



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: May 6, 2019
Subject: End-of-the-month report for April 2019

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

A. PLANNING AND ZONING

Incoming Customer Service Requests (between April 1 and April 30, 2019)

| | |
|-------------|----|
| Phone calls | 47 |
| Walk-ins | 13 |
| E-mails | 67 |

In-Depth Customer Response

| | |
|--------------------------------------|----|
| Letters (including detailed e-mails) | 30 |
| Conferences with customers | 14 |

Permit Reviews (staff total)

| | |
|---|----|
| Building permits | 27 |
| Site visits | 12 |
| Landscape plan reviews | 7 |
| Business tax receipts/Change of use permits | 1 |

Board and Council activity

| | |
|---|---|
| New case applications | 1 (variance for 4971 S. Peninsula Dr.) |
| Number of meetings and workshops | 2 (Town Council, Code Enforcement Board) |
| Number of staff reports | 2 (for May Cultural Services Board meeting) |
| Hours in meetings and workshops (staff total) | 9 hrs. |

Projects and Cases (hours and explanation)

| | |
|----------------------------------|---|
| Inlet Harbor Estates subdivision | 15.5 hrs. (Public notification, Town Council packet and agenda, meetings with Council members, Town Council meeting preparation and |
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|---------------------------------------|---|
| | presentation, review of meeting minutes, and project file organization) |
| Lighthouse Boatyard triangle property | 2 hrs. (Meetings with property owner and town residents) |
| Ponce de Leon Lighthouse Reservation | 12 hrs. (Research into ownership and historic questions, discussion with National Park Service staff regarding property restrictions) |
| FWC marker at Old Carriage Rd. canal | 2 hrs. (Review of project history and contract specifications to determine intended location of new sign pole) |
| LUDC/Code of Ordinances amendments | 1.5 hrs (Research for fee resolution update) |

Development review and assistance (hours and explanation)

Single-family 38.5 hrs. (4317 S. Atlantic Avenue: reviewed and inspected infill east of seawall plus vegetation planting – 2 hrs.; 4711 S. Atlantic Ave.: FDEP review and compliance letter – 1.5 hrs.; 84 Inlet Point/Beach St. RV driveway and complaints: researched historic and current codes and resolutions, inspected site, communicated with property owners about permitting requirements and mitigation, drafted report for Town Manager and Council members – 23.5 hrs.; 4971S. Peninsula Dr.: setback variance staff report – 8 hrs.; 70 Rains Ct., obstruction in right-of-way: coordinated with staff on site inspections, permitting history, and code requirements – 3.5 hrs.)

Multi-family 1 hr. (Harbour Village: Speed bumps on private drive aisles)

Commercial/non-residential 11 hrs. (33 Inlet Harbor Rd. [Jerry’s Pizza] noise complaints and notice of violation: – attended special event follow-up meeting; attended Town Council meeting on noise complaints; reviewed street file, permitting history, and development requirements; researched Las Olas house permitting history and locations; held multiple phone conversations with restaurant owner; provided owner with development permit application and requirements. 4958 S. Peninsula Dr. [Wyndham Resorts timeshare marketing]: research for BTR inquiry – 1 hr.)

Other

FY '19-'20 Budget 2 hrs. (Planning Divisions expense and revenue projections)

R2C TPO 1.5 hrs. (Attended monthly Technical Coordinating Committee meeting on behalf of Dept. Director)

Front counter coverage 6 hrs.

Professional Development

APA-FL Atlantic Coast Section 8 hrs. (Led monthly Section meeting; provided input on chapter By-laws update, proposed AICP required CM topics, and leadership awards category; helped host Section event: “Financing for Atypical Development Projects”)

FPZA Surfcoast Chapter N/A

Tyler Technologies 0.5 hrs. (Training for iG Inspect software module)

B. BUILDING

Incoming Customer Service Requests (between April 1 and April 30, 2019)

Phone calls 197

Walk-ins 80

E-mails 68

In-Depth Customer Response

Letters (including detailed e-mails) 27

Permits

New Applications 71

Hurricane Related Applications 0

Permits Issued 93

Plan Reviews 103

New Single-Family Residence Applications 0

New Single-Family Residence Permits Issued 0

New Single-Family Residence Permits Issued YTD 2

Total permits issued YTD 361

Business Tax Receipts/Home Occupations 3

Inspections

Permit Inspections - Approved 256

Permit Re-Inspections - Approved 10

Permit Inspections - Needing Corrections (see below) 6

Total inspections YTD 840

Total re-inspections YTD 22

Total inspections needing corrections YTD 19

Special Activity

Chief Building Official

Meetings Monthly BOIA meeting; conference call with FEMA representative re: upcoming CRS visit.

Training N/A

Administrative Assistant

Meetings FABTO State Board meeting; conference call with FEMA Representative re: upcoming CRS visit

Training Energov – online training IG Inspect

Process Improvement/Technology N/A

Public Records Requests 3

Other N/A

Permit Correction Details

| Permit # | Address | By | Reason for Correction |
|----------------|--------------------------------|----|--|
| MERC-269-2019 | 4621 S. Atlantic Ave. #7206 | MP | Roof unit not strapped on one corner and loose on another corner with only one screw. |
| BLDR-551-2018 | 120 Marie Dr. | HB | Hood enclosure does not meet clearance requirement above range top. |
| DEVR-841-2018 | 4743 S. Peninsula Dr. | HB | Final grade not constructed to approved plan. Needs to retain the first 1" of water on own property. |
| BLDR-1581-2017 | 4818 S. Peninsula Dr. | MP | No permit or plans on site. |
| BLDR-101-2018 | 4940 S. Peninsula Dr. | MP | No plans or permit on site. |
| BLDR-133-2017 | 32 Seahaven Dr. | HB | Sliding glass door not installed per product approval. |

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests (between April 1 and April 30, 2019)

Phone calls 65
Walk-ins 4
E-mails 15

In-Depth Customer Response

Letters (including detailed e-mails) 8
Conferences with customers 1

Fire Safety

Inspections and Plan Review 83
Inspections and Plan Review YTD 304

Code Enforcement Investigations

New investigations 42
Closed investigations 33
Active investigations 38
Total number of investigations YTD 134

Code Board cases this month 3
Total Number of cases YTD 15

Board and Council Meetings

Code Board 1
Town Council 0

Liens

Lien Requests 17
Lien Requests YTD 57

Professional Development

Training 3 hrs. (NFPA 1001 – Portable Fire Extinguishers – 1 hr.; NFPA 1001 – Protection of evidence of Fire Origin & Cause – 1 hr.; Rope, rope rescue, & knots – 1 hr.)

Meetings 6 hrs. (East Central Florida Fire Prevention Association – 3 hrs.; Volusia / Flagler Association of Code Enforcement – 3 hrs.)