



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: November 15, 2021
Subject: Planning & Development Dept. Activity Report for October 2021

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

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

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

Phone calls	66
Walk-ins	9
E-mails	218

In-Depth Customer Response

Letters (including detailed e-mails)	38
Conferences with customers	8

Permit Reviews (staff total)

Building permits	24
Site visits/inspections	14
Landscape/tree removal plan reviews	6
FDEP Letters of Confirmation	0
Change of use permits	0
Special Event permit reviews	1 (Veterans Day Ceremony)

Board and Council activity

New case applications	1 (Minor Replat for 4724 S. Peninsula Dr.)
Number of meetings and workshops	5 (Cultural Services Board, Essential Services Advisory Board, Town Council, Code Enforcement Board, Planning Board)
Number of staff reports written this month	2
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	7 hrs. (Reviewed plan for necessary updates for compliance with State statutes; compiling changes for EAR report)
Micromobility Devices and E-bikes	26 hrs. (Drafted Ordinance and code amendments based on feedback from the Planning Board and public)
Mobile Vending/Food Trucks	12.5 hrs. (Researched the regulation of mobile vending vehicles and drafted Ordinance for operation within Town limits)
Property Rights Element - Comprehensive Plan	5 hrs. (Researched and drafted new element text pursuant to House Bill 59 and staff report for Planning Board review)
Tree Preservation & Landscape Requirements (LUDC Section 4.10)	9 hrs. (Researched proposed amendments, drafted new language and reorganized code section.)
Fee Schedule (Appendix A)	6.5 hrs. (Incorporated new proposed fee amendments based on recent changes to State Law and reviewed with staff)
Resilient Ponce Inlet (Vulnerability Study)	10.5 hrs. (Coordinated scheduling and advertising of Oct. 19 th workshop with ECFRPC staff; attended workshop on results of “Resilient Ponce Inlet” survey)
Variance request for patio at 107 Old Carriage Rd. (VAR 17-2021)	4 hrs. (Prepared Order of Denial following September Planning Board hearing, edited meeting minutes)
Final Site Development Plan for Sailfish Marina, 4899 Front St. (FDP 07-2021)	12 hrs. (Completed review of additional documents and resubmittal response for proposed marina and compiled outstanding comments from DRT members.)

Notable development review and assistance

Single-family	7.0 hrs. (<u>4741 S. Peninsula Dr.</u> – met with property owner to review proposed low-hanging oak branch removal at driveway and tree trimming next to home; <u>4750 S. Peninsula Dr.</u> – preliminary site plan review for construction of new single-family home and tree replacement mitigation for proposed tree removal; <u>106 Ponce Terrace Cir.</u> – met with property owner to document existing trees and review proposed tree removal; <u>4725 Riverglen Blvd</u> – researched permit files for review of submitted surveys with prorated lot dimensions as requested by property owner.)
Multi-family	0 hrs.
Commercial/non-residential	0 hrs.

Other

Florida Government Week Open House	13 hrs. (Together with Department staff, planned activities and attended the event at the Community Center)
Process Improvement	5 hrs. (Reviewed application and processing procedures for all Planning & Zoning application types)
Citizens for Ponce Inlet Fall Newsletter	6 hrs. (Wrote and/or edited articles on code amendments in progress, Brazilian Pepper tree removal, vacation rental regulations, State prohibition of anonymous code complaints, irrigation rules, flood protection, Business Tax Receipts, and new State rules for home-based businesses)
Annual population estimate from BEBR (Bureau of Economic and Business Research)	5.5 hrs. (Researched town records and the BEBR estimation criteria, then contacted BEBR to reach a more accurate estimate for the Town's 2021 population)
Inlet Harbor Pocket Park	2 hrs. (Provided answers to the Cultural Services Manager for questions raised by the Cultural Services Board at the September meeting; edited follow-up staff report for the Town Council meeting)
Research	7.5 hrs. (Worked with the Town Attorney's office to determine maintenance responsibility for the S. Atlantic Ave. sidewalks and authority to install speed limits signs; searched through Town records for construction plans and possible maintenance agreement with Volusia County; conferred with County staff)
Mapping	2.5 hrs. (Created boundary map of Ponce Inlet and map of Disappearing Island for Police Chief for presentation for proposed marine unit)
Professional Meetings and Activities	
Training	6.5 hrs. (Volusia County Resilience Through Conservation Workshop; 1000 Friends of Florida webinar - State Initiatives for Community Resilience in Florida)
Professional Associations	7 hrs. (Attended monthly meetings of APA-FL Atlantic Coast Section and FPZA Surfcoast Chapter; wrote article for FPZA newsletter about the "Got Lots" real estate trends presentation in September)
River to Sea Transportation Planning Organization (R2CTPO)	6 hrs. (Reviewed history of Votran's documents and presentations in 2021 to the TPO regarding proposed elimination of fixed bus route service in Ponce Inlet; attended monthly meeting of the Technical Coordinating Committee)

