



## 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: September 7, 2018  
Subject: End-of-the-month report for August 2018

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

#### **A. PLANNING AND ZONING**

##### **Incoming Customer Service Requests**

Phone calls	74
Walk-ins	19
E-mails	45

##### **In-Depth Customer Response**

Letters (including detailed e-mails)	14
Conferences with customers	7

##### **Permit Reviews (staff total)**

Building permits	27
Site visits	23
Landscape plan reviews	9

##### **Board and Council activity**

New cases	2 (Airport Zoning Overlay District; Lighthouse Boatyard triangle property)
Number of meetings and workshops	1 (Town council regular meeting)
Number of staff reports and memos	2
Hours in meetings and workshops (staff total)	4

##### **Projects (hours and explanation)**

LUDC/Code of Ordinances amendments	21.5 hrs. (Airport protection zoning ordinance report, Town Council presentation, and interlocal agreement; updates to landscaping and tree preservation requirements)
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Pollard Park Site Plan	11 hrs. (Technical review meeting with Town engineer and staff for 30% plans; public hearing review schedule; application for S. Peninsula Drive right-of-way vacation)
Triangle property (S. Peninsula Dr./Lighthouse Boatyard)	18 hrs. (Property research, report, and Town Council presentation for sale of Town-owned property; proposed configuration of parcel for sale; coordination with surveyor)
Development Assistance and Permitting	18 hrs. (Lot combination and development possibilities for 4428-4430 S. Atlantic Ave.; flag lot driveway permit history and variance criteria for 103 Ponce de Leon Cir.; townhouse proposal at 4591 S. Atlantic Ave.; development requirements for conservation parcels)
Process improvement	32 hrs. (New application forms and checklists for variances, administrative variances, and right-of-way/easement vacations; franchise utility provider contact information; new single-family landscaping requirements handout; single-family home permitting process)
Cell/Communication Towers	8 hrs. (Researching Federal, State and local regulations)
Research	6 hrs. (Boat slip allocation procedures, database, and manatee protection plan; laws governing threatened plant species per F.S. 581.185)
Office maintenance and organization	4 hrs.
<b>Other</b>	
Staff training	5 hrs. (VCARD workshop - "Impact of Impact Fees"; Energov software)
APA-FL Atlantic Coast Section Executive Committee	4.5 hrs.
Front counter coverage	N/A

## **B. BUILDING**

### **Incoming Customer Service Requests**

Phone calls	159
Walk-ins	52
E-mails	106

### **In-Depth Customer Responses**

Letters (including detailed e-mails)	7
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### **Permits**

New Applications	85
Hurricane Related Applications	1

Permits Issued	93
Plan Reviews	87
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	5
New Single-Family Residence Permits Issued YTD	16
Total permits issued YTD	702
Business Tax Receipts/Home Occupations	2

**Inspections**

Permit Inspections - Approved	203
Permit Re-Inspections - Approved	8
Permit Inspections - Needing Corrections (see below)	10
Total inspections YTD	1,491
Total re-inspections YTD	39
Total inspections needing corrections YTD	51

**Special Activity**

Chief Building Official

Meetings	BOIA monthly meeting
Training	Energov permitting software

Administrative Assistant

Meetings	FABTO quarterly meeting
Training	N/A
Training Provided	Energov online training (plan reviews; iG inspect and iG enforce)
Public Records Requests	4

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
BLDR-567-2018	4575 S Atlantic Ave #6208	HB	Master bedroom shutter does not operate to the closed position. Old shutter bracing not completely removed.
ELER-161-2018	74 Buschman Drive		Ground rods are not 6 ft apart as required IRC E3608.3.
BLDR-710-2018	4535 S Atlantic Ave #2402	HB	Cannot verify opening size and proper buck attachment.
BLDR-700-2018	118 Marie Drive	MP	Work on footing already in place - cannot inspect. Also no detail on depth and diameter of footing base (round) or any rebar.
BLDR-361-2018	121 Beach Street	MP	Egress from pool area needs proper landings and steps.
BLDR-249-2018	4421 S Atlantic Avenue	MP	Framing not to code or according to plans.

BLDR-724-2018	56 Buschman Drive	MP	Gate latches are to be at 54 in above ground and hinges to be self-closing (pool restrictions).
BLDR-718-2018	56 Buschman Drive	MP	Skylights were installed without product approval and were not included on permit application.
BLDR-587-2018	71 Inlet Point Blvd	MP	French doors were not sealed at the sill on the exterior.
BLDR-547-2018	74 Inlet Point Blvd	MP	Need 2 ground rods for service

### **C. CODE ENFORCEMENT AND FIRE SAFETY**

#### **Code Enforcement Investigations**

New investigations	27
Closed investigations	14
Active investigations	13
Total number of investigations year-to-date	201

#### **Code Board Cases**

Code Board cases this month	5
Total Number of cases YTD	19

#### **Fire Safety**

Inspections and Plan Review	40
Inspections and Plan Review YTD	325

#### **Incoming Customer Service Requests**

Phone calls	66
Walk-ins	5
E-mails	35

#### **Rental Renewals**

Renewals this month	80
Reminder letters sent	376 long-term, 44 short-term

#### **Liens**

Lien Requests	16
Lien Requests YTD	148

#### **Meetings/Training**

Meetings	East Coast Fire Prevention Association – 2.5 hours Code Board Hearing – 2 hours
Training	Energov software for iG Inspect – 1 hour Energov software for iG Enforce – 1 hour Fire Inspector re-certification training – 4 hours