



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: July 6, 2018
Subject: End-of-the-month report for June 2018

Below is the summary of the department's activities between June 1 and June 30, 2018.

A. PLANNING AND ZONING

Incoming Customer Service Requests

Phone calls	43
Walk-ins	15
E-mails	43

In-Depth Customer Response

Letters (including detailed e-mails)	21
Conferences with customers	5

Permit Reviews (staff total)

Building permits	23
Site visits	9
Landscape plan reviews	8

Board and Council activity

New cases	2 – (1 extension for minor replat recording, 1 easement maintenance agreement)
Number of meetings and workshops	2 – (Town Council, Planning Board)
Number of staff reports and memos	6
Hours in meetings and workshops (staff total)	5 hrs.

Projects (hours and explanation)

South Peninsula Dr./Lighthouse Reservation ROW	9 hrs.
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LUDC/Code of Ordinances amendments	47 hrs. (Right-of-way and easement vacations ordinance, report, and presentation; airport protection zoning ordinance and interlocal agreement; Upcoming code amendments memo; “Sober Homes” research)
Process improvement	8 hrs. (Tree removal permit and landscaping review procedures – 4 hrs.; Development application forms and checklists – 2 hrs.; standard permit approval conditions – 2 hrs.)
Development review and assistance	41 hrs. (S. Peninsula minor replats – 4 hrs.; Candlewood admin. variance – 20 hrs; Tree removal permit and landscape reviews – 10 hrs; Lighthouse Boatyard BTRs and parking availability – 3 hrs.; Bay Harbor boat parking – 2 hrs.; Atlantic Ave. townhouse landscaping and driveway requirements – 2 hrs.)
Halifax River boat speed limits	6 hrs. (Review of application process/regulations)
Miscellaneous Research	4 hrs. (Effects of saltwater inundation on tree health)
Office maintenance and organization	4 hrs.
Other	
Staff training	5 hrs. (IDAM – damage assessment software; EnerGov permit reviews)
APA-FL Executive Committee meeting	6 hrs.
Front counter coverage	8 hrs.

B. BUILDING

Incoming Customer Service Requests

Phone calls	138
Walk-ins	50

In-Depth Customer Responses

Letters (including detailed e-mails)	56
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Permits

New Applications	88
Hurricane Related Applications	3
Permits Issued	89
Plan Reviews	71
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	2
New Single-Family Residence Permits Issued YTD	11
Total permits issued YTD	609

Business Tax Receipts/Home Occupations 1

Inspections

Permit Inspections - Approved 216
 Permit Re-Inspections - Approved 4
 Permit Inspections - Needing Corrections (see below) 8
 Total inspections YTD 1,288
 Total re-inspections YTD 31
 Total inspections needing corrections YTD 41

Special Activity

Chief Building Official

Meetings Annual BOAF Educational Conference; monthly BOIA meeting; quarterly CRS meeting

Administrative Assistant

Meetings Dept. Budget meeting with Director and Town Manager

Training Provided EnerGov training with staff; Admin corrections to system

Public Records Requests 2

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-00569-2018	4601 S Atlantic Ave #705	HB	Fire retardant not applied to wood framing at time of inspection; no pre-slope on shower pan
BLDR-00440-2018	4630 Harbour Village Blvd #1401	MP	Doors do not seal properly at the top
BLDR-00017-2018	4745 S Atlantic Ave #304	MP	Caulking on outside of windows not finished
BLDR-1017-2017	4745 S Atlantic Ave #5050	MP	Windows not installed per installation instructions
BLDR-00525-2018	4650 Links Village Dr A704	MP	Wrong screws used in several locations; door seal not properly sealing; scratches inside glass in several places
ELER-00343-2018	4435 S Atlantic Ave #115	MP	Contractor to install GFCIs in kitchen and to seal pipe penetrations under 2 vanities
BLDR-01717-2017	76 Glenview Ave	MP	Electric wire runs to be protected in attic of garage around attic access 6ft minimum clearance
MECC-00420-2018	143 Beach Street	MP	Hold-down bracket missing on one unit; waterproof connection on conduit not secured

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests

Phone calls 41

Walk-ins	1
E-mails	22
In-Depth Customer Response	
Letters (including detailed e-mails)	7
Conferences with customers	0
Fire Safety	
Inspections and Plan Review	45
Inspections and Plan Review YTD	176
Code Enforcement Investigations	
New investigations	18
Closed investigations	3
Active investigations	15
Total number of investigations year-to-date	153
Code Board Cases	
Code Board cases this month	1
Total Number of cases YTD	13
Liens	
Lien Requests	16
Lien Requests YTD	125
Training	
IDAM – Damage Assessment Software	3.5 hrs.
East Central Florida Fire Prevention	2.5 hrs.
Volusia County Code Manager meeting	1 hr.