



## 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: Michael E. Disher, AICP, Assistant Director  
Date: November 8, 2018  
Subject: End-of-the-month report for October 2018

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

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

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

Phone calls	48
Walk-ins	9
E-mails	104

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

Letters (including detailed e-mails)	35
Conferences with customers	7

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

Building permits	14
Site visits	13
Landscape plan reviews	2

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

New cases	5 (Pollard Park ROW vacation, landscape plan, variance, and site plan; variance for 4675 Atlantic Ave.)
Number of meetings and workshops	2 (Cultural Services Board, Town Council)
Number of staff reports and memos	3 (LUDC amendment – Landscaping and Tree Preservation; Airport Protection Interlocal Agreement; Bicycle-Pedestrian Feasibility Study)
Hours in meetings and workshops (staff total)	9

**Projects (hours and explanation)**

Pollard Park Improvements	85 hrs. ( <u>ROW Vacation</u> : public notice, site visit, public utility correspondence, PB and TC staff reports, Resolution, and easements – 26 hrs.; <u>Landscape Plan</u> : plan review, CSB staff report and presentation, design meetings, and correspondence – 32 hrs.; <u>Site Plan</u> : plan review, Crown Castle lease agreement research and correspondence, design meetings, site layout alternatives – 15 hrs.; <u>Project scheduling and coordination</u> – 12 hrs.)
LUDC amendments	19 hrs. (Updates to landscaping and tree preservation requirements; 5G wireless communication draft ordinance; Airport zoning interlocal agreement and ordinance follow-up)
Triangle property (S. Peninsula Dr./Lighthouse Boatyard)	4 hrs. (Appraisal/survey work)
Development Assistance and Permitting	21 hrs. (2 <sup>nd</sup> driveway at 84 Inlet Point; Brazilian Pepper removal at 4735 Riverglen; underbrush clean-up at 4872 S. Peninsula Drive; shed demo/ Brazilian Pepper eradication at 103 Ponce De Leon Circle; commercial permitting requirements at 133 Inlet Harbor Rd.)
Process improvement	6 hrs. (Permit issuance; permit limitations per F.S. 166.033; clearing procedures for undeveloped properties; cell tower antenna permit conditions)
Research	3 hrs. (Emerald Isle/Unrecorded Plat; Inlet Harbor Residential Development Agmt.)

**Professional Development**

N/A

**B. BUILDING**

**Incoming Customer Service Requests**

Phone calls	147
Walk-ins	86
E-mails	93

**In-Depth Customer Responses**

Letters (including detailed e-mails)	13
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**Permits**

New Applications	95
Hurricane-Related Applications	N/A
Permits Issued	89
Plan Reviews	95

New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	17
Total permits issued YTD	852
Business Tax Receipts/Home Occupations	48

**Inspections**

Permit Inspections - Approved	215
Permit Re-Inspections - Approved	0
Permit Inspections - Needing Corrections (see below)	0
Total inspections YTD	1,887
Total re-inspections YTD	43
Total inspections needing corrections YTD	55

**Special Activity**

Chief Building Official

Meetings	Monthly BOAI/UCC meeting
Training	FBC 2017 code classes

Administrative Assistant

Meetings	Incode 10 software set-up
Training	Annual FABTO workshop
Training Provided	Admin set-up/corrections for Energov software
Public Records Requests	0

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
N/A			

**C. CODE ENFORCEMENT AND FIRE SAFETY**

**Code Enforcement Investigations**

New investigations	45
Closed investigations	12
Active investigations	33
Total number of investigations year-to-date	268

**Code Board Cases**

Code Board cases this month	3
Total Number of cases YTD	27

**Fire Safety**

Inspections and Plan Review	84
Inspections and Plan Review YTD	290

**Incoming Customer Service Requests**

Phone calls	100
Walk-ins	9
E-mails	38

**Rental Renewals**

Renewals this month	10
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**Liens**

Lien Requests	18
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Lien Requests YTD	172
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**Special Activity**

Meetings

- Code Board – 1 hrs.
- East Central Fire Prevention Assc. – 3 hrs.
- Volusia / Flagler Association of Code Enforcement – 3 hrs.

Training

Fire Inspector Recertification Classes:

- Leadership & Ethics – 1 hr.
- High Rise Fire & Life Safety – 0.5 hrs.