



MEMORANDUM

TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Jeaneen Witt, Town Manager
From: Aref Joulani, Director, Planning & Development
Date: February 15, 2018
Subject: End-of-the-month report for January 2018

Below is the summary of the department's activities during the month of January.

A. PLANNING AND ZONING

Incoming Customer Service Requests (between January 1 and January 31, 2018)

Permit pick-up	94
Permit intake	95
Permit processing/printing	94
Walk-ins	23
Phone calls	51

In-Depth Customer Response

Letters (including detailed e-mails)	8
Conferences with customers	7

Permit Reviews (staff total)

Building permits	16
Site visits	19
Landscape plan reviews	4
Development applications	0

Board and Council activity

Number of meetings and workshops	Town Council Goals Workshop (2.5 hrs) Town Council Meeting (2.5 hrs)
Number of staff reports and memos	4722 S. Peninsula Dr. Minor Replat, 74 Jennifer Circle Lot Combination

Hours in meetings and workshops (staff total)	Staff meeting (2.5 hrs), PZA (2.5 hrs) Scoping meeting for Feasibility Study (2 hrs)
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Projects (hours and explanation)

Colley Subdivision History	8
Development review and assistance	16
Process improvement	12 hours (updating applications and forms)
Researching Pacetta related property records	(48 hrs)

Other

Front counter coverage	8
Record Requests	0

B. BUILDING AND CODE ENFORCEMENT

New Applications	95
Hurricane Related Applications	21
Permits Issued	94
Plan Reviews	90
New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	1
Permit Inspections -Approved	224
Permit Re-Inspections Approved	5
Permit Inspections- Needing Corrections	5
Total permits issued year-to-date	94
Total inspections year-to-date	224
Total re-inspections year-to-date	5
Total inspections needing corrections YTD	5

Code Enforcement Investigations

New investigations	14
Closed investigations	6
Active investigations	8

Total number of investigations year-to-date 14

Code Board Cases

Code Board cases this month 5

Total Number of cases year-to-date 5

Special Activity

Chief Building Official

Town Meetings Safety Meeting

Other Meetings BOIA Meeting

Administrative Assistant

Town Meeting

Meeting Energov Training, FABTO State Board phone conference, Staff meeting, Admin set-up for Code Enforcement

Business Tax Receipts 1 new, and 8 renewals

Code Enforcement Officer

Meeting Town Council Goals Workshop (2.5 hrs) Town Council Meeting (2.5 hrs) Staff meeting (2.5 hrs), meeting with resident (0.5 hrs)

Training

Rental Permit Renewals

Permit Inspections

PERMIT #	ADDRESS	BY	REASON FOR CORRECTION
BLDR001603-2017	94 Rains Ct	MP	four fasteners missing on east side windows
POOL-1587-2017	4299 S Atlantic Ave	MP	fence not up around pool
BLDR00428-2017	92 Alberta Ave	MP	fence falling down on south side of bldg., and gate not working
MECR00512-2017	4454 S Atlantic Ave #207	MP	air handler wired to an existing fuse box and circuit breaker
MECR001674-2017	4555 S Atlantic Ave #4507	MP	strap missing on roof unit