



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: September 13, 2022
 Subject: Planning & Development Dept. Activity Report for August 2022

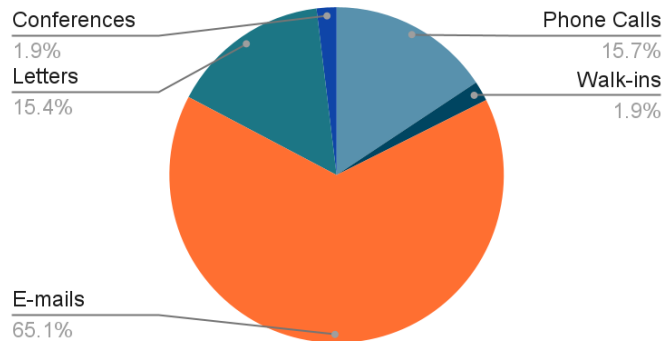
Below is the summary of the department's activities during the month of **August 2022**.

A. PLANNING AND ZONING

(Includes Director's customer service activity and planning-related project hours)

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

Phone calls: **49**
 Walk-ins: **6**
 E-mails: **203**



In-Depth Customer Response

Letter (including detailed e-mails): **48**
 Conferences with customers: **6**

Permit Reviews (staff total)

Building permits:	19	Site visits/inspections:	20
Landscape/tree removal plan reviews:	7	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 Hall meeting, Town Council, Planning Board)

Number of staff reports written this month: **9** (Aug. TC: Marine Science Center Commissary Building; Aug. PB: update for Food Truck Ord. and EAR letter to FDEO; Sept. CSB: Pacetti Hotel Landscape Plan and Certificate of Appropriateness, Specimen tree removal at 74 Aurora Ave.; Sept. TC: S. Atlantic Ave. and Harbour Village Blvd. ROW improvements; EAR letter to FDEO; Rains Dr. ROW transfer)

Hours in meetings and workshops (staff total): **12.5 hrs.**

Code and Comprehensive Plan Amendments (hours and explanation)

Comprehensive Plan Updates:

- Updates to Comprehensive Plan: *9.5 hrs.* (Met with planning staff, updated FDEO letter and staff report for PB, presented item at PB meeting)

LUDC Updates

- Food Truck Ordinance: *36.5 hrs.* (Modified ordinance language based on prior PB direction; presented revised ordinance and staff report to PB; reviewed County's new 2022 beach concession contract and beach code amendments allowing food trucks at Lighthouse Point Park and Winterhaven Park in response to County's request for exemption from the Town's food truck regulations; corresponded with County staff)

Projects and Cases (hours and explanation)

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

24.5 hrs. (Reviewed Certificate of Appropriateness application; drafted staff reports for CSB to evaluate COA and landscape plan; drafted PB Staff report, prepared legal ads and public notifications, created presentations)

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

7.5 hrs. (Updated staff report to include information from PB meeting, updated PowerPoint presentations, presented item at TC meeting, drafted Development Order)

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

19 hrs. (Drafted staff report, met with applicant, prepared legal ad and notifications, and created presentations)

Lighthouse Boatyard Non-Exclusive Use
Agreement - 4958 S. Peninsula Dr.

13.5 hrs. (Drafted proposed revisions to agreement; for review by applicant and Town Attorney's office; wrote staff report, for Town Council review)

Specimen Tree Removal - 74 Aurora
Ave
(DEVR 702-2022)

11.5 hrs. (Reviewed submitted documents and drafted staff report for the removal of Oak tree over 18 inches in DBH for a new SFR, conducted site visit, created presentation)

Specimen Tree Removal - 4886 Sailfish
Dr. (DEVR 791-2022)

4 hrs. (Reviewed application, drafted staff report for the removal of Oak tree over 18 inches in DBH for a new SFR)

Notable development review and assistance

Single-family:

13.5 hrs. (115 Inlet Harbor Rd. - Reviewed new house plans submitted following expiration of the administrative setback variance and revocation of the previous building permit, and met with the contractor to resolve remaining issues; 4516-4520 S. Peninsula Dr. - Reviewed draft proposed minor replat lot recombination; 108-110 Ponce De Leon Cir - Drafted diagrams to show side-by-side placement of homes on each property, along with setbacks and utility locations)

Multi-family:

0 hrs. ()

Commercial/non-residential:

8 hrs. (100 Lighthouse Dr. [Marine Science Center] - Coordinated permitting for temporary storage container in conjunction with installation of new flooring, and helped with arrangements and advertising for public informational meeting at the Community Center; 4950 S. Peninsula Dr. [Lighthouse Landing] - Provided information on number of slips allocated)

to the property and process for requesting additional slips; 4966 S. Peninsula Dr. [Bay Tree Marina] - Searched for evidence of past approvals for a houseboat at the private marina and met with owners to discuss obtaining approval or removing the structure)

