



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 9, 2020
Subject: End-of-the-month report for October 2020

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

A. PLANNING AND ZONING

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

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|-------------|-----|
| Phone calls | 54 |
| Walk-ins | 9 |
| E-mails | 117 |

In-Depth Customer Response

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|--------------------------------------|----|
| Letters (including detailed e-mails) | 15 |
| Conferences with customers | 3 |

Permit Reviews (staff total)

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|---|-----|
| Building permits | 27 |
| Site visits/inspections | 5/3 |
| Landscape/tree removal plan reviews | 1 |
| FDEP Letters of Confirmation | 0 |
| Business tax receipts/Change of use permits | 0 |

Board and Council activity

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| New case applications | 0 |
| Number of meetings and workshops | 4 (Cultural Services Board; Town Council; Special Planning Board training workshop; Planning Board) |
| Number of staff reports written this month | 6 (Support of FDEP Watershed Master Plan grant; final site plan for Marine Science Center Seabird Hospital; Code of Ordinance amendment for small-cell wireless facilities; LUDC Amendment for landscaping and tree preservation; Battelle Memorial Institute LUDC Amendment for Fence Height and Materials; |

| | |
|---|--|
| | Administrative Variance for Battelle Fence Height [4925 S. Atlantic Ave.] |
| Hours in meetings and workshops (staff total) | 11.5 hrs. |
| Projects and Cases (hours and explanation) | |
| LUDC and Code of Ordinance Amendments | 25 hrs. (Wrote and presented staff report for proposed regulations for small-cell wireless facilities to the Planning Board – 6.5 hrs.; wrote and presented LUDC amendment and staff report for landscaping and tree preservation – 18.5 hrs.) |
| Site Plan for Marine Science Center Bird Hospital, 100 Lighthouse Dr. | 21 hrs. (Reviewed resubmittal; prepared public notices and staff report; presented item at Planning Board meeting; presented landscape plan at Cultural Services Board) |
| Administrative Variance for Battelle Memorial Institute, 4925 S. Atlantic Ave. – fence height | 2.5 hrs. (Reviewed additional submittal documents and completed staff report) |
| LUDC Text Amendment for Battelle Memorial Institute – security fence height and materials | 22 hrs. (Researched fencing regulations; wrote and presented staff report and LUDC text amendments, edited LUDC amendment ordinance and staff report) |
| Development review and assistance (hours and explanation) | |
| Single-family | 21 hrs. (116 Anchor Dr., researched bulkhead for modification and future boat dock allowances – 1.5 hrs.; 4719 S. Atlantic Ave., researched complaints from abutting property owner about adverse impacts of on-going construction and assisted with response and corrective action – 3 hrs.; 67 Aurora Ave., compiled and provided LUDC requirements for lot coverage and tree protection – 1.5 hr.; 9 Mar Azul South, reviewed revised landscape plan and required tree replacement – 3 hrs.; 19 Mar Azul North, compiled and explained LUDC requirements and definitions of building coverage to assist home designer – 4 hrs.; 10 Marsh Court, researched and created illustration of drainage easement and wetland buffers requirement, along with easement vacation process for proposed swimming pool – 5 hrs.; 4908 S. Peninsula Dr., provided analysis for proposed tree removal and mitigation requirements – 2 hr.; 58 South Turn Cir., researched and provided documentation for utility and drainage easements for future property owner – 1 hr.) |
| Multi-family | 0 hrs. |
| Commercial/non-residential | 0 hrs. |

Other

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| Coastal Resiliency | 26 hrs. (Prepared Resilient Coastlines Grant application through FDEP for the Watershed Master Plan and presented to Town Council – 25 hrs.; coordinated presentation of ECFRPC vulnerability study to the Town Council – 1 hr.) |
| Elbers Sunset Park | 2 hrs. (Assisted Cultural Services Manager with review and presentation of park survey to Cultural Services Board) |
| Planning Board coordination (filling in for Board Secretary) | 4 hrs. (Helped assemble Planning Board packet for regular meeting; coordinated with Board Secretary, Planning Board Chair, Town Attorney, and staff for logistics of Special Planning Board workshop) |
| Professional Development | |
| APA-FL Atlantic Coast Section | 4 hrs. (Attended FL Chapter Executive Committee meeting; chaired Atlantic Coast Section meeting) |
| FPZA (Florida Planning & Zoning Assoc.) Surfcoast Chapter | 3 hrs. (Attended Chapter board meeting; edited latest draft of chapter Bylaws) |
| Training | 1 hr. (Attended Florida Native Plant Society [FNPS] webinar “ Impact of Sea Level Rise on Natural Systems”) |

B. BUILDING

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

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|-------------|-----|
| Phone calls | 281 |
| Walk-ins | 197 |
| E-mails | 361 |

In-Depth Customer Response

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| Letters (including detailed e-mails) | 2 |
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Permits

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| New Applications | 110 |
| Permits Issued | 91 |
| Plan Reviews | 99 |
| New Single-Family Residence Applications | 4 |
| New Single-Family Residence Permits Issued | 1 |
| New Single-Family Residence Permits Issued YTD | 11 |
| Total permits issued YTD | 943 |
| Business Tax Receipts | 2 new; 136 renewals |

