



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: October 23, 2019
Subject: End-of-the-month report for September 2019

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

A. PLANNING AND ZONING

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

Phone calls	40
Walk-ins	8
E-mails	103

In-Depth Customer Response

Letters (including detailed e-mails)	17
Conferences with customers	9

Permit Reviews (staff total)

Building permits	13
Site visits	7
Landscape plan reviews	1
FDEP Letters of Confirmation	4
Business tax receipts/Change of use permits	24

Board and Council activity

New case applications	3 (Davies Lighthouse Park site plan; Comp. Plan Amendment – CHHA policies; LUDC Amendment – CHHA requirements in B-2 and PWD)
Number of meetings and workshops	2 (Town Council, Planning Board)
Number of staff reports	2 (Phillips variance – 4971 S. Peninsula Dr.; LUDC Amendment for RV parking and screening)
Hours in meetings and workshops (staff total)	7 hrs.

Projects and Cases (hours and explanation)

LUDC/Code of Ordinances Amendments	18.5 hrs. (RV parking and screening requirements – Revised ordinance, prepared updated staff report, and presented to Planning Board)
Davies Lighthouse Park site plan	2 hrs. (Coordinated review and public hearing schedule)

Development review and assistance (hours and explanation)

Single-family	10.5 hrs. (<u>4700 S. Atlantic Ave.</u> , generator location, easements, and setback concerns – 1 hr.; <u>74 Jennifer Cir.</u> , silt fence/tree barrier issues – 2 hrs.; <u>133 Old Carriage Rd.</u> , landscape plan review for new single-family home – 2 hrs.; <u>4516-4520 S. Peninsula Dr.</u> , access and dock issues – 2.5 hrs.; <u>4856 S. Peninsula Dr.</u> , setbacks – 1.5 hrs.; <u>4932 S. Peninsula Dr.</u> , review of proposed expansion of existing non-conforming dock – 1.5 hrs.)
Multi-family	0 hrs.
Commercial/non-residential	6 hrs. (<u>4958 S. Peninsula Dr.</u> [Lighthouse Boatyard], researched code requirements for proposed cruise ship with overnight stay, liveaboard residences, short-term rental in B-2 zoning district)

Other

Volusia County proposed Beach Permitting ordinance	2 hrs. (Reviewed draft ordinance and Town response, attended meeting with County staff)
Volusia County proposed amendment to Coastal Zone Management Element	2 hrs. (Reviewed draft ordinance and prepared comments)
Pacetti House	2.5 hrs. (Met with Lighthouse Preservation Assc. Director about permitted uses and permitting requirements; met with appraisers regarding purchase)
Coastal adaptation and resiliency	3 hrs. (Researched FDEP grant program requirements and available on-line resources for vulnerability assessments and adaptation plans; reviewed current comp. plan policies)
Police Department site improvements	3 hrs. (Reviewed surveys to determine availability of land for additional parking and indoor shooting range)
Town Newsletter	3 hrs. (Finalized newsletter articles on clearing invasive species and upcoming 2020 Census)
Front counter coverage	0 hrs.

Professional Development

APA-FL Atlantic Coast Section

73.5 hrs. (Attended annual state conference for required certification maintenance; monthly Board conference call and event planning call)

FPZA Surfcoast Chapter

9 hrs. (National Park(ing) Day, Coastal Cleanup, monthly board meeting, Legislative Update workshop)

B. BUILDING**Incoming Customer Service Requests** (between September 1 and September 30, 2019)

Phone calls 152

Walk-ins 62

E-mails 88

In-Depth Customer Response

Letters (including detailed e-mails) 21

Permits

New Applications 56

Permits Issued 49

Plan Reviews 52

New Single-Family Residence Applications 0

New Single-Family Residence Permits Issued 0

New Single-Family Residence Permits Issued 8

YTD

Total permits issued YTD 804

Business Tax Receipts/Home Occupations 50

Inspections

Permit Inspections - Approved 143

Permit Re-Inspections - Approved 2

Permit Inspections - Needing Corrections 4

Total inspections YTD 898

Total re-inspections YTD 50

Total inspections needing corrections YTD 31

Special Activity**Chief Building Official**

Meetings 6 hrs. (monthly BOIA meeting, quarterly LMS meeting)

Training N/A

Administrative Assistant

Meetings 4 hrs. (FABTO Executive Board meeting)

Training N/A

Training provided	3 hrs. (Training Code Officer with Energov Code Enforcement issues; assisting Deltona staff with Energov)
Process Improvement/Technology	4 hrs. (GIS issues with Energov)
Public records requests	1 hr.
Annual Business Tax Receipt and Home Occupational Permit renewals	25 hrs.
Other	25 hrs. (Scanning)

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-416-2019	4318 S. Atlantic Ave.	HB	No alarms on any doors or windows for pool protection. Electric issues need an electrician to pull permit and finish work.
BLDR-671-2019	4621 S. Atlantic Ave.	HB	Roofs were completed without required inspections, do not meet min. slope requirements.
BLDR-670-2019	4631 S. Atlantic Ave.	HB	Roofs were completed without required inspections, do not meet min. slope requirements.
BLDR-232-2018		HB	No in-progress inspection was ever done, no stickers on windows, no representative from company was at property. Could be issue with non-impact windows

C. CODE ENFORCEMENT AND FIRE SAFETY

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

Phone calls	71
Walk-ins	2
E-mails	9

In-Depth Customer Response

Letters (including detailed e-mails)	6
Conferences with customers	1

Fire Safety

Inspections and Plan Review	53
Inspections and Plan Review YTD	533

Code Enforcement Investigations

New investigations	14
Closed investigations	5
Active investigations	36
Total number of investigations YTD	250
Code Board cases this month	0

Total Number of cases YTD 26

Board and Council Meetings

Code Board 0

Town Council 0

Liens

Lien Requests 16

Lien Requests YTD 154

Professional Development

Training 4 hrs. (East Central FL Fire Prevention)

Meetings 2 hrs. (Safety meeting and Dorian after-action meeting)