



## 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: July 12, 2022  
Subject: Planning & Development Dept. Activity Report for June 2022

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

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

#### **Incoming Customer Service Requests** (between June 1 and June 30, 2022)

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Phone calls	63
Walk-ins	8
E-mails	161

#### **In-Depth Customer Response**

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Letters (including detailed e-mails)	27
Conferences with customers	13

#### **Permit Reviews (staff total)**

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Building permits	26
Site visits/inspections	7
Landscape/tree removal plan reviews	3
FDEP Letters of Confirmation	0
Special Event permit reviews	0

#### **Board and Council activity**

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New case applications	0
Number of meetings and workshops	3 (Regular and special Town Council meetings, Planning Board meeting)
Number of staff reports written this month	3 (MSC Commissary Building landscape plan; Farmers Market Special Exception; Disappearing Island)
Hours in meetings and workshops (staff total)	8 hrs.

**Projects and Cases (hours and explanation)**

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Code and Comprehensive Plan Amendments

Updates to Comprehensive Plan

2 hrs. (Reviewed list of growth management law changes and compiled them into a letter identifying the changes that the town must make)

Town-wide Traffic Study

4.5 hrs. (Presented traffic study bid award to TC and met with consultant staff to discuss study details)

Final Development Plan (FDP 07-2021) – Sailfish Marina, 4899 Front St.

5 hrs. (Assisted Town Attorney with response to applicant’s questions about new boat slips for the MF-2 parcel of the property)

Final Development Plan (FDP 09-2022) – Pacetti Hotel Museum, 4928 S. Peninsula Dr.

10.5 hrs. (Reviewed updated plans, compiled and sent resubmittal documents to DRT Staff, drafted DRT comments, met with project agents)

Final Development Plan (FDP 13-2022) – Marine Science Center, 100 Lighthouse Dr.

16 hrs. (Reviewed updated plans and documents, wrote and sent comment letter to agent, drafted staff reports for CSB and PB, prepared legal ad and public notification letters for mailing)

Minor Replat (MR 27-2021) – 4724 S. Peninsula Dr. (Lot Split)

4 hrs. (Reviewed updated plans and documents, corresponded with agent)

Minor Special Exception (SPEC 12-2022) – Farmers Market, 4600 S. Atlantic Ave.

12.5 hrs. (Prepared public notices, legal ad, and property posting; wrote staff report; presented item at Planning Board meeting; and drafted Development Order)

**Notable development review and assistance**

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Single-family

10 hrs. (74 Aurora Ave. - Reviewed and approved new SFR; 73 Beach St. - Reviewed and approved final landscape plan. 68 Glenview Ave. - Reviewed new SFR permit; )

Multi-family

0 hrs.

Commercial/non-residential

21.5 hrs. (133 Inlet Harbor - Reviewed site plan to modify parking and add three ADA spaces to verify sufficient number of spaces for all uses; 4950 S. Peninsula Dr. [Ocean Support marina and HT’s Sandbar & Bistro] – reviewed and approved permits for kitchen remodel for new restaurant, grading permit for parking lot, and permit for new seawall; reviewed proposed parking lot layout for compliance with parking and landscaping requirements)

**Other Activities**

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Adaptation Plan (Coastal Resiliency)

13.5 hrs. (Prepared and submitted Resilient Florida grant application to FDEP to create a plan for one or more Adaptation Action Areas per F.S. 163.3164 to help prioritize funding for infrastructure needs and adaptation planning)

Western boundary contraction	2 hrs. (Met with Town Attorney to begin drafting an interlocal agreement between the Town and abutting jurisdictions)
Research	4 hrs. (Municipal regulations regarding seawall height and permitting processes; general requirements and procedures for new Vulnerability Assessments under F.S. 380.093)

**Professional Meetings and Activities**

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Training	4.5 hrs. (Attended training sessions and gave presentation on Ponce Inlet’s resiliency efforts at FPZA state conference)
Professional Associations	13 hrs. (Assisted staff operations as part of host committee at FPZA state conference )
River to Sea Transportation Planning Organization (R2CTPO)	2 hrs. (Attended Technical Coordinating Committee meeting)

**B. BUILDING** (includes Director’s project hours)

**Incoming Customer Service Requests** (between June 1 and June 30, 2022)

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Phone calls	310
Walk-ins	146
E-mails	325

**In-Depth Customer Response**

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Conferences with customers	0
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**Permits**

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New Applications	99
Permits Issued	94
Plan Reviews	117
New Single-Family Residence Applications	4
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	8
Total permits issued YTD	512
Business Tax Receipts	1

**Inspections**

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Permit Inspections	182
Permit Inspections needing corrections	4
Permit Re-Inspections – Approved	6
Total inspections YTD	902
Total re-inspections YTD	23
Total inspections needing corrections YTD	20

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
919-2021	4575 S Atlantic Ave., #6711	RB	Receptacles not GFCI-protected in the kitchen.
904-2021	46 Tina Maria Cir.	RB	Pool equipment must be anchored for final inspection.
205-2021	116 Ponce De Leon Cir.	RB	Pool light needs to be secured.
285-2022	123 Ponce De Leon Cir.	HB	Seawall Cap Inspection - top of seawall is elevated considerably higher than current grade; engineering details show grade elevation at top of seawall, which cannot be achieved without the submittal of site/grading plan for review and approval. Condition of permit states that the boat slip is legal non-conforming and cannot be altered or modified, but west side wall has been moved approx. 6', a violation of the permit conditions and LUDC Sec. 7.5.1. Stop Work Order has been posted.