Inspections

| | |
|----------------------------------|-----|
| Permit Inspections - Approved | 192 |
| Permit Re-Inspections - Approved | 11 |

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|---|------|
| Permit Inspections - Needing Corrections | 7 |
| Total inspections YTD | 1987 |
| Total re-inspections YTD | 91 |
| Total inspections needing corrections YTD | 35 |

Special Activity

Chief Building Official

Meetings 4.5 hrs. (Energov meeting with Aaron and Planning & Development Staff regarding update on online payments and CSS upgrade for online submittals – 30 min
Monthly Building Officials meeting – 4 hours)

Office Manager

Meetings 4.5 hrs. (Energov meeting with IT Director and Planning & Development Staff regarding update for online payments and CSS upgrade for online submittals – .5 hrs.; FABTO Central Florida Chapter quarterly meeting in Deltona – 4 hrs.)

Training 3.5 hrs. (Energov BTR Renewals and CSS Leverage webinar – 1 hr.; Energov CSS webinar – 1 hr.; Energov User Group – 1.5 hrs.)

Training provided 12 hrs. (Trained Deputy Fire Chief in Energov for permit review and entering comments - 5 hrs.; entered Annual Fire Inspections into Energov for Deputy Fire Chief – 5 hrs.; trained Cultural Services Manager on entering permit in Energov – .5 hrs.; worked with Cultural Services Manager on Special Event permits in Energov – 1.5 hrs.)

Process Improvement/Technology 10 hrs. (Created new inspections types in Energov for pool permits, new single family and demo; created new conditions in Energov; and updated checklist to include information required – 3 hrs.; created “how to” for Deputy Fire Chief for BTR Annual Fire Inspections – 2 hrs.; prepared “how to” for Code Enforcement on rental permit and renewal permits – 2 hrs.; created general “how To” for entering permits – 3 hrs.)

Scanning Project 2 hrs.

Public records requests 0

Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals 30 hrs.

CRS/FEMA 3 hrs.

Permit Technicians

Meetings 7.5 hrs. (Code Board – 1 hr.; Planning Board Special and Regular Meetings – 6.5 hrs.)

Special Project

7.5 hrs. (Prepare packets, meeting minutes and summary of actions for Code Board – 6.5 hrs.; prepare packets and agenda, update meeting minutes and summary of actions for Planning Board – 1 hr.)

Scanning Project

30 hrs.

Permit Correction Details

| Permit # | Address | By | Reason for Correction |
|-----------------|--------------------------------|-----------|---|
| BLDC 747-2020 | 4601 S. Atlantic Ave. | HB | Fasteners not installed per approved documents. |
| BLDR 395-2020 | 54 Loggerhead Ct. | RB | Final pending safety glass verification for shower. |
| BLDR 215-2020 | 68 Jana Dr. | RB | Receptacles in kitchen not GFCI protected. |
| BLDR 511-2020 | 4505 S. Atlantic Ave. #606 | RB | Receptacles in bathroom not GFCI protected. |
| ELER 592-2020 | 84 Jennifer Cir. | RB | Receptacles not protected. |
| MECR886-2020 | 4621 S. Atlantic Ave. #7706 | RB | Condenser needs double tie-downs in each corner. |
| MECR 675-2020 | 4454 S. Atlantic Ave. #208 | RB | Condenser not fastened properly. |

C. CODE ENFORCEMENT AND FIRE SAFETY

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

Phone calls 129
Walk-ins 7
E-mails 39

In-Depth Customer Response

Letters (including detailed e-mails) 30
Conferences with customers 0

Construction Site NPDES Inspections

Inspections and Plan Review 57
Inspections and Plan Review YTD 556

Code Enforcement Investigations

New investigations 53
Closed investigations 12
Active investigations 55
Total number of new investigations YTD 459
Code Board cases this month 1
Total number of cases YTD 28

Board and Council Meetings

Code Board 1 hr.

Special Activity

Meetings 2 hrs. (Florida Association of Code Enforcement [FACE] Board of Directors)

Training 6 hrs. (Volusia/Flagler Association of Code Enforcement [VFACE] – 4 hrs.; East Central Florida Fire Inspectors Association [ECFFI] – 2 hrs.)

Outstanding Code Liens

| Case # | Address | Administrative Fee | Daily fine (start date) | Amount due as of November 1 st |
|-----------|-----------------------|--------------------|----------------------------------|---|
| 2018-008 | 4865 S. Peninsula Dr. | \$250 | | \$250 |
| 2018-1448 | 42 Jana Dr. | \$250 | \$20 (4-22-19) | \$11,100 (555 days) |
| 2019-515 | 33 Inlet Harbor Rd. | \$250 | \$50 (9-6-2019 to 9-26-2020) | \$1,000 (\$250 admin fee paid) |
| 2020-214* | 107 Rains Dr. | \$250 | | \$250 |
| 2020-243* | 107 Rains Dr. | \$250 | | \$250 |
| 2020-374 | 4735 Dixie Dr. | \$250 | | \$250 |
| | | | | Total Outstanding |
| | | | | \$13,100 |

**107 Rains Drive is up for sale – we will collect both these liens once sale goes through*