



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: March 14, 2022
Subject: Planning & Development Dept. Activity Report for February 2022

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

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

Incoming Customer Service Requests (between February 1 and February 28, 2022)

Phone calls	88
Walk-ins	7
E-mails	247

In-Depth Customer Response

Letters (including detailed e-mails)	31
Conferences with customers	10

Permit Reviews (staff total)

Building permits	25
Site visits/inspections	10
Landscape/tree removal plan reviews	9
FDEP Letters of Confirmation	0
Change of use permits	2
Special Event permit reviews	1

Board and Council activity

New case applications	1 (FDP 09-2022 – Pacetti Hotel Museum, 4928 S. Peninsula Dr)
Number of meetings and workshops	1 (Town Council)
Number of staff reports written this month	4 (Resilient Ponce Inlet/Vulnerability Assmt.; Property Rights Element – adoption hearing update; Shared-use bicycle lane roadway markings; Office remodel project)
Hours in meetings and workshops (staff total)	8 hrs.

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments

Tree Preservation & Landscape Requirements (LUDC Section 4.10)	9 hrs. (Researched adjacent community codes, wrote draft outline for re-organizing section)
Updates to Comprehensive Plan	8.5 hrs. (Reviewed potential amendments for reorganization and compliance with State statutes)
E-bikes and Micromobility Devices	2 hrs. (Researched “sharrow lanes” for informational presentation to Town Council)
Mobile Vending/Food Trucks	2 hrs. (Reviewed draft ordinance and suggested changes)
Property Rights Element - Comprehensive Plan	1 hr. (Compiled final adoption documents and sent to FDEO for final compliance review)
Change of Use (DEVC 201-2022) – H.T. Sandbar and Bistro	18 hrs. (Reviewed applications for Change of Use, BTR, and state alcohol license; met with staff to discuss code requirements of LUDC, FBC, and Fire Code; researched LUDC scope of zoning and development review authority; corresponded with property owner about approval procedures)
Resilient Ponce Inlet (Vulnerability Assessment)	7.5 hrs. (Reviewed final draft of report from RPC; prepared cover memo for presentation to Town Council; met with RPC staff to review presentation topics)

Notable development review and assistance

Single-family

12.5 hrs. (4859 S. Atlantic Ave. – researched permit file for existing improvements and FDEP construction conditions for proposed outdoor kitchen; 4915 S. Atlantic Ave. – provided development information and code regulations to real estate agents, architects and potential buyers; 77 Beach St. – assisted resident with locating property line identifying vegetation prior to fence installation on adjacent property; 36 Caribbean Way – researched non-vehicular pedestrian access easement improvements, use, and maintenance for contractor; 2 Mar Azul North – researched pool permit documents and aerial maps to provide guidance for setback compliance to property owner’s legal counsel; 4972 S. Peninsula Dr. – discussed potential variance request with new residents to expand an existing, non-conforming dock; 105 Rains Dr. – met with new property owners on-site to document existing landscape and explain LUDC planting requirements; 72 S. Turn Circle – researched permit files for existing, non-conforming pool deck for contractor and provided replacement limitation and required setbacks)

Multi-family	0 hrs.
Commercial/non-residential	5.5 hrs. (4884 Front St. – researched existing fishing charter approvals for Double Diamond Coastal Cruises to determine options for future boat replacement; 55 Inlet Harbor Rd. [Waverly Building] – met to discuss requirements and process to convert to residential/ commercial mixed use; 100 Lighthouse Dr. [Marine Science Center] – reviewed development plan approval and code regulations for a temporary bird hospital structure; 4650 S. Peninsula Dr. [Port Orange lift station building] – coordinated with contractor to review proposed paint colors and proposed landscape planting substitutions; 4950 S. Peninsula Dr. [Lighthouse Boatyard] – documented RV camping on the property and communicated code prohibitions with property owner)
Other Activities	
Research	1.0 hr. (Function and proper use of Adaptation Action Areas; Responsibility for replacing brick pavers on private road during future sewer line extension)
Event Coordination	2.5 hrs. (Contacted Fish & Wildlife Conservation, Gopher Tortoise Council, and local relocation agents to request participation in Gopher Tortoise Day event scheduled for April; researched GT Friendly Yard Recognition Program; and reviewed burrow locations at Timucuan Oaks)
Professional Meetings and Activities	
Training	8 hrs. (AICP Treasure Coast Section Study Group Webinars)
Professional Associations	3 hrs. (Attended monthly meetings of APA-Atlantic Coast Section and FPZA Surfcoast Chapter)
River to Sea Transportation Planning Organization (R2CTPO)	1.5 hrs. (Attended monthly Technical Coordinating Committee meeting)

