



## 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: January 7, 2021  
Subject: End-of-the-month report for December 2020

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

#### **A. PLANNING AND ZONING**

##### **Incoming Customer Service Requests** (between December 1 and December 31, 2020)

Phone calls	67
Walk-ins	9
E-mails	98

##### **In-Depth Customer Response**

Letters (including detailed e-mails)	15
Conferences with customers	4

##### **Permit Reviews (staff total)**

Building permits	41
Site visits/inspections	8
Landscape/tree removal plan reviews	2
FDEP Letters of Confirmation	0
Business tax receipts/Change of use permits	0

##### **Board and Council activity**

New case applications	1 (Right-of-way vacation for Front Street, north of Beach Street)
Number of meetings and workshops	3 (Cultural Services Board; Town Council; Planning Board)
Number of staff reports written this month	4 (Code of Ordinances amendments for small-cell wireless facilities and exterior lighting; Battelle Memorial Institute's LUDC amendment for Fence Height and Materials; LUDC amendment for landscaping and tree preservation requirements)

Hours in meetings and workshops (staff total) 11 hrs.

**Projects and Cases (hours and explanation)**

LUDC and Code of Ordinance Amendments 58 hrs. (Wrote and presented staff reports and ordinances for landscaping and tree preservation – 10.5 hrs., and security fencing – 19 hrs.; continued work on Ch. 18 Building regulations and formatted proposed FBC Administrative Code local amendments – 28.5 hrs.)

Site Plan for Marine Science Center Bird Hospital, 100 Lighthouse Dr. 2 hrs. (Prepared Development Order for recording and reviewed building permit for construction)

Ponce Inlet contraction/de-annexation 2 hrs. (Meetings with Asst. Town Attorney and staff from Volusia County, Port Orange, and New Smyrna Beach regarding proposed 120-foot boundary adjustment)

Elbers Sunset Park 2.5 hrs. (Provided information parking information to the Cultural Services Board; reviewed engineering Scope of Services for additional design work)

**Development review and assistance (hours and explanation)**

Single-family 11.5 hrs. (39 Caribbean Way, updated pedestrian access maintenance agreement for signature by the property owner and recording in the public records – 2 hrs.; 84 Jennifer Cir., wrote letter to property owner explaining why pergolas are not exempt from the Florida Building Code and LUDC, in response to work without permit – 3 hrs.; 137 Old Carriage Rd., reviewed new survey and met with property owner to provide code regulations for future improvements and possible variance request – 2 hrs.; 4801 S. Peninsula Dr., researched permit files for existing fence that encroaches the adjacent property to provide information to owner – 1.5 hr., 120 Ponce De Leon Cir., research permit files for piling replacement and removal due to possible conflict with construction of dock on adjacent property – 1.5 hrs., 124 Ponce Terrace Cir., reviewed property and met with potential buyer and designer to explain code requirements for future development – 1.5 hrs.)

Multi-family 0 hrs.

Commercial/non-residential 0 hrs.

**Other**

Preliminary service proposal options prepared at the Town's request by Volusia County Fire-EMS. 5 hrs. (Compiled data for Volusia County Public Protection staff regarding the number of buildings and structures that are subject to fire risk, including all residential units and buildings, businesses, and other public/institutional structures)

**Professional Development**

APA-FL Atlantic Coast Section

3 hrs. (Chaired annual Section membership meeting, drafted 2021 budget and event calendar, and prepared quarterly report to the state Chapter)

Training

3 hrs. (UF/IFAS Webinar: “Landscaping for Climate Change” - 1 hr.; SJRWMD Webinar: “Why Worry about Wetlands? District Restoration Projects Explained” – 1 hr.; ASFPM Planning Information Exchange Webinar: “USACE Inundation Mapping” – 1 hr.)

**B. BUILDING**

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

Phone calls	429
Walk-ins	176
E-mails	270

**In-Depth Customer Response**

Letters (including detailed e-mails)	12
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**Permits**

New Applications	111
Permits Issued	110
Plan Reviews	112
New Single-Family Residence Applications	3
New Single-Family Residence Permits Issued	5
<i>New Single-Family Residence Permits Issued YTD</i>	<i>17</i>
<i>Total permits issued YTD</i>	<i>1148</i>
Business Tax Receipts/Home Occupations	5

**Inspections**

Permit Inspections - Approved	208
Permit Re-Inspections - Approved	15
Permit Inspections - Needing Corrections	0
<i>Total inspections YTD</i>	<i>2384</i>
Total re-inspections YTD	113
Total inspections needing corrections YTD	39

**Special Activity**

Chief Building Official

Meetings

5 hrs. (BOAF Webinar and download for Model Chapter 1 – 1 hr.; meeting with Office Manager to review changes to Chapter 1, Administrative Code – 4 hrs.)

Office Manager

Meetings	4 hrs. (Meeting with Building Official to review changes to Chapter 1, Administrative Code)
Training	0 hrs.
Training provided	2 hrs. (Energov training to staff)
Process Improvement/Technology	2 hrs. (Updated code cycle on permitting forms and applications)
Scanning Project	2 hrs.
Public records requests	0
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	5 hrs.
CRS/FEMA	3 hrs. (Prepared draft Resolution for adoption of new PPI for LMS)
Special Projects	7.5 hrs. (Prepared draft ordinance, staff report and new Chapter 1 Administrative Code for new Building Code and NEC Code – 6 hrs.; monthly and weekly reports regarding permit statistics and BTRs – 1.5 hrs.)
<u>Permit Technicians</u>	
Public records requests	2 (4783 Michael Ln.; 80 Inlet Point Blvd.)
Scanning Project	20 hrs.

### **C. CODE ENFORCEMENT AND FIRE SAFETY**

#### **Incoming Customer Service Requests (between December 1 and December 31, 2020)**

Phone calls	44
Walk-ins	3
E-mails	13

#### **In-Depth Customer Response**

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

#### **Construction Site NPDES Inspections**

Inspections and Plan Review	69
Inspections and Plan Review YTD	700

#### **Code Enforcement Investigations**

New investigations	43
Closed investigations	15
Active investigations	42
<b><i>Total number of new investigations YTD</i></b>	<b><i>545</i></b>
Code Board cases this month	0
<b><i>Total number of cases YTD</i></b>	<b><i>33</i></b>

**Board and Council Meetings**

Code Board 0 hr.  
 Town Council 0 hr.

**Special Activity**

Meetings 2.5 hrs. (Safety Committee Meeting - 1 hr.; Staff Meeting – 1.5 hrs.)

Preliminary service proposal options prepared at the Town’s request by Volusia County Fire-EMS. 7 hrs. (Researched number of buildings and structures that are subject to fire risk, including all residential units and buildings, businesses, and other public/institutional structures)

**Outstanding Code Liens**

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of January 1 <sup>st</sup>
2018-008	4865 S Peninsula Dr.	\$250		\$250
2018-148	42 Jana Dr.	\$250	\$20 (4-22-19)	\$12,610 (618 days)
2019-515	33 Inlet Harbor Rd.	\$250	\$20 (9-2-19 to 9-26-20)	\$1,000 (\$250 admin fee paid)
2020-243	107 Rains Dr.	\$250		\$250
2020-374	4735 Dixie Dr.	\$250		\$250
2020-428	4453 S. Atlantic Ave.	\$250		\$250
2020-437	4453 S Atlantic Ave.	\$250		\$250
2020-445	125 Ponce DeLeon Cir.	\$250		\$250
				<b>Total Outstanding</b>
				<b>\$15,110</b>