



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: October 9, 2018
Subject: End-of-the-month report for September 2018

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

A. PLANNING AND ZONING

Incoming Customer Service Requests

Phone calls	41
Walk-ins	12
E-mails	80

In-Depth Customer Response

Letters (including detailed e-mails)	27
Conferences with customers	5

Permit Reviews (staff total)

Building permits	24
Site visits	18
Landscape plan reviews	1

Board and Council activity

New cases	N/A
Number of meetings and workshops	2 (Town Council, Planning Board)
Number of staff reports and memos	3 (Wireless communications; gopher tortoise protection requirements; amendments to landscaping and tree preservation requirements)
Hours in meetings and workshops (staff total)	10.5 hrs.

Projects (hours and explanation)

LUDC amendments	18 hrs. (Updates to landscaping and tree preservation requirements; Airport zoning)
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	interlocal agreement); Amendment to Article 4 (Gopher Tortoise protection requirements)
Pollard Park Improvements	12 hrs. (Landscaping plan meeting with design team; public hearing review schedule; S. Peninsula Dr. right-of-way vacation; tree/vegetation site inspection)
Triangle property (S. Peninsula Dr./Lighthouse Boatyard)	14 hrs. (Finalized triangle layout with surveyor; contacted appraisers to initiate valuation of parcel; Meetings and historical research; public response letter and illustration)
Development Assistance and Permitting	13 hrs. (Clearing at 1 Daggett Cove – site inspections and meetings; 4530 S. Atlantic Avenue; 106 Ocean Way Drive; 46 Pompano Drive; 31 Ponce Inlet Key Dr.; 76 Glenview Dr.
Process improvement	4 hrs. (Internal permitting process/flow of permit applications survey requirements for permit applications)
Research	12 hrs. (Invasive species eradication, Battelle property zoning/history, 5G research/communication tower)
Office maintenance and organization	2 hrs. (organize files)
Professional Development	
APA-FL quarterly Chapter meeting	September 11
APA-FL annual State conference	September 12-14
National Park(ing) Day	4 hrs.

B. BUILDING

Incoming Customer Service Requests

Phone calls	150
Walk-ins	57
E-mails	97

In-Depth Customer Responses

Letters (including detailed e-mails)	17
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Permits

New Applications	76
Hurricane-Related Applications	0
Permits Issued	61
Plan Reviews	87
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	16

Total permits issued YTD 763
 Business Tax Receipts/Home Occupations 26

Inspections

Permit Inspections - Approved 181
 Permit Re-Inspections - Approved 4
 Permit Inspections - Needing Corrections (see below) 4
 Total inspections YTD 1,672
 Total re-inspections YTD 43
 Total inspections needing corrections YTD 55

Special Activity

Chief Building Official

Meetings BOIA monthly meeting; LMS quarterly meeting
 Training Energov permitting software

Administrative Assistant

Meetings Incode 10 meeting
 Training N/A
 Training Provided Energov online training
 Public Records Requests 0
 Other Business Tax Receipt Renewals, Home Occupation Renewals and Rental Permit Renewals

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-316-2018	61 Southturn Circle	HB	Outswing French doors missing fasteners, and hinges are not tamper-proof.
BLDR-232-2018	29 Jana Drive	HB	Contractor ignored in-progress inspection.
BLDR-1722-2017	34 Coastal Oaks Cir	MP	Gate code 1428. – no alarms on doors and windows (pool protection).
BLDR-860-2018	4590 S Atlantic Ave #248A	MP	Rotting wood needs to be replaced before window is to be set.

C. CODE ENFORCEMENT AND FIRE SAFETY

Code Enforcement Investigations

New investigations 22
 Closed investigations 16
 Active investigations 6
 Total number of investigations year-to-date 223

Code Board Cases

Code Board cases this month 5
 Total Number of cases YTD 24

Fire Safety

Inspections and Plan Review	58
Inspections and Plan Review YTD	206
Incoming Customer Service Requests	
Phone calls	63
Walk-ins	8
E-mails	28
Rental Renewals	
Renewals this month	129
Liens	
Lien Requests	6
Lien Requests YTD	154
Meetings/Training	
Meetings	Code Board – 2 hrs. East Central Fire Prevention Assc. – 3.5 hrs. Mr. Cohen – new business regulations – 0.5 hrs.
Training	Fire Inspector Recertification Classes: • Building Construction – 1 hr. • Fire Alarm Systems – 1 hr. • Fire Prevention & Public Education – 1 hr.