



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: Michael E. Disher, AICP, Director/Interim Town Manager
 From: Adam Mendenhall, Principal Planner
 Date: January 31, 2023
 Subject: Planning & Development Dept. Activity Report for December 2022

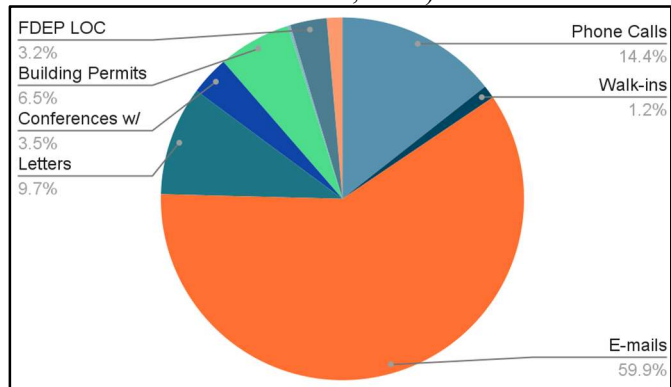
Below is the summary of the department's activities during the month of **December 2022**.

A. PLANNING AND ZONING

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

Incoming Customer Service Requests (between December 1 to December 31, 2022)

Phone calls: **62**
 Walk-ins: **5**
 E-mails: **258**



In-Depth Customer Response

Letter (including detailed e-mails): **42**
 Conferences with customers: **15**

Permit Reviews (staff total)

Building permits:	28	Site visits/inspections:	6
Landscape/tree removal plan reviews:	1	Special Event permit reviews:	0
FDEP Letters of Confirmation:	14	General Zoning Letters of Confirmation	0

Board and Council activity

New case applications: **0**
 Number of meetings and workshops: **2** (Planning Board, Town Council)

Number of staff reports written this month: **4** (Planning Board: Updated staff report for the Coastal Management Element language based on the Vulnerability Assessment; Town Council: Bid award for Town Hall remodel project, Update to Town Council goals; Cultural Services Board: Staff report for tree removal at 4865 Sailfish for a new single family home.)

Hours in meetings and workshops (staff total): **9.5 hrs.**

Code and Comprehensive Plan Amendments (hours and explanation)

- Updates to Comprehensive Plan: **21 hrs.** (Updated Coastal Management Element to include language for shoreline armoring and other changes based on data received from hurricane Ian and Nicole, updated staff report)

LUDC Updates



➤ No Current: **0 hrs. ()**

Projects and Cases (hours and explanation)

Final Development Plan (FDP 07-2021) - **5 hrs.** (Reviewed updated plans and documents for compliance with zoning code; distributed documents to DRT staff and review agencies)
- Sailfish Marina

Minor Replat (MR 20-2022) - Lot Line Adjustment, 4516-4520 S. Peninsula Dr. **3 hrs.** (Drafted approval letter for recording, correspondence with applicants)

Minor Replat (MR 21-2022) - Lot Combination, 4514 S. Peninsula Dr. **0 hrs.** (Waiting on resubmittal from applicants)

Notable development review and assistance

Single-family: **9.5 hrs.** (4865 Sailfish Dr: Reviewed new single-family home, researched easement on north side of property, reviewed seven trees over 18 inches in DBH proposed for removal)

Multi-family: **0 hrs. ()**

Commercial/non-residential: **0 hrs. ()**

Other Activities

Hurricanes Ian and Nicole / Emergency Management Response and Recovery **6 hrs.** (Reviewing applications and drafting zoning Letters of Confirmation for FDEP permit request for seawalls, sandbags, and dune walkovers)

Electric Vehicle safety and public charging stations **5.5 hrs.** (General research in preparation of January Town Council agenda item)

No Wake Zones **2 hrs.** (Reviewed history of last attempt to establish No Wake zones next to Old Carriage Rd. and Anchor Dr., in response to recent citizen request following Hurricanes Ian and Nicole)

Professional Meetings and Activities

River to Sea Transportation Planning Organization (R2CTPO): **0 hrs.** (December meeting canceled)

Training: **0 hrs.**

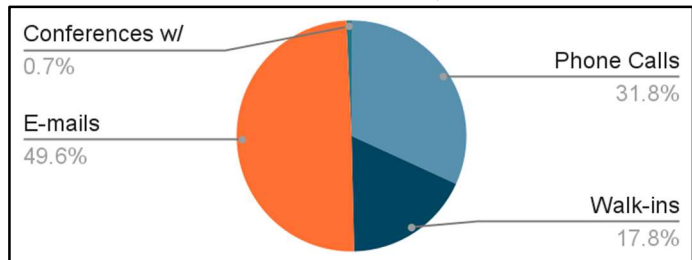
Professional Associations: **0 hrs.**



B. BUILDING (Includes Director's project hours)

Incoming Customer Service Requests (between December 1 to December 31, 2022)