B. BUILDING-

Incoming Customer Service Requests (between February 1 and February 28, 2022)

Phone calls	382
Walk-ins	170
E-mails	316

In-Depth Customer Response

Conferences with customers	10
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Permits

New Applications	138
Permits Issued	104
Plan Reviews	83
New Single-Family Residence Applications	4
New Single-Family Residence Permits Issued:	2
New Single-Family Residence Permits Issued YTD	4
Total permits issued YTD	184
Business Tax Receipts	5

Inspections

Permit Inspections	148
Permit Inspections needing corrections	2
Permit Re-Inspections – Approved	4
Total inspections YTD	352
Total re-inspections YTD	11
Total inspections needing corrections YTD	9

Permit Correction Details

Permit #	Address	By	Reason for Correction
POOL 1173-2021	92 Buschman Dr.	RB	Fence does not meet pool barrier requirement; no pool alarm.
PLMR 1015-2021	4641 S Atlantic Ave. #208	RB	Missing screws.

Professional Meetings and Activities

Training	2 hrs.
Meetings	4 hrs.

Other Activities

Filing (File Tech Boxes)	35 hrs.
Periodic Permit Reporting	5 hrs.

C. CODE ENFORCEMENT (includes Director's project hours)**Incoming Customer Service Requests (between February 1 and February 28, 2022)**

Phone calls	164
Walk-ins	12
E-mails	82

In-Depth Customer Response

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

Inspections	87
Inspections YTD	213

Code Enforcement Investigations

New investigations	75
Closed investigations	53
Active investigations	41
Total number of new investigations YTD	147
Code Board cases this month	2
Total number of cases YTD	6
Permit checks	21
Total permit checks YTD	39
Work without permits	7
Total work without permit YTD	12

Special Activity

Rental Permit Fee Increase	50 hrs. (Prepared and sent notice of new fee and rental property inspection program to property owners and management companies; tracked and responded to complaints; answered questions from the public and Town Council at February meeting)
Request for lien reduction – 13 Arena Blanca	3 hrs. (Prepared staff report and presented to Town Council)

Professional Meetings and Activities

Training	13 hrs. (Mechanical Inspector license)
Meetings	0 hrs.

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
2/8/22	37 Loggerhead Ct.	Daytona Plumbing & Heating	PLMR 168-2022
2/10/22	4895 S. Atlantic Ave.	Polar Bear Heating & Air	MECR 179-2022
2/11/22	4905 S. Peninsula Dr.	Right Coast Plumbing	PLMR 180-2022
2/11/22	4858 S. Peninsula Dr.	Matt Dvorak	BLDC 187-2022
2/16/22	20 Jana Dr.	Brittingham AC & Heat	MECR 199-2022
2/18/22	4620 Oak Hammock Ct.	Sutton Place Hardscapes	-
2/22/22	73 Seawinds Cir.	Flair, Inc.	MECR 201-2022
2/23/22	4950 S. Peninsula Dr.	Armitage Plumbing & Gas	PLMC 200-2022

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)	\$5,850 (112 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)	\$2,200 (39 days) Reduced by Town Council In compliance
2021-620	4702 S. Atlantic Ave.	\$250		\$250
2021-593	55 Inlet Harbor Rd.	\$250	\$100 (2/11/22)	\$2,050 (18 days)
				Total Outstanding
				\$34,260

Lien Requests 11
Total lien requests YTD 30

D. ADMINISTRATION

Process Improvement/Technology 7 hrs. (Updated business tax receipt documents in EnerGov; created “how to” for food truck inspections in EnerGov; made corrections to pool permit fee not pulling in correctly; updated rental permit application packet and lien reduction request forms)

Special Projects 16 hrs. (Held kick-off meeting to coordinate upcoming EnerGov software update among Town Departments; continued working with EnerGov staff to debug existing problems; prepared staff report requesting ESAB recommendation for budget proposal for the office expansion project)

Personnel 8 hrs. (Completed probationary evaluation of Principal Planner; reviewed schedule of required licensing exams for Building Inspector)

Reports 4 hrs. (Compiled and sent weekly and monthly reports to Builders’ Exchange, US Census, and Volusia County)

Scanning 35 hrs.

Public records requests 0 hrs.