



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: June 5, 2018
Subject: End-of-the-month report for May 2018

Below is the summary of the department's activities during the month of May 2018.

A. PLANNING AND ZONING

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

Phone calls	79
Walk-ins	16
E-mails	28

In-Depth Customer Response

Letters (including detailed e-mails)	16
Conferences with customers	9

Permit Reviews (staff total)

Building permits	38
Site visits	8
Landscape plan reviews	1

Board and Council activity

New cases	2 (1 administrative variance, 1 minor replat - lot division 1-2 lots)
Number of meetings and workshops	3 (Town Council special meeting, Town Council regular meeting, Planning Board)
Number of staff reports and memos	3
Hours in meetings and workshops (staff total)	10

Projects (hours and explanation)

Canal dredging project	8 hrs. (Project status research, conferences with consultants, special council meeting)
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LUDC/Code of Ordinances amendments	11 hrs. (“Glitch” ordinance update and summary, easement vacation amendment)
Emerald Isle subdivision easements and common areas	2 hrs. (Reviewing deeds and other historical information)
Process improvement	6 hrs. (Updates to checklists, applications, standard permit review comments; review of exempt tree removal permit process)
Development review and assistance	50 hrs. (S. Peninsula minor replats – 14 hrs.; Candlewood admin. variance – 4 hrs.; Cottages at Ponce Inlet site plan – 14 hrs.; Inlet Harbor 6 th Amendment – 7 hrs.; Inlet Harbor boat storage permit – 10 hrs.; Bay Tree Marina – 2.5 hrs.; Lighthouse Boatyard triangle – 2.5 hrs.)
Halifax River boat speed limits	2 hrs. (Discussion with FWC and Coast Guard regarding existing speed limits, locations, and process to request a change)
S. Peninsula Drive sidewalk expansion	2 hrs. (Discuss outstanding Feasibility Study review comments with consultant)
Miscellaneous Research	3 hrs. (Current policy and history for allowing rooftop terraces)
Other	
Staff training	16.5 hrs. (FEMA/ICS/NIMS – 12 hrs.; Energov – 3 hrs.; Volusia County sea turtle lighting regulations – 1.5 hrs.)
Front counter coverage	6 hrs.

B. BUILDING

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

Phone calls	142
Walk-ins	46
E-mails	74

In-Depth Customer Response

Letters (including detailed e-mails)	93
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Permits

New Applications	92
Hurricane Related Applications	7
Permits Issued	96
Plan Reviews	94
New Single-Family Residence Applications	4
New Single-Family Residence Permits Issued	3
New Single-Family Residence Permits Issued YTD	9

Total permits issued YTD 520
 Business Tax Receipts/Home Occupations 2

Inspections

Permit Inspections - Approved 208
 Permit Re-Inspections - Approved 8
 Permit Inspections - Needing Corrections (see below) 9
 Total inspections YTD 1,072
 Total re-inspections YTD 27
 Total inspections needing corrections YTD 33

Special Activity

Chief Building Official

Meetings ISO meeting; monthly BOIA meeting

Administrative Assistant

Meetings ISO meeting; FABTO State Board conference call; Census meeting in Deland
 Training FABTO annual Educational Conference
 Training Provided Energov, to department staff
 Public Records Requests 2

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-170-2018	112 Anchor Dr	HB	FL Product Approval information not onsite for inspection.
BLDR-404-2018	92 Maura Terr	MP	Drip edge missing. Nails showing where counter flashing should be at second story vertical wall.
MARR-1402-2017	115 Ponce DeLeon Cir	MP	No permit or plans on site for inspection.
BLDR-311-2018	61 Bay Harbour Dr		Need additional fastners on both sides of French door.
BLDR-0092-2018	4650 Links Village Dr B104	MP	Need outlet put in where blank plate is covering electrical box on back splash.
BLDC-1422-2017	4454 S Atlantic Ave	MP	Doors do not have proper fastener spacing per specs.
MECR-297-2018	126 Anchor Dr	MP	Wrong breaker size need to change out.
MECR-0676-2017	101 Ocean Way Dr	MP	Inside air handler still leaking same as first inspection.
PLMR-1639-2017	4299 S Atlantic Ave	MP	Vent terminations not to manufactures specs.

C. CODE ENFORCEMENT AND FIRE SAFETY

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

Phone calls 54
 Walk-ins 8

E-mails	29
In-Depth Customer Response	
Letters (including detailed e-mails)	0
Conferences with customers	1
Fire Safety	
Inspections and Plan Review	84
Inspections and Plan Review YTD	131
Code Enforcement Investigations	
New investigations	34
Closed investigations	14
Active investigations	20
Total number of investigations year-to-date	135
Code Board Cases	
Code Board cases this month	0
Total Number of cases YTD	12
Special Activity	
Lien Requests	26
Lien Requests YTD	108
Presentations	Town Council re: proposed increase to Code Enforcement Administrative fees
Meetings	East Central Florida Fire Prevention Association