



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: February 5, 2019
Subject: End-of-the-month report for January 2019

Below is the summary of the department's activities during the month of January 2019.

A. PLANNING AND ZONING

Incoming Customer Service Requests

Phone calls	44
Walk-ins	8
E-mails	83

In-Depth Customer Response

Letters (including detailed e-mails)	30
Conferences with customers	7

Permit Reviews (staff total)

Building permits	14
Site visits	6
Landscape plan reviews	4

Board and Council activity

New cases	0
Number of meetings and workshops	3 (Cultural Services Board, Town Council, Planning Board)
Number of staff reports and memos	1
Hours in meetings and workshops (staff total)	9

Projects (hours and explanation)

LUDC/Code of Ordinances amendments	32.5 hrs. (Updates to landscaping and tree preservation requirements and presentation to Town Council; research and 1 st draft for 5G wireless communications; 1 st draft for LUDC Art. 6
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	– Procedures; 1 st draft for Code of Ordinances and LUDC – Clearing)
Pollard Park Improvements	3.5 hrs. (Reviewing engineering construction and administration services; Finalizing legal description of Cingular Wireless (Crown Castle) Lease Agreement Amendment; Recording of easements and agreements)
Process improvement	6 hrs. (updates to all standard Development Permit conditions)
Development review and assistance	23 hrs. (<u>4317 S. Atlantic Ave.</u> : site plan review, FDEP coordination – 3 hrs.; <u>4675 S. Atlantic Ave.</u> : variance request continuation discussions and PB memo – 4 hrs; <u>4865 S. Atlantic Ave.</u> : proposed oceanfront fence – 1.5 hrs; <u>Inlet Harbor Estates</u> : subdivision plat reivew – 6.5 hrs.; <u>12 Mar Azul S.</u> : Landscape/tree preservation questions – 2 hrs.; <u>46 Oceanview Ave.</u> : Coordinate preparation of historic site survey – 3 hrs.; and <u>117 Ponce de Leon Cir.</u> Landscape plan review and options – 7 hrs.

Other

Research	24.5 hrs. (Historical records for non-conforming dock at 123 Inlet Harbor Road)
Special Events Review Committee	3 hrs.
Front counter coverage	4 hrs.

Professional Development

APA-FL Atlantic Coast Section	16 hrs. (Section meetings, update to Bylaws, marketing and promotional improvements, and quarterly reports to state chapter)
Training	1 hr. – Energov permitting software

B. BUILDING

Incoming Customer Service Requests

Phone calls	117
Walk-ins	52
E-mails	122

In-Depth Customer Response

Letters (including detailed e-mails)	18
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Permits

New Applications	90
Hurricane Related Applications	0
Permits Issued	85

Plan Reviews	
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	1
Total permits issued YTD	85
Business Tax Receipts/Home Occupations	0

Inspections

Permit Inspections - Approved	196
Permit Re-Inspections - Approved	5
Permit Inspections - Needing Corrections (see below)	3
Total inspections YTD	196
Total re-inspections YTD	5
Total inspections needing corrections YTD	3

Special Activity

Chief Building Official

Meetings Monthly BOIA meeting

Administrative Assistant

Meetings FABTO Executive Board meeting

Training Energov online training for online portal for department

Training Provided Plan reviews, corrections notes, photos and ipad inspections

Public Records Requests 1

Other Quarterly reports to State of Florida and Volusia County

Permit Correction Details

Permit #	Address	By	Correction Needed
BLDC-553-2018	4421 S Atlantic Ave	MP	Need engineered drawings for welding of plates and positions.
ELER-1128-2018	18 Mar Azul N	MP	Additional ground rod required for service installation.
BLDR-1055-2018	80 Jennifer Circle	MP	Contractor to add GFCIS in 2 bath areas. Add 1 outlet on left side of sink in kitchen. All smoke alarms to be 10-year battery type. All doors and windows to be alarmed for pool protection with direct access to pool.

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests

Phone calls	62
Walk-ins	7

E-mails	14
In-Depth Customer Response	
Letters (including detailed e-mails)	14
Conferences with customers	0
Fire Safety	
Inspections and Plan Review	78
Inspections and Plan Review YTD	78
Code Enforcement Investigations	
New investigations	23
Closed investigations	12
Active investigations	11
Total number of investigations year-to-date	23
Code Board Cases	
Code Board cases this month	5
Total Number of cases YTD	5
Liens	
Lien Requests	17
Lien Requests YTD	17
Professional Development	
Training	2.5 hrs. (Fire alarm certification; “How to read a building”)
Meetings	6 hrs. (East Central Florida Fire Prevention Association; Volusia / Flagler Association of Code Enforcement)