



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: December 14, 2021
Subject: Planning & Development Dept. Activity Report for November 2021

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

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

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

Phone calls	64
Walk-ins	7
E-mails	209

In-Depth Customer Response

Letters (including detailed e-mails)	34
Conferences with customers	9

Permit Reviews (staff total)

Building permits	30
Site visits/inspections	12
Landscape/tree removal plan reviews	6
FDEP Letters of Confirmation	0
Change of use permits	0
Special Event permit reviews	1 (Children's Christmas Party)

Board and Council activity

New case applications	1 (Minor Replat 29-2021 for 123 & 125 Ponce De Leon Cir.)
Number of meetings and workshops	3 (Code Enforcement Board, Planning Board, town Council)
Number of staff reports written this month	3 (E-Bikes & Micromobility Devices; Property Rights Element; Minor Replat 24-2021)
Hours in meetings and workshops (staff total)	9 hrs.

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments

E-bikes and Micromobility Devices

14 hrs. (Updated staff report and draft Ordinance based on feedback from the Planning Board and public.)

Property Rights Element - Comprehensive Plan

6 hrs. (Updated staff report and draft Ordinance.)

Mobile Vending/Food Trucks

5 hrs. (Researched regulation of mobile vending vehicles and drafted Ordinance for operation within Town limits.)

Tree Preservation & Landscape Requirements (LUDC Section 4.10)

5 hrs. (Researched regulations and prior draft amendments; drafted Ordinance with new language and reorganization of code sections.)

Updates to Comprehensive Plan

6 hrs. (Reviewed plan for updates for compliance with State statutes, compiling changes for EAR report.)

Fee Schedule Update (Appendix A)

26.5 hrs. (Incorporated new proposed fee amendments based on recent changes to State Law; compared fees from surrounding municipalities and suggested updates.)

Minor Replat (24-2021) – 4915 S. Atlantic Ave.

3 hrs. (Completed staff report and public notice requirements.)

Minor Replat (27-2021) – 4724 S. Peninsula Dr.

8 hrs. (Reviewed application for completeness and code compliance; sent to staff and agencies for review.)

Resilient Ponce Inlet (Vulnerability Study)

13 hrs. (Reviewed and edited report, meeting summary, and proposed comp. plan policies from ECFRPC staff; met with High Tide founder and reviewed latest draft of maps and projections; met with RPC staff about delivery of final product per contract)

Notable development review and assistance

Single-family

6 hrs. (90 Buschman Dr. – met with resident and contractor to measure remaining oak tree trunk after unpermitted removal to calculate mitigation and verify preserved trees on lot; 31 Caribbean Way – met with contractor to review unpermitted tree removal within the platted conservation easement and discuss required replacement planting and mitigation; 4716 Dixie Dr. – met with property owner to measure remaining oak tree trunk after unpermitted removal to calculate mitigation and verify preserved trees on lot; 137 Old Carriage - met with property owner to review property boundary at right-of-way for required tree planting to address code board action; 4807 S. Peninsula Dr. – met with new property owners to review existing trees for preservation and measurement of multi-trunk specimen oaks for possible removal for future single-family home development.)

Multi-family

4 hrs. (Seagull Landing – researched permit records for accessory structures within drainage easement; Towers

Commercial/non-residential	condominium – researched regulations for outdoor pool and deck lighting) 3.5 hrs. (100 Lighthouse Dr. [<u>Marine Science Center</u>] – inspected construction and reviewed permit modifications for the work in progress; 4958 S. Peninsula Dr. [Lighthouse Boatyard] – researched zoning and permissible uses for proposed tutoring business)
Other Activities Research	6 hrs. (Reviewed transmittal requirements for large-scale comprehensive plan amendments; compiled information to improve organization of the Town’s data storage drives.)
Professional Meetings and Activities Training	8 hrs. (Attended VCARD Emerging Trends in Land Development Conference - LID)
Professional Associations	2 hrs. (Attended monthly meeting of APA-Atlantic Coast Section)
River to Sea Transportation Planning Organization (R2CTPO)	1.5 hrs. (Attended monthly Technical Coordinating Committee meeting)

B. BUILDING

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

Phone calls	293
Walk-ins	187
E-mails	419

In-Depth Customer Response

Conferences with customers	4 hrs.
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Permits

New Applications	89
Permits Issued	95
Plan Reviews	109
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	11
Total permits issued YTD	1,099
Business Tax Receipts	10

Inspections

Permit Inspections - Approved	160
Permit Inspections - Needing Corrections	8
Permit Re-Inspections - Approved	4

