



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: November 8, 2019
Subject: End-of-the-month report for October 2019

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

A. PLANNING AND ZONING

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

Phone calls	56
Walk-ins	13
E-mails	42

In-Depth Customer Response

Letters (including detailed e-mails)	35
Conferences with customers	6

Permit Reviews (staff total)

Building permits	27
Site visits/inspections	6
Landscape plan reviews	8
FDEP Letters of Confirmation	1
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	1 (Variance appeal for 4971 S. Peninsula Dr.)
Number of meetings and workshops	5
Number of staff reports written this month	7 total
10-17-19 Spec. Town Council and Planning Board	1 (Planning staff workload and priorities)
10-22-19 Planning Board	2 (Comp. Plan amendment – CHHA policies in Riverfront Commercial future land use category; LUDC amendment – CHHA regulations in B-2 and PWD zoning districts)

11-4-19 Cultural Services Board	2 (Davies Lighthouse Park site plan; “Condos on the Atlantic” landscape plan)
11-14-19 Town Council	3 (Variance appeal for 4971 S. Peninsula Dr.; Ord. 2020-01 - CHHA policies in Riverfront Commercial future land use category; Ord. 2020-02 - CHHA regulations in B-2 and PWD zoning districts)
Hours in meetings and workshops (staff total)	9.5
Projects and Cases (hours and explanation)	
Comprehensive Plan Amendments	15.5 hrs. (CHHA policies – prepared staff reports, finalized ordinance, and started public notice ad)
LUDC Amendments	17 hrs. (CHHA regulations: prepared staff reports, finalized ordinance – 8 hrs.; RV parking and screening requirements: revised ordinance, prepared PowerPoint – 9 hrs.)
Site Development Plan – Davies Lighthouse Park improvements	12.5 hrs. (Reviewed 2 plan resubmittals, edited staff review comment letter, prepared site plan staff report for CSB)
Site Development Plan – “Condominiums on the Atlantic,” 4591 S. Atlantic Ave.	12.5 hrs. (Reviewed 2 plan resubmittals, edited staff review comment letters, prepared landscape plan staff report for CSB)
Variance and appeal for 4971 S. Peninsula Dr.	11 hrs. (Presented variance case at special PB meeting; prepared variance denial order; met with appellant about appeal procedures; prepared staff report along with written, published, and posted public notice for TC appeal hearing)
De-Annexation – 2829 N. Dixie Freeway	2 hrs. (Reviewed and revised draft ordinance with Town Attorney’s office; reviewed applicable requirements under state law)
Development review and assistance (hours and explanation)	
Single-family	17.5 hrs. (<u>92 Alberta Ave.</u> , researched permitting history for non-conforming wall and fence, and discussed waiver criteria and procedures with new owner (waiver application withdrawn) – 3 hrs.; <u>4530 S. Atlantic Ave.</u> , reviewed revised landscape (3x) and drafted waiver approval letter for new single-family home – 6 hrs.; <u>74 Inlet Point Blvd.</u> , reviewed revised landscape plan and met with contractor for new single-family home – 2.5 hrs.; <u>9 Mar Azul N.</u> – reviewed updated landscape plan and tree preservation for new single-family home – 1 hr.; <u>133 Old Carriage Rd.</u> , reviewed revised landscape plan (x3) and inspected landscaping installation for new single-family home – 4 hrs.; <u>4728 S. Peninsula Dr.</u> , researched status of Alberta Ave. ROW stub-out and procedures for driveway replacement – 1 hr.)

