



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

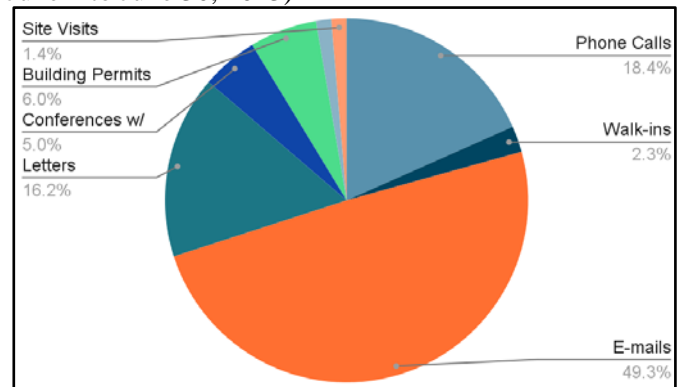
Below is the summary of the department's activities during the month of **June 2023**.

A. PLANNING AND ZONING

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

Incoming Customer Service Requests (between June 1 to June 30, 2023)

Phone calls: **95**
 Walk-ins: **12**
 E-mails: **255**



In-Depth Customer Response

Letter (including detailed e-mails): **84**
 Conferences with customers: **26**

Permit Reviews (staff total)

Building permits:	31	Site visits/inspections:	7
Landscape/tree removal plan reviews:	7	Special Event permit reviews:	0
FDEP Letters of Confirmation:	0	General Zoning Letters of Confirmation	0

Board and Council activity

New case applications: **0**

Number of meetings and workshops: **3** (Town Council regular meeting, County Council meeting, Town Council Preliminary Budget Workshop)

Number of staff reports written this month: **1** (Town Council: Discussion - FY 23-24 Capital Improvements and Level-of-Service Enhancements)

Hours in meetings and workshops (staff total): **4.5 hrs.**

Code and Comprehensive Plan Amendments (hours and explanation)

Comprehensive Plan Updates:

- Transportation Element **0 hrs.**
- Special Event Co-Sponsorship: **2 hrs.** (Edited final drafts of the proposed ordinance and staff report for the July Town Council meeting)



Projects and Cases (hours and explanation)

Final Development Plan (FDP 39-2023 Sailfish Marina Expansion): **3 hrs.** (4912 Sailfish Drive: reviewed final development plan and distributed to DRT for review and comment)

Final Development Plan (FDP 37-2023 Marine Science Center - Learning Center Expansion): **3.5 hrs.** (100 Lighthouse Point Drive: reviewed final development plan and distributed to DRT for review and comment; attended DRT meeting with the applicant to discuss review comments and solutions)

Notable development review and assistance

Single-family: **3.5 hrs.** (13 Arena Blanca, new single-family home, reviewed permit application and added conditions; 25 Mar Azul, new single-family home during final landscaping inspection phase - worked with contractor, landscaper, and homeowner to add required number of shade trees prior to final inspection.)

Multi-family: **0 hrs.**

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

Other Activities

Hurricanes Ian and Nicole / Emergency Management Response and Recovery **2.5 hrs.** (Reviewed applications for seawalls, dune walkover, and alterations.)

S. Peninsula Sidewalk Project **2 hrs.** (Attended 6-20-23 County Council meeting for the Joint Project Agreement.)

Watershed Master Plan Project **4.5 hrs.** (Coordinated with Collective Water Resources staff; prepared for and attended monthly progress update meeting; drafted quarterly report for April - June.)

