:

1. The gravity of the violation.
2. Any actions taken by the violator to correct the violation.
3. Inaction on the part of the violator to correct the violation.
4. Any previous violations by the violator.
5. The negative impact on the surrounding properties.
6. Whether or not the fine outlined above could be considered a “cost of doing business” by the violator.
7. Impact on the environment.

Such fines shall not exceed \$1,000 per day per violation for a first violation, \$5,000 per day per violation for a repeat violation, and up to \$15,000 per violation if the violation is found to be irreparable or irreversible in nature. Additional fines may be imposed to cover all costs incurred by the local government in enforcing its codes and all costs of repairs made.

- c. The Code Enforcement Board or special master may reduce a fine imposed pursuant to this section.

11.06.07 -- Liens

- a. Planning & Development Services may record a certified copy of an order imposing a fine (including costs of prosecution and repair costs) in the public records of Putnam County, Florida, which shall constitute a lien against the land on which the violation exists, and upon any other real or personal property owned by the violator. Such order may be enforced in the same manner as a court judgment, including levy against the personal property of the violator. Such lien shall be superior to any mortgage, lien or other encumbrance created or recorded subsequent to the recording of such lien. A fine imposed pursuant to this section shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit filed hereunder, whichever occurs first.
- b. The Director of Planning & Development Services or his designee shall have the authority to execute satisfactions of lien.

11.06.08 -- Appeals: Any aggrieved party, including the Board of County Commissioners, may appeal a final administrative order of the Code Enforcement Board or the special master to the Circuit Court in Putnam County, Florida. Such appeal shall not be a hearing de novo, but shall be limited to appellate review of the record created before the Code Enforcement Board. An appeal must be filed within thirty (30) days of the execution of the order being appealed. The County may assess a reasonable charge for the preparation of the record to be paid by the petitioner in accordance with Section 119.07, Florida Statutes. A copy of all documents filed by the aggrieved party with the Court shall be filed with Director of Planning & Development Services.

11.06.09 -- Notices

- a. All notices required by this Section shall be provided to the alleged violator by:
 1. Certified mail, return receipt requested, provided if such notice is sent under this paragraph to the

owner of the property in question at the address listed in the tax collector's office for tax notices, and at any other address provided to the local government by such owner, and is returned as unclaimed or refused, notice may be provided by posting as described in section (b)(3) below and by first class mail directed to the addresses furnished to the local government with a properly executed proof of mailing or affidavit confirming the first class mailing.

2. Hand delivery by the sheriff or other law enforcement officer, code inspector, or other person designated by the local governing body;
 3. Leaving the notice at the violator's usual place of residence with any person residing therein who is above 15 years of age and informing such person of the contents of the notice; or
 4. In the case of commercial premises, leaving the notice with the manager or other person in charge.
- b. In addition to providing notice as set forth in section (a), at the option of the code enforcement board or the special master, notice may also be served by publication or posting, as follows:
1. Such notice shall be published once during each week for 4 consecutive weeks (four publications being sufficient) in a newspaper of general circulation in Putnam County. The newspaper shall meet the requirements prescribed under Chapter 50, Florida Statutes, for legal and official advertisements.
 2. Proof of publication shall be made as provided in sections 50.041 and 50.051, Florida Statutes.
 3. In lieu of such publication, the notice may be posted at least 10 days prior to the hearing, or prior to the expiration of any deadline contained in the notice, in two locations, one of which shall be the property upon which the violation is alleged to exist and the other of which shall be at the front door of the Putnam County courthouse.
 4. Proof of posting shall be by affidavit of the person posting the notice, which affidavit shall include a copy of the notice posted and the date and places of its posting.
 5. Notice by publication or posting may run concurrently with, or may follow, an attempt or attempt to provide notice by hand delivery or by mail.
- c. Evidence that an attempt has been made to hand deliver or mail notice, together with proof of publication or posting, shall be sufficient to show that the notice requirements of this part have been met, without regard to whether or not the alleged violator actually received such notice.