B. BUILDING

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

Phone calls	334
Walk-ins	209
E-mails	302

In-Depth Customer Response

Conferences with customers	3 hrs.
Projects/Site Visits	2 hrs. (Community Center restroom renovation project)

Professional Meetings and Activities

Training	2 hrs.
Meetings	10 hrs. (LMS meeting; BOIA monthly meeting; FABTO Executive Board)

Permits

New Applications	97
Permits Issued	80
Plan Reviews	95
New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	11
Total permits issued YTD	1,004
Business Tax Receipts/Home Occupations	50

Inspections

Permit Inspections - Approved	188
Permit Re-Inspections - Approved	15
Permit Inspections - Needing Corrections	6
Total inspections YTD	2,061
Total re-inspections YTD	91
Total inspections needing corrections YTD	119

Permit Correction Details

Permit #	Address	By	Reason for Correction
GRADE 905-2021	137 Anchor Dr.	BF	Landscape not consistent with approved plan; deficient number of trees
BLDR 804-2021	4704 S. Peninsula Dr.	RB	Taper on flat roof not sloped properly.
BLDR 380-2021	22 Mar Azul South	RB	Guard does not meet FBC Sec. R312.1.3
BLDR 940-2021	44 Coastal Oaks Cir.	RB	No ventilation on upper roof per Sec. R1503.5
BLDR 924-2021 (x2)	50 Glenview Ave.	RB	Failed per Sec. R110.6, nailing cannot be inspected.
POOL 847-2021	73 Beach St.	RB	Check steel for angle of repose at side of the pool where the house footer will be.

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

Phone calls	124
Walk-ins	7
E-mails	17

In-Depth Customer Response

Letters (including detailed e-mails)	47
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Professional Meetings and Activities

Meetings	2.5 hrs. (Code Enforcement Board)
Training	4 hrs. (Volusia Flagler Association of Code Enforcement)

Construction Site NPDES Inspections

Inspections	104
Inspections YTD	1,052

Code Enforcement Investigations

New investigations	98
Closed investigations	55
Active investigations	69
Total number of new investigations YTD	541
Code Board cases this month	6
Total number of cases YTD	29
Permit checks	11
Total permit checks YTD	112
Work without permits	3
Total work without permit YTD	31

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
10/4/21	19 Mar Azul North	Collins Built Pools	POOL 1077-2020
10/8/21	78 Buschman Dr.	Bennett & Sons AC	--
10/11/21	55 Oceanview Dr.	Florida Plumbing Works, Inc.	PLMR 1012-2021
10/19/21	117 Rains Dr.	One Hour A/C	MECR 146-2021
10/20/21	74 Glenview Ave.	AJV Enterprises	BLDR 1107-2021
10/21/21	4454 S. Atlantic Ave. #114	Behrens Heat & Air	MECR 1041-2021
10/21/21	39 Marie Dr.	Total Comfort	MECR 1027-2021
10/21/21	4735 Riverglen Blvd.	Olsen Custom Homes	BLDR 855-2021
10/25/21	4622 Links Village Dr.	CG Roofing Group LLC	BLDC 1049-2021
10/26/21	4590 S. Atlantic Ave. #146	A/C One	MECR 1056-2021

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 (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
2021-211	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 31
 Total lien requests YTD 250

D. ADMINISTRATION

Process Improvement/Technology 52.5 hrs. (Continued working with Energov to set up on-line permit application and payment system, aka “CAP,” as required by HB 1059; created instructions and checklists for applying various permit application types for posting on the Town website, as required by HB 1059; revised the rental permit page and contact info pages on the Department’s web page; researched procedures for accepting electronic signatures on permit documents)

Short-term rentals 6 hrs. (Conducted thorough review of rental permit procedures, annual reporting requirements, and available code enforcement mechanisms for violations; proposed short-, intermediate-, and long-term plans to improve comprehensive enforcement)

Office Space Organization 8.5 hrs. (Prepared and discussed options for utilizing existing and proposed office space to house new personnel)

Personnel 7.5 hrs. (Revised job description and job ad for the new Rental Housing Inspector position; conducted annual employee evaluations; reviewed policies for use of Town’s Amazon account; drafted nomination for Town Employee of the Year)

Department Goals 2 hrs. (Evaluated status of existing goals and proposed new goals based on Council direction and statutory requirements)

PICCI Board	3.5 hrs. (Prepared for and attended Board meeting on behalf of the Town, and e-mailed notes and follow-up items to Town staff)
Scanning	45 hrs.
Halloween Event	5 hrs.
Filing	3 hrs.
Expired Permits	6 hrs.
Periodic Permit Reporting	5 hrs.