



# City of Belle Isle, FL



*Welcome*

We would like to welcome you as a new resident to the City of Belle Isle! Our team looks forward to helping you become more acquainted with your City and with all that Belle Isle has to offer. We know you'll quickly discover why so many folks choose to call Belle Isle home.

 [facebook.com/CityofBelleIsleFL](https://facebook.com/CityofBelleIsleFL)

 407.851.7730

 [mayor@belleislefl.gov](mailto:mayor@belleislefl.gov)

## NEW RESIDENT GUIDE

Our City was incorporated in 1924. Belle Isle is a beautiful residential community located just three miles south of Orlando on the shores of Lake Conway.

The City of Belle Isle today has approximately 7,100 residents. The City and its residents are proud to be a community that provides the continuation and preservation of its natural resources - the chain of lakes and beautiful oak trees - as a beautiful life setting. In the 90-plus years, the focus is still on protecting Lake Conway's water quality through water quality improvement projects and vigilance over activities that potentially put the lake ecosystem at risk.

To keep you informed, Belle Isle offers a number of ways to stay connected at the touch of a screen or click of a mouse. If there is anything that I or the Belle Isle team can help you with, please do not hesitate to contact us. We thank you for choosing Belle Isle and we look forward to growing with you!



*Mayor Carson*

# Meet the Mayor & Council



**JASON CARSON**  
Mayor  
mayor@belleislefl.gov  
407.717.7855



**FRANK VERTOLLI**  
Commissioner, District 1  
407.717.6772



**HOLLY BOBROWSKI**  
Commissioner, District 2  
689.500.8508



**KARL SHUCK**  
Commissioner, District 3  
407.717.7846



**BOBBY LANCE**  
Commissioner, District 4  
district4@belleislefl.gov  
407.868.1317



**BETH LOWELL**  
Commissioner, District 5  
district5@belleislefl.gov  
407.457.2427



**STAN SMITH**  
Commissioner, District 6  
district6@belleislefl.gov  
407.407-717-8017



**JIM PARTIN**  
Commissioner, District 7  
district7@belleislefl.gov  
407.717.6545

# A brief History of Belle Isle

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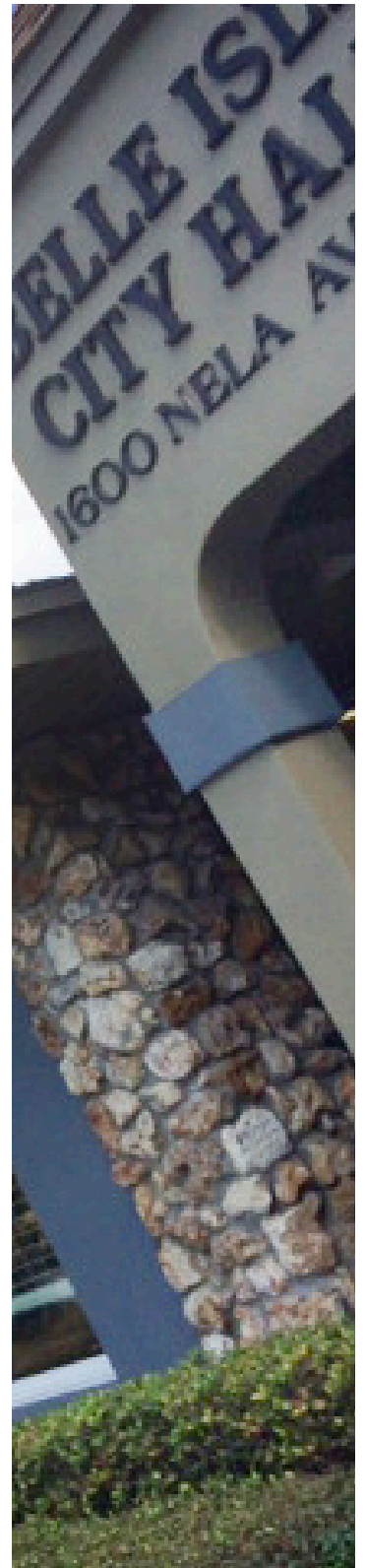
Long before there was a town called "Belle Isle," there was a beautiful chain of lakes in the southern portion of what is now known as Orange County—known to us as Lake Conway, this pristine chain of lakes provided habitat for many flora and fauna species. Native people lived along the shores of Lake Conway around 800 A.D. The native people were probably ancestors of the Timucuan. After the groves were tilled, the spear points and pottery shards, evidence of their life along the lakeshore, were often found just beneath the sandy soil by Belle Isle children each year.

