



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

Below is the summary of the department's activities between July 1 and July 31, 2018.

A. PLANNING AND ZONING

Incoming Customer Service Requests

Phone calls	40
Walk-ins	15
E-mails	46

In-Depth Customer Response

Letters (including detailed e-mails)	6
Conferences with customers	2

Permit Reviews (staff total)

Building permits	30
Site visits	17
Landscape plan reviews	9

Board and Council activity

New cases	3 (Specimen Tree Removal, 106 Ocean Way; Easement Maintenance Agreement, 39 Caribbean Way; LUDC Amendment, Airport Zoning Overlay District)
Number of meetings and workshops	4 (Park Board, Town Council budget workshop, Town Council regular meeting, Planning Board)
Number of staff reports and memos	3
Hours in meetings and workshops (staff total)	10 hrs.

Projects (hours and explanation)

LUDC/Code of Ordinances amendments	37.5 hrs. (Right- of-way and easement vacations ordinance, report, and presentation; Airport protection zoning ordinance, report, presentation, and interlocal agreement; 2 nd draft of updates to landscaping and tree preservation requirements)
Process improvement	4 hrs. (C.O. checklists, landscaping inspections, grading plans)
Pollard Park Site Plan	15 hrs. (Plan review and comments, meetings with Town Engineer and town staff, issue resolution, alternate plan layout, review and approval schedule)
Development Assistance and Permitting	8 hrs. (Clearing at 6 Arena Blanca – site inspections, meetings and correspondence with owner and neighbors, mitigative action plan)
Research	7 hrs. (FDEP Coastal Construction Control Line; Tree species identification; state laws regarding unmanned drone aircraft)
Office maintenance and organization	14 hrs.
Other	
Staff training	9 hrs. (EnerGov permit and plan reviews; alcohol licenses through FABTO)
APA-FL Atlantic Coast Section Executive Committee	3 hrs.
Front counter coverage	2 hrs.

B. BUILDING

Incoming Customer Service Requests

Phone calls	163
Walk-ins	31
E-mails	42

In-Depth Customer Responses

Letters (including detailed e-mails)	19
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Permits

New Applications	72
Hurricane Related Applications	1
Permits Issued	69
Plan Reviews	74
New Single-Family Residence Applications	4
New Single-Family Residence Permits Issued	2
New Single-Family Residence Permits Issued YTD	13
Total permits issued YTD	678

Business Tax Receipts/Home Occupations	1
Inspections	
Permit Inspections - Approved	244
Permit Re-Inspections - Approved	10
Permit Inspections - Needing Corrections (see below)	8
Total inspections YTD	1,532
Total re-inspections YTD	41
Total inspections needing corrections YTD	49

Special Activity

Chief Building Official

Meetings Monthly BOIA meeting; Community Assistance Visit meeting with the Florida Department of Emergency Management

Training Energov

Administrative Assistant

Meetings Community Assistance Visit meeting with the Florida Department of Emergency Management

Training Energov

Training Provided Energov training with staff; Admin corrections to system

Public Records Requests 2

Other Quarterly Reports to Volusia County and the State of Florida; weekly reports to Builders Exchange; Fixed Assets for Department; research for 2018 Community Assistance Visit meeting with the Florida Department of Emergency Management; phone call with Volusia County regarding online permitting processes

Permit Correction Details

Permit #	Address	By	Reason for Correction
POOL-0826-2017	4359 Candlewood Ln	JB	Variance was not allowed on east side of pool deck needs to be removed at the 10 ft set back
BLDR-00262-2018	4624 Harbor Village Blvd #4406	MP	Shutter for sliders not working correctly
DEMO-1662-2017	4715 S Atlantic Ave		Demo was completed but no permit or inspections on construction of completed walkway
BLDR-00494-2018	108 Ocean Way Dr	MP	Need affidavits on both nailing and dry-in. Could not find permit package at final inspection
SIGN-317-2018	5000 S Atlantic Ave	MP	Could not verify footer – no footing inspection

BLDR-215-2018	4555 S Atlantic Ave 4606	MP	Window in-progress inspection, but installation already completed
MECR-455-2018	53 Seawinds Circle	MP	No exterior disconnect for unit
MECR-607-2018	28 Jana Drive	MP	Replace damaged disconnect outside at unit and switch out breaker for condenser to 25 amp

C. CODE ENFORCEMENT AND FIRE SAFETY

Code Enforcement Investigations

New investigations	21
Closed investigations	9
Active investigations	11
Total number of investigations year-to-date	174

Code Board Cases

Code Board cases this month	1
Total Number of cases YTD	14

Fire Safety

Inspections and Plan Review	77
Inspections and Plan Review YTD	253

Incoming Customer Service Requests

Phone calls	57
Walk-ins	4
E-mails	22

Liens

Lien Requests	7
Lien Requests YTD	132

Meetings/Training

Meetings	13.5 hrs. (East Central Florida Fire Prevention Association; Ponce Inlet Code Board; Volusia / Flagler Association of Code Enforcement; Community Assistance Visit meeting with the Florida Department of Emergency Management)
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