Other Activities

S. Atlantic Ave. and Harbour Village Blvd. ROW improvements

15 hrs. (Reviewed design proposal by Volusia County, discussed with Town and County staff to obtain history, and drafted staff report)

Town Hall meeting, August 8, 2022

5.5 hrs. (Prepared for and attended the meeting, answered questions from the public, and followed up on questions and concerns afterwards)

Process Improvement

3 hrs. (Created worksheet for tracking condo permits and due dates, updated document to show ages of buildings and units for 3+ stories)

Zoning Map update:

4 hrs. (Researched zoning and development history of Winterhaven Park)

General research:

2 hrs. (Researched Volusia County’s jet ski and beach regulations in response to questions at the August PB meeting)

Professional Meetings and Activities

River to Sea Transportation Planning Organization (R2CTPO):

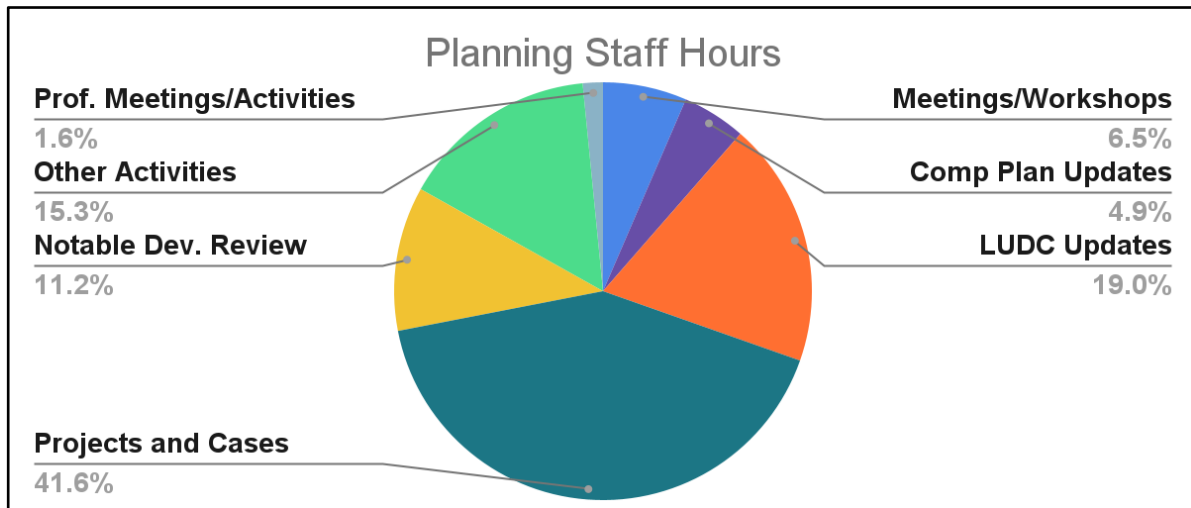
1.5 hrs.

Training:

1.5 hrs. (CNU webinar - “Arbitrary Lines”)

Professional Associations:

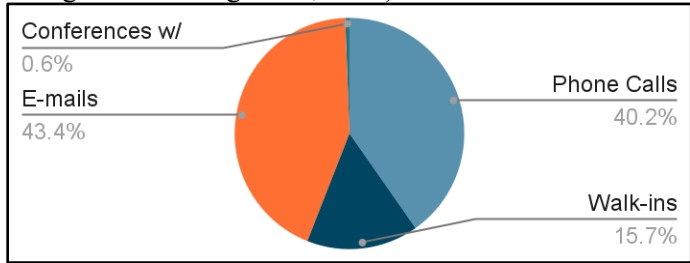
0 hrs. ()



