



# 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, Town Manager  
 From: Patty Rippey, Senior Planner  
 Date: July 3, 2023  
 Subject: Planning & Development Dept. Activity Report for May 2023

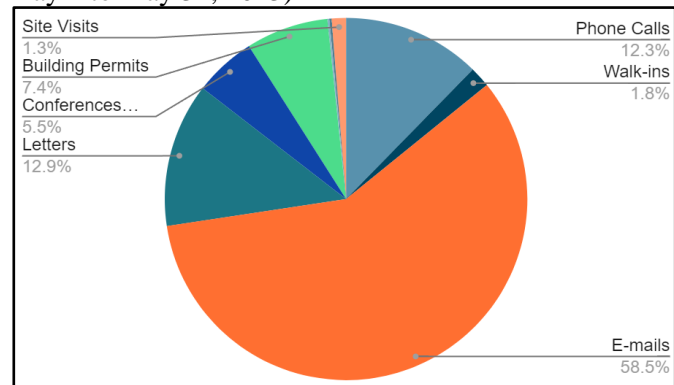
Below is the summary of the department's activities during the month of **May 2023**.

### A. PLANNING AND ZONING

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

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

Phone calls: **67**  
 Walk-ins: **10**  
 E-mails: **318**



#### In-Depth Customer Response

Letter (including detailed e-mails): **70**  
 Conferences with customers: **30**

#### Permit Reviews (staff total)

Building permits:	<b>40</b>	Site visits/inspections:	<b>7</b>
Landscape/tree removal plan reviews:	<b>1</b>	Special Event permit reviews:	<b>0</b>
FDEP Letters of Confirmation:	<b>1</b>	General Zoning Letters of Confirmation	<b>0</b>

#### Board and Council activity

New case applications: **0**

Number of meetings and workshops: **1** (Town Council regular meeting,)

Number of staff reports written this month: **4** (Town Council: Large-scale Comp. Plan amendment - Peril of Flood / Coastal Resiliency; LUDC Amendment - Home-Based Businesses; Joint Project Agmt. with Volusia County for S. Peninsula sidewalk project; Discussion of No-Wake zones)

Hours in meetings and workshops (staff total): **9 hrs.** (Town Council regular meeting)

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

Comprehensive Plan Updates:

- Transportation Element **4 hrs.** (Corresponded with Lassiter Transportation Group; refined documents for new policies to further the Town's vision for the bicycle and pedestrian network)



## LUDC/Code of Ordinances Updates

### LUDC Updates:

- Home-Based Businesses: **5.5 hrs.** (Prepared and presented staff report and ordinance for Town Council meeting; submitted legal ad for public notice)
- Special Event Co-Sponsorship: **5.5 hrs.** (Edited drafts of proposed ordinance and staff report for the Town Council meeting)

## Projects and Cases (hours and explanation)

Final Development Plan (FDP 07-2021) - **3 hrs.** (Created notification letter to the agent that the project has exceeded the allowable number of time extensions with unresolved issues per state and local law)  
- Sailfish Marina

Final Development Plan (FDP 37-2023) - **6 hrs.** (Received FDP application and forwarded files to DRT staff; incorporated DRT member responses into draft letter for the applicant; scheduled the DRT meeting with the applicant.)  
- Marine Science Center - Learning Center Expansion

## Notable development review and assistance

Single-family: **0 hrs.**

Multi-family: **0 hrs.**

Commercial/non-residential: **3.5 hrs.** (4928 S. Peninsula Drive [Pacetti Hotel Museum]: reviewed permit application for building renovations based on previously approved site plan development order; 4950 S. Peninsula Drive [Lighthouse Landing]: reviewed permit application for installation of an underground fuel tank.)

## Other Activities

Hurricanes Ian and Nicole / Emergency Management Response and Recovery **5 hrs.** (Reviewed applications for seawalls, dune walkovers, dune restoration, and alterations; drafted 1 zoning Letter of Confirmation for FDEP permit request.)

No-Wake Zones **5.5 hrs.** (Completed research, prepared staff report, and presented report to the Town Council)

S. Peninsula Sidewalk Project **8.5 hrs.** (Finalized the Joint Project Agreement with Volusia County staff to provide design and construction services; drafted and presented report to the Town Council)

Watershed Master Plan Project **3.5 hrs.** (Coordinated with Collective Water Resources staff; prepared for and attended monthly progress update meeting)

