



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: August 8, 2019
Subject: End-of-the-month report for July 2019

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

A. PLANNING AND ZONING

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

Phone calls	62
Walk-ins	22
E-mails	102

In-Depth Customer Response

Letters (including detailed e-mails)	28
Conferences with customers	19

Permit Reviews (staff total)

Building permits	20
Site visits	16
Landscape plan reviews	9
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	0
Number of meetings and workshops	4 (Lighthouse Preservation Board, Planning Board special training meeting, Town Council, Planning Board regular meeting)
Number of staff reports	3 (RV parking and screening requirements; Variance for 4971 S. Peninsula Drive; history of post-disaster residential buildback policies)
Hours in meetings and workshops (staff total)	11.5

Projects and Cases (hours and explanation)

Variance – 4971 S. Peninsula Ave.	21 hrs. (Re-write and review variance staff report based on revised design)
Variance – 4958 S. Peninsula Dr.	5 hrs. (Development Order of variance denial)
LUDC/Code of Ordinances/Comprehensive Plan	65.5 hrs. (History of residential post-disaster build-back policies – 40 hrs.; RV parking and screening requirements – 17 hrs.; Measurement and application of setbacks and yards – 6.5 hrs.; Exterior Lighting Regulations – 24 hrs.)
Pollard Park	2 hrs. (Construction coordination meetings and permits for temporary signs)
Davies Lighthouse Park	2 hrs. (Conceptual design meeting)
Ponce Inlet Key subdivision	2 hrs. (Subdivision closeout and construction bond release)

Development review and assistance (hours and explanation)

Single-family	33.5 hrs. (<u>129 Anchor Dr.</u> , seawall/dock – 1.5 hrs.; <u>4711 S. Atlantic Ave.</u> , review new single-family home application including landscape plan – 5 hrs.; <u>74 Jennifer Cir.</u> , review new addition to home including landscape requirements – 5 hrs.; <u>100 Lighthouse Dr.</u> , research status of Lighthouse Drive right-of-way – 1 hr.; <u>6 Mar Azul South</u> , on-site meeting to discuss lot grading issues – 1.5 hrs.; <u>120 Marie Dr.</u> , work with property owner to address clearing/drainage issues – 1.5 hrs.; <u>99 Maura Ter.</u> , assist with grading/fence/landscape issues on property – 3 hrs.; <u>65 Oceanview Ave.</u> , review new single-family home application including landscaping – 5 hrs.; <u>35 Ocean Way Dr.</u> landscaping plan – 1 hr.; <u>103 Ponce DeLeon Cir.</u> , landscape and site design – 1 hr.; <u>4715 Riverglen Blvd.</u> , review new single-family home application including landscape plan – 4 hrs.; <u>4736 Riverglen Blvd.</u> , review new single-family home application including landscaping – 4 hrs.)
Multi-family/Mixed-use	12 hrs. (<u>4591 S. Atlantic Ave.</u> – completeness check and correspondence for proposed 4-unit townhouse project – 1.5 hrs.; <u>4899 Front St.</u> [Pacetta LLC] – pre-application meeting and follow-up for proposed mixed-use PWD rezoning – 10.5 hrs.)
Commercial/non-residential	3.5 hrs. (<u>33 Inlet Harbor Rd.</u> [Jerry’s Pizza] – meetings and correspondence with owner regarding resolution of code enforcement items and process to approve expansion of customer service area)

Other

Process Improvement	14.5 hrs. (New permit application, checklist, and standard conditions of approval for the removal of invasive species; revisions to checklists for Development Plan application and paver permits; notice for construction hours; and impacts of new legislation to department operations)
Research	2 hrs. (Deed restrictions for 10-acre Lighthouse Reservation related to restrictions on commercial activity at the boat ramp)
Front counter coverage	4 hrs.
Professional Development	
APA-FL Atlantic Coast Section	Monthly section meeting
FPZA Surfcoast Chapter	Monthly chapter meeting

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

Phone calls	188
Walk-ins	56
E-mails	106

In-Depth Customer Response

Letters (including detailed e-mails)	20
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Permits

New Applications	104
Hurricane Related Applications	0
Permits Issued	75
Plan Reviews	88
New Single-Family Residence Applications	5
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	5
Total permits issued YTD	649
Business Tax Receipts/Home Occupations	1

Inspections

Permit Inspections - Approved	199
Permit Re-Inspections - Approved	6
Permit Inspections - Needing Corrections	3
Total inspections YTD	1,455
Total re-inspections YTD	40
Total inspections needing corrections YTD	23

Special Activity**Chief Building Official**

Meetings	Monthly BOIA Meeting; Pollard Park construction coordination meeting
Training	N/A
Community Rating System (CRS)	80 hrs. (Preparing CRS information for re-certification)

Administrative Assistant

Meetings	N/A
Training	N/A
Process Improvement/Technology	Set up new templates for BTR renewals and rental permit renewals
Community Rating System (CRS)	50 hrs. (Preparing information for CRS re-certification)
Public Records Requests	2
Other	Quarterly reports to State of FL; monthly Business Tax report to Volusia County; Business Tax Receipt renewals

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-448-2019	4719 Dixie Dr	HB	Work does not match survey [plan].
BLDR-609-2018	4739 S Atlantic Ave	MP	Work does not match approved plans or conditions.
MECR-439-2019	4641 S Atlantic Ave #604	MP	Fasteners on condenser loose and only one per bracket. Contractor to check on possible leak at air handler. Cover on disconnect was broken.

C. CODE ENFORCEMENT AND FIRE SAFETY**Incoming Customer Service Requests (between July 1 and July 31, 2019)**

Phone calls	33
Walk-ins	2
E-mails	11

In-Depth Customer Response

Letters (including detailed e-mails)	3
Conferences with customers	1

Fire Safety

Inspections and Plan Review	39
Inspections and Plan Review YTD	442

Code Enforcement Investigations

New investigations	13
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Closed investigations	7
Active investigations	26
Total number of investigations YTD	200
Code Board cases this month	0
Total Number of cases YTD	21

Board and Council Meetings

Code Board	0
Town Council	2.5 hrs.

Liens

Lien Requests	19
Lien Requests YTD	122

Professional Development

Training	N/A
Meetings	2.5 hrs. – East Coast Fire Prevention Association