



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

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

A. PLANNING AND ZONING

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

Phone calls	67
Walk-ins	7
E-mails	88

In-Depth Customer Response

Letters (including detailed e-mails)	17
Conferences with customers	3

Permit Reviews (staff total)

Building permits	32
Site visits/inspections	9
Landscape/tree removal plan reviews	9
FDEP Letters of Confirmation	0
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	0
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Number of meetings and workshops	4 (Cultural Services Board; Town Council; Code Enforcement Board; Planning Board)
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Number of staff reports written this month	5 (Final site plan for Marine Science Center Seabird Hospital; Code of Ordinances amendment for small-cell wireless facilities; Battelle Memorial Institute LUDC Amendment for Fence Height and Materials; Quasi-Judicial worksheets for site development plans; LUDC Amendment for landscaping and tree preservation)
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Hours in meetings and workshops (staff total) 10 hrs.

Projects and Cases (hours and explanation)

LUDC and Code of Ordinance Amendments 30 hrs. (Wrote and presented staff reports and ordinances for small-cell wireless facilities – 4 hrs., landscaping and tree preservation – 18 hrs., and security fencing – 7.5 hrs.; continued work on Ch. 18 Building regulations – 0.5 hrs.)

Site Plan for Marine Science Center Bird Hospital, 100 Lighthouse Dr. 8 hrs. (Prepared public notices and staff report; presented item at Town Council meeting)

Development review and assistance (hours and explanation)

Single-family 16 hrs. (4719 S. Atlantic Ave., reviewed and edited letter to property owner regarding construction and inspection procedures for swimming pool next door – 2hrs.; 47 Inlet Point Blvd., reviewed code requirements and permits in response to complaint of clearing from abutting property owner – 3 hrs.; 2 Mar Azul North, reviewed permitted development and provided survey of improvements for possible location of future swimming pool – 1 hr.; 9 Mar Azul South, reviewed revised drafts of proposed landscape plan and tree mitigation and inspected remaining trees on the property – 4 hrs.; 10 Marsh Court, wrote letter to design consultant regarding proposed construction of a swimming pool within drainage easements and wetland buffers and process to vacate easements – 1.5 hrs.; 137 Old Carriage Rd., reviewed survey and development documents for possible setback variance request for addition to existing home – 2 hrs.; 4716 S. Peninsula Dr., researched and provided documentation to verify right-of-way width of S. Atlantic Ave. adjoining property – 2.5 hrs.)

Multi-family 3 hrs. (Beach Club Cottages - 4675 S. Atlantic Ave., researched development, zoning and lot configuration history for possible termination of condominium declaration and property division)

Commercial/non-residential 0 hrs.

Other

Elbers Sunset Park 4 hrs. (Prepared potential parking space layouts for presentation to the Cultural Services Board)

Process Improvement 2.5 hrs. (Developed quasi-judicial worksheets for site development plans for the Planning Board; helped update standard building permit conditions related to sand fencing requirements and swimming pools)

Zoning Map update 2 hrs. (Reviewed rezoning cases from 2005-2020 to verify zoning classifications on the new map)

Professional Development

APA-FL Atlantic Coast Section	4.5 hrs. (Chaired monthly Atlantic Coast section meeting; finalized proposed 2021 section budget and prepared 2021 section event calendar for approval by membership)
FPZA (Florida Planning & Zoning Assoc.) Surfcoast Chapter	2 hrs. (Attended monthly chapter meeting)
Training	0 hrs.

B. BUILDING**Incoming Customer Service Requests** (between November 1 and November 30, 2020)

Phone calls	305
Walk-ins	119
E-mails	294

In-Depth Customer Response

Letters (including detailed e-mails)	20
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Permits

New Applications	98
Permits Issued	97
Plan Reviews	102
New Single-Family Residence Applications	2
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	12
Total permits issued YTD	1038
Business Tax Receipts/Home Occupations	2 new; 75 renewals

Inspections

Permit Inspections - Approved	189
Permit Re-Inspections - Approved	7
Permit Inspections - Needing Corrections	4
Total inspections YTD	2176
Total re-inspections YTD	98
Total inspections needing corrections YTD	39

Special ActivityChief Building Official

Meetings	4 hrs. (Monthly BOIA meeting)
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Office Manager

Meetings	1 hr. (FABTO State Board meeting via Zoom)
Training	2 hrs. (Energov webinars – Configuring E-reviews; CSS and Online Payments)
Training provided	1 hr.

Process Improvement/Technology 26 hrs. (Set up new inspections in Energov – 2hrs.; Corrected and removed outstanding invoices in Energov for rental permits no longer renting or sold – 20 hrs.; Created Policy & Procedures for rentals and business tax receipts – 4 hrs.

Scanning Project 2 hrs.

Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals 15 hrs.

CRS/FEMA 2 hrs.

Miscellaneous 2 hrs. (Monthly report to Volusia County for new Business Tax Receipts – 1 hr.; Weekly reports to Home Builders Associations for number of permits issued each week – 0.5 hrs.; Prepared monthly building statistics report for Dodge Data & Analytics – 0.5 hrs.)

Permit Technicians

Public records requests 0

Scanning Project 28 hrs.

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 479-2020	4299 S. Atlantic Ave.	RB	Flashing on front is different material; reinspection fee past due.
POOL 851-2020	4971 S. Peninsula Dr.	RB	Wall not as approved.
BLDR 919-2020	74 Jennifer Cir.	RB	Nail guards missing.
MECR 420-2020	4555 S. Atlantic Ave. #4707	RB	Tie-down missing; fastener missing for condenser; unit not numbered.

C. CODE ENFORCEMENT AND FIRE SAFETY

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

Phone calls 115

Walk-ins 6

E-mails 39

In-Depth Customer Response

Letters (including detailed e-mails) 1

Conferences with customers 0

Construction Site NPDES Inspections

Inspections and Plan Review 75

Inspections and Plan Review YTD 631

Code Enforcement Investigations

New investigations 43

Closed investigations 32
 Active investigations 24
 Total number of new investigations YTD 502
 Code Board cases this month 5
 Total number of cases YTD 33

Board and Council Meetings

Code Board 2 hr.

Special Activity

Meetings 0 hrs.

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of December 1 st
2018-008	4865 S. Peninsula Dr.	\$250		\$250
2018-148	42 Jana Dr.	\$250	\$20 (4-22-19)	\$11,700 (585 days)
2019-515	33 Inlet Harbor Rd.	\$250	\$50 (9/6/19 to 9/26/20)	\$1,000 (admin fee paid)
2020-214*	107 Rains Dr.	\$250		\$250
2020-243*	107 Rains Dr.	\$250		\$250
2020-374	4735 Dixie Dr.	\$250		\$250
2020-428	4453 S. Atlantic Ave. #504	\$250		\$250
2020-437	4453 S. Atlantic Ave.	\$250		\$250
2020-445	125 Ponce De Leon Cir.	\$250		\$250
				Total Outstanding
				\$14,450

**107 Rains is for sale – will collect both liens once sale is complete*