Total inspections YTD 2,221
 Total re-inspections YTD 95
 Total inspections needing corrections YTD 127

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 395-2021	73 Beach St.	BF	Garage does not meet setback; label wall height.
POOL 878-2021	4726 Riverglen Blvd.	HB	Pool barrier not installed; no site protection.
BLDR 970-2021	4590 S. Atlantic Ave. #241	HB	Door and frame out of adjustment; trim pieces not installed correctly.
POOL 976-2020	4494 S. Atlantic Ave.	HB	Gate latches too low; could not verify if alarms work.
BLDR 103-2021	137 Old Carriage Rd.	RB	Wall sheathing not nailed correctly.
POOL 1077-2020	19 Mar Azul North	RB	No plumbing pre-deck inspection prior to pool deck.
BLDR 801-2021	31 Ponce Inlet Key Ln.	RB	Unable to see decking.
MECR 884-2021	4790 S. Atlantic Ave. #B2	RB	Pan under air-handler full of water.

Professional Meetings and Activities

Training 4 hrs. (Permit Technician Exam)
 Meetings 4.5 hrs.

Other Activities

Scheduling annual inspections 21 hrs.
 Filing 3 hrs.
 Expired Permits 3 hrs.
 Periodic Permit Reporting 3 hrs.

C. CODE ENFORCEMENT

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

Phone calls 90
 Walk-ins 5
 E-mails 27

In-Depth Customer Response

Letters (including detailed e-mails) 8

Special Projects

Rental Property Maintenance Ordinance 9 hrs. (Reviewed rental inspection regulations from Daytona Beach and South Daytona, reviewed proposed ordinance from Town Attorney's office, prepared draft staff report for Town Council review)

Professional Meetings and Activities

Meetings N/A

Construction Site NPDES Inspections

Inspections 142
 Inspections YTD 1,194

Code Enforcement Investigations

New investigations 43
 Closed investigations 30
 Active investigations 50
 Total number of new investigations YTD 584
 Code Board cases this month 6
 Total number of cases YTD 35
 Permit checks 7
 Total permit checks YTD 119
 Work without permits 1
 Total work without permit YTD 32

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
11/2/21	4735 Riverglen Blvd.	Olsen Custom Homes	BLDR 855-2021
11/10/21	129 Old Carriage Rd.	Michael McCann, Owner	BLDR 1118-2021
11/12/21	31 Caribbean Way	Feathercut Nursery & Design	DEV R 1132-2021
11/16/21	4621 S. Atlantic Ave. #7607	William Lewis Construction	BLDR 1151-2021
11/16/21	4631 S. Atlantic Ave. #8106	William Lewis Construction	BLDR 1152-2021
11/22/21	92 Buschman Dr.	Miguel Cruz	DEV R 1191-2021

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due at end of month
2018-148	42 Jana Dr.	\$250	\$20 (4/22/19)	\$15,660 (783 days) In compliance
2020-428	4453 S. Atlantic Ave. #5040	\$250	\$50 (1/25/21)	\$2,250 (40 days) In compliance
2020-437	4453 S. Atlantic Ave. #706	\$250		\$250
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	\$50 (11/9/21)	\$1,350 (22 days)
2021-221	4895 S. Atlantic Ave.	\$250		\$250
2021-249	4745 S. Atlantic Ave. #404	\$250	\$50 (11/9/21)	\$1,350 (22 days)
2021-250	4631 S. Atlantic Ave. #8407	\$250		\$250

2021-284	137 Anchor Dr.	Paid	\$25 (11/9/21)	\$550 (22 days)
2021-378	4746 S. Peninsula Dr.	\$250		\$250
2121-380	55 Oceanview Ave.	\$250		\$250
				Total Outstanding
				\$23,560

Lien Requests 18
Total lien requests YTD 268

D. ADMINISTRATION

Process Improvement/Technology 43.0 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; researched procedures for accepting electronic signatures on permit documents; updated department policies)

Special Projects (Remodel Plan) 3 hrs. (Obtained cost estimates and designs for interior and exterior office space improvements)

Department Goals 3 hrs. (Evaluated status of existing goals and proposed new goals based on Council direction and statutory requirements)

Personnel 14 hrs. (Interviewed candidates for new Rental Housing Maintenance Inspector position; conducted annual performance evaluations; edited staff report requesting new Administrative Assistant position for Code Enforcement)

Conflict Resolution 3.5 hrs. (Coordinated, directed, and/or prepared staff response for customer dispute with contractor at 41 Jana Dr.; unlawful tree trimming in Beach St. right-of-way; and drainage concerns at 73 Beach St.)

Scanning 51 hrs.

Public records requests 14 hrs.