



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: Michael E. Disher, AICP, Director
Date: March 12, 2021
Subject: Planning & Development Dept. Activity Report for February 2021

Below is the summary of the department's activities during the month of **February 2021**.

A. PLANNING AND ZONING

Incoming Customer Service Requests (between February 1 and February 28, 2021)

Phone calls	46
Walk-ins	3
E-mails	157

In-Depth Customer Response

Letters (including detailed e-mails)	19
Conferences with customers	14

Permit Reviews (staff total)

Building permits	32
Site visits/inspections	13
Landscape/tree removal plan reviews	3
FDEP Letters of Confirmation	1
Change of use permits	0

Board and Council activity

New case applications	1 (Battelle security fence waiver)
Number of meetings and workshops	3 (Town Council, Planning Board, Code Enforcement Board)
Number of staff reports written this month	3
Hours in meetings and workshops (staff total)	8.5 hrs.

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments

CoO Ch. 18 and 34 – Building Regulations and 2020 FL Building Code Ord. 2021-02 adopted on 2-18-21, 2nd reading. Complete

LUDC Sec. 4.4 – Waiver procedures for security fencing Ord. 2021-03 adopted on 2-18-21, 2nd reading. Complete

CoO Ch. 34 – Nuisance lighting Ord. 2021-05 adopted on 2-18-21, 2nd reading. Next step: coordinate with Police Department to begin enforcement.

LUDC Sec. 4.10 – Landscaping and Tree Preservation Received feedback from individual Planning Board members following January meeting. Next step: Revise draft and present to Planning Board.

Zoning Map update and Parks and Open Space zoning district Reviewed all future land use map and zoning ordinances since 1992; finished draft future land use map and zoning map. Next step: Notify individual property owners prior to public hearings.

Application to vacate the public right-of-way of Front St. north of Beach St. No change.

S. Peninsula Drive sidewalk mobility project 6 hrs. (Secured letter of continued support from Volusia County Public Works for LAP services; presented 2021 grant application request to Town Council; wrote and submitted updated letter of support from the Town to the R2CTPO for this year’s funding cycle.)

Waiver request for 4925 S. Atlantic Ave. to allow replacement of security fence 5 hrs. (Reviewed application documents, completed public notice, wrote staff report, and presented to the Planning Board for approval.)

Notable development review and assistance

Single-family 13 hrs. (4719 S. Atlantic Ave., reviewed status of permits for recent construction in response to complaints; Marsh Landing utility easement, researched origin, function, and development potential of 25’-wide parcel south of Marsh Landing subdivision recently put up for auction; 4516-4520 S. Peninsula Dr., reviewed revised proposal for driveway clearing and construction plan in two 25-foot-wide access easements.)

Multi-family 0 hrs.

Commercial/non-residential 3 hrs. (Jerry’s Pizza, 33 Inlet Harbor Rd., updated special event permit conditions for Reggae Fest; Marine Science Center, 100 Lighthouse Dr., helped coordinate delivery and public notification for new Marine Science

Center seabird hospital modular building.)

Other

Coastal Resiliency / Vulnerability Study 8 hrs. (Attended monthly project coordination meeting with ECFRPC staff; met with RPC staff and IT manager at Community Center to test presentation hardware; edited public notice flyers for posting and publication; set up Community Center for the workshop and introduced RPC staff.)

Traffic Calming 6 hrs. (Researched code-compliant traffic calming techniques and presented options to Las Olas HOA; found local traffic engineering firms for study of safety improvements at S. Peninsula Dr. and Harbour Village Blvd., as directed by Town Council.)

Parks 2.5 hrs. (Inspected shoreline erosion at Elbers Parks with Cultural Services Manager and Town Engineer as part of assessment for Cultural Services Board)

2021 Legislative Changes 14 hrs. (Evaluated proposed state legislation with potential to affect department operations; provided comments to Volusia County staff regarding proposed beach ordinance; and reviewed potential options to implement new FEMA regulations for accessory structures.)

Process Improvement 4 hrs. (Began review and evaluation of current department policies and procedures; met with staff about improvements to monthly report format; created new fence waiver application pursuant to Ord. 2021-03.)

Boat Slip Allocation 3.5 hrs. (Reviewed assigned boat slip allocations; created tracking sheet; confirmed current slip allocation numbers with Volusia County Manatee Protection Program Coordinator.)