B. BUILDING (Includes Director's project hours)

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

Phone calls: **266**
 Walk-ins: **104**
 E-mails: **287**

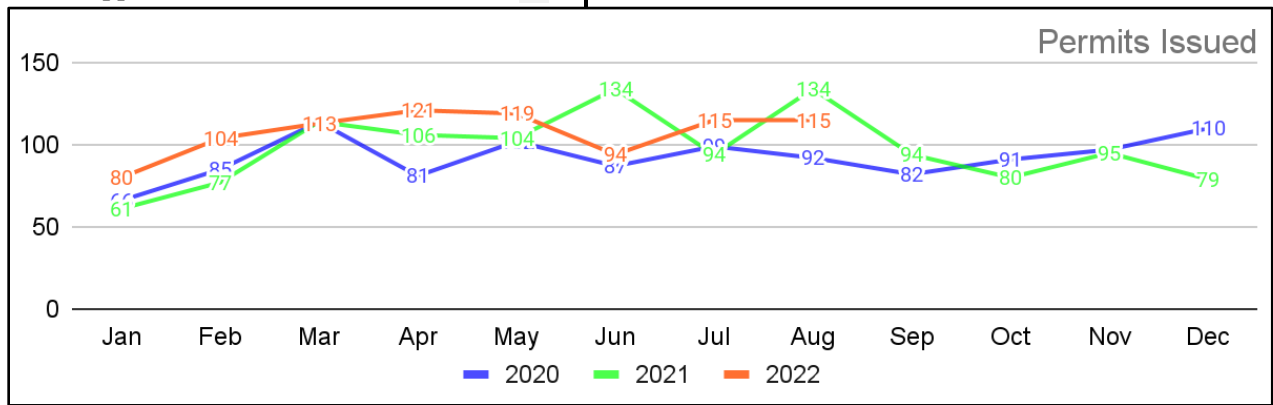


In-Depth Customer Response

Conferences with customers: **4**

Permits

New Applications: **93** | Permits Issued: **115**



Plan Reviews: **113** | New SF Residence Applications: **0**
 New SF Residence Permits Issued: **1** | New SF Residence Permits Issued YTD: **9**
 Total permits issued YTD: **743**

Business Tax Receipts

Business Tax Receipts Renewals: **30** | Business Tax Receipts New: **1**

Inspections

Permit Inspections: **238** | Permit inspections needing corrections: **5**
 Permit Re-Inspections – Approved: **5** | Total inspections YTD: **1,291**
 Total re-inspections YTD: **3** | Total inspections needing corrections YTD: **27**

Permit Correction Details

Permit #	Address	By	Reason for Correction
222-2022	4672 Riverwalk Village Ct. #8305	RB	Disconnect for roof-top unit appears to be melted and has exposed wiring.
187-2022	4958 S Peninsula Dr.	RB	Wheel stops must be anchored, parking lot must be striped for final.
169-2022	4525 S Atlantic Ave. #1601	RB	Exterior not sealed at top left corner

Special Projects

Watershed Master Plan:

3 hrs. (Corresponded with FDEP about status of grant agreement; completed sole-source form for Collective Water Resources, LLC; began staff reports for Town Council for FDEP grant agreement and contract with Collective Water)

Professional Meetings and Activities

Training:

12 hrs. (Energov platform; Energov Training for test site; creating new permit types)

Meetings:

0 hrs. ()

Other Activities

Expired Permits:

3 hrs. (Sent out expired permit notifications via email)

Periodic Permit Reporting:

2 hrs. (Weekly reports to Builders Exchange)

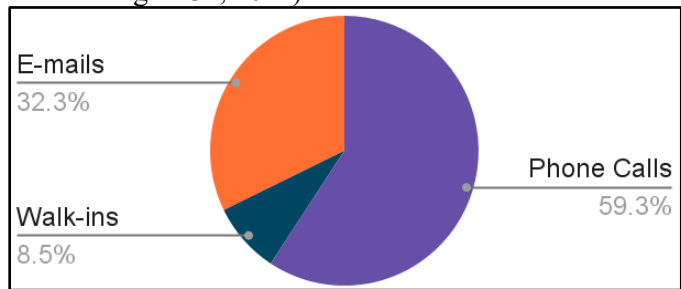
C. CODE ENFORCEMENT (Includes Director’s project hours)

