



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: July 9, 2021
Subject: Planning & Development Dept. Activity Report for June 2021

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

A. PLANNING AND ZONING

Incoming Customer Service Requests (between June 1 and June 30, 2021)

Phone calls	65
Walk-ins	8
E-mails	224

In-Depth Customer Response

Letters (including detailed e-mails)	52
Conferences with customers	8

Permit Reviews (staff total)

Building permits	32
Site visits/inspections	13
Landscape/tree removal plan reviews	6
FDEP Letters of Confirmation	0
Change of use permits	3

Board and Council activity

New case applications	1
Number of meetings and workshops	2 (Town Council and Code Board)
Number of staff reports written this month	1
Hours in meetings and workshops (staff total)	3

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments

Comprehensive Plan Update	20 hrs. (Reviewed comprehensive plan for potential and required updates for compliance with State Statutes.)
LUDC Sec. 4.10 – Landscaping and Tree Preservation	On hold.
Zoning Map update and Parks and Open Space zoning district	On hold.
Right-of-way vacation of Front St. north of Beach St.	No change. Awaiting for applicant to submit proposed easements for utilities and public access for staff review.
Administrative Variance – 115 Inlet Harbor Rd.	16 hrs. (Reviewed application packet, provided comments to applicant, completed public notice, and wrote staff report for Director review and approval.)
Resilient Ponce Inlet (Vulnerability Study)	19 hrs. (Reviewed, edited, and provided comments to ECFRPC staff for the upcoming community survey.)
Watershed Master Plan	3 hrs. (Coordinated potential revisions to scope of work requested by FDEP based on new Resilience Grant requirements of SB 1954)
S. Peninsula Drive sidewalk mobility project	2 hrs. (Reviewed the project scope and priority list rankings; attended the R2C TPO’s BPAC and TCC meetings to verify the project’s final updated rankings on the TPO’s Project Priority List)
Notable development review and assistance	
Single-family	6 hrs. (80 Inlet Point Blvd. – Met with property owner to address code requirements for new lattice fence behind Public Works; 4516/4520 S. Peninsula Dr. – corresponded with underlying property owners regarding code limitations and allowances for tree and vegetation removal within developed properties for deeded access easements; 4972 S. Peninsula Dr.– researched historical code requirements and existing dock permits to advise new property owner on options for dock modification.)
Multi-family	0 hrs.
Commercial/non-residential	6 hrs. (<u>Communication Tower</u> , 4680 S. Peninsula Dr. – researched code regulations and provided code and permitting information regarding colocation or placement of cell tower or roof-top antennae structure; <u>Davies Lighthouse Park</u> , 4933 S. Peninsula Dr. – researched the development approval and easement agreement of the Veterans Memorial for possible expansion; <u>Lighthouse Boatyard</u> , 4958 S. Peninsula Dr. – met with owner to discuss proposed landscaping upgrades to Town-owned triangle parcel and parking lot)

Other

Research	7 hrs. (Researched the use of privately owned and commercially operated e-bikes/scooters within town limits; reviewed use and regulation of mobile vending operations; verified regulations for parking in the public ROW; reviewed new HB 839 requiring all local governments to allow fuel retail operations.)
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Professional Meetings and Activities

Training	9 hrs. (Attended Growth Management for Planning Officials training; Micro-mobility webinar, and Florida’s Landmark “Always Ready” Resiliency Law Explained webinar.)
Professional Associations	3.5 hrs. (Attended monthly meetings of APA-FL Atlantic Coast Section and FPZA Surfcoast Chapter.)
River to Sea Transportation Planning Organization (R2CTPO)	2.5 hrs. (Attended monthly meetings for the Bicycle/Pedestrian Advisory Committee and Technical Coordinating Committee)

B. BUILDING**Incoming Customer Service Requests** (between June 1 and June 30, 2021)

Phone calls	246
Walk-ins	180
E-mails	276

In-Depth Customer Response

Conferences with customers/contractors	22 hrs. (82 Inlet Harbor Rd. – addressed roof permit concerns with property owner; 100 Lighthouse Dr. – met with contractor for Marine Science Center project modifications; 54 Oceanway Dr. – coordinated changing of contractor; 4933 S. Peninsula Dr. – met with staff for Davies Lighthouse Park project)
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Professional Meetings and Activities

Training	46 hrs. (Attended annual Building Official conference and FEMA update webinar.)
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Permits

New Applications	110
Permits Issued	134
Plan Reviews	153
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	6
Total permits issued YTD	602
Business Tax Receipts/Home Occupations	11/6

Inspections

Permit Inspections - Approved	194
Permit Re-Inspections - Approved	6
Permit Inspections - Needing Corrections	10
Total inspections YTD	1205
Total re-inspections YTD	56
Total inspections needing corrections YTD	38

