



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: September 10, 2020
Subject: End-of-the-month report for August 2020

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

A. PLANNING AND ZONING

Incoming Customer Service Requests (between August 1 and August 31, 2020)

Phone calls	62
Walk-ins	6
E-mails	114

In-Depth Customer Response

Letters (including detailed e-mails)	25
Conferences with customers	16

Permit Reviews (staff total)

Building permits	29
Site visits/inspections	6
Landscape/tree removal plan reviews	5
FDEP Letters of Confirmation	1
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	1 (Variance for 100 Anchor Dr.)
Number of meetings and workshops	1 (Town Council)
Number of staff reports written this month	0
Hours in meetings and workshops (staff total)	2 hrs.

Projects and Cases (hours and explanation)

LUDC and Code of Ordinance Amendments	24.5 hrs. (Completed 1 st draft of update to the Code of Ordinances amendment for Chapters 18 and 34 regarding Building Regulations – 12.5 hrs.; completed 3 rd draft of new regulations for small wireless facilities (5G) in rights-of-way – 12 hrs.)
Boat slip allocations for 4899 Front St. and 4912 Sailfish Dr.	16.5 hrs. (Reviewed boat slip allocation procedures; prepared application review letters and manatee coordination letters for applicant and County staff; coordinated application response with Town Attorney)
Variance for 39 Caribbean Way	4.5 hrs. (Prepared variance denial order)

Development review and assistance (hours and explanation)

Single-family 13.5 hrs. (8 Aqua Clara, corresponded with possible buyers regarding variance for rear setback and researched similar lot configurations and surrounding jurisdictional application of setbacks – 2 hrs.; 67 Calumet Ave., responded to complaints regarding outside trailer storage – 1.5 hrs.; 32 Caribbean Way, responded to complaints regarding outside trailer storage and permitting – 1.5 hrs.; 4735 Dixie Dr., responded to complaint regarding unpermitted structures and provided owner with setback requirements and variance procedures – 2 hrs.; 136 Old Carriage Rd., corresponded with owner regarding dock size measurement requirements and variance procedures for maintenance of non-conforming dock – 3 hrs.; 4516-4520 S. Peninsula Dr. – met with owner to review wetland survey and requirements for clearing and development – 2 hrs.; 121 Ponce de Leon Cir., verified dock size measurement requirements of the Town and FDEP – 1.5 hrs.)

Multi-family N/A

Commercial/non-residential 7.5 hrs. (4965 S. Peninsula Dr. [Marine Science Center bird sanctuary] Met with County staff to finalize plan submittal requirements and public hearing requirements; prepared site plan review schedule for County staff under normal and expedited schedules; attend pre-application meeting with Town staff, County staff, and design team)

Other

Coastal Resiliency 8.5 hrs. (Reviewed application materials and webinar for two FDEP grants – 2.5 hrs.; reviewed CRS manual for sea-level rise planning requirement to obtain higher class rating – 6 hrs.)

Professional Development

APA-FL Atlantic Coast Section	7 hrs. (Chaired monthly Section meeting, attended Chapter’s inaugural Equity, Diversity, and Inclusion forum; attended Chapter Executive Committee meeting; prepared advertisements and coordinated annual conference scholarship grants for Section members)
FPZA (Florida Planning & Zoning Assoc.) Surfcoast Chapter	3 hrs. (Attended monthly chapter meeting and promoted APA-FL conference scholarships)
Training	2.5 hrs. (Right Florida-Friendly Plant – Right Place, UF/IFAS FFL Program Webinar – 1 hr.; Planning for Equity & Underrepresented Communities, APA First Coast Webinar – 1.5 hrs.)

B. BUILDING**Incoming Customer Service Requests** (between August 1 and August 31, 2020)

Phone calls	170
Walk-ins	126
E-mails	205

In-Depth Customer Response

Letters (including detailed e-mails)	0
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Permits

New Applications	94
Permits Issued	92
Plan Reviews	109
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	9
Total permits issued YTD	770

Inspections

Permit Inspections - Approved	245
Permit Re-Inspections - Approved	12
Permit Inspections - Needing Corrections	3
Total inspections YTD	1600
Total re-inspections YTD	75
Total inspections needing corrections YTD	22

Special ActivityChief Building Official

Meetings	0
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Office Manager

Meetings	1 hr. (FABTO Central FL Chapter conference call)
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Special Projects	12 hrs. (Assisted with the proposed department's budget and met with the Town Manager – 2 hrs.; corrections and renewals for rental permits – 10 hrs.)
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	20 hrs.
CRS/FEMA	3 hrs. (Sent letters to insurance companies, local real estate company and local contractors for annual Community Ratings System (CRS) outreach; updated outreach programs for 2020 for Land Management System (LMS) and sent to Volusia County; updated Flood Information brochure for LMS program and posting to Town website; sent 2020 CRS/FEMA information to be posted on Town website)
<u>Permit Technicians</u>	
Meetings	0
Public records requests	1 hr. (121 Old Carriage Dr.; 64 Rains Ct.)
Scanning Projects	32 hrs.
Special Project	40 hrs. (Processing rental Business Tax Receipt invoices)

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-910-2019	4565 S Atlantic Ave.	HB	Contractor to revise permit to show exactly what doors are being replaced; permit documents do not match field work.
BLDR-1036-2019	42 Ocean Way Dr.	RB	Close up soffit (west wall); glue and trap drain line for mini split AC (outside); receptacle needs box extension and trim (2nd floor).
MECR-1039-2019	32 Sea Haven Dr.	RB	Cap missing on condenser

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests (between August 1 and August 31, 2020)

Phone calls	74
Walk-ins	1
E-mails	29

In-Depth Customer Response

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

Fire Safety

Inspections and Plan Review	64
Inspections and Plan Review YTD	448

Code Enforcement Investigations

New investigations	32
Closed investigations	27

Active investigations 26
 Total number of investigations YTD 324
 Code Board cases this month 4
 Total number of cases YTD 23

Board and Council Meetings

Code Board 1 hr.

Special Activity

Training 8 hrs. (NFPA 1 & 101 - Fire Inspector Recertification)
 Rental Renewal Notices 24 hrs. (385 letters mailed)

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of September 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 As of 4-22-19	497days – \$10,190
2019-515	33 Inlet Harbor	\$250	\$50 As of 9-6-2019 to 9-26-2020	20 days - \$1,000 (\$250 admin fee paid)
2019-659	4693 S. Atlantic	\$250	\$25 11-5-2019 to 02-25-2020	112 days – \$3,050 (includes \$250 admin fee)
2020-080	132 Anchor Drive	\$250		\$250
2020-127	4545 S Atlantic #3301	\$250		\$250
2020-134	4738 Dixie	\$250		\$250
2020-214	107 Rains	\$250		\$250
2020-243	107 Rains	\$250		\$250
				Total Outstanding
				\$20,940