



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: October 10, 2021
Subject: Planning & Development Dept. Activity Report for September 2021

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

A. PLANNING AND ZONING (includes Director's customer service activity and planning-related project hours)

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

Phone calls	74
Walk-ins	10
E-mails	229

In-Depth Customer Response

Letters (including detailed e-mails)	40
Conferences with customers	12

Permit Reviews (staff total)

Building permits	35
Site visits/inspections	15
Landscape/tree removal plan reviews	7
FDEP Letters of Confirmation	0
Change of use permits	0

Board and Council activity

New case applications	1 (Minor Replat for 4915 S. Atlantic Ave.)
Number of meetings and workshops	4 (special Town Council budget meeting, regular Town Council meeting, Code Enforcement Board, Planning Board)
Number of staff reports written this month	1 (VAR 17-2021)
Hours in meetings and workshops (staff total)	9.5 hrs.

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments Updates to Comprehensive Plan	10 hrs. (Reviewed plan for necessary updates for compliance with State statutes)
Micromobility Devices and E-bikes – Code of Ordinances amendment	13 hrs. (Drafted Ordinance and code amendments based on feedback from the Planning Board and public)
Condo Inspections – Code of Ordinances amendment	10 hrs. (Prepared and presented staff report to the Town Council about regulatory recommendations from the Planning Board; updated the Planning Board on subsequent direction from the Town Council)
Mobile Vending/Food Trucks	9 hrs. (Researched regulation of mobile vending vehicles and drafted Ordinance for operation within Town limits)
Property Rights Element - Comprehensive Plan	9.5 hrs. (Researched and drafted new property rights element language pursuant to House Bill 59)
Resilient Ponce Inlet (Vulnerability Study)	3 hrs. (Coordinated scheduling and advertising of October workshop to discuss results of survey)
Watershed Master Plan	3.5 hrs. (Continued coordination with FDEP staff and consultant to finalize the scope of work and grant agreement)
Final Site Development Plan for Sailfish Marina, 4899 Front St. (FDP 07-2021)	2 hrs. (Started review of additional documents and resubmittal response for proposed marina and sent to DRT members for review.)
Variance request for patio at 107 Old Carriage Rd. (VAR 17-2021)	13 hrs. (Finalized staff report, completed public notice, and presented to the Planning Board)
Tree removal request for 66 Ocean Way Dr. (DEV R 853-2021)	6 hrs. (Wrote report to CSB for request to remove an 18” oak within footprint of proposed single-family home)

Notable development review and assistance
Single-family

16.5 hrs. (137 Anchor Drive – reviewed exterior improvements and landscape requirements with property owner and contractor to bring front-yard landscaping into compliance; 4915 S. Atlantic Ave. – met with agent and client to discuss development regulations for oceanfront lot and followed up to answer additional questions; 77 Beach St. – met with property owner in office and on-site to review parcel boundaries and proposed development of adjacent lot; 129 Old Carriage Rd. – worked with property owner to document existing landscaping and create landscape plan to bring front yard into compliance; 4727 S. Peninsula Dr. – discussed replat process with property owners and provided preliminary review of proposed lot division; 108 Ponce De Leon Cir. – met with property owner, researched permit file, and reviewed options for waterfront accessory structure;

Single-family (continued)	46 <u>Tina Maria Cir.</u> – met with property owners and pool contractor to discuss tree removal and mitigation requirements)
Multi-family	2 hrs. (4779 S. Atlantic Ave. [Lighthouse Village] – located property survey and worked with electrical contractor to provide specification sheets and illumination value for replacement parking lot lighting)
Commercial/non-residential	3 hrs. (4300 S. Atlantic Ave. – researched requirements and permit history for temporary signs in the right-of-way for Ponce Inlet Community Center events)
Other	
Inlet Harbor Pocket Park	3 hrs. (Provided background information and development requirements to Cultural Services Manager for discussion and direction at the Cultural Services Board and Town Council meetings)
Research	8 hrs. (Researched the Town’s zoning and regulatory authority over a vessel selling alcohol at Disappearing Island; contacted state and local agencies to verify proper licensing; corresponded with marina owner and property owner about BTR regulations and state alcohol license requirements)
Professional Meetings and Activities	
Training	24 hrs. (Attended annual APA-FL state conference and FPZA Real Estate Market Trends Program)
Professional Associations	5 hrs. (Attended monthly meeting of FPZA Surfcoast Chapter and participated in 2021 International Coastal Cleanup event with FPZA and VCARD)
River to Sea Transportation Planning Organization (R2CTPO)	2 hrs. (Attended monthly meeting of the Technical Coordinating Committee)

