



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: Town Manager
 From: Michael E. Disher, AICP, Director
 Date: December 30, 2022
 Subject: Planning & Development Dept. Activity Report for November 2022

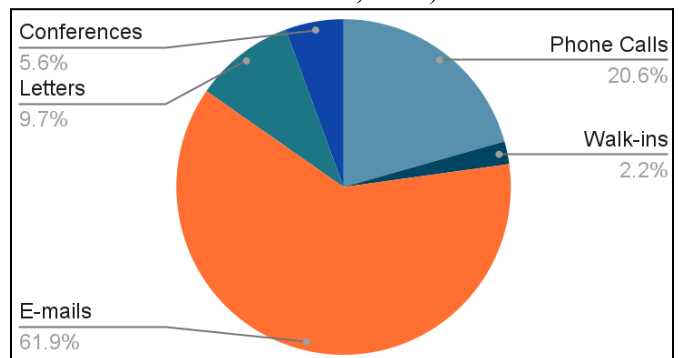
Below is the summary of the department's activities during the month of **November 2022**.

A. PLANNING AND ZONING

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

Incoming Customer Service Requests (between November 1 to November 30, 2022)

Phone calls: **66**
 Walk-ins: **7**
 E-mails: **198**



In-Depth Customer Response

Letter (including detailed e-mails): **31**
 Conferences with customers: **18**

Permit Reviews (staff total)

Building permits:	18	Site visits/inspections:	3
Landscape/tree removal plan reviews:	2	Special Event permit reviews:	1
FDEP Letters of Confirmation:	2		

Board and Council activity

New case applications: **0**
 Number of meetings and workshops: **2** (Cultural Services Board, Town Council)
 Number of staff reports written this month: **2** (Town Council: Appeal of a minor replat and 2nd reading of Mobile Food Vendor ordinance)
 Hours in meetings and workshops (staff total): **6.5 hrs.**

Code and Comprehensive Plan Amendments (hours and explanation)

Comprehensive Plan Updates:

➤ Updates to Comprehensive Plan: **13 hrs.** (Updated Coastal Management Element to include language for shoreline armoring and other changes based on data received from hurricane Ian and Nicole)

LUDC Updates

➤ Food Truck Ordinance: **8 hrs.** (Researched sound dissipation behavior and updated the staff report and ordinance as requested by Town Council)

Projects and Cases (hours and explanation)

Final Development Plan (FDP 07-2021) - **4 hrs.** (Reviewed updated plans and documents for compliance with zoning code; distributed documents to DRT staff and review agencies)
- Sailfish Marina

Minor Replat (MR 21-2022) – Lot **0 hrs.** (Pending resubmittal from applicant)
Combination, 4514 S. Peninsula Dr.

Minor Replat (MR 27-2021) – 4724 S. **2 hrs.** (Drafted final development order following Planning
Peninsula Dr. (Lot Split) Board approval)

Minor Replat (MR 20-2022) - Lot Line **8 hrs.** (Reviewed application and communicated with FDEP
Adjustment, 4516-4520 S. Peninsula Dr. for determination of submerged land ownership; drafted staff report for administrative approval)

Appeal (APPL 23-2022) - Appeal of MR **11.5 hrs.** (Reviewed application, drafted staff report, and
27-2021 approval by PB communicated with appellants via phone and emails)

Notable development review and assistance

Single-family: **3 hrs.** (4865 Sailfish Dr.: Reviewed new single-family home, researched easement on north side of property, reviewed seven trees over 28 inches in DBH proposed for removal)

Multi-family: **2 hrs.** (4722 S. Peninsula Dr.: Met with owner about requirements for a minor replat subdivision)

Commercial/non-residential: **2 hrs.** (100 Lighthouse Dr. [Marine Science Center] - reviewed permit application and correspondence history for a proposed new raptor bird exhibit)

Other Activities

Hurricanes Ian and Nicole / Emergency **7 hrs.** (Researched beach renourishment programs and
Management Response and Recovery devices; seawall and shoreline armoring standards, limitations, and allowances, provided zoning confirmation letters for FDEP seawall permits)

