



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: March 31, 2023
 Subject: Planning & Development Dept. Activity Report for February 2023

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

A. PLANNING AND ZONING

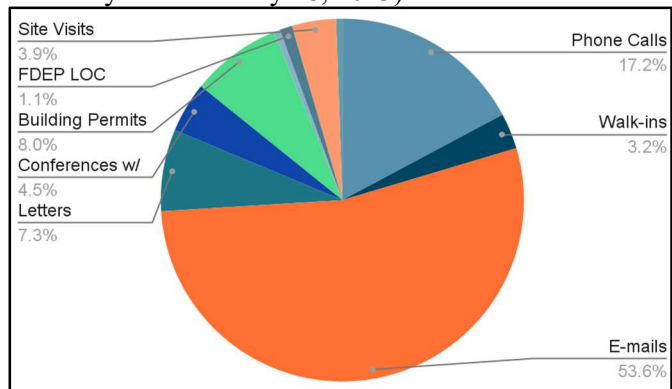
(Includes Director's customer service activity and planning-related project hours)

Incoming Customer Service Requests (between February 1 to February 28, 2023)

Phone calls: **92**
 Walk-ins: **17**
 E-mails: **287**

In-Depth Customer Response

Letter (including detailed e-mails): **39**
 Conferences with customers: **24**



Permit Reviews (staff total)

Building permits:	43	Site visits/inspections:	21
Landscape/tree removal plan reviews:	3	Special Event permit reviews:	4
FDEP Letters of Confirmation:	6	General Zoning Letters of Confirmation:	0

Board and Council activity

New case applications: **0**
 Number of meetings and workshops: **3** (Town Council, Code Enforcement Board, Planning Board)

Number of staff reports written this month: **6** (Town Council: C4PI annual accounting Report; Request for support of S. Peninsula sidewalk project; Grant updates; Ponce Preserve dune walkover options; Planning Board: Coastal Management Element amendment; ESAB: Budget recommendation for stormwater utility fee study)

Hours in meetings and workshops (staff total): **10 hrs.**

Code and Comprehensive Plan Amendments (hours and explanation)

Comprehensive Plan Updates:

- Coastal Management Element **10 hrs.** (Update to incorporate Planning Board member comments, revision to staff report, create legal ad for March TC meeting)
- Transportation Element **5 hrs.** (Updated bicycle and pedestrian objectives and policies to current practices, and revised language to improve usability)



LUDC Updates

- Landscaping: **5 hrs.** (Continued research and drafted language to improve the landscaping code to provide clarity and usability of the section, reorganizing layout of the section and updating to reflect current landscaping practices.)

- Home Occupational Licenses: **3 hrs.** (Reviewed existing code, researched other municipal codes and updated language to be consistent with the state statute.)

Projects and Cases (hours and explanation)

- Final Development Plan (FDP 07-2021) - **0 hrs.** (Waiting on resubmittal from applicants)
- Sailfish Marina

- Variance (VAR 14-2023) - 4520 S. Peninsula Dr. - Expanded Dock **5.5 hrs.** (Reviewed application for completeness, began work on staff report and presentation for Planning Board hearing)

- Minor Replat (MR 21-2022) - Lot Combination, 4514 S. Peninsula Dr. **4 hrs.** (Reviewed revised documents, drafted administrative staff report, drafted recording letter)

Notable development review and assistance

- Single-family: **3 hrs.** (6 Aqua Clara: final landscaping plan submitted, requested revised plan, received and completed final landscaping inspection; 8 Aqua Clara: completed final landscaping plan review and inspection; 30 Tina Maria Circle: reviewed development permit application for new SFR, including tree removal and preservation.)

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

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

Other Activities

- Hurricanes Ian and Nicole / Emergency Management Response and Recovery **3 hrs.** (Reviewed applications and drafted zoning Letters of Confirmation for FDEP permit request for seawalls, sandbags, and dune walkovers)

- No-Wake Zones **2 hrs.** (Conducted additional research on how to establish no-wake zones in the ICW, responded to internal and external correspondence on this topic.)