Phone calls: **439**
 Walk-ins: **246**
 E-mails: **685**

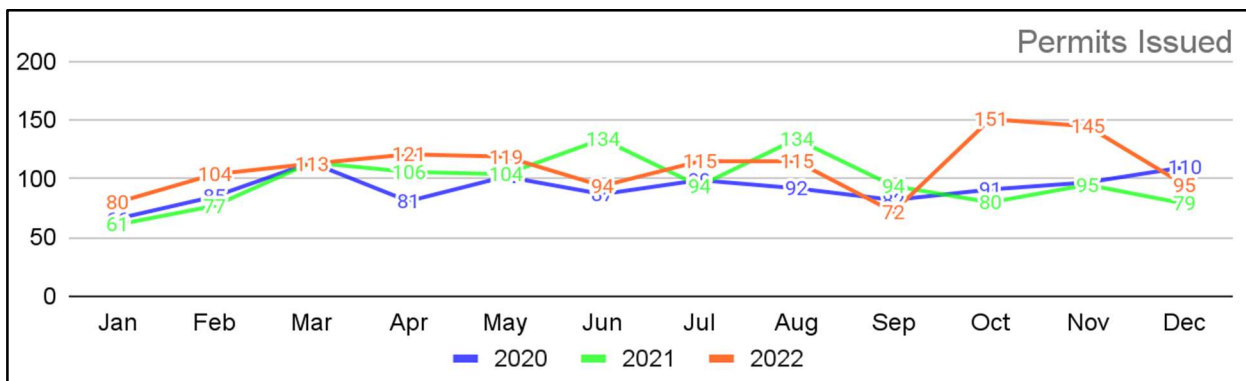


In-Depth Customer Response

Conferences with customers: **10**

Permits

New Applications: **98** | Permits Issued: **95**
 Emergency Permits Issued: **17**





Plan Reviews:	138	New SF Residence Applications:	1
New SF Residence Permits Issued:	1	New SF Residence Permits Issued YTD:	12
Total permits issued YTD:	1,278		

Business Tax Receipts

Business Tax Receipts, Renewals:	15	Business Tax Receipts, New:	1
----------------------------------	-----------	-----------------------------	----------

Inspections

Permit Inspections:	287	Permit inspections needing corrections:	4
Permit Re-Inspections – Approved:	8	Total inspections YTD:	2,211
Total re-inspections YTD:	19	Total inspections needing corrections YTD:	35
		Substantial Damage Inspections Completed:	7

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-445-2022	4757 S Atlantic Ave #701	RB	Nail guards required at all mechanical and plumbing pipes. Per sec. P2603.3.1
BLDR-1440-2022	4714 S Peninsula Dr	RB	No one on site to verify nailing.
BLDR-1246-2022	4350 S Atlantic Ave	RB	No roof ventilation provided. 1503.5 No vent 12/21/22
MARR-895-2022	120 Ponce DeLeon Cir	RB	Forms not removed, no permit or drawings on site, also notice of commencement must be with permit.

Special Projects

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

Professional Meetings and Activities

Training:	6 hrs. (worked with Energov on issues with Test site)
Meetings:	6 hrs. (met at DBS on emergency permits, VFACE meeting re: FABTO outreach and how BTR's work with Code Enforcement)

Other Activities

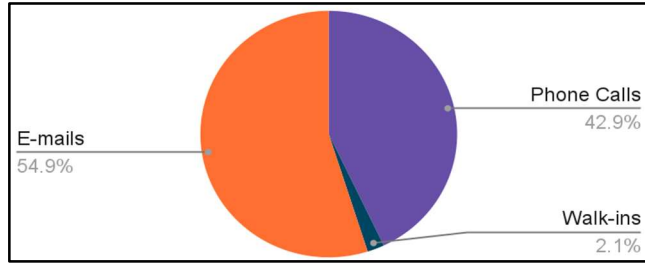
Hurricane Ian/Emergency Management	4 hrs. (Attended 2nd permitting open house at DBS Community Center, with staff from FDEP and Volusia County)
Expired Permits:	5 hrs.
Periodic Permit Reporting:	4 hrs. (BTR Report to Volusia County, weekly Permit Reports to Home Builders Association)



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

Incoming Customer Service Requests (December 1 to December 31, 2022)