Town boundary contraction **0 hrs.**

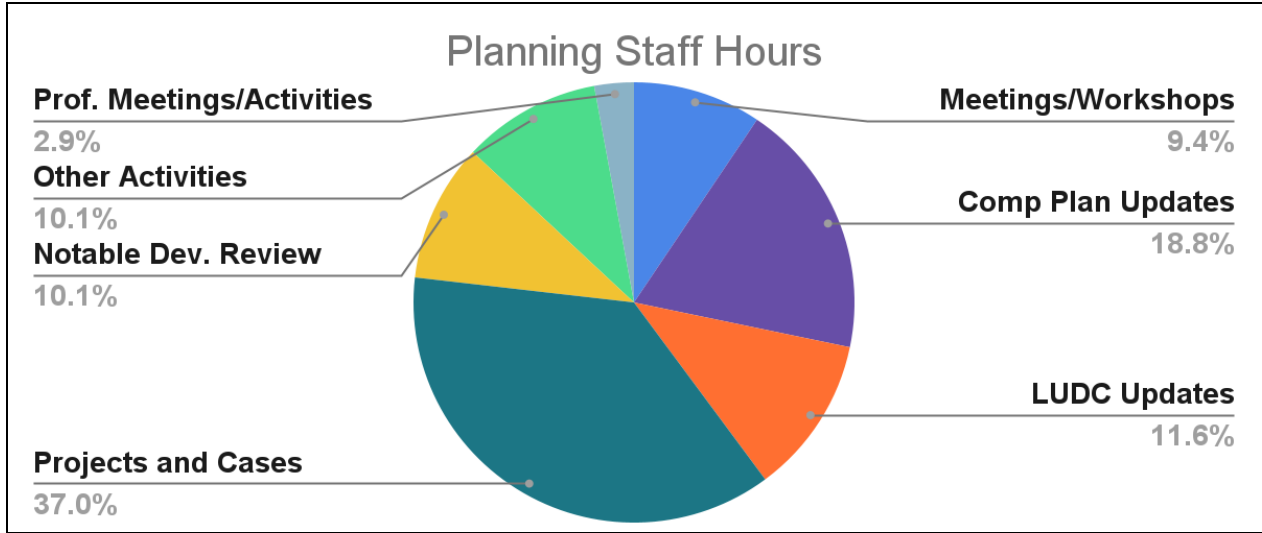
General research: **0 hrs.**

Professional Meetings and Activities

River to Sea Transportation Planning **2 hrs.** (Attended Technical Coordinating Committee meeting)
Organization (R2CTPO):

Training: **0 hrs.**

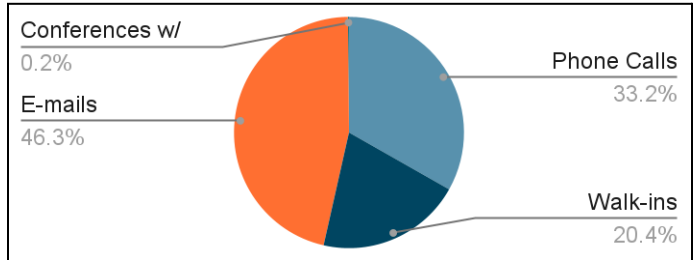
Professional Associations: **0 hrs.**



B. BUILDING (Includes Director's project hours)

Incoming Customer Service Requests (between November 1 to November 30, 2022)