Multi-family	2.5 hrs. (4873-4885 S. Atlantic Ave. [Cottages at Ponce Inlet], met with COA President regarding minor replat process and development of vacant parcels, with follow-up research)
Commercial/non-residential	2 hrs. (55 Inlet Harbor Rd. [Surf Shop at Waverly Tower] researched code requirements for off-site sign and option for new plank on Town directional sign)
Other	
Jerry's Pizza code compliance	6.5 hrs. (Researched development and permitting history; Code Board hearing; staff coordination)
Public School Planning Technical Coordinating Committee	3 hrs. (Reviewed development and permitting trends and impact on future school capacity)
Process Improvement/Coordination	6 hrs. (Prepared list of Planning Division projects, tasks, and code amendments; prepared 3-month public hearing schedule for development applications and code amendments, along with required public notice deadlines)
Professional Development	
Training	2.5 hrs. (Traditional neighborhood development and Age-Friendly communities)
APA-FL Atlantic Coast Section	2 hrs. (monthly section Board meeting; special meeting to prepare for hosting Age-Friendly Communities event)
FPZA Surfcoast Chapter	2 hrs. (monthly Board of Directors meeting)

B. BUILDING

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

Phone calls	191
Walk-ins	62
E-mails	96

In-Depth Customer Response

Letters (including detailed e-mails)	15
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Permits

New Applications	98
Permits Issued	97
Plan Reviews	74
New Single-Family Residence Applications	2
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	9

Total permits issued YTD 901
 Business Tax Receipts/Home Occupations 40

Inspections

Permit Inspections - Approved 234
 Permit Re-Inspections - Approved 9
 Permit Inspections - Needing Corrections 5
 Total inspections YTD 1,132
 Total re-inspections YTD 59
 Total inspections needing corrections YTD 36

Special Activity

Chief Building Official

Meetings 3 hrs. (BOIA monthly meeting)
 Training N/A
 Process Improvement/Technology 2 hrs. (IT coordination and troubleshooting)

Administrative Assistant

Meetings 6 hrs. (FABTO Annual Workshop)
 Training 9.5 hrs. (Energov)
 Training provided 0
 Process Improvement/Technology 10 hrs. (IT coordination and troubleshooting – 2 hrs.; worked with Energov on issues with Rental Permits & Home Occupation Permits – 6 hrs., and on iPad issues – 2 hrs.)
 Scheduling and coordinating daily inspections 35 hrs.
 Public records requests 0
 Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals 10 hrs.

Zoning Technicians

Meetings 7 hrs. (FABTO Annual Workshop)
 Permit review 45 hrs.
 Scheduling and logging daily inspections 9 hrs.
 Scanning Project 24 hrs.

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-00120-2019	4626 Harbour Village Blvd #1407	MP	No in-progress inspection was requested, and work was done without a permit.
BLDR-737-2019	4755 S Peninsula Drive	Universal	Anchors not installed per product approval; bathroom window out of square and does not open correctly; no product approval for shutters - cannot inspect.

MECR-808-2019	2 Marsh Court	Universal	Mark AHU Model# for MOP.
BLDR-676-2018	4885 S Atlantic Avenue	Universal	Outlets in garage need to be GFCI-protected; Outlets on kitchen island need to be GFCI-protected; Outlets missing or covered on front of kitchen island.
BLDR-676-2018	4885 S Atlantic Avenue	Universal	HVAC contractor needs to label equipment.

C. CODE ENFORCEMENT AND FIRE SAFETY

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

Phone calls	103
Walk-ins	4
E-mails	14

In-Depth Customer Response

Letters (including detailed e-mails)	59
Conferences with customers	0

Fire Safety

Inspections and Plan Review	96
Inspections and Plan Review YTD	629

Code Enforcement Investigations

New investigations	53
Closed investigations	37
Active investigations	45
Total number of investigations YTD	303
Code Board cases this month	3
Total Number of cases YTD	32

Board and Council Meetings

Code Board	3
Town Council	0

Liens

Lien Requests	15
Lien Requests YTD	169

Professional Development

Training	7 hrs. (East Central Florida Fire Prevention Association – 3 hrs.; Volusia / Flagler Association of Code Enforcement – 4 hrs.)
Process Improvement/Technology	2 hrs. (IT coordination and troubleshooting)