- S. Peninsula Sidewalk Project **9.5 hrs.** (Met with staff from Volusia County, R2C TPO, and FDOT to discuss funding for the project, timelines for design and construction, and project responsibilities of VC and the Town; drafted Town Council staff report requesting continued support; obtained updated cost estimates from Town Engineer and submitted support letter and estimates to TPO)

Professional Meetings and Activities

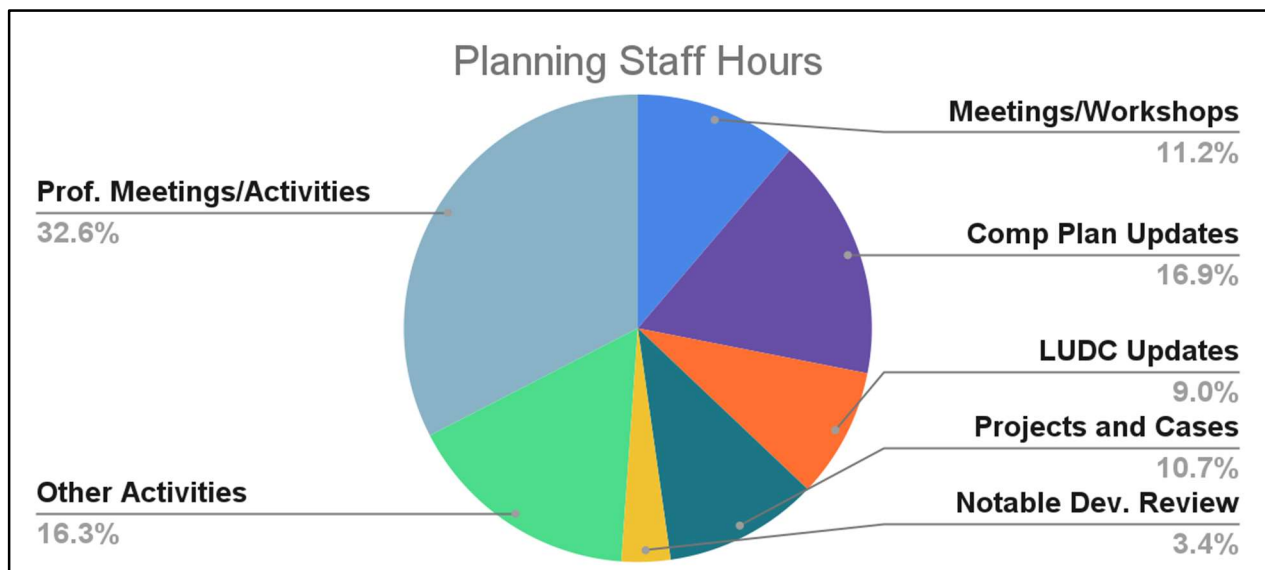
- River to Sea Transportation Planning Organization (R2CTPO): **2 hrs.** (Attended monthly meeting)



Training: **12 hrs.** (FDEO: Roundtable discussion on challenges of Low Impact Development; ECFRPC: Federal interagency resource exchange to learn the role different federal agencies have in disaster recovery; Volusia County: how municipalities can utilize the Hazard Mitigation Grant Program (HMGP).)

Professional Associations: **0 hrs.** ()

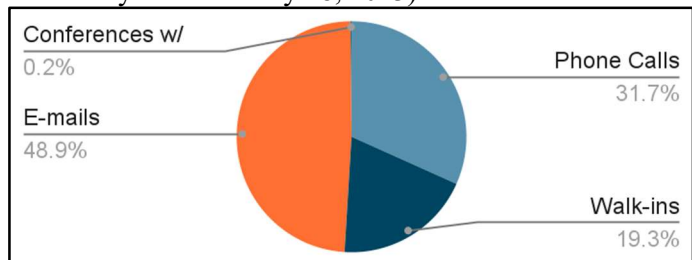
Technology/Process Improvement: **15 hrs.** (Continued reviewing GIS data and provided feedback to Suburban Consulting Engineers (SCE); attended monthly progress meeting to discuss progress, scanned, organized, and uploaded all elevation certificates into GIS, researched zoning and future land use updates for determining accuracy in GIS system.)