Phone calls: **440**
 Walk-ins: **270**
 E-mails: **614**



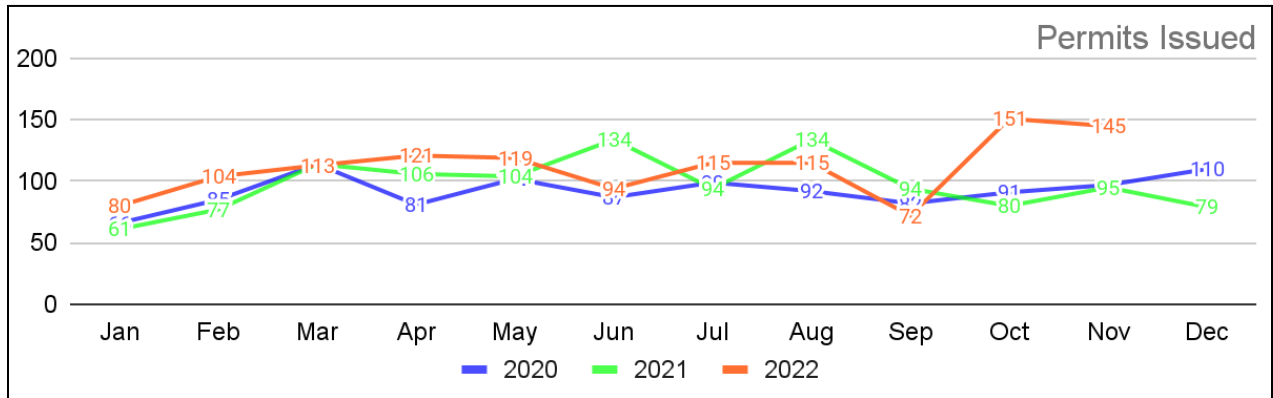
In-Depth Customer Response

Conferences with customers: **2**

Permits

New Applications: **140**
 Emergency Permits Issued: **38**

Permits Issued: **145**



Plan Reviews: **145**
 New SF Residence Permits Issued: **0**
 Total permits issued YTD: **1,183**

New SF Residence Applications: **1**
 New SF Residence Permits Issued YTD: **11**

Business Tax Receipts

Business Tax Receipts, Renewals: **20** | Business Tax Receipts, New: **2**

Inspections

Permit Inspections: **253** | Permit inspections needing corrections: **0**
 Permit Re-Inspections – Approved: **8** | Total inspections YTD: **1,924**
 Total re-inspections YTD: **19** | Total inspections needing corrections YTD: **31**
 Substantial Damage Inspections Completed: **0**

Permit Correction Details

Permit #	Address	By	Reason for Correction
N/A			
N/A			

Special Projects

Condo milestone inspections **0 hrs.**
 Watershed Master Plan: **0 hrs.**

Professional Meetings and Activities

Training: **4 hrs.** (worked w/ Code Enforcement Admin. on rental permit renewal cases; fixed errors)

Meetings: **2 hrs.** (FABTO Executive Board meeting)

Other Activities

Hurricane Ian/Emergency Management **10 hrs.**

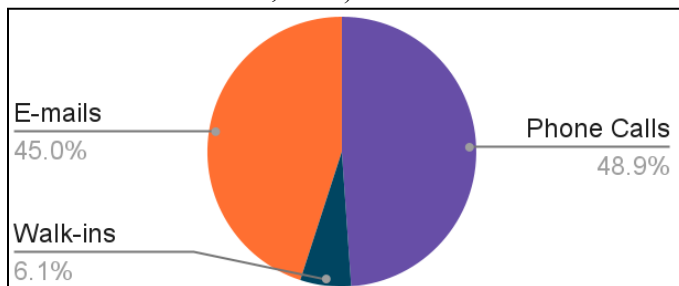
Expired Permits: **4 hrs.**

Periodic Permit Reporting: **4 hrs.** (Weekly reports to Builders Exchange, Quarterly Reports to the State)

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

Incoming Customer Service Requests (November 1 to November 30, 2022)