Phone calls: **140**
 Walk-ins: **7**
 E-mails: **179**



In-Depth Customer Response

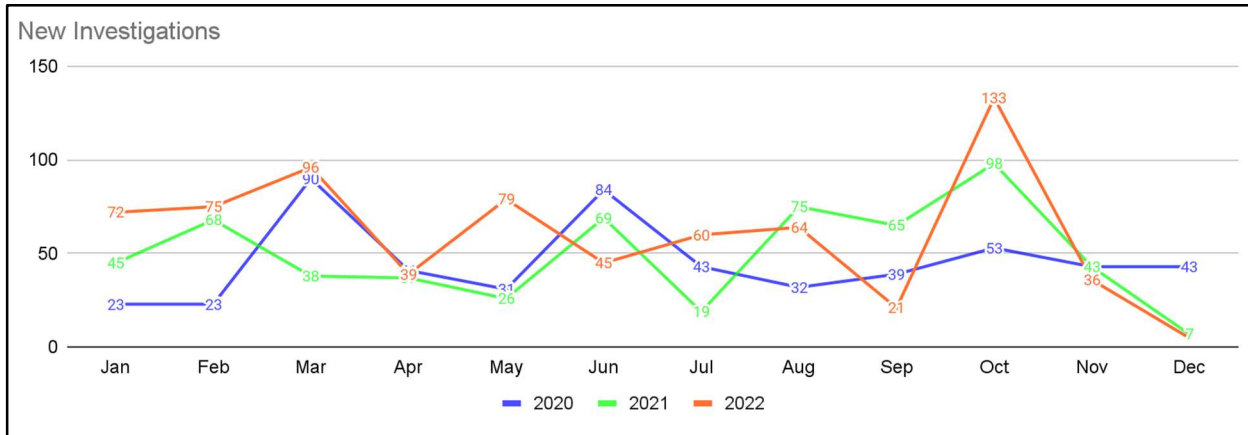
Letters (of substance): **0**

Construction Site NPDES Inspections

Inspections: **75** | Inspections YTD: **1,098**

Code Enforcement Investigations

New investigations: **5** | Closed investigations: **3**



Active investigations:	45	Total number of new investigations YTD:	728
Code Board cases this month:	0	Total number of cases YTD:	26
Permit checks:	2	Total permit checks YTD:	153
Work without permits:	1	Total work without permit YTD:	43

Special Activity

Process Improvement: **0 hrs.**

Professional Meetings and Activities

Training: **10 hrs.** (Mechanical Inspector - Exhaust & Duct systems 2 hours each, David - VFACE training, 3 hours each, Travis & David)

Professional Associations **4 hrs.**

FACE Legislative Committee **2 hrs.**

FACE Accreditation Committee **2 hrs.**



Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
12/28/2022	70 Inlet Harbor Rd.	AAA Remodeling Inc.	no permit

Outstanding Code Liens

Case #	Address	Daily fine (Start date)	Fine duration (End date)	Total due*	Status / Notes
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
2021-249	4745 S. Atlantic Ave. #404	\$50 (11/9/21)	417 days (as of 12/31/22)	\$21,100	In violation
2021-416	13 Arena Blanca	\$100 (12/17/21)	39 days (1/25/22)	\$2,200	In compliance \ Fee reduced to \$2,200 by Town Council on 3-17-22
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)	117 days (as of 12/31/22)	\$6,100	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	
				\$55,410.00	

* Includes \$250 Administrative fee

Lien Requests:

0

| Total lien requests YTD:

132



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

Hurricane Ian/Nicole Emergency Management:	28 hrs. (Attended weekly city/county manager conference calls with county EOC staff regarding hurricane recovery and housing assistance needs and opportunities; attended Elected Officials Roundtable for latest information about County hurricane recovery efforts and resources; drafted emergency ordinance waiving permit fees for Hurricane Nicole; identified and edited informational messages to the public for posting on the Town's website and social media; met with Harbour Village COA board members about repairs to clubhouse boardwalk; and provided update of hurricane-related town activities at the Dec. Town Council meeting)
Process Improvement /Technology:	8 hrs. (Reviewed Town website upgrades with staff; met with various staff to improve coordination with cell tower maintenance contractors and permitting; reviewed updates to Minor Replat recording form used by the County Clerk of Court; worked on Test site issues with Energov; created How To Guide for Rental Permits)
Town Council Goals update:	6.5 hrs. (Reviewed and edited goal updates from all Town departments for the Dec. Town Council meeting)
Conflict resolution:	6 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 alleged unpermitted tree removal)
Projects - Town Hall expansion:	5 hrs. (Wrote Town Council staff report for bid award; coordinated staff response to additional questions from Council member; met with contractor on additional remodeling ideas)
State of the Town Address:	4 hrs. (Reviewed and update list of accomplishments from all Town departments for the Mayor's use in her presentation)
Budget:	2 hrs. (Met with other department heads to review remaining general funds and reserves, along with estimated costs of necessary improvements and personnel requests)
Grants:	2 hrs. (Reviewed Town's grant management policy in preparation for future grants meeting)
Scanning:	11 hrs.
Public records requests:	6 hrs.