B. BUILDING (Includes Director's project hours)

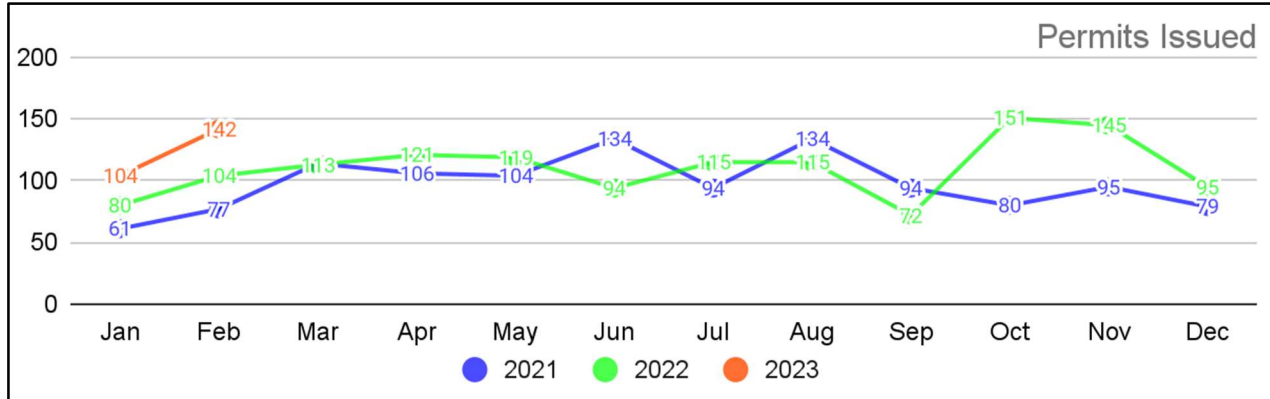
Incoming Customer Service Requests (between February 1 to February 28, 2023)

Phone calls: **411**
 Walk-ins: **250**
 E-mails: **634**



In-Depth Customer Response
 Conferences with customers: **2**

Permits
 New Applications: **176** Permits Issued: **142**
 Emergency Permits Issued: **30**



Plan Reviews:	166	New SF Residence Applications:	1
New SF Residence Permits Issued:	2	New SF Residence Permits Issued YTD:	3
Total permits issued YTD:	246		

Business Tax Receipts

Business Tax Receipts, Renewals:	4	Business Tax Receipts, New:	1
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Inspections

Permit Inspections:	0	Permit inspections needing corrections:	0
Permit Re-Inspections – Approved:	7	Total inspections YTD:	277
Total re-inspections YTD:	5	Total inspections needing corrections YTD:	5
		Substantial Damage Inspections Completed:	0

Permit Correction Details

Permit #	Address	By	Reason for Correction
MECR-28-2023	4575 S Atlantic Ave #6602	RB	Double tie downs required for condenser.
BLDR-110-2023	4630 Harbour Village Blvd #1202	RB	Slider has a cracked glass, swinging doors need lock sets, window in bedroom facing west needs adjustment, can see daylight on left side.

Special Projects

Condo milestone inspections	0 hrs.
Watershed Master Plan:	6.5 hrs. (Attended monthly progress meetings; emailed data information to consultant)

Professional Meetings and Activities

Training:	6 hrs. (Energov Test site for testing with Code and Planning)
Meetings:	12 hrs. (FABTO Annual Workshop; BOIA Monthly meeting; meeting with Volusia County at Harbour Village and Towers)

Other Activities

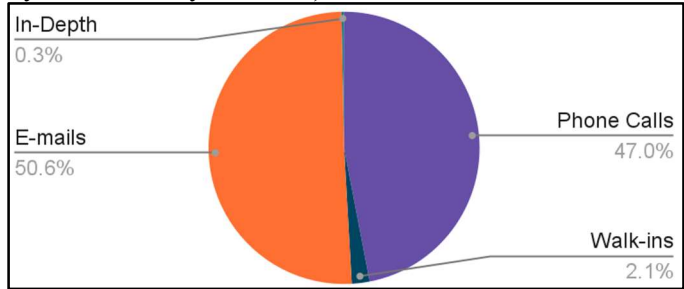
Hurricane Ian/Emergency Management	2 hrs.
Expired Permits:	4 hrs.
Periodic Permit Reporting:	0 hrs.



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

Incoming Customer Service Requests (February 1 to February 28, 2023)

