



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: April 15, 2022
Subject: Planning & Development Dept. Activity Report for March 2022

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

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

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

Phone calls	76
Walk-ins	6
E-mails	252

In-Depth Customer Response

Letters (including detailed e-mails)	35
Conferences with customers	13

Permit Reviews (staff total)

Building permits	45
Site visits/inspections	16
Landscape/tree removal plan reviews	6
FDEP Letters of Confirmation	0
Special Event permit reviews	3 (Community Day; Jerry's Tiki Bar Spring Break Reggae Festival; MSC Turtle Day)

Board and Council activity

New case applications	2 (Special Exception No. 08-2022, request for Sightseeing Boat at Inlet Harbor Marina; Special Exception No. 09-2022, request for Farmers Market at Fisherman's Harbour Village.)
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Number of meetings and workshops	2 (Town Council, EASB)
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Number of staff reports written this month	N/A
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Hours in meetings and workshops (staff total)	7 hrs.
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Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments

Tree Preservation & Landscape Requirements (LUDC Section 4.10) 2 hrs. (Continued to draft code rewrite outline.)

Updates to Comprehensive Plan 32 hrs. (Researched State Statutes and new legislation, reviewed source material for best practices, drafted new language, and identified outdated or unnecessary language to be removed; researched historical files and e-mails for the 2008 town-wide traffic study in preparation for the 2022 study.)

Mobile Vending/Food Trucks 14.5 hrs. (Continued to research codes from other municipalities and draft language for future ordinance.)

Change of Use (DEVC 201-2022) – H.T. Sandbar and Bistro, 4950 S. Peninsula Dr. 8 hrs. (Reviewed proposed modifications to existing structure and addition of 150-seat outdoor dining area; met with staff and property owner to discuss; compiled review comments and sent to applicant and property owner.)

Pre-Application Meeting Request (PAR 11-2020) – 4950 S. Peninsula Dr. 25 hrs. (Reviewed proposed conceptual site and building plan drawings for redevelopment of marina property for waterfront restaurant; met with property owners to discuss development plan approval process, code requirements and procedure information; followed up in writing.)

Final Development Plan (FDP 09-2022) – Pacetti Hotel Museum, 4928 S. Peninsula Dr. 9 hrs. (Reviewed and distributed application materials to DRT for comments, drafted comments, compiled comment letter from DRT and scheduled DRT meeting with applicant.)

ROW vacation for Rains Dr. west of Sailfish Dr. (Request for Letter of No Objection through Volusia County) 9.5 hrs. (Reviewed application documents submitted to Volusia County; researched correspondence, plats, deeds, board agendas and minutes for additional information and history of the property; contacted agencies for responses.)

Notable development review and assistance

Single-family 13 hrs. (6 Aqua Clara – reviewed gopher tortoise burrow survey and provided letter of intent to biologist during development permit review to allow relocation prior to issuance; 4859 S. Atlantic Ave. – met with contractor to review code regulations for placement of outdoor kitchen and spa; 4915 S. Atlantic Ave. – met with building contractor to review setback requirements and coastal barrier resource system location for development of newly created parcels; 83 Buschman Dr. – reviewed arborist letter for proposed tree removal and met with property owner to document location, size and condition of...

Single-family cont.	...trees for mitigation assessment; <u>4723 Dixie Dr.</u> – reviewed permit documents, setback requirements and variance criteria with property owner and contractor in reference to proposed home addition; <u>35 Ponce Inlet Key</u> – met with architect and owner’s agent to discuss proposed modification to 3 rd story and followed up with Building Official to confirm code limitations; <u>4871 Sailfish Dr.</u> – provided information to property owner regarding minimum lot size, driveway standards and setback requirements for possible lot split.)
Multi-family	0 hrs.
Commercial/non-residential	4 hrs. (<u>4600 S. Atlantic Ave.</u> [Fisherman’s Harbour Village] – met with applicants for Farmers Market to discuss special exception application criteria and procedures; <u>4884 Front St.</u> [Double Diamond Coastal Cruises, ticket office] – Reviewed and distributed DEMO permit application documents to DRT, as required for properties in the Riverfront Overlay District, provided comments to applicant, and completed site visit to document existing trees.)
Other Activities	
Research	N/A
Professional Meetings and Activities	
Training	10 hrs. (AICP Treasure Coast Section Study Group Webinars; Legislative policy review webinars from APA-FL and 1000 Friends of Florida; Energov/ Tyler e-reviews)
Professional Associations	6.5 hrs. (Attended monthly meeting of FPZA Surfcoast Chapter; assisted with FPZA state conference planning on sessions sub-committee; attended APA-FL/FPZA eco-tour)
River to Sea Transportation Planning Organization (R2CTPO)	2 hrs. (Attended monthly Technical Coordinating Committee meeting)

