



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: September 15, 2021
Subject: Planning & Development Dept. Activity Report for August 2021

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

A. PLANNING AND ZONING

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

Phone calls	85
Walk-ins	5
E-mails	203

In-Depth Customer Response

Letters (including detailed e-mails)	31
Conferences with customers	10

Permit Reviews (staff total)

Building permits	35
Site visits/inspections	13
Landscape/tree removal plan reviews	6
FDEP Letters of Confirmation	0
Change of use permits	0

Board and Council activity

New case applications	0
Number of meetings and workshops	5 (Special Planning Board, Essential Services Advisory Board, Town Council, Code Enforcement Board, Planning Board)
Number of staff reports written this month	3
Hours in meetings and workshops (staff total)	12 hrs.

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments “Peril of Flood” policy updates to Coastal Management Element	14 hrs. (Reviewed proposed policy amendments submitted by ECFRPC staff in conjunction with the Vulnerability Study to comply with statutory requirements)
Micromobility Devices and E-bikes – Code of Ordinances amendment	17 hrs. (Researched use of privately owned and commercially operated e-bikes/scooters within town limits; prepared and presented first draft of code amendments for discussion at the August Planning Board meeting)
Condo Inspections – Code of Ordinances amendment	5 hrs. (Presented staff report at Special Planning Board meeting, discussed further at regular Planning Board meeting, began preparing update report for September Town Council meeting)
Fueling Stations	4 hrs. (Initiated first draft of LUDC amendment to allow retail fuel sales as required by HB 839)
Food Trucks	2 hrs. (Created first draft for LUDC amendment to allow mobile vending operations within town limits, as required by state law)
LUDC “Glitch” Amendments	2 hrs. (Reviewed list of revisions needed, added items to lists and drafted code for resolution)
LUDC Sec. 4.10 – Landscaping and Tree Preservation	2 hrs. (Reviewed current language and suggested revisions; drafted amendments with reorganization to improve and clarify.)
Resilient Ponce Inlet (Vulnerability Study)	3 hrs. (Arranged for survey distribution by e-mail, social media, website posting, and flyers)
Watershed Master Plan	3 hrs. (Continued updates to the draft grant work program with FDEP staff and scope of work with consultant, pursuant to the new Resilience Grant requirements of SB 1954)
S. Peninsula Drive sidewalk mobility project	4 hrs. (Presented project updates at August ESAB and Planning Board meetings, participated in “project intake meeting with staff from FDOT, R2CTPO, and Volusia County)
Variance request for dock at 100 Anchor Dr.	23 hrs. (Prepared staff and public notice, researched questions, updated slides, prepared quasi-judicial hearing worksheets, presented case to Planning Board, and drafted approval Order.)
Landscape Wavier request for 54 Ocean Way Dr.	4 hrs. (Met with property owners, reviewed request, completed site visit, and drafted approval letter.)

Notable development review and assistance

Single-family	6 hrs. (106 Beach St. – researched lot division, provided development regulations to new property owner and reviewed concept plans for new home placement; 53 Jennifer Cir. – reviewed specimen oak proposed for removal and met with property owner to discuss preservation and fence modification; 4716 S. Peninsula Dr. – met with property owner and contractor to review existing landscaping and proposed tree removal for new pool construction; 67 Rains Court – met with property owner and contractor to review existing landscaping and tree preservation for new pool construction)
Multi-family	0 hrs.
Commercial/non-residential	0 hrs.
Other	
Process Improvement	5 hrs. (Updated application forms and documents for ADA compliance to post on Town website as required by state law.)
Professional Meetings and Activities	
Training	N/A
Professional Associations	2.5 hrs. (Attended monthly meetings of APA-FL Atlantic Coast Section, FPZA Surfcoast Chapter.)
River to Sea Transportation Planning Organization (R2CTPO)	1.5 hrs. (Attended monthly meeting for the Technical Coordinating Committee)

B. BUILDING

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

Phone calls	263
Walk-ins	145
E-mails	327

In-Depth Customer Response

Conferences with customers	5 hrs. (Met with contractor and homeowners on changing pool contractors at 4716 S. Peninsula Dr. and 67 Rains Ct.)
Site Visits/Projects	3 hrs. (Pre-bid meeting for Community Center bathroom renovation; Towers 8 & 9; 4727 Riverglen; 47 Pompano.)