B. BUILDING

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

Phone calls	298
Walk-ins	190
E-mails	336

In-Depth Customer Response

Conferences with customers	2 hrs.
Projects/Site Visits	4 hrs. (Community Center restroom renovation project; 108 Ponce De Leon)

Professional Meetings and Activities

Training	17 hrs. (Permit Technician Classes)
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Meetings 9 hrs. (LMS meeting; BOIA monthly meeting; FABTO Executive Board)

Permits

New Applications 103
 Permits Issued 94
 Plan Reviews 108
 New Single-Family Residence Applications 0
 New Single-Family Residence Permits Issued 1
 New Single-Family Residence Permits Issued YTD 10
 Total permits issued YTD 924
 Business Tax Receipts/Home Occupations 62

Inspections

Permit Inspections - Approved 264
 Permit Re-Inspections - Approved 5
 Permit Inspections - Needing Corrections 1
 Total inspections YTD 1,873
 Total re-inspections YTD 76
 Total inspections needing corrections YTD 113

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 527-2021	78 Inlet Harbor Rd.	RB	No in-progress done, must see openings before completing per FBC 110.6

C. CODE ENFORCEMENT

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

Phone calls 194
 Walk-ins 11
 E-mails 53

In-Depth Customer Response

Letters (including detailed e-mails) 1

Professional Meetings and Activities

Meetings 2.5 hrs. (Code Enforcement Board)
 Training 4 hrs. (BOAF Ethics Training; BOAF Laws & Rules for the Building Official; BOAF Communication Skills)

Construction Site NPDES Inspections

Inspections 98
 Inspections YTD 948

Code Enforcement Investigations

New investigations	65
Closed investigations	47
Active investigations	51
Total number of new investigations YTD	443
Code Board cases this month	3
Total number of cases YTD	23
Permit checks	23
Total permit checks YTD	101
Work without permits	2
Total work without permit YTD	28

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
9/13/21	4367 S. Atlantic Ave.	Charles Rinek Construction	DEVR 1272-2020
9/13/21	74 Glenview Ave.	Astro Roof/Universal	BLDR 793-2021
9/21/21	13 Arena Blanca	Professional Site & Transport	--
9/22/21	4367 S. Atlantic Ave.	Charles Rinek Construction	BLDR 1270-2020
9/23/21	4445 S. Atlantic Ave.	Blue Ribbon Pools	POOL 957-2021
9/30/21	63 Rains Ct.	Southern Comfort AC	MECR 976-2021

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of Oct. 1 st
2018-148	42 Jana Dr.	\$250	\$20 (4/22/19)	\$15,660 (783 days) 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 (410 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
2021-211	4772 S. Atlantic Ave.	\$250		\$250
2021-217	48 Inlet Harbor Rd.	\$250		\$250
2021-221	4895 S. Atlantic Ave.	\$250		\$250
2021-250	4631 S. Atlantic Ave. #8407	\$250		\$250
				Total Outstanding
				\$20,160

Lien Requests	21
Total lien requests YTD	219

D. ADMINISTRATION

Process Improvement/Technology

54 hrs. (Continued working with Energov to set up on-line permit application and payment system, aka “CAP,” as required by HB 1059; created instructions for applying for permits for posting on the Town website, as required by HB 1059; wrote introductory narrative for the newly organized Department web page; created list with links to applicable codes adopted and enforced by the Town, for posting on the Department’s web page; updated internal Department procedures for responding to Brazilian Pepper questions and/or complaints; and updated internal Department procedures for leave requests and back-up coverage)

Conflict Resolution

11 hrs. (Coordinated, directed, and/or prepared staff response to complaints of Brazilian Pepper trees at 30 Tina Maria Cir. and 4719 Riverglen Blvd.; and for reimbursement of Town expenses for disposing of yard waste left on sidewalk at 4522 S. Peninsula Dr.)

Legislative Updates

13 hrs. (Reviewed with Town Attorney new state laws concerning contactor licensing per HB 735 and use of private providers for plan reviews and inspections per HB 401; and reviewed new requirements for construction permitting procedures per HB 1059)

Office Space Organization

9 hrs. (Coordinated initial preparation of permit plans for remodeling the large conference room, gazebo and building administration area; coordinated completion of storage room remodeling for new Rental Enforcement Officer and Building Inspector)

Personnel

11.5 hrs. (interviewed candidates for new Rental Enforcement Officer; completed annual personnel evaluations)

Rental Permit Renewals

8 hrs.

Expired Permits

3 hrs.

Periodic Reporting

4 hrs.

Public records requests

3 hrs.