



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 7, 2020
Subject: End-of-the-month report for September 2020

Below is the summary of the department's activities during the month of **September 2020**.

A. PLANNING AND ZONING

Incoming Customer Service Requests (between September 1 and September 30, 2020)

Phone calls	57
Walk-ins	2
E-mails	94

In-Depth Customer Response

Letters (including detailed e-mails)	22
Conferences with customers	9

Permit Reviews (staff total)

Building permits	25
Site visits/inspections	11
Landscape/tree removal plan reviews	5
FDEP Letters of Confirmation	2
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	3 (Site plan application for Marine Science Center Bird Hospital, 100 Lighthouse Dr.; administrative variance for Battelle Memorial Institute, 4925 S. Atlantic Ave.; LUDC text amendment for fence height and materials)
Number of meetings and workshops	3 (Town Council special budget meeting; Planning Board; Code Enforcement Board)
Number of staff reports written this month	4 (Variance for 100 Anchor Dr; Code of Ordinance amendments for exterior lighting regulations and small-

	cell wireless facilities; Scope of Services for Resilience Planning with ECFRPC)
Hours in meetings and workshops (staff total)	8 hrs.
Projects and Cases (hours and explanation)	
LUDC and Code of Ordinance Amendments	55 hrs. (Wrote and presented staff report and proposed regulations for small-cell wireless facilities to the Planning Board – 19.5 hrs.; reviewed 1 st draft of update to the Code of Ordinances Chapters 18 and 34 regarding Building Regulations with staff – 2 hrs.; completed 1 st draft of LUDC amendment to Sec. 4.10 regarding landscaping and tree preservation requirements as requested by Cultural Services Board – 33.5 hrs.)
Site Plan for Marine Science Center Bird Hospital, 100 Lighthouse Dr.	18 hrs. (Prepared schedule for submittal deadlines and public hearings; held pre-application meeting; coordinated review by DRT; reviewed plans; chaired DRT meeting; finalized staff comment letter to applicant; wrote and edited staff report for landscape plan for the CSB recommendation)
Dock Variance for 100 Anchor Dr. – waterfront frontage width and dock setbacks	12 hrs. (Completed certified mailed notice and posted property for variance application; researched historical dock regulations, riparian rights and existing non-conforming dock structures; wrote and edited staff report; met with adjacent property owner; presented request to the Planning Board)
Tree Removal for 62 Loggerhead Ct.	4.5 hrs. (Coordinated with arborist and contractor for permit revision regarding multi-trunk specimen oak tree; wrote and edited staff report; completed site visits for documentation)
Administrative Variance for Battelle Memorial Institute, 4925 S. Atlantic Ave. – fence height	3 hrs. (Completed first-class mailed notice and property posting for variance application; drafted staff report requesting code relief to replace the 8-foot security fence)
LCDC Text Amendment for Battelle Memorial Institute – fence height and materials	2 hrs. (Researched historical amendments to the Town’s fence regulations and reviewed types of security fencing currently utilized for non-residential uses)

Development review and assistance (hours and explanation)

Single-family	7.5 hrs. (10 Marsh Ct., reviewed platted wetland boundary to determine available room for home expansion – 1.5 hrs.; 137 Old Carriage Rd., provided permit records and surveys to new owner and discussed proposed renovation, permit requirements, and procedures for administrative variance – 2 hrs.; 4516/4520 S. Peninsula Dr., inspected site and corresponded with property owner and adjacent neighbors regarding proposed clearing within access easements – 2 hrs.; 4805 S Peninsula Dr., inspected site and met with new owner and builder to clarify zoning regulations and protection of specimen tree – 2 hrs.)
Multi-family	N/A
Commercial/non-residential	5 hrs. (133 Inlet Harbor Rd. [Inlet Harbor Marina] researched and wrote zoning confirmation letter – 3.5 hrs.; Disappearing Island [Shark Bite Media] researched applicable zoning and sign regulations for proposed movie screening on the water – 1.5 hrs.)