Professional Meetings and Activities

Training	12 hrs. (BOAF training; Risk 2.0 Webinar)
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Permits

New Applications	119
Permits Issued	134
Plan Reviews	117
New Single-Family Residence Applications	2
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	9
Total permits issued YTD	830
Business Tax Receipts/Home Occupations	2

Inspections

Permit Inspections - Approved	203
Permit Re-Inspections - Approved	7
Permit Inspections - Needing Corrections	4
Total inspections YTD	1,609
Total re-inspections YTD	71
Total inspections needing corrections YTD	112

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 585-2021	4590 S. Atlantic Ave. #136	HB	Windows complete, no in-progress inspection called in
MECR 575-2021	4663 S. Atlantic Ave.	RB	Condenser missing tie down
PLMR 547-2021	40 Coastal Oaks Cir.	RB	Penetrations under cabinet must be sealed
POOL 90-2021	75 Calumet Ave.	BF	Not constructed according to approved plans

C. CODE ENFORCEMENT**Incoming Customer Service Requests (between August 1 and August 31, 2021)**

Phone calls	165
Walk-ins	6
E-mails	24

In-Depth Customer Response

Letters (including detailed e-mails)	37
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Professional Meetings and Activities

Meetings	8.5 hrs. (Staff meetings; Code Enforcement Board)
Training	4 hrs. (Building Officials Association of Florida [BOAF] Ethics, Laws & Rules for the Building Official and Communication Skills)

Construction Site NPDES Inspections

Inspections	128
Inspections YTD	850

Code Enforcement Investigations

New investigations	75
Closed investigations	38
Active investigations	61
Total number of new investigations YTD	378
Code Board cases this month	4
Total number of cases YTD	20
Permit checks	10
Total permit checks YTD	78
Work without permits	3
Total work without permit YTD	26

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
8/2/21	20 Mar Azul North	Paytas Homes	BLDR 506-2021
8/4/21	4721 S. Atlantic Ave.	Gene Kelly & Sons	--
8/16/21	54 Jana Dr.	Davis Brothers	MECR 811-2021
8/23/21	4717 Dixie Dr.	ARS/Rescue Rooter	MECR 844-2021
8/31/21	34 Ocean Way Dr.	Advance Air Home Services	PLMR 892-2021

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 In compliance
2020-437	4453 S. Atlantic Ave. #706	\$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 Links Village #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
2021-217	48 Inlet Harbor Dr.	\$250	\$250 per day (9/23/21)	\$250
2021-221	4895 S. Atlantic Ave.	\$250		\$250
2021-284	137 Anchor Dr.	\$250		\$250
				Total Outstanding
				\$20,410

Lien Requests	14
Total lien requests YTD	198

D. ADMINISTRATION

Process Improvement/Technology	35 hrs. (Closed out home occupation permits for the year following State pre-emption of local permitting authority; created affidavit with local rules and performance standards for home-based business owners in conjunction with annual Business Tax Receipts; created How-To guide for staff for rental renewal permit printing and payment processing; updated fact sheets with new information; discussed private provider process and questions for Town Attorney to meet requirements of state law review.)
Conflict Resolution	11.5 hrs. (Coordinated, directed, and/or prepared staff response to complaints of short-term rentals at 4495-4505 S. Atlantic Ave. [Eastwinds condo]; noise complaint at 33 Inlet Harbor Road [Jerry's Pizza]; dispute with pool contractor at 4716 S. Peninsula Dr.; and boat parking at 115 Ponce Terrace Cir.)
Office Space Organization	12.5 hrs. (Reviewed remodel quotes for new rental enforcement officer office; reviewed remodel ideas for other new office space; met with flooring contractors for estimates; continued cleaning out former staff office)
Personnel	4 hrs. (Revised job description and ad for Rental Enforcement Officer to a full-time position; coordinated funding for purchase of new vehicle for Code Compliance Manager and equipment for new Rental Enforcement Officer;
Rental Permit Renewals	45 hrs.
Budget	4 hrs.
Expired Permits	8 hrs.
Six-month performance review with Town Manager	14 hrs.
Scanning Project	66 hrs.
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	30 hrs.
Energov	18.5 hrs. (Worked with Energov to set up CAP on-line permit payment system.)
Periodic Reporting	3 hrs. (Sent monthly business tax receipt information to Volusia County; sent weekly permit reports to Home Builders Association.)
Public records requests	2 hrs.