B. BUILDING (includes Director’s project hours)

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

Phone calls	262
Walk-ins	124
E-mails	211

In-Depth Customer Response

Conferences with customers	0
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Permits

New Applications	127
Permits Issued	113
Plan Reviews	115
New Single-Family Residence Applications	3
New Single-Family Residence Permits Issued:	2
New Single-Family Residence Permits Issued YTD	6
Total permits issued YTD	297
Business Tax Receipts	2

Inspections

Permit Inspections	198
Permit Inspections needing corrections	3
Permit Re-Inspections – Approved	4
Total inspections YTD	550
Total re-inspections YTD	15
Total inspections needing corrections YTD	12

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 194-2021	22 Mar Azul North	RB	No pre-slope shower plan per FBC 2709.3.
BLDR 593-2021	45 Loggerhead Ct.	RB	Exterior wall tie-downs missing; fire blocking bearing points not supported.
BLDR 574-2021	4672 Riverwalk Village Ct.	RB	Door not caulked on hinge side; screws in window missing.

Special Projects

Watershed Master Plan	2.5 hrs. (Continued updates to the draft grant work program with FDEP and scope of work for consultant pursuant to the new Resilience Grant requirements of SB 1954)
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Professional Meetings and Activities

Training	1 hr. (Risk Rating 2.0)
Meetings	0 hrs.

Other Activities

Expired Permit Notices	3 hrs.
Filing (File Tech Boxes)	20 hrs.
Periodic Permit Reporting	3 hrs. (Compiled and sent weekly and monthly reports to Builders' Exchange, US Census, and Volusia County)

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

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

Phone calls	169
Walk-ins	5
E-mails	70

In-Depth Customer Response

Letters (including detailed e-mails)	32
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Construction Site NPDES Inspections

Inspections	96
Inspections YTD	309

Code Enforcement Investigations

New investigations	96
Closed investigations	67
Active investigations	47
Total number of new investigations YTD	243
Code Board cases this month	0
Total number of cases YTD	6
Permit checks	18
Total permit checks YTD	57
Work without permits	6
Total work without permit YTD	18

Special Activity

Rental Permit Program	7 hrs. (Prepared report and presented to Town Council for reduced rental permit fee and rental property maintenance reinspection fees; revised rental property inspection form to split inspection items into life/safety and maintenance categories for phased implementation over 2-year period)
Request for lien reduction – 55 Inlet Harbor Rd.	2 hrs. (Research and correspondence with applicant for pending request to Town Council)

Professional Meetings and Activities

Training	19 hrs. (Mechanical Inspector License - OJT)
Meetings	0 hrs.

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
3/1/22	4857 S. Peninsula Dr.	Owner	-
3/1/22	Tina Maria Cir.	Aegean Dunes HOA	-
3/3/22	4565 S. Atlantic Ave. #5101	Owner	-
3/3/22	4667 S. Atlantic Ave.	Del Aire	MECR 323-2022

3/8/22	41 Ponce Inlet Key	Davis Brothers	MECR 283-2022
3/14/22	4361 Candlewood	CNY Home Improvements	BLDR 320-2022
3/16/22	4653 Riverwalk Village Ct.	Blue Water Pools	BLDR 343-2022
3/16/22	4898 S. Peninsula Dr.	Florida Energy Water & Air	PLMR 406-2022

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) In compliance
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)	\$2,250 (20 days)
				Total Outstanding
				\$34,210

Lien Requests 20

Total lien requests YTD 50

D. ADMINISTRATION (includes Office Manager's and Director's project hours)

Process Improvement/Technology 5.5 hrs. (Meeting for the webpage refresh; meeting with 3rd-party consultant to assist with GIS implementation.); worked with Energov to correct a form and make changes; worked with Energov on Rental Permit inspections not working properly)

2022 Legislative Changes	4 hrs. (Reviewed 2022 changes to State law affecting department operations, including building regulations, legal notices, tree removal permit exemptions, flooding and resilience, affordable housing, and smoking prohibitions)
Special Projects	4 hrs. (Prepared report to the Town Council requesting funding for hardware and software needed to implement 2021 Energov update; presented staff report to ESAB requesting budget recommendation for the office expansion project)
Conflict Resolution	4 hrs. (Coordinated, directed, and/or prepared staff response to complaints of short-term rental inspections at Eastwinds condo, and for complaints of noise and business activity at 64 Bay Harbor Dr.)
Personnel	11 hrs. (Participated in interviews for new Code Enforcement Administrative Asst.; and drafted Employee of the Year nomination for Volusia League of Cities.)
Budget	9 hrs. (completed IT budget request memo; prepared operating budget memos for review by staff; prepared overtime memos and capital projects request forms)
Scanning	16 hrs.
Public records requests	1.5 hrs. (4859 S. Atlantic Ave; 10 Marsh Ct; 139 Anchor Dr.)