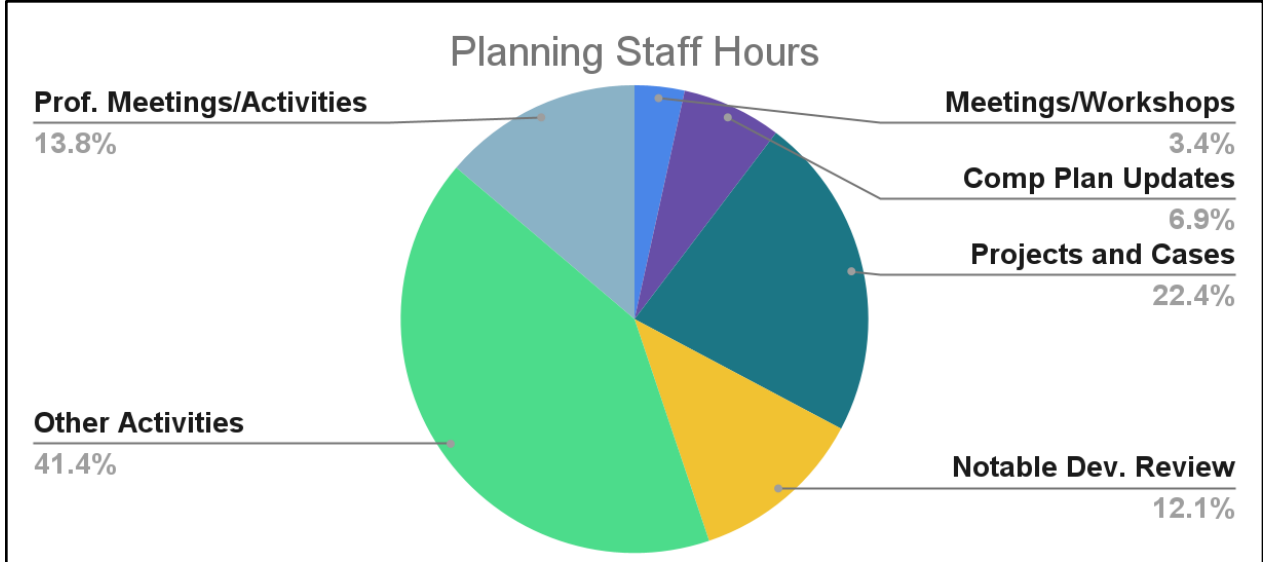
Technology/Process Improvement: **3 hrs.** (Drafted information to residents about tree removal permits, solicitation permits, and permit exemption letters from arborists. Coordinated publication on Facebook, website, and e-mail)

Professional Meetings and Activities

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

Training: **3 hrs.** (Attended introductory webinar workshop by the National League of Cities for the Drinking Water SRF loan program and application process. Attended webinar from the FDOR on the Truth In Millage procedures. Reviewed use of Bluebeam software for measuring distances and pdf editing tools)

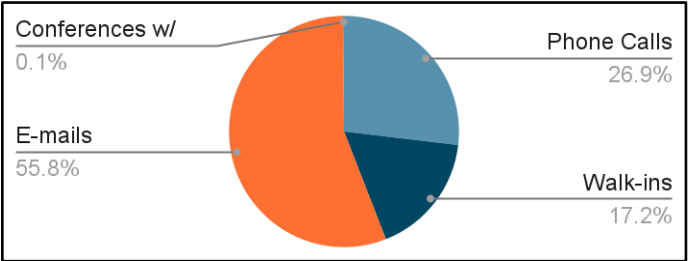
Professional Associations: **0 hrs.** ()



B. BUILDING (Includes Director's project hours)

Incoming Customer Service Requests (between June 1 to June 30, 2023)

Phone calls: **550**
 Walk-ins: **352**
 E-mails: **1143**

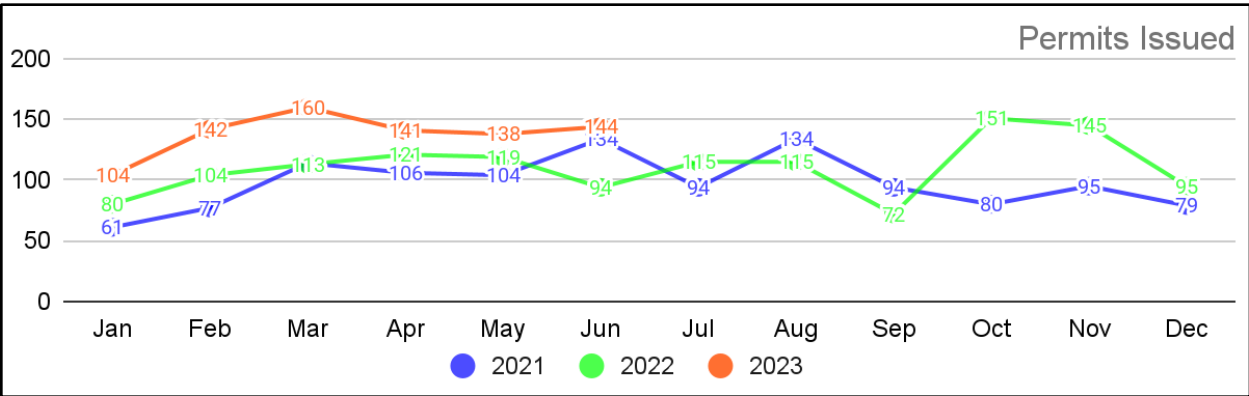


In-Depth Customer Response

Conferences with customers: **2**

Permits

New Applications: **164** Permits Issued: **144**
 Emergency Permits Issued: **6**