William Wallace Harney was among the early residents and his homestead, located on what is now known as Matchett Road and constructed of native pine with turrets, came to be known as the "Pine Castle," which is how the area of Pine Castle came to be known.

In 1924 a small group of area residents met on Pleasure Island and decided to form their community. "Belle Isle," which means a beautiful island. The name was chosen of the newly formed community, and Mr. C. H. Hoffner was elected as the first Mayor.

The City of Belleisle had an active city government from 1924 until 1938. In 1954 a group of residents concerned about an Orange County plan to drain stormwater runoff from outside the immediate area into the lakes discovered that there had been a city and took the necessary steps to reactivate the City of Belle Isle. The City has maintained active municipal government without interruption since.

Belle Isle is a Council/City Manager form of government with an elected Mayor and seven district Commissioners. The City Manager reports to the City Council and is responsible for the day-to-day operations of the City. The elected officials serve staggered, three-year terms, with city elections scheduled every March. All Belle Isle elected officials serve without compensation, including the Mayor. The City staff provides city services to our residents with one of the lowest tax rates in Central Florida.



# Boards & Committees

A CONNECTED AND INVOLVED COMMUNITY MAKES A STRONGER AND HAPPIER PLACE TO LIVE.

Community Meetings are held at the City Hall Chambers located at 1600 Nela Avenue, Belle Isle, FL 32809 unless otherwise noted. The calendar and agendas can be found on the City's website at [www.belleislefl.gov](http://www.belleislefl.gov). Need more information? Contact the City Clerk at [cityclerk@belleislefl.gov](mailto:cityclerk@belleislefl.gov) or call City Hall at 407.851.7730 .

<b>CITY COUNCIL</b> (CC)	The CC consists of 7-Districts, and Commissioners are elected At-Large. every three years. The CC may, by ordinance or resolution, prescribe how any power of the city shall be exercised. They meet on the <u>first and third Tuesday</u> every month @ 6:30 pm at City Hall Chambers.
<b>PLANNING &amp; ZONING BOARD</b> (P&Z)	P&Z Board is appointed by District by CC. The Board is responsible for overseeing the compliance of the city land development code. They meet on the <u>fourth Tuesday</u> every month @ 6:30 pm at City Hall Chambers.
<b>BUDGET COMMITTEE</b> (BC)	The BC is appointed by District by CC. The purpose of the BC is to serve in an advisory capacity to the CC on budgetary matters and fiscal policy. They meet on the <u>Friday before the 2nd CC Tuesday</u> meeting every month @ 3:00 pm at City Hall Chambers.
<b>SOLID WASTE COMMITTEE</b> (SWC)	The SWC is appointed At-Large by CC. The SWC assists Staff in comparing service proposals from various solid waste companies and presents a recommendation to CC. They meet <u>quarterly on the second Thursday</u> @ 6:00 pm at City Hall Chambers.
<b>SPECIAL EVENTS COMMITTEE</b> (SEC)	The SEC is appointed At-Large by CC. The Committee plans and executes special events for our residents. They meet on the <u>third Wednesday</u> every month @ 6:00 pm at City Hall Chambers.
<b>TREE ADVISORY BOARD</b> (TAB)	The TAB is appointed At-Large by CC. The Tree Board protects our tree canopy and offers educational and informational speaking events on environmental issues. They meet on the <u>second Thursday</u> of every month @ 6:30 pm at City Hall Chambers.
<b>POLICE ADVISORY BOARD</b> (PAB)	The PAB is appointed by District by CC. The purpose of the PAB is to act in an advisory capacity to the Police Department by bringing to their attention feedback from the community concerning public safety and law enforcement needs and actions. They meet at City Hall as needed.