Other

Coastal Resiliency	5.5 hrs. (Reviewed FDEP grant application materials; finalized scope of work and staff report for resilience planning project, including vulnerability study)
Town Newsletter, Fall edition	2.5 (Wrote articles on upcoming LUDC amendments, resilience planning project, and spotlight on new Sr. Planner)

Professional Development

APA-FL Atlantic Coast Section	17 hrs. (Attended annual [virtual] Florida APA Conference)
FPZA (Florida Planning & Zoning Assoc.) Surfcoast Chapter	4 hrs. (Attended Legislative Recap presentation and monthly chapter meeting)
Training	3 hrs. (Attended Climate Change Communication Lunch & Learn webinar by Florida Native Plant Society; Partnering on Community Resilience webinar by 1000 Friends of Florida)

B. BUILDING

Incoming Customer Service Requests (between September 1 and September 30, 2020)

Phone calls	247
Walk-ins	155
E-mails	298

In-Depth Customer Response

Letters (including detailed e-mails)	25
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Permits

New Applications	89
Permits Issued	82
Plan Reviews	86
New Single-Family Residence Applications	2
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	10
Total permits issued YTD	852
Business Tax Receipts/Home Occupations	35

Inspections

Permit Inspections - Approved	195
Permit Re-Inspections - Approved	5
Permit Inspections - Needing Corrections	6
Total inspections YTD	1,795
Total re-inspections YTD	80
Total inspections needing corrections YTD	28

Special ActivityChief Building Official

Meetings	40 hrs. (Attended annual Building Official [virtual] conference -32 hrs.; Local Mitigation Strategies [LMS] - 4 hrs.; Program Public Information [PPI] - 4 hrs.)
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Office Manager

Meetings	0
Training	0
Training provided	10 hrs. (Worked with Permit Technicians on permitting and rental permit renewal processing; with Deputy Fire Chief on plan reviews; and with Code Enforcement Officer on rental permit renewals)
Process Improvement/Technology	20 hrs. (Corrected rental permits in Energov and reset to correct issuance dates)
Scanning Project	2 hrs.
Public records requests	1 (Fire Assessment Fees)
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	30 hrs.
CRS/FEMA	5 hrs. (Updated repetitive loss properties and mailed letters; sent additional information to the County for LMS update)
Rental Permits	30 hrs. (Assisted Code Enforcement Officer to process rental permit renewals)

Permit Technicians

Meetings	8 hrs. (Attended Code Enforcement Board and prepared minutes – 3 hrs.; Coordinated and attended Development Review Team meeting for the MSC Seabird Hospital Building – 5hrs.)
Special Project	50 hrs. (Processed rental renewals, updated rental invoices and printing)
Public records requests	1 (33 Beach St.)
Scanning Project	60 hrs.

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR787-2020	44 Pompano Dr.	RB	Must maintain 3' setback from property line to sidewalk
BLDR 272-2020	4971 Peninsula Dr.	RB	No engineering in box; mull posts not anchored; circle windows 3/4" gap for screws
BLDR 796-2020	2 Arena Blanca	RB	Barrier needs to be put back up (failed twice for same reason within the month)
BLDR 802-2020	4796 Michael Ln.	RB	Exterior door opening not sealed
MARR 340-2020	117 Ponce De Leon Dr.	RB	No open trench for plumbing inspection
GAS 669-2020	35 Beach St.	RB	Gas tanks not located per drawings

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests (between September 1 and September 30, 2020)

Phone calls	184
Walk-ins	2
E-mails	75

In-Depth Customer Response

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

Construction Site NPDES Inspections

Inspections and Plan Review	49
Inspections and Plan Review YTD	497

Code Enforcement Investigations

New investigations	39
Closed investigations	19
Active investigations	36
Total number of new investigations YTD	381
Code Board cases this month	4
Total number of cases YTD	27

Board and Council Meetings

Code Board 1 hr.
 Town Council 0

Special Activity

Meetings 2 hrs. (Florida Association of Code Enforcement, Board of Directors)

Rental Permits 60 hrs. (Processed payments for 291 rental permits out of 435 notices)

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of October 1 st
2017-429*	4349 S. Atlantic	\$250		\$250
2017-436*	4349 S. Atlantic	\$250		\$250
2018-008	4865 S. Peninsula	\$250		\$250
2018-148	42 Jana Drive	\$250	\$20 (4-22-19)	527 days + admin fee \$10,790
2019-515	33 Inlet Harbor	\$250	\$50 (9-6-2019)	20 days - \$1,000 (\$250 admin fee paid)
2019-659**	4693 S. Atlantic	\$250	\$25 (11-5-2019)	90 days + admin fee \$2500
2020-214	107 Rains	\$250		\$250
2020-243	107 Rains	\$250		\$250
2020-064	4453 S Atlantic #1100	\$250		\$250
				Total Outstanding
				\$15,790

* Lien request last week for a real-estate sale which closes on October 10 – both will be paid once the sale is complete.

** Owner sent documents for reduction / abatement of outstanding lien request.