



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: January 11, 2022
Subject: Planning & Development Dept. Activity Report for December 2021

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

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

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

Phone calls	69
Walk-ins	8
E-mails	166

In-Depth Customer Response

Letters (including detailed e-mails)	33
Conferences with customers	10

Permit Reviews (staff total)

Building permits	32
Site visits/inspections	13
Landscape/tree removal plan reviews	5
FDEP Letters of Confirmation	0
Change of use permits	1
Special Event permit reviews	1 (P.I. Community Center Food Truck Night)

Board and Council activity

New case applications	1 (MR 31-2021 – Minor replat for 4724 S. Atlantic Ave.)
Number of meetings and workshops	2 (Planning Board, Town Council)

Number of staff reports written this month	4 (Minor Replat 24-2021; Minor Replat 29-2021, Micromobility/E-bike regulations, Request for continued support of S. Peninsula sidewalk project)
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Hours in meetings and workshops (staff total) 9.5 hrs.

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments E-bikes and Micromobility Devices	2.0 hrs. (Updated staff report and presented ordinance to Town Council)
Property Rights Element - Comprehensive Plan	4 hrs. (Updated staff report and presented ordinance to Town Council; compiled and sent transmittal packet to FDEO, VGMC, state agencies and surrounding municipalities for review)
Mobile Vending/Food Trucks	2 hrs. (Continued researching regulation of mobile vending vehicles and drafting Ordinance for operation within Town limits)
Tree Preservation & Landscape Requirements (LUDC Section 4.10)	7 hrs. (Researched past proposals and regulations; drafted new language; and reorganized code sections)
Water Conservation	5.5 hrs. (Reviewed the model SJRWMD ordinance and proposed Volusia County water conservation ordinance for landscape irrigation, compared to current code, and drafted potential updates)
Updates to Comprehensive Plan	5 hrs. (Reviewed plan for necessary updates for compliance with State statutes; compiled changes for Evaluation and Appraisal letter)
Minor Replat (24-2021) – 4915 S. Atlantic Ave.	8.5 hrs. (Finalized staff report and presented to the Planning Board; edited meeting minutes; updated staff report for January special Board meeting; and prepared public notice)
Minor Replat (27-2021) – 4724 S. Peninsula Dr.	4 hrs. (Completed review of application packet; compiled comments from Town departments and sent to applicant and reviewing agencies)
Minor Replat (29-2021) – 123 Ponce De Leon Cir.	6 hrs. (Completed review of application packet; prepared report and unity-of-title form for administrative approval; compiled documents for recording)
Final Site Development Plan for Sailfish Marina, 4899 Front St. (FDP 07-2021)	2 hrs. (Reviewed traffic impact and riverfront site design policy comments and discussed with applicant)
S. Peninsula bike-ped mobility project	6 hrs. (Researched prior history of annual project authorizations and drafted staff report to ESAB to request recommendation for continued support to be submitted to the TPO)

Resilient Ponce Inlet (Vulnerability Assessment)

11 hrs. (Analyzed on-line survey data and formatted into charts for understanding prioritized topics; attended monthly virtual meeting with ECFRPC staff; reviewed and provided final edits for proposed Peril-of-Flood policy recommendations for the comprehensive plan, met with resident to discuss concerns over model projections)

Notable development review and assistance
Single-family

11 hrs. (4724 S. Atlantic Ave. – researched property and permit records for abutting lots to confirm combination requirement for proposed improvements and discussed with contractor and property owner; 68 Bay Harbour Dr. – reviewed tree survey and provided tree removal and replacement mitigation assessment for new detached garage; 62 Jennifer Cir. – met with property owners to review trees proposed for removal, researched to identify and determined required replacement mitigation; 26 Mar Azul North – reviewed plat, subdivision construction plans, and utility plans to determine hydrant placement within right-of-way or property boundary for potential buyer; 4743 S. Peninsula Dr. – researched permit files, sent copies of stormwater and landscape plans to property owner, and provided code regulations for future improvements; 4750 S. Peninsula Dr. – reviewed tree survey and provided preliminary review for tree replacement mitigation for future lot development)

Multi-family

2 hrs. (Cottages at Ponce Inlet – researched existing development orders, reviewed the code requirements, and provided procedural options to construct a single-family home at 4873-4877 S. Atlantic Ave.)