# Administration-City Hall

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RICK RUDOMETKIN, CITY MANAGER



## DEPARTMENTS

Our employees are an important part of the City's mission of providing exceptional services to our citizens. They are dedicated, talented, and energetic, and together, we make an exceptional team. Our commitment to our citizens and each other creates a family environment.

1

The **City Manager** serves as the chief administrative officer of the City. He is responsible for the day-to-day operations and is under the direction and supervision of the City Council. The City Manager keeps the Council fully informed on all issues in the City. He also staffs City Hall, directs and supervises City departments, enforces laws and provisions of the Council, and prepares and submits the annual budget.

2

The **City Clerk** is appointed by a majority of the City Council and is responsible for public records, preparing council meeting agendas and minutes, and processing ordinances, resolutions, and contracts. The City Clerk is also responsible for coordinating municipal elections. The City Clerk is a Notary Public and performs this duty-free of charge for Belle Isle residents.

3

The **Finance Director** is responsible for the City's financial operations, including all accounting, financing, purchasing, and treasury activities. The finance director is also responsible for payroll and human resources. The finance director produces the monthly Statement of Revenue and Expenditures, the Annual Comprehensive Financial Report (ACFR), and the Annual Budget.

4

The **City Planner** develops short-term and long-term land use plans and programs for the City. The primary focus is ensuring quality development through compliance with City Land Development Regulations, Comprehensive Plan, ordinances, and resolutions. The City Planner also approves the zoning for various permitting applications.



# Belle Isle Police Department

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*Chief Grimm*

## COMMITTED TO UNWAVERING INTEGRITY

Welcome to Belle Isle, a community where safety, respect, and strong collaboration are the cornerstone of our daily lives. As your Chief of Police, I am wholeheartedly committed to ensuring a secure environment for every resident. Our department deeply values open communication, and we ask you to actively engage with us, whether at local community events or through sharing your concerns and insights directly with us. We can preserve and enhance our city's unique charm and safety by working in unison. Your participation and voice are crucial in shaping the thriving future of Belle Isle. We look forward to your contributions to our community and support your transition into our wonderful city.

## COMMUNITY ENGAGEMENT

At the Belle Isle Police Department, we care about what our citizens have to say. Your feedback is important to us. If you would like to be contacted by a department representative about your comments, please include your contact information when you call. Please note: This is for citizen comments and feedback only. If you wish to make a complaint or report suspicious activity, you must make them in person or by telephone at 407-836.4357 (non-emergency line).



<https://www.facebook.com/BelleIslePD/>



407.240.2473 Admin Office (M-F 8 am-4 pm)



407.836.4357 Non-Emergency Number



[tgrimm@belleislepolice.org](mailto:tgrimm@belleislepolice.org)

# Code Enforcement

## STAY-CONNECTED

Effective October 1, 2021, the City of Belle Isle transferred all Code Enforcement duties to the Belle Isle Police Department (BIPD) and will cover the City seven days a week.

The City of Belle Isle Municipal Code is designed to maintain a healthy, safe and clean environment, carry out land use policy, and preserve the quality of life standards that Belle Isle residents and businesses enjoy in our community. The following information will answer our community's most commonly asked questions about code enforcement.

## HOW ARE CODES ENFORCED?

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The code enforcement process is typically initiated in several ways: 1) observation of a code violation by City staff as they patrol the community; 2) as a consequence of an action (for example, an application for a building permit or a request for a zoning variance); or 3) in response to a complaint by an individual.

## WHAT IS THE PROCEDURE FOR CORRECTING POSSIBLE CODE VIOLATIONS?

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For all code complaints, the first step is an inspection by a Code Enforcement Officer to ascertain if a code violation exists and, if so, request remediation. If the individual responsible for the situation does not correct the code violation on time, a notice of violation or a citation may be issued. The City may also take court action if the situation poses a significant risk to the community or if the individual has ignored previous notices/citations.

## HOW DO I NOTIFY THE CITY?

A complaint about a possible code violation is made by letter, telephone, email, or in-person to the Code Enforcement Department. Please be prepared with specific information, such as the address of the property and a detailed description of the problem. According to Florida Statute 125.69(b) complaints cannot be made anonymously.