Plan Reviews: **134** New SF Residence Applications: **1**
 New SF Residence Permits Issued: **0** New SF Residence Permits Issued YTD: **9**
 Total permits issued YTD: **816**



Business Tax Receipts

Business Tax Receipts, Renewals: **3** Business Tax Receipts, New: **2**

Inspections

Permit Inspections: **323** Permit inspections needing corrections: **1**
 Permit Re-Inspections – Approved: **8** Total inspections YTD: **5,017**
 Total re-inspections YTD: **42** Total inspections needing corrections YTD: **16**
 Substantial Damage Inspections Completed: **0**

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-194-2022	110 Ponce DeLeon Cir	RB	Floor above the master bedroom needs a draft stop @ 500 sq ft.

Special Projects

Condo milestone inspections **0 hrs.**
 Watershed Master Plan: **2 hrs.**

Professional Meetings and Activities

Training: **80 hrs.** (Energov Test site for testing, BOAF conference,
 Meetings: **12 hrs.** (FABTO meeting; BOIA monthly meeting; budget meetings)

Other Activities

Hurricane Ian/Emergency Management **4 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)

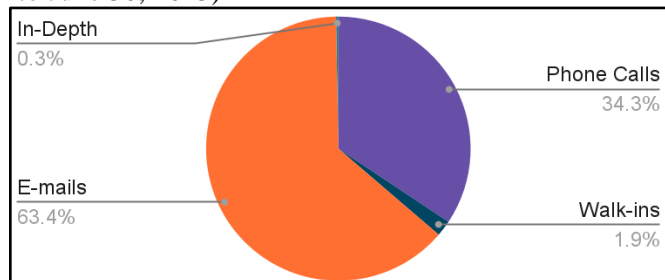
C. CODE ENFORCEMENT (Includes Director’s project hours)

Incoming Customer Service Requests (June 1 to June 30, 2023)

Phone calls: **124**
 Walk-ins: **7**
 E-mails: **229**

In-Depth Customer Response

Letters (of substance): **1**



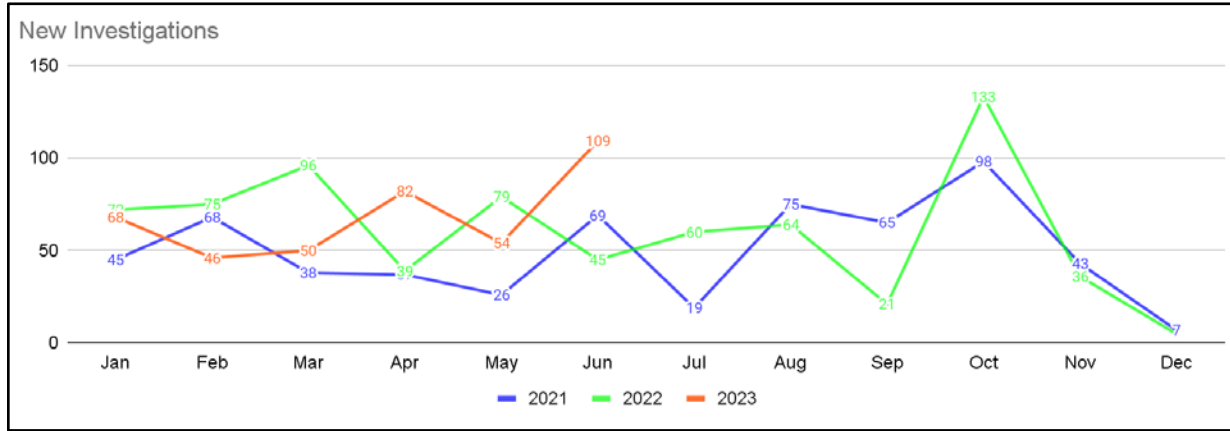


Construction Site NPDES Inspections

Inspections: **70** Inspections YTD: **429**

Code Enforcement Investigations

New investigations: **109** Closed investigations: **12**



Active investigations: **123** Total number of new investigations YTD: **489**
 Code Board cases this month: **0** Total number of cases YTD: **20**
 Permit checks: **27** Total permit checks YTD: **126**
 Work without permits: **4** Total work without permit YTD: **29**

