



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: August 12, 2021
Subject: Planning & Development Dept. Activity Report for July 2021

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

A. PLANNING AND ZONING

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

Phone calls	85
Walk-ins	7
E-mails	202

In-Depth Customer Response

Letters (including detailed e-mails)	23
Conferences with customers	12

Permit Reviews (staff total)

Building permits	29
Site visits/inspections	22
Landscape/tree removal plan reviews	4
FDEP Letters of Confirmation	0
Change of use permits	0

Board and Council activity

New case applications	1 (Variance for 107 Old Carriage Rd.)
Number of meetings and workshops	3 (Town Council budget workshop, Town Council regular meeting, Code Enforcement Board)
Number of staff reports written this month	2
Hours in meetings and workshops (staff total)	7

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments	
Micromobility Devices and E-bikes – Code of Ordinances amendment	5 hrs. (Researched use of privately owned and commercially operated e-bikes/scooters within town limits; began drafting proposed regulations for discussion at August Planning Board meeting)
Condo Inspections – Code of Ordinances amendment	8 hrs. (Compiled age and unit data on “threshold” condo buildings; prepared staff report for August Special Planning Board meeting)
LUDC Sec. 4.10 – Landscaping and Tree Preservation	In progress.
Zoning Map update and Parks and Open Space zoning district	On hold.
Property Rights Element	3 hrs. (Researched and drafted Property Rights Element for Comprehensive Plan update consistent with new FL statute requirements per HB 59.)
“Peril of Flood” policy updates to Coastal Management Element	2 hrs. (Reviewed proposed policy amendments submitted by ECFRPC staff in conjunction with the Vulnerability Study to comply with statutory requirements.)
Food Trucks and Fueling Stations (research for future code amendments)	4 hrs. (Researched use and regulation of mobile vending operations within town limits; initiated analysis of local implications of HB 839 to allow retail fuel sales in all municipalities.)
Application to vacate the public right-of-way of Front St. north of Beach St.	No change. Awaiting applicant submittal of proposed easements for utilities and public access for staff review.
100 Anchor Drive – Variance Application	2 hrs. (Review application documents and draft staff report for proposed dock.)
Resilient Ponce Inlet (Vulnerability Study)	15.5 hrs. (Edited survey language and arranged for e-mail distribution and posting on website and social media.)
Watershed Master Plan	2.5 hrs. (Continued updates to the draft grant work program with FDEP and scope of work for consultant pursuant to the new Resilience Grant requirements of SB 1954)
S. Peninsula Drive sidewalk mobility project	5.5 hrs. (Prepared project update report for the August ESAB meeting)

Notable development review and assistance

Single-family	8 hrs. (106 Beach St. – reviewed minor replat for 2018 lot division and discussed development requirements with property owner; 19 Mar Azul N – reviewed tree removal, mitigation, and landscape requirements with property owner for new home construction; 47 Pompano Dr. – researched Brazilian pepper removal regulations and landscaping requirements for the owner; 4801 S. Peninsula Dr. – researched historical fence permits and surveys of surrounding properties to determine correct location for encroaching fence.)
Multi-family	0 hrs.
Commercial/non-residential	0 hrs.
Other	
Process Improvement	6 hrs. (Investigated uses and costs of ESRI’s web-based on-line ArcGIS platform; updated future land use amendment application to comply with new small-scale amendment thresholds per HB 487.)
Professional Meetings and Activities	
Training	3.5 hrs. (Conducting virtual charrettes; Writing ADA-accessible documents in MS Word)
Professional Associations	2 hrs. (Attended monthly meeting FPZA Surfcoast Chapter)
River to Sea Transportation Planning Organization (R2CTPO)	N/A (July meetings cancelled)
B. BUILDING	
Incoming Customer Service Requests (between July 1 and July 30, 2021)	
Phone calls	216
Walk-ins	138
E-mails	270
In-Depth Customer Response	
Conferences with customers	80 hrs. (Worked with contractors and homeowners to change pool contractors and re-issue permits.)
Site Visits/Projects	3 hrs. (Towers 8 & 9; 4727 Riverglen Blvd.; 47 Pompano Dr.; Community Center)
Professional Meetings and Activities	
Training	24 hrs. (FABTO Conference; Permit Technician Class; BOAF Class; Risk 2.0 Webinar)
Permits	
New Applications	115
Permits Issued	94
Plan Reviews	106

New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	2
New Single-Family Residence Permits Issued YTD	8
Total permits issued YTD	696

Inspections

Permit Inspections - Approved	201
Permit Re-Inspections - Approved	8
Permit Inspections - Needing Corrections	6
Total inspections YTD	1,406
Total re-inspections YTD	64
Total inspections needing corrections YTD	108

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 393-2021	30 Inlet Harbor Rd. #104	RB	Contractor completed installation beyond required in-progress inspection.
ELER 185-2021	95 Maura Terr.	RB	Receptacles need trim; bathroom outlet not working.
ELER 1155-2020	4783 S. Atlantic Ave. #E2	RB	GFCI at sink not working correctly.
BLDR 4535-2021	4575 S. Atlantic Ave. #6202	RB	Kitchen receptacle needs to be GFCI-protected.
BLDR 480-2021	76 Aurora Ave.	RB	Minimum ventilation requirement not met pursuant to R806.2.
BLDR 875-2020	4727 Riverglen Blvd.	HB	Elevation higher than approved plan.