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 234-2021	82 Inlet Harbor Rd.	RB	Attic plywood not installed correctly and plywood beneath valley rafter not nailed.
BLDR 472-2021 (x3)	4790 S. Atlantic Ave. #504	RB	Siding not complete.
BLDC 769-2020	4615 Oak Hammock Ct.	RB	Ridge caps not connected, and ventilation does not meet FBC requirement.
BLDC 767-2020	4605 Oak Hammock Ct.	RB	Ridge caps are not connected, and ventilation does not meet FBC requirement.
BLDC 770-2020	4614 Oak Hammock Ct.	RB	Ventilation does not meet FBC R 806.1.
BLDR 526-2020	4445 S. Atlantic Ave. #704	RB	Screws missing in sliders and windows.
MECR 431-2020	30 Inlet Harbor Rd. #504	RB	Incorrect tie-downs on condenser.
PLMR 547-2021	40 Coastal Oaks Cir.	RB	Pre-slope under pan

C. CODE ENFORCEMENT**Incoming Customer Service Requests (between June 1 and June 30, 2021)**

Phone calls	102
Walk-ins	4
E-mails	20

In-Depth Customer Response

Letters (including detailed e-mails)	12
Conferences with customers	0

Construction Site NPDES Inspections

Inspections	142
Inspections YTD	645

Code Enforcement Investigations

New investigations	69
Closed investigations	50
Active investigations	39
Total number of new investigations YTD	283
Code Board cases this month	3

Total number of cases YTD	12
Permit checks	13
Total permit checks YTD	67
Work without permits	4
Total work without permit YTD	22

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
6/4	4555 S. Atlantic Ave. #4506	Hodgins Construction	BLDR 560-2021
6/8	42 Jana Dr.	Frank Kohlweiss	BLDR 543-2021
6/16	4663 S. Atlantic Ave.	Del Air Heating & AC	MECR 575-2021
6/16	4745 S. Atlantic Ave. #404		No permit
6/16	4631 S. Atlantic Ave. #8407		No permit
6/16	30 Inlet Harbor Rd. #505	C2 General Contracting	BLDR 598-2021
6/23	4767 S. Atlantic Ave. #502	All Volusia & Flagler Heating & Air	MECR 590-2021
6/24	4667 S. Atlantic Ave.	Del Air Heating & AC	MECR 603-2021
6/30	137 Anchor Dr.		No permit

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of July 1 st
2018-148	42 Jana Dr.	\$250	\$20 (4/22/19)	\$15,660 (In compliance)
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 (In compliance)
2020-499	4719 S Atlantic Ave.	\$250		\$250
2021-027	4650 Link Village Dr. #D-103	\$250		\$250
2021-114	105 Old Carriage Rd.	\$250		\$250
2021-136	36 South Turn	\$250		\$250
				Total Outstanding
				\$19,660

Lien Requests	22
Total lien requests YTD	154

D. ADMINISTRATION

Process Improvement/Technology

32 hrs. (Implementing CSS and new platform for Energov and coordinated training credit; created forms for change of contractor and cancellation of permit requests; credit card policy and training; updated on-boarding checklist for new personnel; updated property rental page on Town website; investigated use of on-line

	Google docs to automate reporting functions; reviewed use of Special Magistrate per F.S. 162 for potential to speed up code enforcement prosecutions)
Conflict Resolution	14.5 hrs. (Coordinated staff response to complaints of aggressive tree trimming at 4754 Dixie Dr.; sidewalk safety hazard at 4428 S. Atlantic Ave.; and short-term rentals)
Personnel	3.5 hrs. (Continued arrangements for new Rental Enforcement Officer position and reviewed recent job applications)
Ponce Inlet Welcome Guide	10 hrs. (Finalized Planning & Development Dept. section and list of local businesses; edited and formatted entire document)
Legislative Update	11.5 hrs. (Reviewed new state legislation affecting department operations: HB 59 – Property Rights comp. plan element; SB 60 – Code Enforcement; HB 121 – Notaries; HB 401 – FL Building Code; HB 403 – Home-based business pre-emption; HB 667 –Permit inspections; HB 735 – Business licensing; and HB 1059 – Construction permits)
Community Rating System (CRS)	21 hrs. (Reviewed CRS submittal; attended virtual user group meeting; updated list of submittal items; created and reviewed information sharing access agreement with FEMA; and created and reviewed elevation certification policy per FEMA guidelines.)
ISO Grading Program	10 hrs. (Provided information for ISO review)
Training	40 hrs. (Attended annual Florida Association of Business Tax Officials [FABTO] Conference)
Office space organization	7.5 hrs. (Reviewed Town Hall building plans to create new office space for additional employees)
Scanning Project	105 hrs.
Public records requests	2 (4708 S. Atlantic Ave. and 4856 Sailfish Dr.)