



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: June 21, 2022
Subject: Planning & Development Dept. Activity Report for May 2022

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

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

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

Phone calls	94
Walk-ins	5
E-mails	214

In-Depth Customer Response

Letters (including detailed e-mails)	34
Conferences with customers	12

Permit Reviews (staff total)

Building permits	29
Site visits/inspections	8
Landscape/tree removal plan reviews	3
FDEP Letters of Confirmation	0
Special Event permit reviews	1 (Memorial Day Ceremony)

Board and Council activity

New case applications	0
Number of meetings and workshops	3 (Special Planning Board mtg., Code Board, regular Planning Board mtg.)
Number of staff reports written this month	4 (SE 10-2022 Tiki Pub; SE 12-2022 Farmer's Market; Comprehensive Plan Vulnerability Assessment Update; Traffic Study Bid Award)
Hours in meetings and workshops (staff total)	11.5 hrs.

Projects and Cases (hours and explanation)

Code and Comprehensive Plan Amendments

Tree Preservation & Landscape Requirements (LUDC Section 4.10) 3hrs. (Continued research and drafting language)

Updates to Comprehensive Plan 7 hrs. (Conducted research and data analysis, language drafting, and cross-reference validation)

Coastal Management Element (Peril of Flood) 14 hrs. (Prepared staff report, presented proposed amendments and answered questions at special Planning Board meeting, updated language based on Board feedback, and attended training webinars)

Mobile Vending/Food Trucks 23 hrs. (Prepared staff report and proposed code amendments and presented to Planning Board)

Town-wide Traffic Study 11.5 hrs. (Answered questions from project bidder prior to pre-bid meeting, attended bid opening meeting, and wrote Staff report for bid award)

Final Development Plan (FDP 13-2022) – Marine Science Center, 100 Lighthouse Dr. 4 hrs. (Held DRT meeting with staff and applicants to discuss outstanding review comments and provided final review letter for submittal response.)

Final Development Plan (FDP 07-2021) – Sailfish Marina, 4899 Front St. 4.5 hrs. (Assisted Town Attorney with response to applicant’s questions about new boat slips for the MF-2 parcel of the property)

Minor Special Exception (SPEC 10-2022) – Tiki Pub Boat Tour, 133 Inlet Harbor Rd. 10 hrs. (Completed public notice and staff report, reviewed application, and presented at PB meeting)

Minor Special Exception (SPEC 12-2022) – Farmers Market, 4600 S. Atlantic Ave. 17 hrs. (Reviewed application, assisted applicant with code requirements, and prepared staff for June PB meeting)

Notable development review and assistance

Single-family 8 hrs. (62 Loggerhead Ct. – Provided code regulations and allowances for setbacks and easements with contractor for possible paver deck expansion and walkway; 108 Ponce DeLeon Cir. – met with property owners to review plans and landscape requirements for home under construction next door due to concerns regarding setbacks, screening and layout; 4516-4520 S. Peninsula Dr. – provided confirmation letter to property owner about allowance for new dock)

Multi-family 0 hrs.

Commercial/non-residential 20 hrs. (4950 S. Peninsula Dr. [Ocean Support marina and HT’s Sandbar & Bistro] – met with property owner to answer questions about permitting and code enforcement procedures and staff reviewer responsibilities; researched state licensing requirements for vessels and docks; reviewed kitchen remodel permit for new restaurant; coordinated staff

review for Change of Use application and permits in progress)

Other Activities

Research 3 hrs. (Researched local seawall regulations and FDEP permitting requirements regarding height and location for replacement walls; researched nomination process for new trails to the Florida Office of Greenways and Trail’s plan update.)

Professional Meetings and Activities

Training 18 hrs. (Attended Tyler Connect conference and resilience webinar)

Professional Associations 13 hrs. (Attended APA-FL meeting of Legislative Policy Committee and prepared amendment to policy platform; attended APA-FL Atlantic Coast section meeting; prepared presentation for upcoming FPZA state conference on the Town’s Vulnerability Assessment)

River to Sea Transportation Planning Organization (R2CTPO) 3 hrs. (Attended meetings of the Transportation Improvement Program Subcommittee and the Technical Coordinating Committee)

B. BUILDING (includes Director’s project hours)

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

Phone calls	278
Walk-ins	113
E-mails	214

In-Depth Customer Response

Conferences with customers

Permits

New Applications	125
Permits Issued	119
Plan Reviews	150
New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued:	1
New Single-Family Residence Permits Issued YTD	9
Total permits issued YTD	537
Business Tax Receipts	2

Inspections

Permit Inspections	181
Permit Inspections needing corrections	1
Permit Re-Inspections – Approved	5

Total inspections YTD 720+
 Total re-inspections YTD 17+
 Total inspections needing corrections YTD 16+

Permit Correction Details

Permit #	Address	By	Reason for Correction
450-2022	4717 Dixie Drive	RB	No deck nailing inspection conducted; contractor needs to be there to verify nailing.