C. CODE ENFORCEMENT

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

Phone calls	79
Walk-ins	2
E-mails	41

In-Depth Customer Response

Letters (including detailed e-mails)	8
Conferences with customers	0

Professional Meetings and Activities

Training	4 hrs. (Volusia/Flagler Association of Code Enforcement)
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Construction Site NPDES Inspections

Inspections	77
Inspections YTD	722

Code Enforcement Investigations

New investigations	19
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Closed investigations	6
Active investigations	37
Total number of new investigations YTD	303
Code Board cases this month	4
Total number of cases YTD	16
Permit checks	1
Total permit checks YTD	68
Work without permits	1
Total work without permit YTD	23

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
7/1/21	4879 Sailfish Dr.	Garth Schweizer & Assoc.	GRADE 690-2021 DEVR 699-2021
7/6/21	4732 S. Atlantic Ave.	Michael Sims (owner)	
7/8/21	4932 S Peninsula Ave.	Del Air Heating & AC	MECR 663-2021
7/16/21	8 Marsh Ct.	All Phases Fence & Pavers	BLDR 537-2021
7/19/21	4727 Riverglen Blvd.	Mark McCarty Carpentry, Inc.	BLDR 875-2020
7/22/21	106 Old Carriage Rd.	Thomas Porter (owner)	DEMO 730-2021
7/24/21	4428 S. Atlantic Ave.	Craig Gittner (owner)	BLDR 002-2021
7/24/21	4494 S. Atlantic Ave.	Frank Kurpetski & Son, Inc.	BLDR 766-2021
7/24/21	54 Ocean Way Dr.	Collins Built Pools	POOL 1078-2020
7/24/21	22 Mar Azul N.	McCarthy Builders, Inc.	BLDR 194-2021
7/24/21	114 Marie Dr.	Carlton Builders LLC	BLDR 28-2021
7/26/21	4767 S Atlantic #702	Jay Abbey Contracting Services	BLDR 557-2021

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 (783 days) In compliance
2020-428	4453 S. Atlantic Ave #504	\$250		\$250
2020-437	4453 S. Atlantic Ave. #706	\$250		\$250
2020-428	4453 S. Atlantic Ave. #5040	\$250	\$50 (1-25-21)	\$2,250 (40 days) In compliance
2020-499	4719 S. Atlantic Ave.	\$250		\$250
2021-027	4650 Links Village Dr. #D-103	\$250		\$250
2021-114	105 Old Carriage Rd.	\$250		\$250
2021-159	36 South Turn Cir.	\$250		\$250
2021-206	46 Ocean Way Dr.	\$250		\$250
2021-211	4772 S. Atlantic Ave.	\$250		\$250
				Total Outstanding
				\$19,910

Lien Requests	30
Total lien requests YTD	184

D. ADMINISTRATION

2021 Legislative Changes	14 hrs. (Reviewed 2021 changes to State law affecting department operations, including new requirements and preemptions for building permit inspections, code enforcement, building design, permit review deadlines, on-line permit applications and payment, home-based businesses, impact fees, occupational licenses, etc.)
Process Improvement/Technology	27 hrs. (Coordination with Energov for updates, platform change, open tickets, CAP setup and budget items for upgrade to CSS; created forms for change of contractor and permit cancellation; credit card policy and staff training; discussed and created processes for upcoming changes in state law, including preemption of local permitting for home-based businesses per SB 403; began process for converting all permit forms for ADA-compliance and on-line posting per HB 1059.)
Conflict Resolution	14.5 hrs. (Coordinated, directed, and/or prepared staff response to complaints of short-term rentals at Eastwinds condo and 79 Buschman Dr., boat parking at 115 Ponce Terrace Cir., construction in access easement between 4514 and 4522 S. Peninsula Dr., and dispute with pool contractor at 4716 S. Peninsula Dr.; researched historical dock permit records and correspondence regarding dispute over impeding canal navigation at 100 Old Carriage Rd.)
Personnel	10 hrs. (Participated in interviews for hiring of new IT Director; drafted Employee of the Year nomination for Volusia League of Cities.)
COVID-19	3 hrs. (Met with Sr. Staff team regarding Delta variant and impact on department operations; reviewed testing and quarantine policy updates with staff.)
Scanning Project	94 hrs.
Public records requests	8.5 hrs.
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	30
Community Rating System (CRS)	8 hrs. (Reviewed information currently submitted and submit additional information; updated list of items for CRS submittal.)
ISO Grading Program	2 hr. (Reviewed and provided additional information for ISO)
Expired Permit Review	3.5 hrs.