



## 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, Planning & Development Director  
Date: December 7, 2018  
Subject: End-of-the-month report for November 2018

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

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

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

Phone calls	41
Walk-ins	10
E-mails	98

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

Letters (including detailed e-mails)	34
Conferences with customers	8

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

Building permits	28
Site visits	8
Landscape plan reviews	4

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

New cases	4 – (FPL utility easement, BellSouth utility easement agreement, and Cingular Wireless amendment to lease agreement for Pollard Park; Relief from Certificate of Appropriateness requirements for 46 Oceanview Ave.)
Number of meetings and workshops	5 – (Cultural Services Board, Special Planning Board meeting, Town Council, Planning Board regular meeting; and Lighthouse Preservation Association Board)

Number of staff reports and memos	8 – (S. Peninsula Drive ROW vacation for Pollard Park <Planning Board and Town Council>; LUDC Amendment for Landscaping and Tree Preservation; Utility easements for Pollard Park; Variance for Pollard Park; Site Plan for Pollard Park; Variance for 4675 S. Atlantic Ave.; Relief from Certificate of Appropriateness requirements for 46 Oceanview Ave.)
Hours in meetings and workshops (staff total)	7.5
<b>Projects (hours and explanation)</b>	
Pollard Park Improvements	82.5 hrs. ( <u>ROW Vacation</u> : public notice, public utility coordination with easements, PB and TC staff reports and presentation – 12.5 hrs.; <u>Landscape Plan</u> : plan review, design meetings, and correspondence – 3.5 hrs.; <u>Variance</u> : public notice, PB staff report and presentation – 9 hrs.; <u>Site Plan</u> : plan review, design meetings, Crown Castle lease agreement research and correspondence, PB staff report and presentation; and TC staff report – 35.5 hrs.; <u>Project scheduling and coordination</u> – 3 hrs.)
LUDC amendments	7 hrs. (Updates to landscaping and tree preservation requirements; research for 5G wireless communication draft ordinance)
Development Assistance and Permitting	38 hrs. ( <u>4675 S. Atlantic Ave.</u> : variance public notice, staff report, site inspections, and communication with abutting property owners – 11 hrs.; <u>4713 S. Atlantic Ave.</u> : Building and FDEP permit review, and agency coordination – 2 hrs.; <u>4865 S. Atlantic Ave.</u> : permitting history and beach development regulations – 3 hrs.; <u>Inlet Harbor Residential Subdivision</u> : development agreement deadlines, requirements, and subdivision plat submittal requirements – 3 hrs.; <u>46 Oceanview Ave.</u> : code research and staff report for CSB – 6 hrs.; <u>4872 S. Peninsula Dr.</u> : unauthorized tree/vegetation removal – 4 hrs.; <u>4647 Riverglen Blvd.</u> : code research and correspondence regarding uses and restrictions in public ROW – 4 hrs.; <u>4715 Riverglen Blvd.</u> : Permitting questions – 1 hr.; <u>4737 Riverglen Blvd.</u> : Invasive species removal and meeting with Cultural Services Board member – 4 hrs.)
Process improvement	7 hrs. (Review and edit proposed updates to the Town’s Volunteer Policy and Human Resources Rules and Regulations)
Research	2.5 hrs. (Political sign regulations, Emerald Isle subdivision documents)

**Professional Development**

APA-FL quarterly Chapter meeting	November 2 <sup>nd</sup>
APA-FL Atlantic Coast EC meetings	November 9 <sup>th</sup> and 19 <sup>th</sup>
E-mail distribution software training	November 26 <sup>th</sup>

**B. BUILDING****Incoming Customer Service Requests**

Phone calls	107
Walk-ins	30
E-mails	5

**In-Depth Customer Responses**

Letters (including detailed e-mails)	17
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**Permits**

New Applications	57
Hurricane-Related Applications	2
Permits Issued	75
Plan Reviews	90
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	18
Total permits issued YTD	927
Business Tax Receipts/Home Occupations	12

**Inspections**

Permit Inspections - Approved	187
Permit Re-Inspections - Approved	9
Permit Inspections - Needing Corrections (see below)	4
Total inspections YTD	2,074
Total re-inspections YTD	43
Total inspections needing corrections YTD	59

**Special Activity****Chief Building Official**

Meetings	Monthly BOIA meeting
Training	N/A

**Administrative Assistant**

Meetings	FABTO State Board conference call; Employee of the year committee
Training	Energov - Admin online training
Training Provided	Individual training as needed

**Permit Correction Details**

<b>Permit #</b>	<b>Address</b>	<b>By</b>	<b>Reason for Correction</b>
BLDR-12-2018	4747 Dixie Dr.	MP	Work does not match permitted work
BLDR-741-2018	4734 Dixie Dr.	MP	Block bearing not completely on footer in front of structure in several places
MECR-457-2018	4555 S Atlantic Ave. #4506	MP	Roof unit not strapped properly and no access to inside unit
BLDR-728-2018	1 Daggett Cir.	MP	5ft stack not full of water for test

**C. CODE ENFORCEMENT AND FIRE SAFETY****Code Enforcement Investigations**

New investigations	17
Closed investigations	8
Active investigations	35
Total number of investigations year-to-date	285

**Code Board Cases**

Code Board cases this month	0
Total Number of cases YTD	27 (No meeting in November)

**Fire Safety**

Inspections and Plan Review	70
Inspections and Plan Review YTD	360

**Incoming Customer Service Requests**

Phone calls	44
Walk-ins	9
E-mails	12

**Rental Renewals**

Renewals this month	0
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**Liens**

Lien Requests	18
Lien Requests YTD	190

**Special Activity**

Meetings	<ul style="list-style-type: none"> <li>• East Central Florida Fire Inspectors Association – 2 hrs.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• NFPA 1001 – Building Construction – 1 hr.</li> <li>• Fire Health &amp; Safety – 1 hr.</li> </ul>