



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: Aug 11, 2022
 Subject: Planning & Development Dept. Activity Report for July 2022

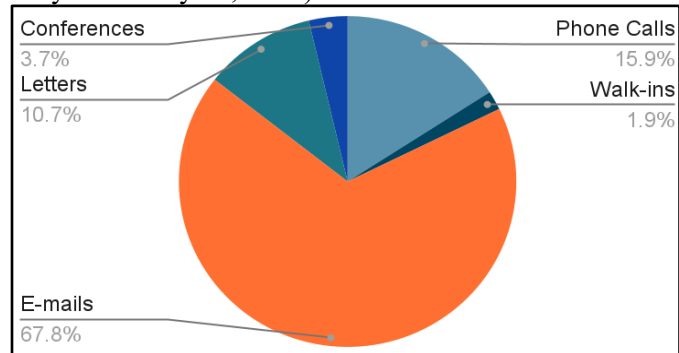
Below is the summary of the department’s activities during the month of **July 2022**.

A. PLANNING AND ZONING

(includes Director’s customer service activity and planning-related project hours)

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

Phone calls: 43
 Walk-ins: 5
 E-mails: 183



In-Depth Customer Response

Letter (including detailed e-mails): 29
 Conferences with customers: 10

Permit Reviews (staff total)

Building permits:	15	Site visits/inspections:	12
Landscape/tree removal plan reviews:	9	Special Event permit reviews:	1
FDEP Letters of Confirmation:	0		

Board and Council activity

New case applications: 0

Number of meetings and workshops: 4 (Cultural Services Board, Town Council budget workshop, Town Council meeting, Planning Board meeting)

Number of staff reports written this month: 4 (Removal of two 18”+ DBH specimen-size trees for new SFR, MSC commissary building for PB and TC, update for Food Truck Ord.)

Hours in meetings and workshops (staff total): 5 hrs.

Code and Comprehensive Plan Amendments (hours and explanation)

Comprehensive Plan Updates:

- Updates to Comprehensive Plan: *7 hrs.* (Reviewed list of growth management law changes and compiled them into a letter identifying the changes that the town must make; drafted letter to DEO; wrote staff report for Planning Board)
- Condominium Inspections: *4 hrs.* (Reviewed new state law requirements under F.S. 553.899, model codes from BOAF, and code requirements from Broward and Miami-Dade Counties for use in local regulations)

LUDC Updates

- Food Truck Ordinance: *19.5 hrs.* (Modified ordinance language to meet PB expectations, presented revised ordinance and staff report to PB)
- Seawalls: *3.5 hrs.* (Researched codes from other jurisdictions)
- Landscaping Update: *4 hrs.* (Continued drafting language; organized data; evaluated and analyzed existing language)

Projects and Cases (hours and explanation)

- Final Development Plan (FDP 07-2021)
– Sailfish Marina, 4899 Front St.: *10.5 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.: *6 hrs.* (Reviewed updated plans, compiled, and sent resubmittal documents to DRT Staff, worked on staff report for CSB to evaluate Cert. of Appropriateness and PB Staff report)
- Final Development Plan (FDP 13-2022)
– Marine Science Center, 100 Lighthouse Dr.: *17 hrs.* (Updated staff report to include information from CSB meeting, created PowerPoint presentations, attended CSB and PB meetings, updated staff report for TC meeting, generated, and sent out public notices and legal ads)
- Minor Replat (MR 27-2021) – 4724 S. Peninsula Dr. (Lot Split): *12 hrs.* (Internal review with planning and legal staff to verify all issues have been discussed and resolved)

Notable development review and assistance

- Single-family: *10 hrs.* (4886 Sailfish Dr. - Reviewed submitted documents and drafted staff report for the removal of two Oak trees over 18 inches in DBH for a new SFR, conducted site visit)
- Multi-family: *0 hrs.*
- Commercial/non-residential: *3 hrs.* (4950 S. Peninsula Dr. [Ocean Support marina and HT’s Sandbar & Bistro] – reviewed proposed parking lot layout designs for compliance with parking and landscaping requirements; 4958 S. Peninsula Dr. [Lighthouse Boatyard] - discussed upcoming expiration and renewal of non-exclusive parking agreement with owner)