Belle Isle Police Department  
1521 Nela Avenue  
Belle Isle, FL 32809

Marine Patrol 407.836.4357  
Non-Emergency Number

Code Enforcement Officers:  
407.849.8450  
mrabeau@belleislepolice.org  
tgrimm@belleislepolice.org

# Public Works

Phil Price  
Public Works Director  
689..500.3473

## 1 QUALITY ENVIRONMENT

The Public Works Department provides a quality environment for the City of Belle Isle. It performs many essential functions that directly affect the health and safety of our residents. Most tasks are performed in-house using qualified personnel and city-owned equipment to provide timely and efficient service to residents. These functions include:

- Roadway maintenance, improvement, and resurfacing
- Traffic control/sign maintenance
- Street sweeping
- Drainage
- Sidewalks
- Street lighting
- Stormwater
- City facility and park maintenance

## 2 PUBLIC UTILITIES

The City of Belle Isle does not manage any of the Public Utilities (water, electric or public sewer). Please contact Duke Energy, Orange County Water, and OUC for all information about services.

## CITIZEN NOTIFICATION

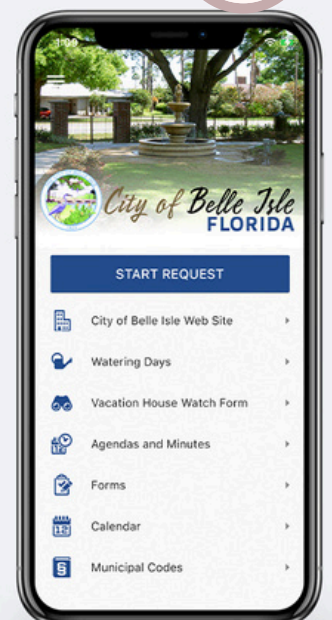
Belle Isle is making customer service and engaging with our citizens a priority moving forward. We are excited to announce that we are partnering with GOGov, a government software company, to launch a new free mobile application for our city.

Residents can submit service requests on the fly from their smartphones or the web and access important city information regarding events, alerts, and more. If a question arises, city staff can directly communicate with residents to resolve issues together.

- Access Information
- Submit Service Requests
- Receive Notifications
- And more...



Powered by GOGov



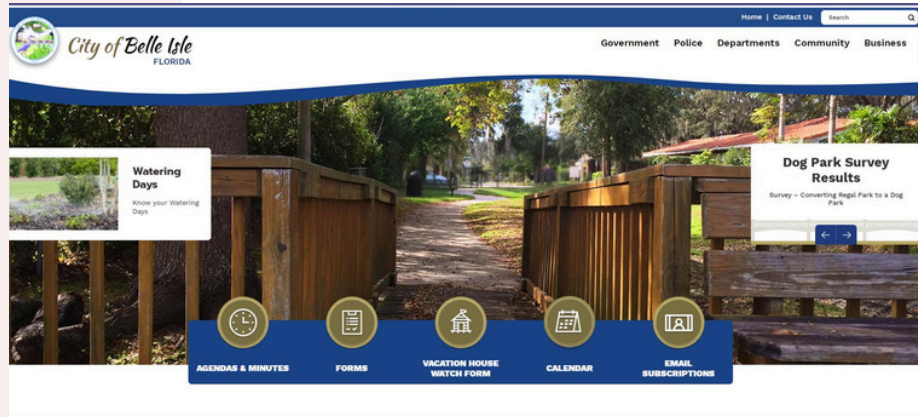


# Stay Connected

with on-line options

## CITY WEBSITE

Our City website at [www.belleislefl.gov](http://www.belleislefl.gov) provides staff contact information, updated information on ordinances, permit applications, financial information, service request forms, City program publications, and even a way to review the City Municipal Code.



## 1 E-LERT-SYSTEM

You can register to receive e-lert notices of Council and Committee meeting agendas, community program events, Newsletters, Code Enforcement updates, announcements, and more. Visit our website to subscribe!

## 3 CITY NEWSLETTER

We've gone digital! If you would like to receive an email notification when the latest newsletter editions, please sign up for e-lerts online at [www.belleislefl.gov](http://www.belleislefl.gov). We are also creating and updating our residents more frequently by publishing a Code Enforcement-Stay Connected newsletter.