Special Activity

Process Improvement: **2.5 hrs.** (In response to resident concerns, adjusted timing of courtesy door hanger delivery, notifying owners of RV parking violations at the end of the 72-hour parking period rather than the beginning; researched potential methods of providing ADA accommodations for RV parking requirements)

Professional Meetings and Activities

Training: **16 hrs.** FACE Conference
 Meetings and Workshops: **3.5 hrs.** FACE/BOD Meeting

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
6/06/2023	4755 S Peninsula Dr.	Smith & Wagner Construction	BLDR-000813-2023
6/10/2023	4893 S Atlantic Ave.	Advanced Air	No Permit
6/27/2023	36 Jana Dr.	N/A	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



Outstanding Code Liens

Case #	Address	Daily fine (Start date)	Fine duration (End date)	Total due*	Status/ Notes
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)	598 days (as of 6/30/23)	\$30,150	<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)	298 days (as of 6/30/23)	\$15,150	<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
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)	110 days (as of 6/30/23)	\$27,750	<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)	90 days as of 6/30/23	\$90,250	<i>In violation</i>
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
				Total Outstanding	
				\$191,760	

* Includes \$250 Administrative fee

Lien Requests:

18 Total lien requests YTD:

78



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

- Budget: **60 hrs.** (Edited staff report, resolution, and spreadsheet for the mid-year budget adjustment; finalized the 5-year Capital Improvement Program (CIP); prepared and presented staff memo and PowerPoint for the June 23rd preliminary budget workshop for budget priorities and levels of service; met with Brown & Brown insurance agents to obtain estimate of insurance rate increases for budget purposes; compared tentative and final adopted budgets for FY 22/23 to see what had been removed; researched organizational history of the Town staff since 2005, including changes to the number of departments and employees over time; met with the Budget Team to discuss potential reductions to operating budget expenses in FY 23/24.)
- Hurricane Ian/Nicole recovery: **3.5 hrs.** (Reviewed Bechtol Engineering's soil boring report for the Town's retention ponds; reviewed storm-pipe cleaning report from Public Works; edited staff report on the 2022 hurricane aftermath and the 2023 look-forward; coordinated news posting about the completion of the Ponce Preserve stairs project and opening to the public)
- Personnel: **30.5 hrs.** (Partook in disciplinary procedures with four employees; finalized conditions of continued employment for Building Inspector; finalized new job descriptions for Police Investigator, Planning & Development Permit Coordinator/Office Manager, and Financial Analyst; interviewed top two applicants for the Planning & Development Director position; reposted the Principal Planner ad; created award certificates to recognize staff's leadership and assistance with the new large conference room and office project)
- Process improvement /technology: **4 hrs.** (Edited staff report for the RFQ for continuing engineering services; updated P&D department policies for Stop Work orders and right-of-way permit applications; met with Enterprise to discuss vehicle leases for next FY, internal contacts for fleet management services, and implementation)
- Conflict resolution: **15 hrs.** (Coordinated response to unpermitted solicitation and tree removal at 3 properties by a company claiming statutory permit exemption with "arborist letters"; responded to FOIA request from Seagull Landing resident related to the owner-builder permit exemption; responded to resident complaints about height of seawall on adjoining property along with the status of the Town's resiliency efforts).
- CRS (Community Rating System) **4 hrs.** (submitted updated information to coordinator)



Grants: **3 hrs.** (Reviewed adopted state budget to determine which of the Town’s appropriation requests were funded or vetoed; coordinated response to Volusia County to provide list of unmet needs for funding through the “Transform 386” CDBG-DR program; reviewed potential future resilience grant opportunities)

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

Scanning: **5 hrs.**

Public records requests: **1 hr.**

