



# 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: February 28, 2023  
 Subject: Planning & Development Dept. Activity Report for January 2023

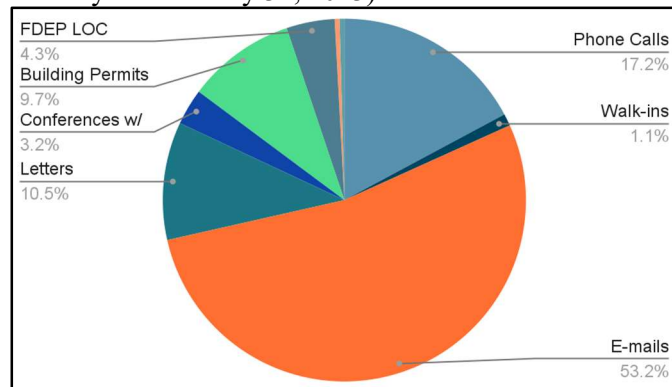
Below is the summary of the department's activities during the month of **January 2023**.

### A. PLANNING AND ZONING

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

#### Incoming Customer Service Requests (between January 1 to January 31, 2023)

Phone calls: **80**  
 Walk-ins: **5**  
 E-mails: **248**



#### In-Depth Customer Response

Letter (including detailed e-mails): **49**  
 Conferences with customers: **15**

#### Permit Reviews (staff total)

Building permits:	<b>45</b>	Site visits/inspections:	<b>2</b>
Landscape/tree removal plan reviews:	<b>0</b>	Special Event permit reviews:	<b>2</b>
FDEP Letters of Confirmation:	<b>20</b>	General Zoning Letters of Confirmation	<b>0</b>

#### Board and Council activity

New case applications: **1**

Number of meetings and workshops: **4** (Cultural Services Board, Essential Services Advisory Board, Town Council, Town Hall meeting)

Number of staff reports written this month: **4** (ESAB: Letter of continued support for sidewalk project; Town Council: Watershed master plan grant agreement; Contract with Collective Water Resources, LLC; Information for electric vehicle charging stations)

Hours in meetings and workshops (Staff total): **11 hrs.**

#### Code and Comprehensive Plan Amendments (hours and explanation)

Comprehensive Plan Updates:

- Coastal Management Element **7 hrs.** (Continued review and update to incorporate Planning Board member comments and other changes based on data received from hurricane Ian and Nicole; updated staff report)



















January 25th Town Hall meeting: **4.5 hrs.** (Prepared agenda, attended meeting, and answered questions from the public)

Projects - Town Hall expansion: **4.5 hrs.** (Met with contractor; met with company to design furniture layout for new office space; coordinated plans for new admin area remodel options in Town Hall)

Town Newsletter: **5.5 hrs.** (Edited and submitted articles from 5 Town departments; wrote “From the Manager” article)

Personnel: **2 hrs.** (Conducted interviews for vacant Code Enforcement Administrative Assistant position)

Budget: **2 hrs.** (Updated budget information, blanket POs, and new vendor forms for upcoming projects )

Scanning: **8 hrs.**

Public records requests: **3 hrs.**