Special Projects

Watershed Master Plan 2.5 hrs. (Grant awarded by FDEP. Resumed coordination with consultant to finalize scope of work, and submit insurance documents to FDEP)

Professional Meetings and Activities

Training 8 hr. (Intermed. Excel Course @ DSC)
 30 hr. (Tyler Connect)
 Meetings 0 hrs.

Other Activities

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 (May 1 and May 31, 2022)

Phone calls 151
 Walk-ins 10
 E-mails 139

In-Depth Customer Response

Letters (including detailed e-mails) 18

Construction Site NPDES Inspections

Inspections 132
 Inspections YTD 532

Code Enforcement Investigations

New investigations 79
 Closed investigations 52
 Active investigations 47
 Total number of new investigations YTD 361
 Code Board cases this month 6
 Total number of cases YTD 15
 Permit checks 17
 Total permit checks YTD 85

Work without permits 4
 Total work without permit YTD 25

Special Activity

Rental Permit Program N/A

Professional Meetings and Activities

Training 47.5 hrs. (Mechanical Inspector Classroom Training – 3 hrs.; Mechanical Training OJT – 14 hrs.; Fire Inspector Recertification – Emergency Response to Terrorism – 2 hrs.; FACE Exam – 4 hrs.; Tyler Connect Conference – 15 hrs.; FEMA Training – 6.5 hrs.; Notary Public Certification – 3 hrs.)

Meetings 10.5 hrs. (Code Board; DE Staff Meeting)

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
5/4/2022	64 Rains Ct.	LaPlant's AC	MECR 557-2022
5/11/2022	4353 S. Peninsula Dr.	Brittingham AC	MECR 580-2022
5/16/2022	109 Ponce Terrace	Cunningham Oil	MECR 586-2022
5/16/2022	4454 S. Atlantic Ave. #110	One Hour AC	MECR 595-2022
5/17/2022	4367 Atlantic Ave	Charles Rinek Construction	BLDR 1270-2020
5/24/2022	34 Ocean Way Dr.	Advanced Air & Home Services	PLMR 639-2022
5/24/2022	4845 S. Peninsula Dr.	Coast to Coast Contracting	BLDR 675-2022
5/27/2022	4565 S. Atlantic Ave. #5411	Shafer Plumbing	PLMR 668-2022
5/27/2022	4565 S. Atlantic Ave. #5204	Elan Custom Homes	BLDR 632-2022

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 In compliance
2020-499	4719 S. Atlantic Ave.	\$250		\$250 In compliance
2021-114	105 Old Carriage Rd.	\$250		\$250 In compliance
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 In compliance
2021-249	4745 S. Atlantic Ave. #404	\$250	\$50 (11/9/21)	\$10,400 (203 days)

2021-378	4746 S. Peninsula Dr.	\$250		\$250 In compliance
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 In compliance
2021-593	55 Inlet Harbor Rd.	\$250	\$100 (2/11/22)	\$2,050 (18 days) In compliance
2022-177	4565 S. Atlantic Ave. #5101	\$250		\$250 In compliance
2022-090	4453 S. Atlantic Ave. #205	\$250		\$250 In compliance
2021-506	41 Jana Dr.	\$250	Bring back 5/23/22	
				Total Outstanding
				\$40,760

Lien Requests 18
Total lien requests YTD 79

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

Process Improvement/Technology 10 hrs. (Worked with Energov on fee schedule update)

2022 Legislative Changes 2 hrs. (Continued reviewed 2022 changes to State law affecting department operations, including building regulations, tree removal permit exemptions, flooding and resilience, and affordable housing)

Special Projects 30 hrs. (CRS re-certification)

Conflict Resolution 3.5 hrs. (Coordinated staff response to complaints of seawall construction at 123 Ponce de Leon Cir.)

Personnel 7 hrs. (Prepared counter-offer for departing Senior Planner and job ad for new Senior Planner)

Budget 32.5 hrs. (Finalized budget memos for projected operating expenses, revenue, and IT needs for FY 22-23 and FY 23-24, including professional services; prepared current mid-year budget adjustments; and met with Town Manager to review)

Scanning 37 hrs.

Public records requests 4 hrs.