



## 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: April 9, 2021  
Subject: Planning & Development Dept. Activity Report for March 2021

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

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

##### **Incoming Customer Service Requests** (between March 1 and March 31, 2021)

Phone calls	101
Walk-ins	2
E-mails	155

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

Letters (including detailed e-mails)	32
Conferences with customers	12

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

Building permits	33
Site visits/inspections	14
Landscape/tree removal plan reviews	5
FDEP letters of zoning compliance	1
Change of use permits	0

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

New case applications	1 (Final site development plan for Sailfish Marina, 4899 Front Street)
Number of meetings and workshops	3 (PICCI Board, special Town Council, and regular Town Council meetings)
Number of staff reports written this month	0
Hours in meetings and workshops (staff total)	5

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

Code and Comprehensive Plan Amendments

LUDC Sec. 4.10 – Landscaping and Tree Preservation No change from February 2021.

Zoning Map update and Parks and Open Space zoning district No change from February 2021.

Application to vacate the public right-of-way of Front St. north of Beach St. In progress. Applicant is securing letters of No Objection from franchise utilities in the subject ROW.

S. Peninsula Drive sidewalk mobility project 2 hrs. (Met with R2C TPO staff about priority ranking process; attended BPAC subcommittee meeting to answer questions about the project and verify that additional points were awarded based on increased local match percentage )

Final site development plan for Sailfish Marina, 4899 Front Street 4 hrs. (Reviewed pre-application history and new application submittal for completeness)

**Notable development review and assistance**

Single-family 9 hrs. (4736/4738 S. Atlantic Ave. – researched property and discussed code requirements for development of non-conforming lots with owner; 69 Aurora Ave. – reviewed property line adjustment, plat and survey history for revised survey of pro-rated lot boundary; 120 Ponce DeLeon Cir. – researched permit history and met with potential buyers to discuss future development of home and dock; 124 Ponce DeLeon Cir. – provided preliminary review of site development for new home and accessory structures; 4722 S. Peninsula Ave. – researched rezoning, plat, and easement, and met with potential buyer regarding minor replat; 4724 S. Peninsula Ave. – reviewed development history and 2018 minor replat application for meeting with owners; 4807 S. Peninsula Dr. – reviewed plat and discussed potential lot combination or reconfiguration with adjacent property owners)

Multi-family/Subdivision 14 hrs. (Aegean Dunes subdivision, Tina Maria Circle – researched development history to determine status of leaning retaining walls at subdivision entrance and responsibility for repair, and coordinated response with Public Works and Town Engineer; Inlet Harbor Estates – met with potential buyer to review code requirements and process to propose changes to the approved development plan; Inlet Harbor Residential North – reviewed case files for minor replat and status of easement documents from 2011-2012 for owner prior to sale; Las Olas – met with HOA representatives regarding Brazilian Pepper removal in common area and status of nearby feral cat colony)

Commercial/non-residential	6.5 hrs. ( <u>Marine Science Center</u> , 100 Lighthouse Drive – met on-site with Volusia County Env. Mgmt. Manager and MSC Director regarding short- and long-term plans for future expansion; <u>Pacetti Hotel</u> , 4928 Sailfish Dr. – attended pre-application meeting with Lighthouse Preservation Assoc. representatives in advance of site plan application submittal to review development requirements and review process)
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**Professional Meetings and Activities**

Training	3 hrs. (Tutorial webinar for new Volusia Property Appraiser website, including search and mapping tools)
Professional Associations	1.5 hrs. (Attended monthly meeting of FPZA Surfcoast Chapter)
River to Sea Transportation Planning Organization (R2CTPO)	2 hrs. (Attended special meeting of the BPAC subcommittee and monthly meeting of the Technical Coordinating Committee)

**B. BUILDING**

**Incoming Customer Service Requests** (between March 1 and March 31, 2021)

Phone calls	446
Walk-ins	218
E-mails	518

**In-Depth Customer Response**

Conferences with customers	0
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**Special Activity**

Reggae Fest special event, 33 Inlet Harbor Rd.	1.5 hrs. (permit review and inspection of stage and portable bar structures)
Training	16 hrs. (BOAF training for Building Official and Inspector)

