



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: January 8, 2019
Subject: End-of-the-month report for December 2018

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

A. PLANNING AND ZONING

Incoming Customer Service Requests

Phone calls	22
Walk-ins	5
E-mails	83

In-Depth Customer Response

Letters (including detailed e-mails)	27
Conferences with customers	8

Permit Reviews (staff total)

Building permits	32
Site visits	8
Landscape plan reviews	2

Board and Council activity

New cases	1 – (Relief from Certificate of Appropriateness review requirements for 46 Oceanview Ave.)
Number of meetings and workshops	2 – (Cultural Services Board, Town Council)
Number of staff reports and memos	6 – (Relief from Certificate of Appropriateness review requirements for 46 Oceanview Ave.; FPL utility easement, BellSouth utility easement agreement, and Cingular Wireless amendment to lease agreement for Pollard Park; Pollard Park final site plan; LUDC Amendment for Section 4.10 – Landscaping and Tree Preservation)

Hours in meetings and workshops (staff total)	6.5
Projects (hours and explanation)	
Pollard Park Improvements	32 hrs. (Staff reports and PowerPoint preparation, site plan and landscape plan review, meetings, utility company coordination, presentation at Council meeting, and follow-up coordination)
LUDC amendments	8 hrs. (Updates to landscaping and tree preservation requirements; research for 5G wireless communication draft ordinance)
Development Assistance and Permitting	30 hrs. (<u>Inlet Harbor residential subdivision construction</u> : site inspection, bond requirements, review LUDC and Development Agreement requirements, construction certification – 8 hrs.; <u>Inlet Harbor Estates subdivision plat</u> : review of plat and related documents, public notice property identification, review schedule and coordination – 14 hrs.; <u>46 Oceanview Avenue</u> : Contact firms that perform historic site surveys, draft memo – 6 hrs.; <u>4675 S. Atlantic Avenue</u> : Meeting with owner’s legal counsel to discuss variance request – 1 hr.; <u>4367 S. Atlantic Avenue</u> : Review for FDEP letter – 1 hr.
Ponce Inlet Newsletter	4 hrs. (Articles on LUDC amendment updates, post-disaster residential build-back program, and Brazilian Pepper removal)
Process improvement	8 hrs. (Reviewed and edited proposed updates to the Town employee HR manual, met with Town Manager and staff)
Research	6 hrs. (Invasive Species eradication options; Historic Site Survey update options)
Professional Development	
APA-FL Atlantic Coast EC meeting	2 hrs.
FPZA Surfcoast Chapter meeting	2 hrs.

B. BUILDING

Incoming Customer Service Requests

Phone calls	232
Walk-ins	49
E-mails	85

In-Depth Customer Responses

Letters (including detailed e-mails)	16
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Permits

New Applications	42
Hurricane-Related Applications	0
Permits Issued	39
Plan Reviews	68
New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	20
Total permits issued YTD	966
Business Tax Receipts/Home Occupations	1

Inspections

Permit Inspections - Approved	185
Permit Re-Inspections - Approved	1
Permit Inspections - Needing Corrections (see below)	2
Total inspections YTD	2,259
Total re-inspections YTD	44
Total inspections needing corrections YTD	61

Special Activity

Chief Building Official

Meetings	BOIA monthly meeting; Quarterly LMS meeting
Training	N/A

Administrative Assistant

Meetings	FABTO Quarterly meeting; IT Manager interviews; FABTO State Board conference call
Training	ENERGOV online training (3 courses)
Training Provided	N/A
Public Records Requests	1

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-650-2018	81 Jana Drive	MP	Pavers on east side of property do not meet 5 ft setback.
BLDR-664-2018	4530 S Atlantic Ave	MP	2 upright dowels missing on back side of 2nd floor.

C. CODE ENFORCEMENT AND FIRE SAFETY

Code Enforcement Investigations

New investigations	39
Closed investigations	14
Active investigations	25
Total number of investigations year-to-date	324

Code Board Cases

Code Board cases this month 0
Total number of cases YTD 27

Fire Safety

Inspections and Plan Review 83
Inspections and Plan Review YTD 443

Incoming Customer Service Requests

Phone calls 51
Walk-ins 4
E-mails 10

Rental Renewals

Renewals this month

Liens

Lien Requests 9
Lien Requests YTD 199

Special Activity

Meetings East Central Florida Fire Inspectors meeting – 2 hrs.

Training Fire Service Health and Safety – 1 hr.
NFPA 1001 – Fire Behavior – 1 hr.