## 2 FACEBOOK

Connect with the City of Belle Isle and follow us on Facebook to view live Council meetings <https://www.facebook.com/CityofBelleIsleFL>

## 4 FINANCIAL INFORMATION

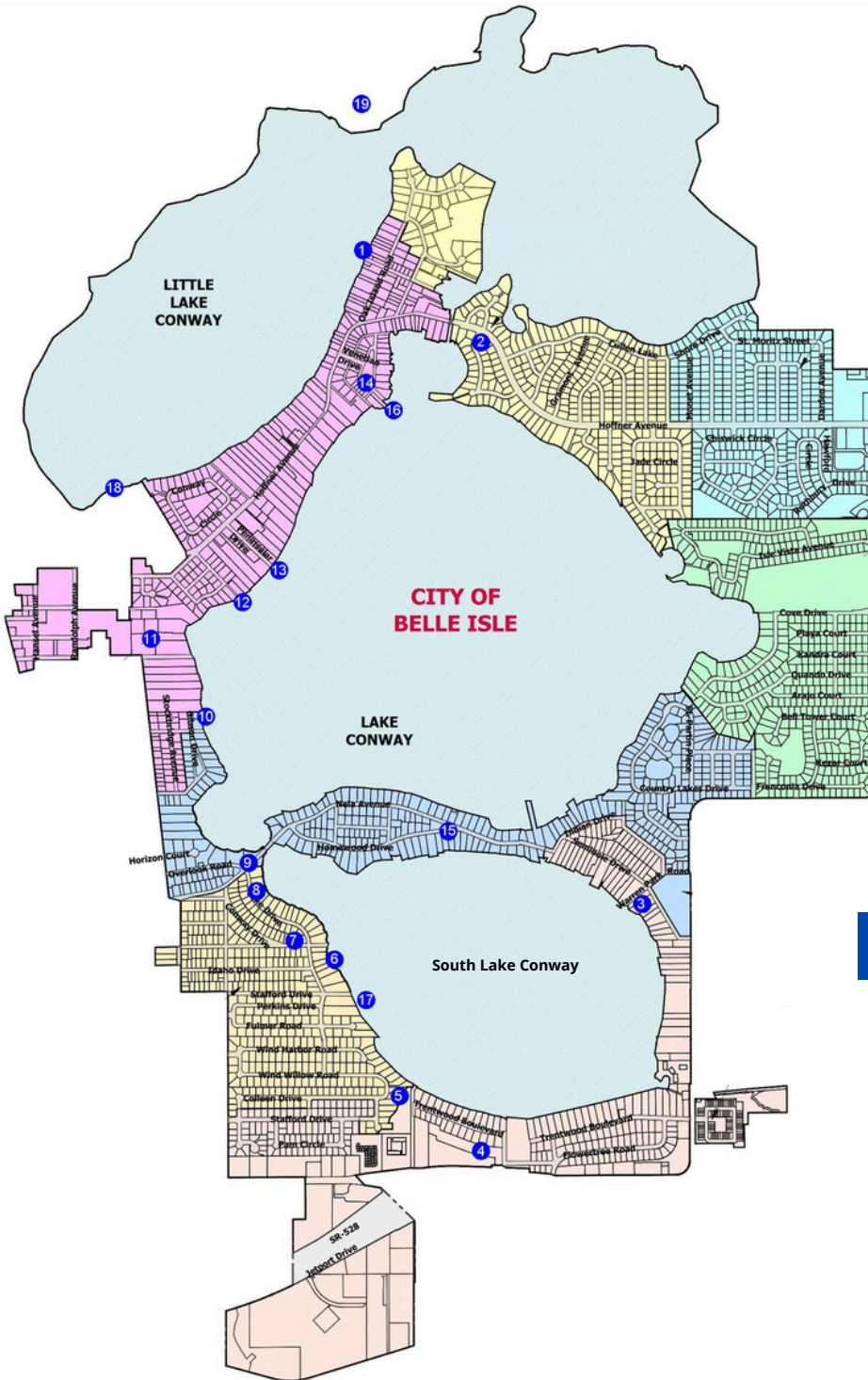
The City partners with ClearGov to provide up-to-date financial information and presents the City's revenues and expenses from historical trends to line item level details. Community members can utilize ClearGov to understand the City's budget and financial data.