**Special Projects**

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Watershed Master Plan	2.5 hrs. (Began revising grant agreement to align with FDEP's new 2022 grant program guidance manual)
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**Professional Meetings and Activities**

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Training	45 hrs. (FABTO Educational Conference)
Meetings	2 hrs. (Meeting to discuss upcoming CAV visit)

**Other Activities**

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Periodic Permit Reporting	3 hrs. (Compiled and sent weekly and monthly reports to Builders' Exchange, US Census, and Volusia County)
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**C. CODE ENFORCEMENT** (includes Director's project hours)

**Incoming Customer Service Requests** (June 1 and June 30, 2022)

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Phone calls	197
Walk-ins	11
E-mails	154

**In-Depth Customer Response**

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Letters (of substance)	13
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**Construction Site NPDES Inspections**

Inspections	108
Inspections YTD	640

**Code Enforcement Investigations**

New investigations	45
Closed investigations	29
Active investigations	37
Total number of new investigations YTD	406
Code Board cases this month	2
Total number of cases YTD	17
Permit checks	9
Total permit checks YTD	94
Work without permits	1
Total work without permit YTD	26

**Special Activity**

Process Improvement	17.5 hrs. (Drafted improvements for Code Enforcement web page, including Top 10 violations, FAQs, and common misunderstandings)
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**Professional Meetings and Activities**

Training	75 hrs. (Mechanical Inspector Classroom Training; Mechanical Inspector (OJT); Fla. Assoc. of Business Tax Officials; Fla. Assoc. of Code Enforcement; Damage Assessment Training (IDAM); ICC Housing Inspector Cert.; Permit Tech Cert.)
Meetings	6 hrs. (Attended meetings with VRBO representative and Southpoint condo board of directors to discuss Town's rental program)

**Stop Work Orders**

Date	Address	Applicant/Contractor	Permit #
06/08/22	4445 S Atlantic Ave. #203	Campbell Quality Homes	BLDR-794-2022
06/08/22	123 Ponce De Leon Cir.	Kosarek Construction Co.	MARR-285-2022
06/14/22	59 Inlet Point Blvd.	Robert Edwards Builders Inc.	BLDR-732-2022
06/15/22	115 Inlet Harbor Rd.	Carlton Builders, LLC	BLDR-1278-2020
06/25/22	30 Caribbean Way	Owner	-
06/29/22	108 Ponce De Leon Cir.	Owner	-

### Outstanding Code Liens

Case #	Address	Daily fine (start date)	Fine duration (end date)	Total due*	Status
2018-148	42 Jana Dr.	\$20 (4/22/19)	783 days (6/14/21)	\$15,910	In compliance
2020-428	4453 S. Atlantic Ave. #5040	\$50 (1/25/21)	40 days (3/6/21)	\$2,250	In compliance
2020-437	4453 S. Atlantic Ave. #706	N/A	N/A	\$250	In compliance
2020-499	4719 S. Atlantic Ave.	N/A	N/A	\$250	In compliance
2021-114	105 Old Carriage Rd.	N/A	N/A	\$250	In compliance
2021-217	48 Inlet Harbor Rd.	\$50 (11/9/21)	80 days (1/27/22)	\$4,250	In compliance
2021-221	4895 S. Atlantic Ave.	N/A	N/A	\$250	In compliance
2021-249	4745 S. Atlantic Ave. #404	\$50 (11/9/21)	233 days (as of 6/30/22)	\$11,900	In violation
2021-416	13 Arena Blanca	\$100 (12/17/21)	39 days (1/25/22)	Reduced to \$2,200 by Town Council on 3-17-22	In compliance
2021-620	4702 S. Atlantic Ave.	N/A	N/A	\$250	In compliance
2021-593	55 Inlet Harbor Rd.	\$100 (2/11/22)	18 days (3/1/22)	\$2,050	In compliance
2022-177	4565 S. Atlantic Ave. #5101	N/A	N/A	\$250	In compliance
2022-090	4453 S. Atlantic Ave. #205	N/A	N/A	\$250	In compliance
2021-506	41 Jana Dr.	N/A	N/A	\$250	In compliance
2022-306	4745 Dixie Dr.	\$50 (6/27/22)	4 days (as of 6/30/22)	\$450	In violation
				<b>Total Outstanding</b>	
				<b>\$41,010</b>	

\* Includes \$250 Administrative fee

Lien Requests 17  
Total lien requests YTD 96

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

Process Improvement/Technology	2 hrs. (Rental permit processing procedures; created new list of permit conditions for seawalls; drafted department policy for issuance and coordination of Stop Work orders)
2022 Legislative Changes	2 hrs. (Continued reviewing 2022 changes to State law affecting department operations, including condo inspections and flooding/resilience)
Special Projects	24 hrs. (Prepared for CAV visit and worked on fee issues with Energov)
Conflict Resolution	50.5 hrs. (Coordinated staff response to violation of administrative variance and building permit conditions for new home construction at 115 Inlet Harbor Rd. and complaints of seawall construction at 123 Ponce de Leon Cir. )
Personnel	2 hrs. (Updated job ad for Sr. Planner and posted to various trade groups)
Budget	5 hrs. (Updated FY 21-22 operating budget for Town Manager)
Scanning	38 hrs.
Public records requests	2 hrs.
Expired Permits	5 hrs.