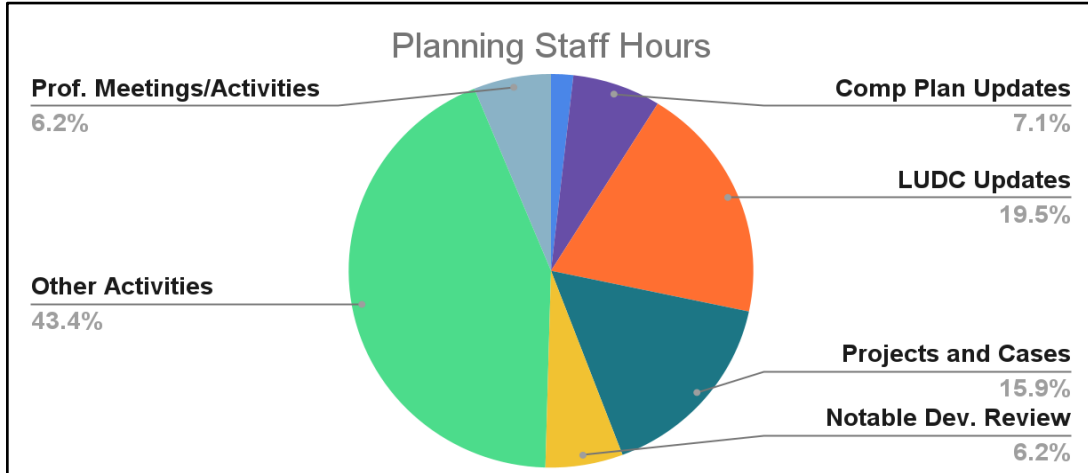
Technology/Process Improvement: **2 hrs.** (GIS - reviewed website version of GIS; discussed work completed to date and noted remaining tasks and improvements)

## Professional Meetings and Activities

River to Sea Transportation Planning Organization (R2CTPO): **1 hr.** (Attended monthly meeting of the Technical Coordinating Committee)



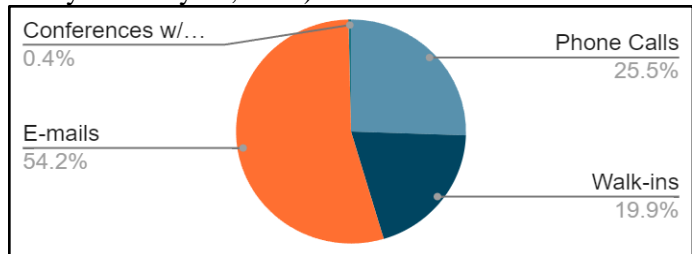
Training: **2.5 hrs.** (Resilient Florida webinar 2 of monthly series; Legislative session wrap-up)  
 Professional Associations: **0 hrs.** ( )



**B. BUILDING** (Includes Director's project hours)

**Incoming Customer Service Requests** (between May 1 to May 31, 2023)

Phone calls: **364**  
 Walk-ins: **283**  
 E-mails: **773**

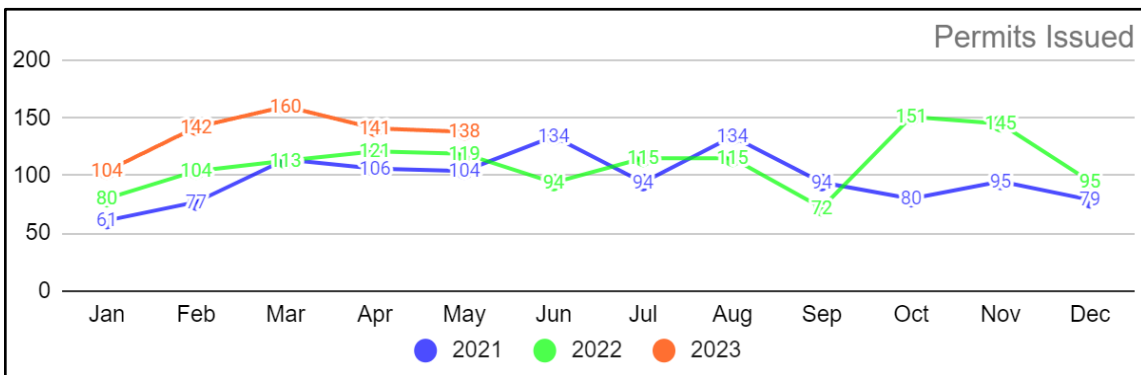


**In-Depth Customer Response**

Conferences with customers: **5**

**Permits**

New Applications: **159**      Permits Issued: **138**  
 Emergency Permits Issued: **12**





Plan Reviews: **152** New SF Residence Applications: **0**  
 New SF Residence Permits Issued: **1** New SF Residence Permits Issued YTD: **8**  
 Total permits issued YTD: **682**

**Business Tax Receipts**

Business Tax Receipts, Renewals: **2** Business Tax Receipts, New: **1**

**Inspections**

Permit Inspections: **288** Permit inspections needing corrections: **2**  
 Permit Re-Inspections – Approved: **6** Total inspections YTD: **4,694**  
 Total re-inspections YTD: **34** Total inspections needing corrections YTD: **15**  
 Substantial Damage Inspections Completed: **0**

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
BLDR-594-2023	64 Buschman Dr	RB	Openings need buck installed.
BLDR-579-2023	35 Ponce Inlet Key Lane	RB	FBC 105.7 no plans or permit found.