VISIT: [HTTPS://CLEARGOV.COM/FLORIDA/ORANGE/CITY/BELLE-ISLE](https://cleargov.com/florida/orange/city/belle-isle)

[WWW.BELLEISLEFL.GOV](http://WWW.BELLEISLEFL.GOV) \* 1600 NELA AVE, BELLE ISLE, FL 32809

# Parks and Ramps

Belle Isle's pocket parks are perfect for recreational activities, including picnics, exercising, dog walking, and quickly accessing Lake Conway and the chain of lakes. Please see the Parks and Boat Ramps Map in the City of Belle Isle.



1. CROSS LAKE BEACH
2. REGAL PARK
3. WARREN PARK  
*(OWNED BY ORANGE COUNTY WITH CANOE LAUNCH) WARREN PARK IS THE LARGEST PARK THAT BORDERS THE CITY LIMITS AND IS MANAGED BY ORANGE COUNTY. THIS PARK HAS PARKING AND BATHROOMS AND CAN BE RESERVED BY CALLING ORANGE COUNTY PARKS AND RECREATION AT 407-836-3111 OR 407-836-6200.*
4. BURBANK AVENUE  
*(OPEN SPACE - NATURAL PRESERVE-NOT MAINTAINED)*
5. TRIMBLE PARK
6. SWANN BEACH  
*(BE BATEMAN PARK)*
7. CONWAY CIRCLE  
*(POCKET PARK)*
8. LESSER PARK  
*(POCKET PARK)*
9. HOLLOWAY PARK  
*(POCKET PARK)*
10. DELIA BEACH
11. WALLACE FIELD
12. LABELLE BEACH
13. PENINSULAR PARK
14. VENETIAN PARK
15. GILBERT PARK

## Ramps

16. VENETIAN BOAT RAMP  
*(NO PUBLIC PARKING)*
17. PERKINS BOAT RAMP  
*(PARKING BY PERMIT ONLY)*
18. RANDOLPH RAMP  
*(OPERATED BY ORANGE COUNTY)*
19. FERN CREEK RAMP  
*(OPERATED BY ORANGE COUNTY)*

# Waste & Recycling



1

## SERVICE PROVIDER

Residential collection of household garbage, recycling, and yard waste is collected by [JJ's Waste and Recycling](#). All questions can be made to them directly at [407.298.3932](tel:407.298.3932).

2

## HOUSEHOLD WASTE

Household waste is collected twice weekly on Tuesdays and Fridays. To ensure your waste is collected, place bags or containers curbside after 6:00 pm the evening before collection or no later than 6 am. Retrieve waste containers as soon after collection as possible. Using plastic bags rather than placing containers curbside reduces loss and wear on containers and does not require retrieval of a container after collection. No single item, bag, or container should exceed fifty (50) pounds in weight nor the weight a bag can handle without tearing. There is no limit in quantity, only weight per container/bag. A one-large item such as appliances or furniture is generally collected on Fridays.

3

## RECYCLING

Recycling is required by Code. To reduce the amount of garbage in the recycling stream, the Orange County Utilities Solid Waste Division encourages residents to "Think 5" by focusing on the top five recyclable items—plastic, metal, and glass containers, as well as cardboard and paper. The overall goal is to help raise awareness about good recycling habits. [Please visit ocfl.net/recyclables for more information.](http://ocfl.net/recyclables)

*If yard waste is placed in plastic bags it will be picked up on Tuesday with housewaste. There is a limited quantity for pickup of 10 33-gallon cans.*

4

## YARD WASTE

Yard waste is collected on Mondays. There is a limited quantity for the pickup of 10 33-gallon cans. The hauler will not remove large tree limbs or trunks unless you make special arrangements with the hauler and pay for removal. Yard trimmings, brush, and other organic matter from the landscape (such as citrus) will be collected. All material must be in containers (not exceeding the container's rim by more than 12") or tied in bundles not exceeding four feet in length. No container or bundle should weigh more than 50 pounds and should be manageable in size. Following these rules will help protect the safety of the collection staff and aid in efficient collection services.