Other Activities

Western boundary contraction:

3 hrs. (Reviewed draft interlocal agreement between the Town and abutting jurisdictions and finalized with Town Attorney)

General research:

6 hrs. (Regulations regarding vested or grandfathered rights in general and about boat slips specifically; regulations about zoning extending over water from adjacent upland property; ownership and maintenance responsibility of access easements at Southpoint condo)

Professional Meetings and Activities

Training:

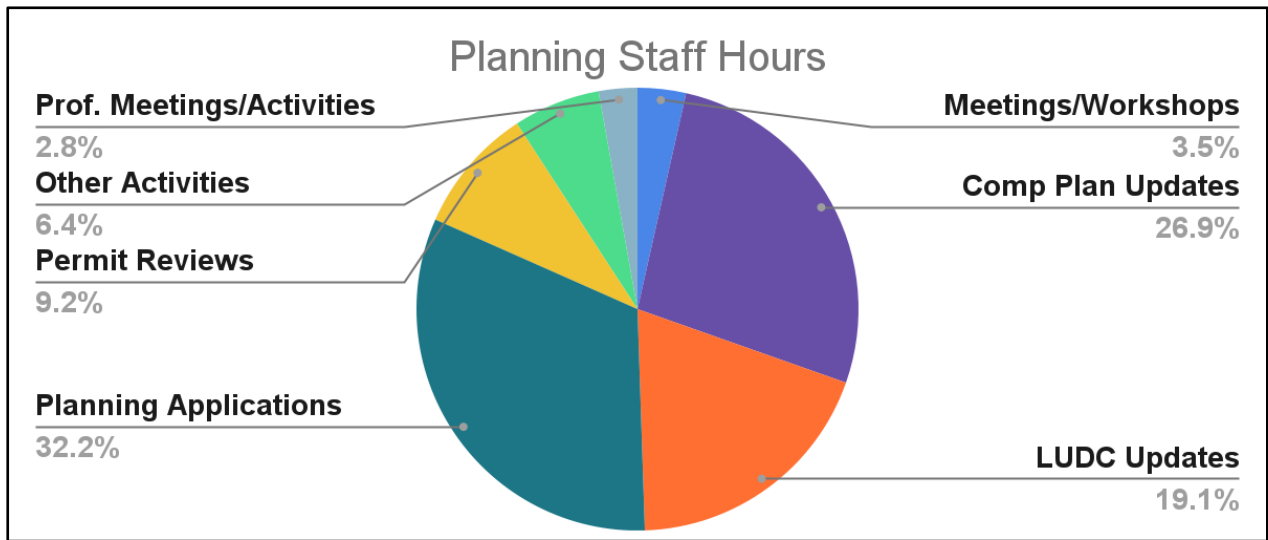
2 hrs. (Building Officials Association of Florida webinar on best practices for implementing a condo inspection program under F.S. 553.899)

Professional Associations:

2 hrs. (Surfcoast chapter meeting of the Florida Planning and Zoning Association)

River to Sea Transportation Planning Organization (R2CTPO):

0 hrs.



B. BUILDING (includes Director's project hours)

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

Phone calls:

292

Walk-ins:

88

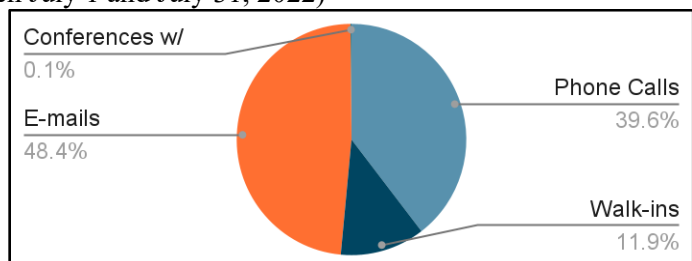
E-mails:

357

In-Depth Customer Response

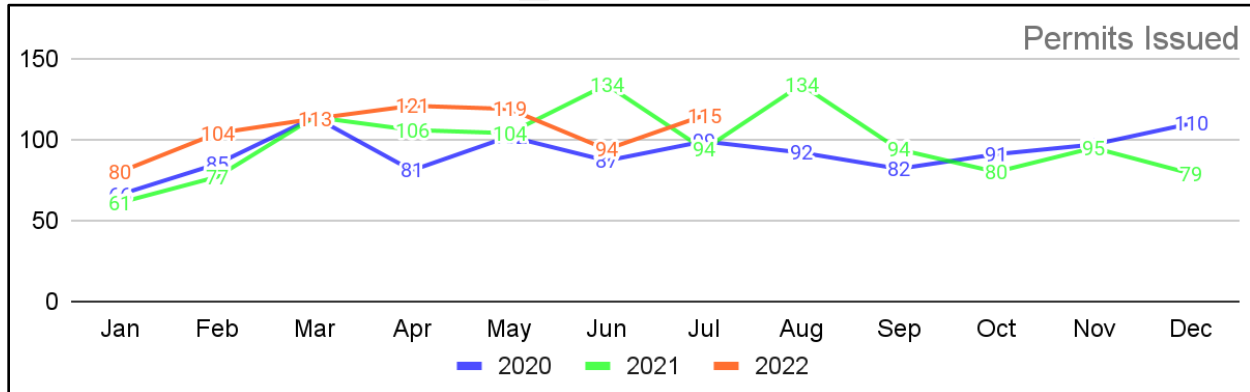
Conferences with customers:

1



Permits

New Applications: 93 Permits Issued: 115



Plan Reviews: 117 New SF Residence Applications: 0
 New SF Residence Permits Issued: 0 New SF Residence Permits Issued YTD: 8
 Total permits issued YTD: 628

Business Tax Receipts

Business Tax Receipts Renewals: 100 Business Tax Receipts New: 2

Inspections

Permit Inspections: 146 Permit Inspections needing corrections: 2
 Permit Re-Inspections – Approved: 3 Total inspections YTD: 1048
 Total re-inspections YTD: 26 Total inspections needing corrections YTD: 22

Permit Correction Details

Permit #	Address	By	Reason for Correction
420-2022	4621 S Atlantic Ave. #7205	RB	Master shower pan not tested; Durarock screws also need to be inspected
777-2021	4892 S Atlantic Ave.	RB	Plenum not attached to air handler

Special Projects

Watershed Master Plan: 3 hrs. (Finalized revisions to grant agreement with consultant to align with FDEP’s new 2022 grant program guidance manual, and submitted to FDEP for final approval)

Professional Meetings and Activities

Training: 6 hrs. (Processing of rental permit renewals; training with Energov on creating new fees and fee templates)

Meetings: 5 hrs. (Energov meetings re: fees)

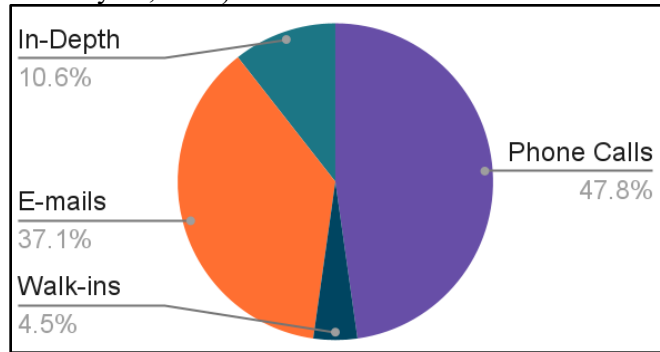
Other Activities

Periodic Permit Reporting: 6 hrs. (Quarterly Report to the State; monthly report to Volusia County; weekly report to Home Builders Association)

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

Incoming Customer Service Requests (July 1 and July 31, 2022)