**Special Projects**

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

**Professional Meetings and Activities**

Training: **84 hrs.** (Energov Test site for testing, FABTO conference, EOC training, FABTO Annual Educational Conference; Tyler Connect 2023)

Meetings: **8 hrs.** (FABTO meeting; BOIA monthly meeting; budget meetings)

**Other Activities**

Hurricane Ian/Emergency Management **3 hrs.** (Provided assistance to property owners for repairs, and reviewed repair permits for Town facilities)

Expired Permits: **4 hrs.**

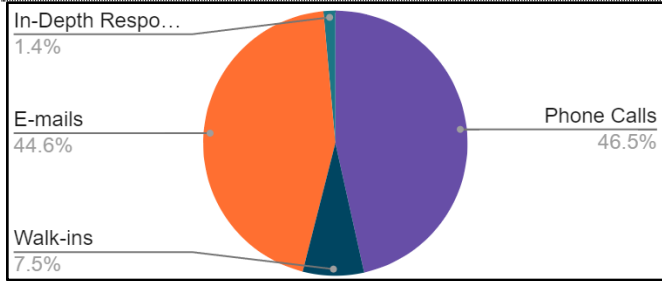
Periodic Permit Reporting: **4 hrs.** (Provided monthly reports to Volusia County and Builders Exchange)



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

**Incoming Customer Service Requests** (May 1 to May 30, 2023)

Phone calls: **193**  
 Walk-ins: **31**  
 E-mails: **185**



**In-Depth Customer Response**

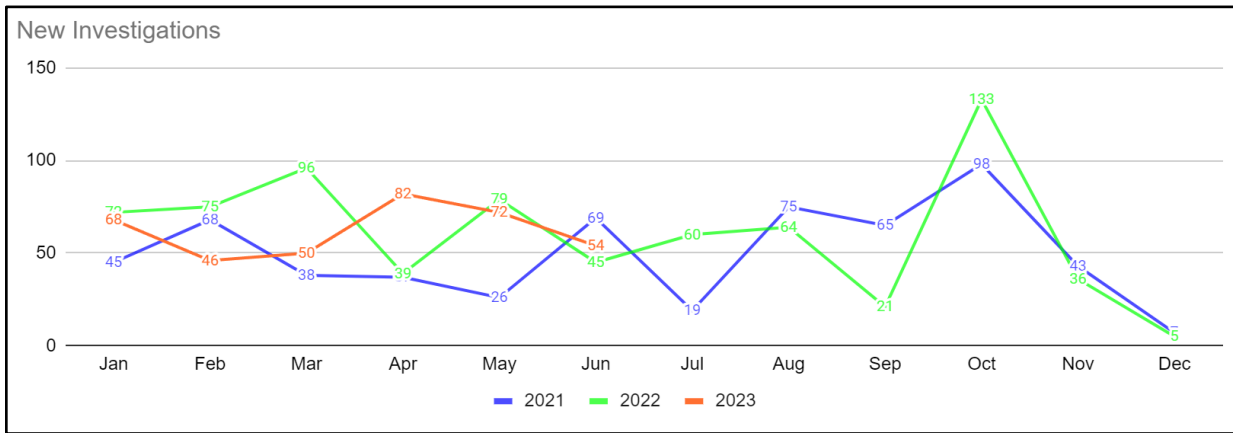
Letters (of substance): **6**

**Construction Site NPDES Inspections**

Inspections: **55**      Inspections YTD: **359**

**Code Enforcement Investigations**

New investigations: **54**      Closed investigations: **30**



Active investigations: **51**      Total number of new investigations YTD: **348**  
 Code Board cases this month: **7**      Total number of cases YTD: **20**  
 Permit checks: **32**      Total permit checks YTD: **99**  
 Work without permits: **7**      Total work without permit YTD: **25**

**Special Activity**

Process Improvement: **0 hrs.**

**Professional Meetings and Activities**

Training: **0 hrs.**

Meetings and Workshops: **5.5 hrs.** Code Enforcement Hearing 1.5 hours each (Travis, Steve & David), Legislative committee meeting (David)