**Permits**

New Applications	120
Permits Issued	114
Plan Reviews	100
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	3
Total permits issued YTD	258
Business Tax Receipts/Home Occupations	3

**Inspections**

Permit Inspections - Approved	164
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Permit Re-Inspections - Approved	8
Permit Inspections - Needing Corrections	4
Total inspections YTD	540
Total re-inspections YTD	20
Total inspections needing corrections YTD	14

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
POOL 90-2021	75 Calumet Ave.	HB	No protective barrier around pool
BLDC 770-2020	4514 Oak Hammock Ct.	HB	Insufficient fasteners on drip edge
BLDR 957-2020	41 Ponce Inlet Key Ln.	RB	Header for porch not installed per drawing
PLMR 140-2021	95 Maura Ter.	RB	Shower pan holding water when drained

**C. CODE ENFORCEMENT**

**Incoming Customer Service Requests (between March 1 and March 31, 2021)**

Phone calls	106
Walk-ins	6
E-mails	16

**In-Depth Customer Response**

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

**Construction Site NPDES Inspections**

Inspections	127
Inspections YTD	303

**Code Enforcement Investigations**

New investigations	38
Closed investigations	30
Active investigations	24
Total number of new investigations YTD	151
Code Board cases this month	0
Total number of cases YTD	5
Permit checks	14
Total permit checks YTD	31
Work without permits	7
Total work without permit YTD	10
Stop Work Orders	0

**Special Activity**

Reggae Fest special event, 33 Inlet Harbor Rd. 4.5 hrs. (Attended Special Event Committee and After-Action meetings with SEC members, conducted multiple inspections during the event)

Town Safety Committee 1 hr. meeting

**Liens**

Lien Requests 33  
 Total lien requests YTD 83

**Outstanding Code Liens**

Case #	Address	Admin. Fee	Daily fine (start date)	Amount due as of March 1 <sup>st</sup>
2018-148	42 Jana Drive	\$250	\$20 (4/22/19)	\$14,160 (708 days)
2020-428	4453 S Atlantic Ave. #504	\$250		\$250
2020-437	4453 S Atlantic Ave. #706	\$250		\$250
2020-445	125 Ponce DeLeon Cir.	\$250		\$250
2020-428	4453 S Atlantic Ave. #5040	\$250	\$50 (1/25/21)	\$2,250 (40 days) Compliant
2020-499	4719 S Atlantic Ave	\$250		\$250
				<b>Total Outstanding</b>
				<b>\$17,410</b>

**D. ADMINISTRATION**

Process Improvement 11 hrs. (Updated internal policies and procedures for Fast-Track permits, leave requests, use of Department calendar, FDEP zoning verification letters and permit coordination, and ROW permits for driveways on S. Atlantic Ave.; and finalized Building Height Affidavit form for single-family home permit applications)

Conflict resolution 10 hrs. (Researched permit history and provided detailed response to complaint regarding RV parking on Beach Street; Reviewed staff and customer interaction regarding work without permits for AC contractor and provided explanation of Department’s Over-the-Counter permit process to contractor for future applications)

Reggae Fest special event, 33 Inlet Harbor Rd. 6.5 hrs. (Met with Special Event Committee and applicant to review permit conditions prior to event; finalized permit conditions for the Department; attended After-Action meeting with SEC members; met with Special Events Coordinator, Fire Marshall, and Code Compliance Mgr. regarding unauthorized impromptu fire display by event participant)

Budget 4 hrs. (Established internal budget meetings to review proposals for capital projects and projected revenues and expenses)

Personnel	13 hrs. (Met individually and collectively with all current staff members as new Director; interviewed two applicants for vacant Principal Planner position; completed annual evaluation of Senior Planner)
Office space organization	30 hrs. (Cleaned out office of former staff)
Scanning Project	23 hrs.
Public records requests	2 hrs. (9 requests)
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	10 hrs.
Community Rating System (CRS)	1 hr. (Authorized local use of new FEMA policy regarding floodproofing requirements for accessory structures)
ISO Grading Program	24 hrs.
Periodic Reporting	4 hrs.