Phone calls: 117
 Walk-ins: 11
 E-mails: 91



In-Depth Customer Response

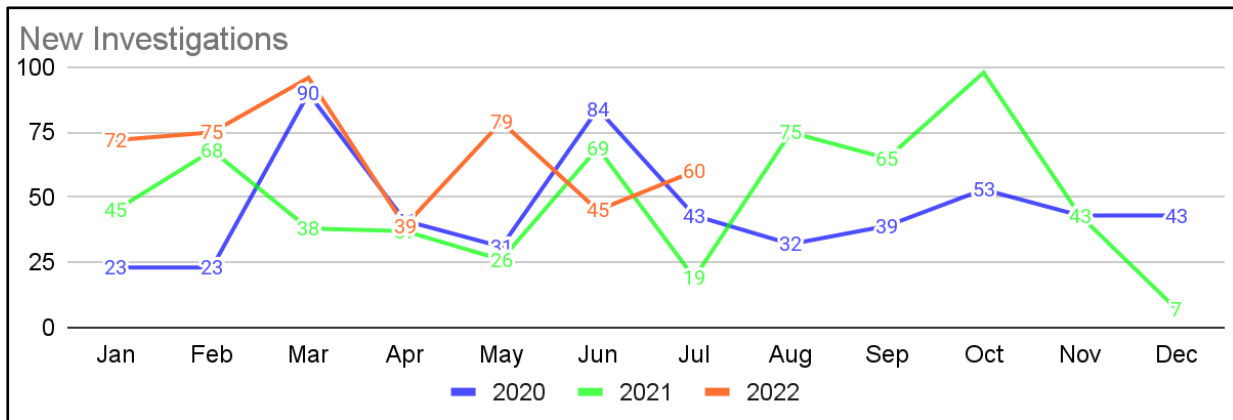
Letters (of substance): 26

Construction Site NPDES Inspections

Inspections: 102 Inspections YTD: 742

Code Enforcement Investigations

New investigations: 60 Closed investigations: 36



Active investigations:	46	Total number of new investigations YTD:	466
Code Board cases this month:	0	Total number of cases YTD:	17
Permit checks:	10	Total permit checks YTD:	104
Work without permits:	1	Total work without permit YTD:	26

Special Activity

Process Improvement: *10 hrs.* (Continued work on improvements for Code Enforcement web page, including Top 10 violations, FAQs, and common misunderstandings)

Professional Meetings and Activities

Training: *96 hrs.* (Mechanical Inspector classroom training; Mechanical Inspector (OJT); Fla. Assoc. of Business Tax Officials; Fire Inspector Recertification (Fire Service Instructor 1) FEMA (IS-700, ICS-100, ICS-200, IS-907); Permit Tech Certification)

Meetings: *3 hrs.* (Meetings with residents.)

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
7/28/22	4757 S. Peninsula Dr.	White's Electric Company, LLC	ELER-898-2022

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)	264 days (as of 7/31/22)	\$13,450	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
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)	35 days (as of 7/31/22)	\$2,000	In violation
				Total Outstanding	
				\$41,810	

* Includes \$250 Administrative fee

Lien Requests:

14

Total lien requests YTD:

110

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

Process Improvement /Technology:	16.5 hrs. (Worked with Energov staff on updating fees in system and troubleshooting ones not working; updated permit checklist conditions for seawalls and rental permit application form)
Budget:	19 hrs. (Prepared for and attended Town Council budget workshop; formulated 2.5% reduction of department budget to meet roll-back-rate if desired by Town Council)
Special Projects: Condo Inspections:	4 hrs. (Reviewed procedures and forms from Broward and Miami-Dade Counties as examples for required condo inspection program per F.S. 553.899)
Conflict Resolution:	6.5 hrs. (Continued coordination of staff response to violation of administrative variance and building permit conditions for new home construction at 115 Inlet Harbor Rd.; complaints of seawall construction at 123 Ponce de Leon Cir.; and unpermitted houseboat residence at Bay Tree Marina)
Personnel:	6 hrs. (Reviewed applications and conducted interviews for vacant Sr. Planner position; met with consultant about providing temporary planning services)
Meetings:	2 hrs. (Attended Volusia County Managers meeting on behalf of Town Manager)
Scanning:	17 hrs. (daily scanning of permits and documents)
Public records requests:	6 hrs. (research and reporting on records and permits)
Expired Permits:	4 hrs. (Sent out expired permit notifications via email)
Filing:	2 hrs. (Filed permits that have been scanned)