**Stop Work Orders**

Date	Address	Applicant/Contractor	Permit #
5/15/2023	82 Buschman Dr.	Serene Pavers & Stonescapes	BLDR-000757-2023
5/17/2023	104 Ocean Way Dr	Ferran Services	MECR-000725-2023



### Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
5/23/2023	4780 Michael Ln	Serene Pavers & Stonescapes	BLDR-000756-2023
5/31/2023	4793 S Atlantic Ave. #12	Window World	no permit
5/31/2023	4799 S Atlantic Ave. #304	Jeff's Mid Florida Heating & Air	MECR-000790-2023

### 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
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)	568 days (as of 5/31/23)	\$28,400	<i>In violation</i>
2021-416	13 Arena Blanca	\$100 (12/17/21)	39 days (1/25/22)	\$2,200	In compliance (Fee reduced 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
2022-349	4707 S. Atlantic Ave.	\$50 (9/6/22)	268 days (as of 5/31/23)	\$13,400	<i>In violation</i>
2022-431	4670 Links Village Blvd. #B202	\$100 (9/6/22)	6 days (9/12/22)	\$850	In compliance
2022-433	5 Marsh Ct.	\$20 per day (9/9/22)	25 days (10/1/22)	\$750	In compliance
2022-697	4495 S. Atlantic Ave. # 206	\$50 (2/5/23)	33 days (3-10-23)	\$1,900	In compliance
2023-005	92 Buschman Dr.	\$100 (2/5/23)	5 days (2/10/23)	\$750	In compliance
2022-684	4620 Riverwalk Village Ct.	N/A	N/A	\$250	Awaiting further adjudication
2022-758	4505 S. Atlantic Ave. #703	\$250 (3/13/23)	80 days (as of 5/31/23)	\$20,000	<i>In violation</i>
2023-76	4734 S. Atlantic	N/A	N/A	\$250	In compliance
2023-101	4591 S. Atlantic	\$1,000 (4 separate violations at \$250/ day) (4/10/23)	60 days as of 5/31/2023	\$60,250	<i>In violation</i>



**Outstanding Code Liens**

Case #	Address	Daily fine (Start date)	Fine duration (End date)	Total due*	Status/Notes
2023-144	26 Seahaven	N/A	N/A	N/A	Awaiting further adjudication
2023-201	97 Maura Terrace	N/A	N/A	\$250	Awaiting further adjudication
2023-218	97 Maura Terrace	N/A	N/A	\$250	Awaiting further adjudication
				<b>Total Outstanding</b>	
				<b>\$152,660</b>	

\* Includes \$250 Administrative fee

Lien Requests: **17** Total lien requests YTD: **60**

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

- Budget: **40.5 hrs.** (Updated FY 22-23 operating budget and revenues and updated FY 23-24 operating and revenue projections; updated 5-year table for CIP budget requests; met with all department heads to review their budget proposals; met with Councilmember to discuss municipal budget process; met with Finance on mid-year budget adjustment; distributed preliminary tax valuation to Town Council)
- Hurricane Ian/Nicole recovery: **5 hrs.** (Attended progress update meetings on the Ponce Preserve beach stairs with staff and Town Engineers; attended Bridge Task Force meeting with city managers; distributed beach recovery and permitting information to the Town Council, staff, and residents; met with Harbour Village HOA about dune walkover and seawall permits; met with resident about volunteer opportunities for beach recovery; and reviewed potential resilience projects)
- Projects - Town Hall expansion: **10 hrs.** (Oversaw the continued construction of the new large conference room)
- Process improvement /technology: **12.5 hrs.** (Met with Enterprise to discuss vehicle leases and fleet management services and future implementation; co-authored staff report to Town Council)
- CRS (Community Rating System) **4 hrs.** (Sent contractors Elevation Certificates needing corrections)



Personnel: **12 hrs.** (Completed annual performance evaluations for Principal Planner; prepared and posted job ads for vacant Planning & Development Director and Principal Planner positions; helped HR with personal leave and comp. time proposal to Town Council; met with HR and health insurance reps on next year's rates and options to minimize cost increases)

Conflict resolution: **11 hrs.** (Coordinated response to unpermitted tree removal and solicitation at 3 properties; responded to complaints between property owners at Rains Ct. about shrubbery being planted across property lines; responded to complaint from resident on Sailfish Dr. about construction next door; and distributed Attorney General's Opinion on owner/builder permit exception to Council and resident of Seagull Landing)

Grants: **2 hrs.** (Attended calls with staff from FDEP and St. Johns River WMD about grants for septic-to-sewer projects and purchasing flooded properties for stormwater improvements)

Cell tower issues and lease: **0 hrs.**

Scanning: **8 hrs.**

Public records requests: **2 hrs.**

