



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 Department
Date: May 09, 2018
Subject: End-of-the-month report for April 2018

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

A. PLANNING AND ZONING

Incoming Customer Service Requests (since April 1, 2018)

Phone calls	158
Walk-ins	33
E-mails	13
Permit pick-up	109
Permit intake	125
Permit processing/printing	109

In-Depth Customer Response

Letters (including detailed e-mails)	4
Conferences with customers	1

Permit Reviews (staff total)

Building permits	30
Site visits	9
Landscape plan reviews	4
Development applications	0

Board and Council activity

No. of meetings and workshops	2 (Town Council, Planning Board)
No. of staff reports and memos	3 (1 Town Council, 2 Planning Board)
Hours in meetings and workshops (staff total)	13 hrs. (6 hrs. TC, 3 hrs. PB, 4hrs. meeting with PB member Les Thompson)

Projects (hours and explanation)

Canal dredging project	2 hrs. (Project status research and review)
Veteran's Memorial	2.5 hrs. (Research for previous approvals, limits of site plan area, development requirements)

Process improvement	4 hrs. (Updates to checklists, quality control of board summaries and minutes, file organization)
Development review and assistance	12 hrs. (Cottages at Ponce Inlet Site Plan, Inlet Harbor 6 th Amendment)
FY 16-17 and FY 17-18 budgets	4 hrs. (Proposed operating budget)
LUDC amendments	4 hrs. (Review Planning Board minutes, potential issues to address)
S. Peninsula Drive sidewalk	6 hrs. (Review and comment on Feasibility Study)
Town boundary adjustment	2 hrs. (Research case history, Florida Statutes, similar cases, and options)
Miscellaneous Research	(8 hrs.) Lighthouse Reservation Property
Other	
Staff training	2 hrs. (Energov)
Front counter coverage	4 hrs.

B. BUILDING AND CODE ENFORCEMENT

Building Permits

New applications (total)	125
Hurricane Related Applications	6
Permits issued (total)	109
Plan reviews	81
New single-family residence applications	2
New single-family residence permits issued	4
New single-family residence applications YTD	6
Permit inspections – Approved	232
Permit re-inspections – Approved	6
Permit inspections – Needing corrections	9
Total permits issued YTD	424
Total inspections YTD	864
Total re-inspections YTD	18
Total inspections needing corrections YTD	25

Code Enforcement Investigations

New investigations	29
Closed investigations	12
Active investigations	17
Total number of investigations year-to-date	101

Code Board Cases

Code Board cases this month	1
Total Number of cases year-to-date	12

Special Activity

<u>Chief Building Official</u>	
Meetings with customers	0

Town meetings	0
Other meetings	LMS Meeting, BOIA meeting
Training	Dept. Business and Pro Regulation (DBPR)
<u>Building Inspector</u>	
Meetings	0
Training	2 DBPR Tests
<u>Administrative Assistant</u>	
Town meetings	0
Other meetings	FABTO State Board Conference, LMS meeting, Quarterly Report to State & Volusia County, Admin set-up and Energov corrections, ISO Report Info, CRS re-certification, LMS Annual Progress Report
Business Tax Receipt renewals	4
Training	Energov training with staff
<u>Code Enforcement Officer</u>	
Town meetings	1
Training	Volusia/Flagler Assoc- Code Enforcement 3.5 hrs.
Rental Permit Renewals	0
Walk-ins	5
Walk-ins YTD	9
Emails	37
Emails YTD	73
Phone Calls	59
Phone Calls YTD	121
<u>Fire Safety Inspector</u>	
Fire Inspections & Plan Reviews this month	36
Fire Inspections & Plan Reviews YTD	47

Correction Details

Correction Details

PERMIT #	ADDRESS	BY	REASON FOR CORRECTION
BLDR-1069-2017	117 Ponce DeLeon Cir	MP	3 upright #5 bars missing in 3 areas.
POOL-0072-2018	106 Anchor Drive	MP	Gate latch to be installed at 54 inches off the ground. East side of fence must end at water's edge or back fence must be 48 inches high. Hinges must be self-closing. All outlets within 20' of pool must be GFCI.
BLDR-170-2018	112 Anchor Drive	MP	Product approval on skylight needs to be approved by Building Official prior to final.
BLDR-0015-2018	4343 S Atlantic Ave	MP	East gate to ocean needs latch at 54" above grade.

BLDR-1579-2017	116 Anchor Drive	MP	Need to install 2 GFCI outlets in kitchen, one on end of peninsula, one above counter top. All counter top outlets must have GFCI protection. Bathroom outlets to be GFCI protected. Switch for light to be relocated in bathroom (behind door). Pool barrier to be installed completely around pool. Plates need to be installed on all open J boxes.
BLDR-671-2017	92 Maura Terr	MP	Gates will not self-close (pool protection).
POOL-1580-2017	4355 Candlewood Ln	MP	Pool protection is not installed around pool.
BLDR-344-2018	37 Caribbean Way	MP	Door is finished and no progress inspection was called in. Doors are not impact rated and are not protected by a protection system (shutters).
MECR-398-2018	4505 S Atlantic Ave #503	MP	Roof unit tie downs fasteners no of correct size.
MECR-1477-2017	4575 S Atlantic Ave #6510	MP	Roof unit tie downs are 1" with only 2 fasteners. 2" tie downs required inside unit.