



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: April 9, 2018
Subject: End-of-the-month report for March 2018

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

A. PLANNING AND ZONING

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

Permit pick-up	128
Permit intake	109
Permit processing/printing	128
Walk-ins	39
Phone calls	47

In-Depth Customer Response

Letters (including detailed e-mails)	13
Conferences with customers	4

Permit Reviews (staff total)

Building permits	109
Site visits	18
Landscape plan reviews	4
Development Projects	1

Board and Council activity

Number of meetings and workshops	4- TCC, TPO, Census Review, Mobility Study
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Number of staff reports and memos	3 (in progress)
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Hours in meetings and workshops (staff total)	16
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Projects (hours and explanation)

Research	12 (The Cottages at Ponce Inlet), Beach Cottages
Process Improvement	12 (updating department's applications)

Other

Front counter coverage	2 hr.
Record Requests	Pacetta (96.5 hr), Alcuri (8hr)

B. BUILDING AND CODE ENFORCEMENT

New Applications	109
Hurricane Related Applications	6
Permits Issued	128
Plan Reviews	119
New Single-Family Residence Applications	2
New Single-Family Residence Permits Issued	4
New Single-Family Residence Permits Issued YTD	5
Permit Inspections -Approved	186
Permit Re-Inspections Approved	3
Permit Inspections- Needing Corrections	5
Total permits issued year-to-date	315
Total inspections year-to-date	632
Total re-inspections year-to-date	12
Total inspections needing corrections YTD	16

Code Enforcement Investigations

New investigations	6
Closed investigations	3
Active investigations	19
Total number of investigations year-to-date	72

Code Board Cases

Code Board cases this month	2
Total Number of cases year-to-date	19

Special Activity

Chief Building Official

Town Meetings	0
Other Meetings	Quarterly LMS Meeting,
BOIA Meeting	Monthly 1
Training	DBPR Test

Administrative Assistant

Town Meeting	0
Other Meetings	FABTO State Board conference call
Training	Daytona State College Skills for Supervising
Business Tax Receipt. Home Occupation	4

Building Inspector

Training	Two DBPR Tests
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Code Enforcement Officer

Meetings	Florida Association of Code Enforcement (Orlando) (4hr) Safety Committee (1hr) Reggae Fest App Mtg (1.5 hr) E Central FLA Fire Prevention Meeting (2hr) Post Reggae Fest meeting (45 min) Code Enforcement Board (1.5 hr)
Rental Permit Renewals	3
Lien Requests	4
Lien Requests YTD	51

Customer Response Code Enforcement

Walk-ins	4
Letters (including detailed emails)	36
Phone calls	62

Fire Marshal

Fire Plan Reviews	7
Fire Inspections	4

Correction Details

PERMIT #	ADDRESS	BY	REASON FOR CORRECTION
MARC-753-2017	133 Inlet Harbor Road	HB	Fishing pier rails & guards not per approved plans – revision needed
BLDR-0065-2018	4625 Riversedge Village Ln #5308	HB	Pending Engineers report
BLDR-255-2018	37 Sun Dunes Circle	MP	Fasteners for 2x6 to wall are not to specs, several have cut off & spacing is not correct. 2x6 needs to end at ceiling then top of track can be fastened
DEVR-652-2017	4749 S Peninsula Dr	MP	No information on site
BLDR-1648-2017	4753 S Peninsula Dr	MP	No in-progress inspection