Phone calls: **176**
 Walk-ins: **22**
 E-mails: **162**



In-Depth Customer Response

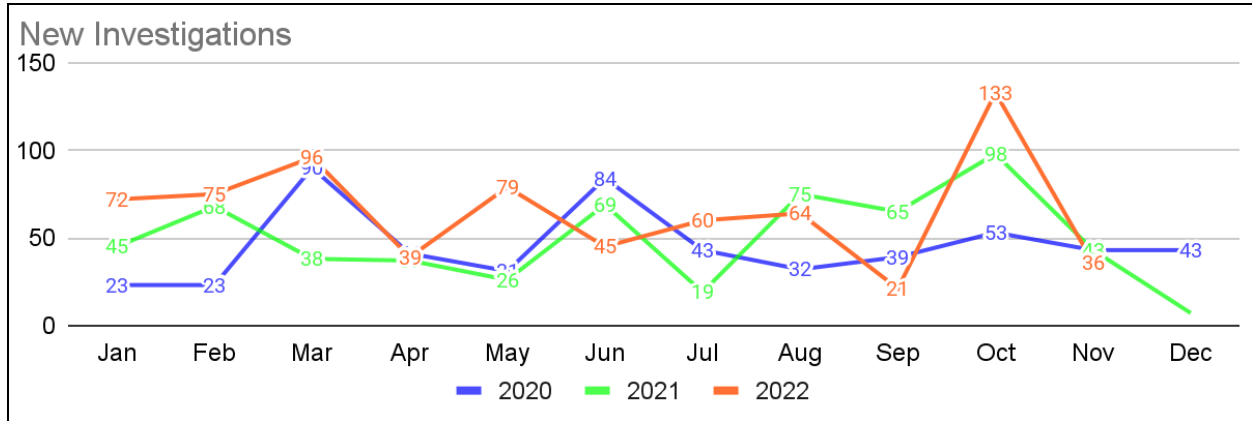
Letters (of substance): **0**

Construction Site NPDES Inspections

Inspections: **68** | Inspections YTD: **1,023**

Code Enforcement Investigations

New investigations: **36** | Closed investigations: **19**



Active investigations:	110	Total number of new investigations YTD:	723
Code Board cases this month:	0	Total number of cases YTD:	26
Permit checks:	3	Total permit checks YTD:	151
Work without permits:	1	Total work without permit YTD:	42

Special Activity

Hurricane Nicole/Emergency Management

10 hrs. (Damage assessment; inspected construction sites to check for unlicensed contracting and work without permits)

Process Improvement:

0 hrs.

Professional Meetings and Activities

Training:

7 hrs. - (Rental Housing Inspections - studied for exam)

Professional Associations

0 hrs.

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
11/1/2022	4695 S. Atlantic Ave.	Air Systems of Daytona	MECR-001300-2022
11/3/2022	4337 S. Atlantic Ave.	Backyard Pool & Spa Repair, LLC	POOL-001312-2022
11/4/2022	78 Ocean View Ave.	Owner	BLDR-001319-2022

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
2021-217	48 Inlet Harbor Rd.	\$50 (11/9/21)	80 days (1/27/22)	\$4,250	In compliance

Outstanding Code Liens

Case #	Address	Daily fine (Start date)	Fine duration (End date)	Total due*	Status
2021-249	4745 S. Atlantic Ave. #404	\$50 (11/9/21)	386 days (as of 11/30/22)	\$19,550	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
2021-506	41 Jana Dr.	N/A	N/A	\$250	In compliance
2021-531	4525 S. Atlantic Ave. #1701	N/A	N/A	\$250	In compliance
2022-206	4555 S. Atlantic Ave. #4207	N/A	N/A	\$250	In compliance
2022-349	4707 S. Atlantic Ave.	\$50 per day (9/6/22)	86 days (as of 11/30/22)	\$4,550	In violation
2022-431	4670 Links Village Blvd. #B202	\$100 per day (as of 9/6/22)	6 days (9/12/22) \$600	\$850	In compliance
2022-433	5 March Ct.	\$20 per day (as of 9/9/22)	25 days (as of 10/1/22)	\$750	In compliance
2022-427	30 Caribbean Way	N/A	N/A	\$250	In compliance
2022-533	4715 Montrose Ave.	N/A	N/A	\$250	In compliance
				Total Outstanding	
				\$52,310	

* Includes \$250 Administrative fee

Lien Requests:

3

Total lien requests YTD:

132

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

Hurricane Ian/Nicole Emergency Management	49.5 hrs. (Attended daily city/county manager conference calls with county EOC staff; inspected Ponce Preserve dune walkover with Town’s insurance claims adjuster; drafted multiple update messages to the Town Council before, during, and after the storm; edited informational messages to the public for posting on the Town’s website and social media; identified beachfront properties without seawalls to check for severe coastal erosion; inspected properties with coastal erosion; attended Wilbur-by-the-Sea HOA meeting with Mayor and County officials; attended FEMA on-site claims meeting; researched meeting minutes and documents about the proposed Stormwater Utility ordinance in 2008; provided update of hurricane-related town activities at the Nov. Town Council meeting; and coordinated responses from Town departments for flooding complaints)
Process Improvement /Technology:	4 hrs. (weekly work with Energov on Test site)
Projects - Town Hall expansion:	2 hrs. (Attended bid opening meeting)
Budget:	2 hrs. (updated budget information)
Conflict resolution:	4.5 hrs. (Responded to questions and complaints from residents in Seagull Landing about work being conducted on neighboring properties and applicability of the owner-builder permit exemption for townhomes; coordinated response for complaints about yard debris pick-up)
Personnel:	3 hrs. (Conducted interviews for vacant Sr. Planner position)
Dept. organization:	0 hrs.
Scanning:	6 hrs.
Public records requests:	2 hrs.