Commercial/non-residential

10.5 hrs. (4950 S. Peninsula Dr. – met with new owners to discuss future redevelopment plans for Critter Fleet property; researched proposed uses allowable by right or special exception and applicable design standards for the Lighthouse Overlay District; 4958 S. Peninsula Dr. – [Lighthouse Boatyard] – researched permitted uses and allowable standards for a proposed tutoring business)

Other Activities
Research

6 hrs. (Reviewed code limitations in the comprehensive plan and LUDC regarding boat storage within the Riverfront Commercial FLU designation and Riverfront Overlay District)

Professional Meetings and Activities
Training

2.0 hrs. (1000 Friends of Florida webinar - 2022 Florida Legislative Preview)

Professional Associations	4.5 hrs. (Attended annual meetings of APA-Atlantic Coast Section and FPZA Surfcoast Chapter)
River to Sea Transportation Planning Organization (R2CTPO)	N/A

B. BUILDING

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

Phone calls	284
Walk-ins	131
E-mails	287

In-Depth Customer Response

Conferences with customers	0
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Permits

New Applications	74
Permits Issued	79
Plan Reviews	122
New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	13
Total permits issued YTD	1,178
Business Tax Receipts	4

Inspections

Permit Inspections - Approved	170
Permit Inspections - Needing Corrections	4
Permit Re-Inspections - Approved	8
Total inspections YTD	2,391
Total re-inspections YTD	99
Total inspections needing corrections YTD	135

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 863-2021	4651 S Atlantic Ave. #106	HB	Post tension slab was drilled for new plumbing. Must provide a letter from Engineer certifying no structural issues.
BLDR 902-2021	114 Marie Dr.	NT	Installation does not match the approved plan.
BLDR 804-2021	4704 S. Peninsula Dr.	RB	No roof dry-in inspection done. Need to verify proper slope.
BLDR 804-2021	4704 S. Peninsula Dr.	RB	No dry-in photos provided as per conversation with Mr. Webber; nor have any corrections been made.

Professional Meetings and Activities

Training	7 hrs.
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Meetings 4.5 hrs.

Other Activities

Scheduling annual inspections 3 hrs.

Filing 4 hrs.

Expired Permits 4 hrs.

Periodic Permit Reporting 3 hrs.

C. CODE ENFORCEMENT (includes Director's project hours)

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

Phone calls 75

Walk-ins 3

E-mails 13

In-Depth Customer Response

Letters (including detailed e-mails) 0

Construction Site NPDES Inspections

Inspections 137

Inspections YTD 1,331

Code Enforcement Investigations

New investigations 7

Closed investigations 3

Active investigations 33

Total number of new investigations YTD 591

Code Board cases this month 1

Total number of cases YTD 36

Permit checks 5

Total permit checks YTD 124

Work without permits 2

Total work without permit YTD 34

Special Activity

Code Enforcement operations 14.5 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 efforts and presented it Town Council)

Rental Property Maintenance Program 4.5 hrs. (drafted staff report and ordinance and presented them to Town Council for 1st reading)

Training (provided) 50 hrs. (Trained new staff on Energov, code requirements, and enforcement procedures)

Town Council and Board Meetings 5.5 hrs.

Professional Meetings and Activities

Meetings N/A

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
12/6/21	20 Mar Azul North	Paytas Homes, Inc.	BLDR 506-2021
12/14/21	4421 S. Atlantic Ave. Bldg A	Ted Nemtz, LLC	--
12/14/21	4421 S. Atlantic Ave. Bldg B	Ted Nemtz, LLC	--
12/16/21	4716 S. Peninsula Dr.	Country Coastal Landscaping	BLDR 1224-2021
12/20/21	95 Maura Ter.	VBC Group, Inc.	BLDR 1245-2021

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
2021-217	48 Inlet Harbor Rd.	\$250	\$50 (11/9/21)	\$2,900 (53 days)
2021-221	4895 S. Atlantic Ave.	\$250		\$250
2021-249	4745 S. Atlantic Ave. #404	\$250	\$50 (11/9/21)	\$2,900 (53 days)
2021-250	4631 S. Atlantic Ave. #8407	\$250		\$250
2021-378	4746 S. Peninsula Dr.	\$250		\$250
2121-380	55 Oceanview Ave.	\$250		\$250
				Total Outstanding
				\$25,960

Lien Requests 15
 Total lien requests YTD 283

D. ADMINISTRATION

Process Improvement/Technology 34.5 hrs. (Continued working with Energov to coordinate latest software update among Town Departments; updated all GL accounts and charge codes in Energov; continued creating instructions and checklists for various permit application types, for posting on the Town website as required by HB 1059; updated department policies and procedures; provided Energob

	training to new Rental Housing Inspector)
Fee Schedule update	18 hrs. (Compiled proposed updates from all Divisions and other Departments into proposed Resolution, prepared staff report and presented to the Town Council)
Special Projects (Remodel Plan)	3.5 hrs. (Worked on remodel plans for Adiministrative Assistant area, quotes for remodeling large conference room and gazebo to create additional office spaces)
Personnel	16 hrs. (Completed job description for new Administrative Assistant for the Code Compliance Division; completed annual performance evaluations)
Reports	3 hrs. (weekly and monthly reports to Builders' Exchange, US Census, and Volusia County)
Scanning	15 hrs.
Public records requests	0 hrs.