



## 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: February 17, 2022  
Subject: Planning & Development Dept. Activity Report for January 2022

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Below is the summary of the department's activities during the month of **January 2022**.

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

**Incoming Customer Service Requests** (between January 1 and January 31, 2022)

Phone calls	78
Walk-ins	6
E-mails	226

**In-Depth Customer Response**

Letters (including detailed e-mails)	37
Conferences with customers	4

**Permit Reviews (staff total)**

Building permits	24
Site visits/inspections	8
Landscape/tree removal plan reviews	6
FDEP Letters of Confirmation	0
Change of use permits	0
Special Event permit reviews	2 (Turtle Trek 5K; Jesse Linzy Boat Ramp Dedication Ceremony)

**Board and Council activity**

New case applications	0
Number of meetings and workshops	6 (Essential Services Advisory Board, Special Planning Board meeting, Charter Review Committee, Town Council, Code Board, Town Council "Town Hall" meeting)

Number of staff reports written this month	5 (Charter review Article 7; Administrative Minor Replat 31-2021; updated reports for Minor Replat 24-2021 and Micromobility/E-bike regulations,
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	Request for support of S. Peninsula sidewalk project)
Hours in meetings and workshops (staff total)	11.5 hrs.
<b>Projects and Cases (hours and explanation)</b>	
Code and Comprehensive Plan Amendments E-bikes and Micromobility Devices	3 hr. (Presented 2 <sup>nd</sup> reading of ordinance and updated language as directed by the Town Council)
Property Rights Element - Comprehensive Plan	1 hr. (Review comments received from state agencies, prepared legal ads and documents for the upcoming adoption hearing)
Mobile Vending/Food Trucks	2 hrs. (Researched regulation of mobile vending vehicles and drafted Ordinance for operation within Town limits)
Tree Preservation & Landscape Requirements (LUDC Section 4.10)	4 hrs. (Researched past proposals, and regulations, drafting new language and reorganization of code section)
Updates to Comprehensive Plan	17 hrs. (Reviewed plan for necessary updates for compliance with State statutes, compiling changes for EAR report, organized language into chart for review and editing, reviewed with staff)
Town Charter	3 hrs. (Reviewed Article 7 – Zoning, proposed minor update amendments, and wrote staff report for the Charter Review Committee)
Home-based Businesses (LUDC Section 3.23)	2.5 hrs. (Researched new state requirements for home-based businesses; reviewed current LUDC regulations for home occupations and ordinance recently adopted by Volusia County; started drafting revisions to LUDC)
Minor Replat (24-2021) – 4915 S. Atlantic Ave.	3 hrs. (Updated staff report and presentation for Town Council and prepared final documents for recording)
Minor Replat (31-2021) – 4724 S. Atlantic Ave.	7.5 hrs. (Reviewed application submittal documents, researched development of lots, submitted staff report and unity-of-title form for administrative approval, and compiled documents for recording)
Pre-Application for new Marine Science Center Commissary Building, 100 Lighthouse Dr. (PAR 32-2021)	6 hrs. (Reviewed application documents, distributed submittal packet to staff for review and coordinated pre-application meeting)
S. Peninsula bike-ped mobility project	3 hrs. (Presented annual request for continued support to the ESAB and Town Council; updated staff report; confirmed project submittal requirements with TPO)

Resilient Ponce Inlet (Vulnerability Assessment)

3 hrs. (Began review of final report document; met with ECFRPC staff; presented project update at 1-26-22 Town Hall mtg.)

**Notable development review and assistance**

Single-family

9.5 hrs. (146 Bounty Ln. – reviewed existing development and preserved trees, met with new property owners and provided tree and landscaping regulations and permitting requirements for tree removal; 4723 Dixie Dr. – researched existing development of lot, reviewed proposed addition to home and discussed design revisions and variance options with contractor; 4972 S. Peninsula Dr. – researched permit records for dock construction and boat lift allowances for the subject and surrounding properties, discussed dock regulations and variance criteria with resident and provided preliminary review of application documents; 58 South Turn Cir. – reviewed survey for potential buyer to provide development standards, estimated tree replacement mitigation and required landscape plantings.)

Multi-family

0 hrs.

Commercial/non-residential

2.5 hrs. (Front Street – Researched procedures for potential buyer to discuss redevelopment concept plans at a special public meeting of the Town Council)

**Other Activities**

Research

9.5 hrs. (Reviewed e-mails and file documents regarding ownership of the unimproved right-of-way extension of Rains Dr., adjacent to 4900 Sailfish Dr., for possible vacation request; reviewed recorded easement documents for the private access from Rains Dr. to the Halifax River; reviewed code regulations and lease agreement to respond to inquiry for allowances of alcohol service at the Community Center; researched permitted uses and approval procedures for a “paddle pub” vessel operation)

**Professional Meetings and Activities**

Training

4.5 hrs. (1000 Friends of Florida - Supporting Land Conservation Initiatives in Florida Webinar; APA Treasure Coast - AICP Code of Ethics Webinar.)

Professional Associations

4 hrs. (Attended monthly meetings of APA-Atlantic Coast Section and FPZA Surfcoast Chapter; attended APS-FL Legislative Policy Committee mtg.)

