



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: March 7, 2018
Subject: End-of-the-month report for February 2018

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

A. PLANNING AND ZONING

Incoming Customer Service Requests (between February 1 and February 28, 2018)

Permit pick-up	93
Permit intake	98
Permit processing/printing	93
Walk-ins	22
Phone calls	38

In-Depth Customer Response

Letters (including detailed e-mails)	4
Conferences with customers	2

Permit Reviews (staff total)

Building permits	98
Site visits	15
Landscape plan reviews	3
Development Projects	0

Board and Council activity

Meetings and workshops	6- Planning Board, Town Council, Special Events (2), T.C.C., Port Orange Sewer
Staff reports and memos	3- Certificate of Appropriateness, Minor Replat, Minor Special Exception discussion

Hours in meetings and workshops (staff total) 26 hrs.

Projects (hours and explanation)

Records requests (Pacetta) 72 hrs. Examining files, making copies,
preparing documents for attorneys

Assisting Town attorney locate files 24 hrs.

Emerald Isle 4 hrs.

Other

Front counter coverage 4 hrs

B. BUILDING AND CODE ENFORCEMENT

New Applications 98

Hurricane Related Applications 16

Permits Issued 93

Plan Reviews 96

New Single-Family Residence Applications 1

New Single-Family Residence Permits Issued 1

New Single-Family Residence Permits Issued YTD 1

Permit Inspections -Approved 222

Permit Re-Inspections Approved 4

Permit Inspections- Needing Corrections 6

Total permits issued year-to-date 187

Total inspections year-to-date 446

Total re-inspections year-to-date 9

Total inspections needing corrections YTD 11

Code Enforcement Investigations

New investigations 52

Closed investigations 14

Active investigations 38

Total number of investigations year-to-date 66

Code Board Cases

Code Board cases this month 5

Total Number of cases year-to-date 10

Chief Building Official

Town Meetings 1
Training Building Inspector and Plan’s Review

Building Inspector

Town Meeting 1
Training Plumbing Inspector & Plan Reviewer class

Administrative Assistant

Town Meeting 1
Business Tax Receipt. Home Occupation 10
Training- Energov prep and training

Code Enforcement Officer

Rental Permit renewals this month 0
Rental Permit Renewals year-to-date 4
Code Lien Requests this month 24
Code Lien Requests year-to-date 33
Meetings Staff meeting (1.5 hrs)
Code Board Meeting (2.5 hrs)

Permit Inspections

PERMIT #	ADDRESS	BY	REASON FOR CORRECTION
BLDR527-2017	4790 S Atlantic Ave #E501	HB	Installed incorrectly
BLDR0065-2017	4625 River’s Edge Village Ln #5308	MP	Structural studs cut out in outer wall
BLDR527-2017	4790 S Atlantic Ave E501	MP	Slider installed without in-progress inspection and door is 4” shorter than required and still on 1/2 “ wood shims
MERC131-2018	4915 Sailfish Dr	MP	Conduit across walkway to be secured at both ends
BLDR527-2017	4790 S Atlantic Ave E501	MP	2 nd re-inspection: Slider installed without in-progress inspection and door is 4” shorter than required and still on 1/2 “ wood shims
MECR0018-2018	4631 S Atlantic Ave #8604	MP	Wrong size breaker for air handler, needs to be changed out