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

Phone calls: **237**

Walk-ins: **34**

E-mails: **129**



In-Depth Customer Response

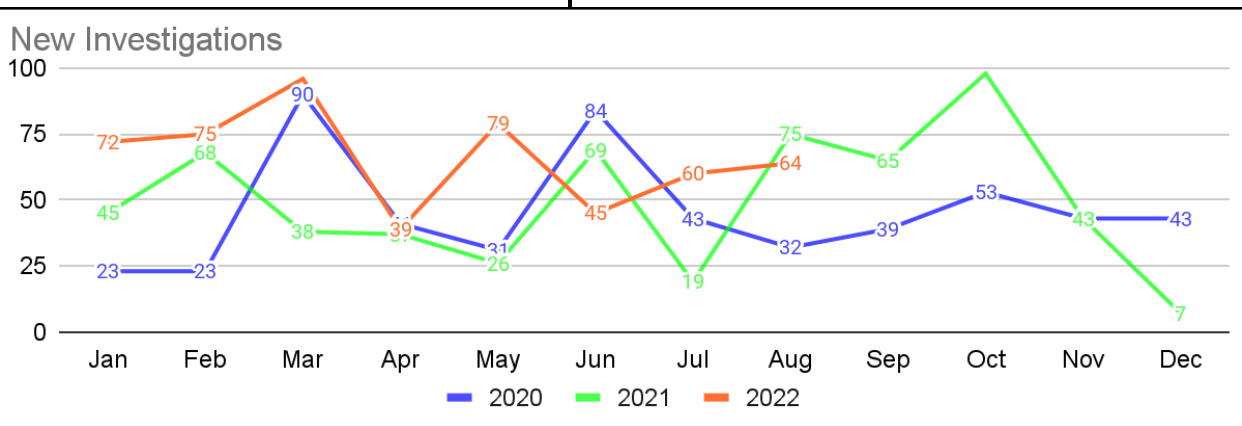
Letters (of substance): **0**

Construction Site NPDES Inspections

Inspections: **121** | Inspections YTD: **863**

Code Enforcement Investigations

New investigations: **64** | Closed investigations: **46**



Active investigations:	36	Total number of new investigations YTD:	530
Code Board cases this month:	3	Total number of cases YTD:	20
Permit checks:	27	Total permit checks YTD:	131
Work without permits:	11	Total work without permit YTD:	37

Special Activity

Process Improvement:

4.5 hrs. (Finalized the Code Enforcement website revisions which include Top 10 violations, FAQ’s, and common misunderstandings)

Professional Meetings and Activities

Training:

16 hrs. (Mechanical Inspector Training (OJT), Permit Tech Training (ICC), Rental Housing Inspector (ICC))

Meetings:

3 hrs. (Meetings with residents and FACE Legislative committee)

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
8/1/22	67 Calumet	JJ Douglas	MECR-000917-2022
8/2/22	14 Mar Azul N	Reihl Electric	ELER-000925-2022
8/11/22	4715 Montrose	Insight Construction	BLDR-000890-2022
8/18/22	53 South Turn	A Screen Concepts, LLC	BLDR-001063-2022
8/25/22	74 Jennifer Circle	Cunningham Oil	MECR-993-2022
8/29/22	53 South Turn	owner	PLMR-001064-2022
8/29/22	58 Inlet Harbor	Best Value AC	MECR-001026-2022
8/31/22	117 Old Carriage	Apex Electrical Services, LLC	ELER-001039-2022
8/31/22	31 Inlet Point	Atec Air & Heating, Inc.	MECR-001044-2022

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)	295 days (as of 8/31/22)	\$15,000	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

Outstanding Code Liens

Case #	Address	Daily fine (start date)	Fine duration (end date)	Total due*	Status
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)	37 days (as of 8/2/2022)	\$2,100	In compliance
2021-531	4525 S. Atlantic Ave. #1701	N/A	N/A	\$250	In compliance
2022-174	4535 S. Atlantic Ave. #2604	N/A	N/A	\$250	In compliance
2022-206	4555 S. Atlantic Ave. #4207	N/A	N/A	\$250	In compliance
				Total Outstanding	
				\$44,210	

* Includes \$250 Administrative fee

Lien Requests: **12**

Total lien requests YTD: **122**

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

Process Improvement /Technology: **40 hrs.** (Resolved issues in Energov Test Environment; fixed fees and revenue accounts; created new permit types; corrected Rental Permits for renewal)

Budget: **4 hrs.** (Completed end-of-year projects and budget items for Town Manager)

Special Projects: Condo Inspections: **23 hrs.** (Held program kick-off organizational meeting; compiled list of organizational tasks and questions to set up inspection program; drafted list of assigned responsibilities based on new condo inspection law; created official notification letter to send to condo associations; provided progress update to Town Council and Planning Board)

Inter-departmental Assistance: **6 hrs.** (Assisted Public Works staff with bi-annual NPDES permit reporting, coordination with review of Tina Maria retaining walls, sewer extension plans, and notification letter for backflow preventer inspection program)

Personnel: **11.5 hrs.** (Conducted additional interviews for the vacant Senior Planner position along with reference calls; helped managed intra-departmental transition of permitting and code enforcement administrative staff and filling vacant staff positions; reviewed Town’s official background check policy and organized it according to sequence and departmental responsibilities)

Dept. Organization: **6.5 hrs.** (Created task lists and organized files) 16

Scanning: **16 hrs.** (Continued daily scanning of permits and documents)

Public records requests: **2 hrs.** (Researched and reported on records and permits)

Professional Development: **2 hrs.** (Created proof-reading checklist for use by department staff)

