



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: June 5, 2019
Subject: End-of-the-month report for May 2019

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

A. PLANNING AND ZONING

Incoming Customer Service Requests (between May 1 and May 31, 2019)

Phone calls	56
Walk-ins	17
E-mails	86

In-Depth Customer Response

Letters (including detailed e-mails)	27
Conferences with customers	15

Permit Reviews (staff total)

Building permits	22
Site visits	14
Landscape plan reviews	6
Business tax receipts/Change of use permits	1

Board and Council activity

New case applications	1 (variance for 4958 S. Peninsula Dr.)
Number of meetings and workshops	4 (Town Council, Cultural Services Board, Code Board, Planning Board)
Number of staff reports	3 (Cultural Services Board, Town Council, Planning Board)
Hours in meetings and workshops (staff total)	8.5

Projects and Cases (hours and explanation)

Variance – 4971 S. Peninsula Ave.	6.5 hrs. (Staff report preparation and review)
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Variance – 4958 S. Peninsula Dr.	2 hrs. (Initial research and staff report)
Ponce Inlet Key subdivision	4.5 hrs. (Reviewed final inspection procedures, maintenance bond requirements, project files; correspondence with developer)
Lighthouse Boatyard triangle property	5 hrs. (Staff report and presentation to Town Council, plus follow-up communication)
LUDC/Code of Ordinances	9 hrs. (<u>RV Parking requirements</u> : research, staff meetings, correspondence, and Town Council meeting – 5 hrs.; <u>Landscaping in public ROW</u> : review of landscape license procedures, inventory of lots with existing gravel in the ROW – 4 hrs.)

Development review and assistance (hours and explanation)

Single-family	30.0 hrs. (<u>1 Daggett Cir.</u> : landscaping review/objects in ROW for new SFR – 2 hrs.; <u>57 Daggett Cove Dr.</u> : landscaping/tree removal – 1 hr.; <u>84 Inlet Point</u> : Landscaping plan review and inspections – 3.5 hrs.; <u>6 Mar Azul S.</u> : landscaping and tree removal review for new SFR – 3 hrs.; <u>9 Mar Azul S.</u> : landscaping and tree removal review for new SFR – 6 hrs.; <u>11 Mar Azul N.</u> : landscaping review/structures in easements for new SFR – 4 hrs.; <u>27 Mar Azul N.</u> : landscaping and tree removal review for new SFR – 3.5 hrs.; <u>70 Rains Court</u> : Code requirements for landscaping, gravel, and obstructions in right-of-way, written and phone communication with property owner – 4.5 hrs.; <u>73 South Turn Circle</u> : correspondence with applicant for planting palm trees in public ROW – 2.5 hrs.)
Multi-family	4.5 hrs. (Pre-application meeting and follow-up with developer for a new townhouse project)
Commercial/non-residential	4.5 hrs. (<u>Front St. [Pacetta property]</u> : inquiries regarding zoning entitlements and current CHHA boundary – 3.0 hrs.; <u>33 Inlet Harbor Rd. [Jerry’s Pizza]</u> : record request, meetings, phone communication with owner and legal counsel – 1.5 hrs.)

Other

FY '19-'20 Budget	3 hrs. (Revenue projections and future IT needs)
Process Improvement	1.5 hrs. (Updates to ROW use permit application)
State Legislation	3.0 hrs. (Review of new legislation regarding growth management and tree removal permitting requirements and its impact on Ponce Inlet codes and procedures)
Front counter coverage	24 hrs.

Professional Development

APA-FL Atlantic Coast Section	6 hrs. (Attended FL legislative session recap; Led monthly section board meeting; completed competitive annual section grant application)
FPZA Surfcoast Chapter	4 hrs. (Helped host and advertise local chapter event)
Volusia County	4 hrs. (IDAM damage assessment software)
Tyler Technologies	2.5 hrs. (Energov software demo and training)

B. BUILDING**Incoming Customer Service Requests** (between May 1 and May 31, 2019)

Phone calls	207
Walk-ins	76
E-mails	132

In-Depth Customer Response

Letters (including detailed e-mails)	25
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Permits

New Applications	119
Hurricane Related Applications	0
Permits Issued	125
Plan Reviews	89
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	2
Total permits issued YTD	486
Business Tax Receipts/Home Occupations	2

Inspections

Permit Inspections - Approved	223
Permit Re-Inspections - Approved	5
Permit Inspections - Needing Corrections	0 – all corrected during inspection
Total inspections YTD	1,066
Total re-inspections YTD	27
Total inspections needing corrections YTD	19

Special ActivityChief Building Official

Meetings	3 hrs. (Monthly BOIA meeting)
Training	n/a

Administrative Assistant

Meetings	1 hr. (pre-app meeting 4951 S Atlantic Avenue;)
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Training	40 hrs. (FABTO Annual Educational Conference)
Process Improvement/Technology	4.5 hrs. (Energov e-review demo; GIS issues for Energov)
Public Records Requests	2
Other	Budget preparation

Permit Correction Details

Permit #	Address	By	Reason for Correction
N/A			

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests (between May 1 and May 31, 2019)

Phone calls	71
Walk-ins	5
E-mails	22

In-Depth Customer Response

Letters (including detailed e-mails)	11
Conferences with customers	1

Fire Safety

Inspections and Plan Review	62
Inspections and Plan Review YTD	366

Code Enforcement Investigations

New investigations	39
Closed investigations	28
Active investigations	19
Total number of investigations YTD	173
Code Board cases this month	4
Total Number of cases YTD	19

Board and Council Meetings

Code Board	1
Town Council	0

Liens

Lien Requests	22
Lien Requests YTD	79

Professional Development

Training	3 hrs. (fire inspections) 4 hrs. (IDAM damage assessment software)
Meetings	3 hrs. (East Central Florida Fire Prevention Association)