Professional Meetings and Activities

Training 4 hrs. (Virtually attended APA webinar “Resilience in Vulnerable Communities”; FDEP quarterly webinar “Florida Coastal Resilience”; and 1000 Friends of Florida webinar “The Economics of Development in Florida”)

Professional Associations 3 hrs. (Attended monthly meetings of APA-FL Atlantic Coast Section, FPZA Surfcoast Chapter.)

River to Sea Transportation Planning Organization (R2CTPO) 3 hrs. (Virtually attended monthly meetings for the Bicycle/Pedestrian Advisory Committee and Technical Coordinating Committee)

B. BUILDING

Incoming Customer Service Requests (between February 1 and February 28, 2021)

Phone calls	184
Walk-ins	108
E-mails	191

In-Depth Customer Response

Conferences with customers	5
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Permits

New Applications	69
Permits Issued	77
Plan Reviews	84
New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued	2
New Single-Family Residence Permits Issued YTD	4
Total permits issued YTD	138
Business Tax Receipts/Home Occupations	5

Inspections

Permit Inspections - Approved	198
Permit Re-Inspections - Approved	8
Permit Inspections - Needing Corrections	6
Total inspections YTD	376
Total re-inspections YTD	12
Total inspections needing corrections YTD	10

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 982-2020	4505 S. Atlantic Ave. #103	RB	GFCI not tripping; delete receptacle at 12" overhang
GAS 669-2020	35 Beach St.	RB	Gas tank not located per drawing
BLDR 23-2021	121 Ponce De Leon Cir.	RB	Fence facing interior to property
BLDR 680-2019	74 Jennifer Cir.	RB	¼" carriage bolts not installed in 4x4
BLDR 886-2019	9 Mar Azul S.	RB	Cooktop not wired
BLDR 734-2020	4650 Links Village #A603	RB	Screws missing in retain bracket; 1 indoor latch; no paperwork for additional door

Other

Office Manager

Process Improvement/Technology	3 hrs.
Scanning Project	7 hrs.
Public records requests	1 (4870 S. Peninsula Dr.)

Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	15 hrs.
Community Rating System (CRS)	2 hrs.
ISO Grading Program	1 hr.
Periodic Reporting	3.5 hrs.

C. CODE ENFORCEMENT

Incoming Customer Service Requests (between February 1 and February 28, 2021)

Phone calls	85
Walk-ins	3
E-mails	18

In-Depth Customer Response

Letters (including detailed e-mails)	17
Conferences with customers	0

Construction Site NPDES Inspections

Inspections	88
Inspections YTD	176

Code Enforcement Investigations

New investigations	68
Closed investigations	37
Active investigations	45
Total number of new investigations YTD	113
Code Board cases this month	1
Total number of cases YTD	5
Permit checks	7
Total permit checks YTD	17
Work without permits	1
Total work without permit YTD	3

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
2/16/21	41 Ponce Inlet Key	Newberry Construction	BLDR 957-2020
2/18/21	131 Anchor	Wilmington Savings	no application yet
2/19/21	4972 S Peninsula	Total Comfort Plumbing	ELER 120-2021
2/19/21	66 Loggerhead	East Coast Pools	Pool 1267-2020
2/22/21	114 Ponce De Leon	Total Comfort Heat & A/C	MECR 125-2021
2/23/21	4682 Atlantic	Melba Alvarez	BLDR 147-2021
2/23/21	4693 Atlantic	De Rousse	MECR 169-2021
2/25/21	42 Pompano	Certified Plumbing	PLMR 136-2021

Liens

Lien Requests 29
 Total lien requests YTD 50

Outstanding Code Liens

Case #	Address	Admin. Fee	Daily fine (start date)	Amount due as of March 1 st
2018-148	42 Jana Dr.	\$250	\$20 (4-22-19)	\$13,790 (677 days)
2019-515	33 Inlet Harbor Rd.	\$250	\$50 (9/6/19 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. #504	\$250		\$250
2020-437	4453 S. Atlantic Ave. #706	\$250		\$250
2020-445	125 Ponce De Leon Cir.	\$250		\$250
2020-428	4453 S. Atlantic Ave. #5040	\$250	\$50 (1-25-21)	\$1,750 (35 days)
2020-499	4719 S. Atlantic Ave.	\$250		\$250
				Total Outstanding
				\$18,040