River to Sea Transportation Planning Organization (R2CTPO) 1.5 hrs. (Attended monthly Technical Coordinating Committee meeting)

**B. BUILDING**

**Incoming Customer Service Requests** (between January 1 and January 31, 2022)

Phone calls 272  
 Walk-ins 121  
 E-mails 235

**In-Depth Customer Response**

Conferences with customers 0

**Permits**

New Applications 81  
 Permits Issued 80  
 Plan Reviews 74  
 New Single-Family Residence Applications 2  
 New Single-Family Residence Permits Issued 2  
 New Single-Family Residence Permits Issued YTD 2  
 Total permits issued YTD 80  
 Business Tax Receipts 4

**Inspections**

Permit Inspections - Approved 197  
 Permit Inspections - Needing Corrections 7  
 Permit Re-Inspections - Approved 3  
 Total inspections YTD 200  
 Total re-inspections YTD 7  
 Total inspections needing corrections YTD 3

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
POOL-308-2021	116 Anchor Dr.	HB	Safety concern with pool tile-to-deck transition; deck appears to be unfinished.
GAS-006-2022	137 Old Carriage Rd.	RB	Zero pressure showing on gauge.
POOL-427-2021	24 Mar Azul N	UN	Gates must be self-closing or latching; pump shall be bolted to slab.

**Professional Meetings and Activities**

Training 0 hrs.  
 Meetings 2 hrs.

**Other Activities**

Filing (File Tech Boxes) 35 hrs.  
 Periodic Permit Reporting 2 hrs.

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

**Incoming Customer Service Requests** (between January 1 and January 31, 2022)

Phone calls	141
Walk-ins	13
E-mails	34

**In-Depth Customer Response**

Letters (including detailed e-mails)	8
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**Construction Site NPDES Inspections**

Inspections	126
Inspections YTD	126

**Code Enforcement Investigations**

New investigations	72
Closed investigations	55
Active investigations	37
Total number of new investigations YTD	72
Code Board cases this month	4
Total number of cases YTD	4
Permit checks	18
Total permit checks YTD	18
Work without permits	5
Total work without permit YTD	5

**Special Activity**

Process Improvement	6 hrs. (Updated rental permit application form, code lien waiver/reduction form, and agent authorization form)
Town Council and Board Meetings	8.5 hrs.

**Professional Meetings and Activities**

Training	42 hrs. ( FACE Fundamentals – Level 1; Mechanical Inspector Webinar)
Meetings	4 hrs. (Volusia/Flagler Association of Code Enforcement )

**Stop Work Orders**

Date	Address	Applicant/Contractor	Permit #
1/5/22	4892 S. Atlantic Ave.	Cunningham Oil	MECR 777-2021
1/5/22	4621 S. Atlantic Ave. #7503	Del Air Heating & AC	MECR 1051-2021
1/19/22	4796 Michael Ln.	Climate Control	MECR 81-2022
1/24/22	4525 S. Atlantic Ave. #1203	Oasis Construction of Florida	BLDR 126-2022

**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
2021-114	105 Old Carriage Rd.	\$250		\$250
2021-217	48 Inlet Harbor Rd.	\$250	\$50 (11/9/21)	\$4,250 (80 days) In compliance
2021-221	4895 S. Atlantic Ave.	\$250		\$250
2021-249	4745 S. Atlantic Ave. #404	\$250	\$50 (11/9/21)	\$4,450 (84 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
2021-416	13 Arena Blanca	\$250	\$100 (12/17/21)	\$4,150 (39 days) In compliance
				<b>Total Outstanding</b>
				<b>\$32,510</b>

Lien Requests 19  
 Total lien requests YTD 19

**D. ADMINISTRATION**

Process Improvement/Technology

35.5 hrs. (Coordinated use of new Google Doc form and spreadsheet to track daily IT problems; created new building permit condition to minimize dust from concrete saws; continued working with Energov to debug existing problems and coordinate the upcoming software update among Town Departments; created notices for new fees and new local licensing requirements for contractors; ordered new work cell phones and created draft phone number posting for web site)

Conflict Resolution

6 hrs. (Coordinated staff research, prepared timeline, and drafted written response to complaint about Department's handling of code enforcement case for 13 Arena Blanca)

Year-end Accomplishments	5.5 hrs. (Compiled list and descriptions of major department accomplishments for the Town Manager and staff)
2022 Legislative Changes	3 hrs. (Reviewed proposed bills for potential impact on Dept. operations, including business impact statements, condo inspections, and vacation rentals)
Personnel	3.5 hrs. (Drafted professional goals for staff, revised job description for Code Administrative Assistant, reviewed annual performance evaluations)
Town Newsletter (Winter 2022 edition)	3 hrs. (Wrote and edited articles from the Department)
Town Council Goals	2.5 hrs. (Updated status of all goals assigned to the Dept.)
Reports	2 hrs. (Compiled and sent weekly and monthly reports to Builders' Exchange, US Census, and Volusia County.)
Office space organization	5 hrs.
Scanning	29 hrs.
Public records requests	9 hrs.