Phone calls: **155**
 Walk-ins: **7**
 E-mails: **167**



In-Depth Customer Response

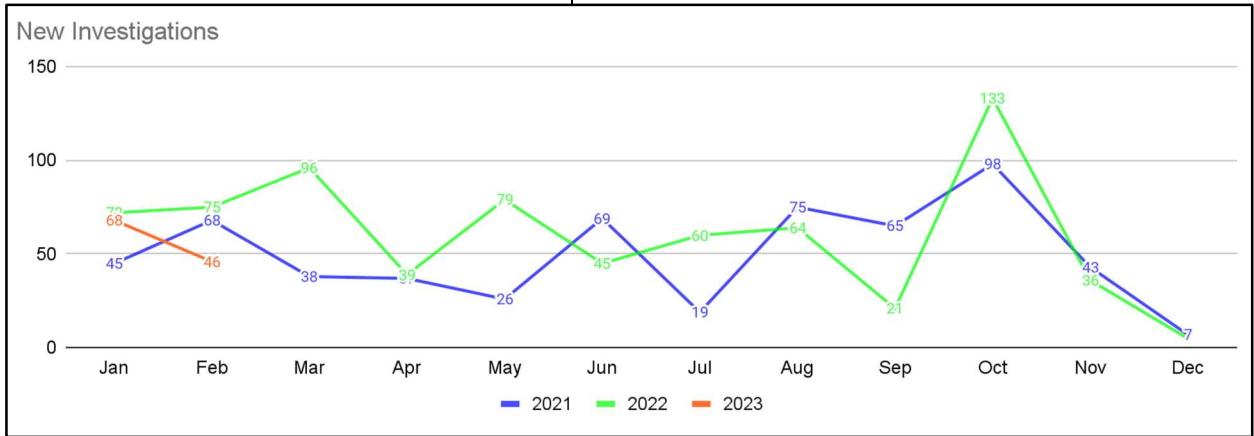
Letters (of substance): **1**

Construction Site NPDES Inspections

Inspections: **70** | Inspections YTD: **173**

Code Enforcement Investigations

New investigations: **46** | Closed investigations: **28**



Active investigations:	57	Total number of new investigations YTD:	46
Code Board cases this month:	1	Total number of cases YTD:	144
Permit checks:	14	Total permit checks YTD:	30
Work without permits:	3	Total work without permit YTD:	11

Special Activity

Process Improvement: **0 hrs.**

Professional Meetings and Activities

Training: **20 hrs.** (Rental Housing Inspector study and exam)
 Professional Associations: **8 hrs.** (V-FACE meeting - staff total)
 FACE Legislative Committee: **2 hrs.** (Meeting with Lobbyist)
 FACE Accreditation Committee: **0 hrs.**

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
2/13/2023	110 Old Carriage Rd	Air Techs of Volusia LLC	MECR-225-2023
2/17/2023	59 Jennifer Cir	owner	BLDR-299-2023
2/21/2023	4970 S Peninsula Dr	owner	BLDR-256-2023



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)	476 days (as of 2/28/23)	\$24,050	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)
2022-174	4535 S. Atlantic Ave. #2604	N/A	N/A	\$250	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)	176 days (as of 2/28/23)	\$9,050	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
2022-692	4601 S. Atlantic #202	N/A	N/A	\$250	In compliance
2022-697	4495 S Atlantic # 206	\$50 per day (as of 2-5- 23)	24 days as of 2-28-23	\$1,450	In violation
2022-772	4786 S Atlantic #A- 3	N/A	N/A	\$250	waiting on further adjudication



Outstanding Code Liens

Case #	Address	Daily fine (Start date)	Fine duration (End date)	Total due*	Status/Notes
2023-005	92 Buschman	\$100 per day (as of 2-5-23)	5 days as of 2-10-23	\$750	In compliance
2022-758	4505 S Atlantic #703	N/A	N/A	\$250	waiting on further adjudication
				Total Outstanding	
				\$64,510	

* Includes \$250 Administrative fee

Lien Requests: **7** | Total lien requests YTD: **19**

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

- Hurricane Ian/Nicole Recovery: **6 hrs.** (Researched ownership status and maintenance responsibility of the dune walkover at Old Carriage Road, to answer question about status of public dune walkover repair; met with Town Engineer and Public Works Mgr. about the Ponce Preserve dune walkover design and presented design options to Town Council)
- Grants: **10.5 hrs.** (Met with Senator Tom Wright and Mayor about legislative appropriations for emergency response equipment; attended meeting at Volusia EOC about emergency recovery grant programs)
- Process Improvement /Technology: **23 hrs.** (Worked with Energov on test site and correcting issues in production and test environment; resolved questions regarding status of current Engineering consultant contracts and ability to hire multiple firms for continuing services)
- Projects - Town Hall expansion: **20 hrs.** (Coordinated work with contractor; obtained quotes on additional electrical work, drywall repairs, and IT work)
- Budget: **16 hrs.** (Updated current-year numbers and where funds are needed; reviewed projections for FY 23-24; created tentative budget preparation schedule and sent it to department heads and staff)
- Conflict resolution: **9 hrs.** (Responded to questions and complaints from residents of Seagull Landing about work being conducted without permits and the applicability of the owner-builder permit exemption for townhomes)



Stormwater Utility Fee Study

3.5 hrs. (Reviewed 2008 stormwater utility fee study and fee resolution; drafted staff report to ESAB for stormwater utility fee study budget request; met with consultant to estimate costs for future fee study)

Personnel:

0 hrs. ()

Scanning:

10 hrs.

Public records requests:

1 hrs.