# Get A Permit

Are you looking to do any construction or renovation projects? Visit the City of Belle Isle's website at [www.belleislefl.gov](http://www.belleislefl.gov) for permit forms or contact UES for information on how to apply for a permit.

Applicants submit permit applications and plans to UES for review

**1** Submit Permit

The plans are then routed for internal review with building inspections. Additional permits are sometimes required from other departments and are submitted separately. Plans are reviewed for compliance of department codes, zoning and ordinances.\*

**2** Submittal review

\*If plans do not pass a department's guidelines, the applicant can make adjustments to those plans and can resubmit at a later date.

Payment is requested and Permits are issued. Contractors post them in a visible place at the project site for City inspectors to see.

**3** Issue necessary permits

The applicant will request a series of inspections, including fire, gas, mechanical and plumbing.

**4** Inspections

Failed inspections require the applicant or contractor to schedule a reinspection until the last item is deemed up to code.

**5** Pass or fail?

A Certificate of Occupancy (CO) is issued after a final walkthrough or a Final Passed Form is issued for all open permits.

**6** Commercial /Residential

When a CO is received, the business may open.

**7** Business can legally open

The Building Department of the City of Belle Isle (COBI) performs various services to protect, maintain and develop an attractive, safe, and healthy community. Universal Engineering Sciences (UES) is the contracted provider of these services for the COBI. Please visit the City's website for further detailed information on permitting or call and speak to a staff person.

## Things-to-Know:

- By law, the State of Florida requires you to get a permit for most projects, even small ones. Additional measures may be necessary depending on your project and the type of permit you need.
- Please allow 24-48 hours to process after your applications have been submitted. Please email them to [COBIpermits@UniversalEngineering.com](mailto:COBIpermits@UniversalEngineering.com).
- If your project value exceeds \$2,500, you will need to file a Notice of Commencement (NOC) with the Orange County Comptroller's Office before issuing the permit.
- Payment is due upon receipt and is acceptable through checks made payable to the "City of Belle Isle" or credit card.
- Different permits need inspections at various points in the project. It will expire if your permit is open for six months without an inspection. For next-day inspections, please send your request by 3:00 p.m.
- Once you complete and pass your inspections, the permit will be final. If you don't close out your permit, this could cause issues later when trying to sell your property.
- If you need to submit any changes to the approved plans, upload corrections for review and approval to [COBIpermits@UniversalEngineering.com](mailto:COBIpermits@UniversalEngineering.com)

### Zoning Permits issued at City Hall include:

Fences, ROW, Driveways, Pavers, Tree Permits, Golf Cart Permits, Business Tax License, Rental License, Boat Ramp Decals and Parking Passes.

**City Hall**  
1600 Nela Avenue  
Belle Isle, FL 32809  
T(407) 851-7730  
F(407) 240-2222

**Universal Engineering Services**  
3532 Maggie Boulevard, Orlando, FL 32811  
T(407) 581-8161 \* F(407) 581-0313

[www.belleislefl.gov/business/buildingdepartment](http://www.belleislefl.gov/business/buildingdepartment)

### Permit Applications

Application for Building Permit (Land Use)  
Application for Electrical Permit  
Application for Gas Permit  
Application for Mechanical Permit  
Application for Plumbing Permit  
Application for Roofing Permit  
Application for Low Voltage Alarm System  
Application for Window/Door Permit (size-for-size)  
Application for Permit Extension  
Application for Certificate of Occupancy/Completion  
Application for Swimming Pool Permit

### Miscellaneous Forms

Swimming Pool Safety Affirmation Form  
Owner-Builder Disclosure Statement  
Pre-Power Agreement Form  
Product Approval Form  
Revision Application Form  
Power of Attorney Form  
Notice of Commencement Form  
Certification of Service Disconnect Form

Permits Submittal: [COBIpermits@UniversalEngineering.com](mailto:COBIpermits@UniversalEngineering.com)  
Inspection Requests: [BDscheduling@UniversalEngineering.com](mailto:BDscheduling@UniversalEngineering.com)

Pay by Credit Card: Credit Card Payment Authorization Form

# DISTRICT MAP

