



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: September 12, 2023
 Subject: Planning & Development Dept. Activity Report for July 2023

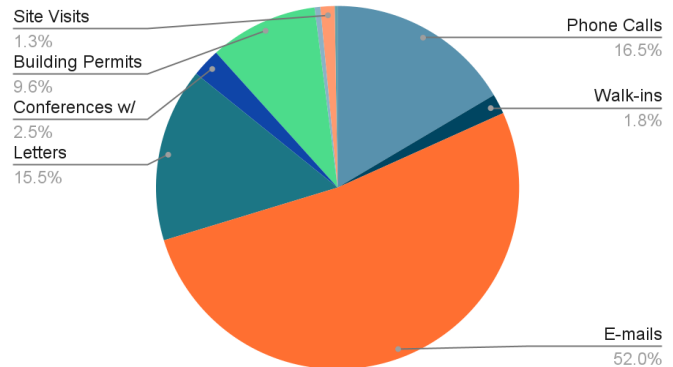
Below is the summary of the department's activities during the month of **July 2023**.

A. PLANNING AND ZONING

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

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

Phone calls: **68**
 Walk-ins: **7**
 E-mails: **205**



In-Depth Customer Response

Letter (including detailed e-mails): **61**
 Conferences with customers: **10**

Permit Reviews (staff total)

Building permits:	38	Site visits/inspections:	5
Landscape/tree removal plan reviews:	2	Special Event permit reviews:	1
FDEP Letters of Confirmation:	0	General Zoning Letters of Confirmation:	0

Board and Council activity

New case applications: **0**
 Number of meetings and workshops: **2** (Town Council budget workshop, regular Town Council meeting)
 Number of staff reports written this month: **2** (Town Council: Proposed budget; proposed millage rate)
 Hours in meetings and workshops (staff total): **3.5 hrs.**

Code and Comprehensive Plan Amendments (hours and explanation)

Comprehensive Plan Updates:

- Transportation Element: **0 hrs.**
- Special Event Co-Sponsorship: **3 hrs.** (Edited final drafts of the proposed resolution and staff report for the August Town Council meeting)



Projects and Cases (hours and explanation)

Final Development Plan (FDP 39-2023 Sailfish Marina Expansion): **3.5 hrs.** (4912 Sailfish Drive: received DRT comments and began drafting response letter)

Final Development Plan (FDP 37-2023 Marine Science Center - Learning Center Expansion): **1.5 hrs.** (100 Lighthouse Point Drive: received DRT comments and began drafting response letter)

Notable development review and assistance

Single-family: **4.5 hrs.** (4 Aqua Clara, new single-family home, provided guidance to buyer by phone and in-person regarding dimensional requirements, accessory structures, landscaping requirements; 5 Arena Blanca, new single-family home, worked with homeowner on several occasions regarding landscaping requirements and options; 4895 S. Atlantic Avenue, renovation of burned structure, provided guidance on lot coverage and accessory dwelling requirements to homeowners and architect.

Multi-family: **0 hrs.**

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

Other Activities

Hurricanes Ian and Nicole / Emergency Management Response and Recovery **2 hrs.** (Reviewed applications for seawalls, dune walkover, and alterations.)

Watershed Master Plan Project **7 hrs.** (Coordinated with Collective Water Resources staff; prepared for and attended monthly progress update meeting; completed and submitted quarterly report for April - June, submitted requested data for previous reporting period.)

Technology/Process Improvement: **0 hrs.**

S. Peninsula Sidewalk Project **0 hrs.**

Professional Meetings and Activities

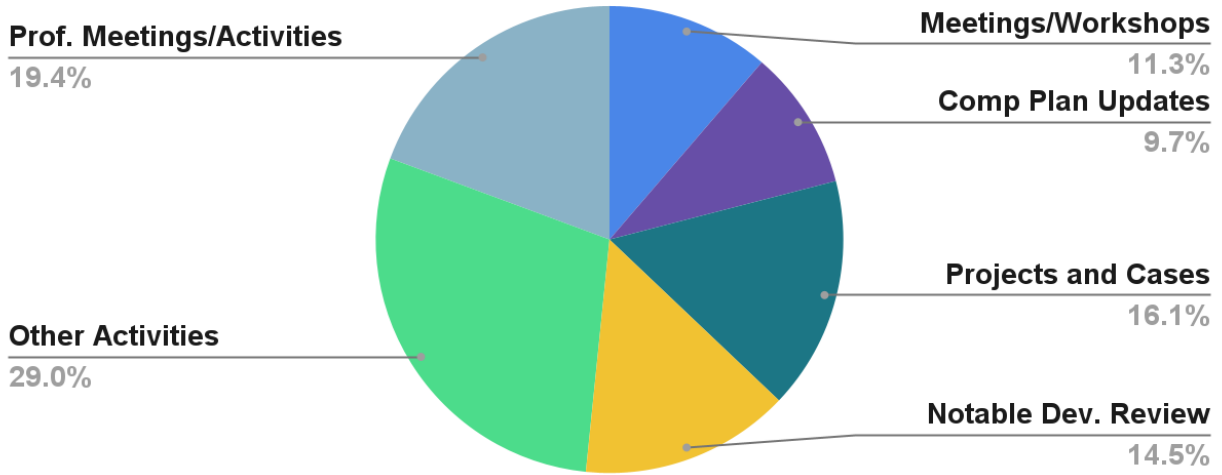
River to Sea Transportation Planning Organization (R2CTPO): **1 hr.** (Attended monthly meeting of the Technical Coordinating Committee via Zoom)

Training: **5 hrs.** (Attended planning webinars: Live Local Act, Resilient Florida, National Zoning Atlas)

Professional Associations: **0 hrs.**



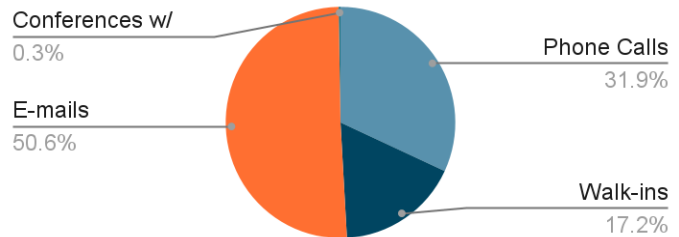
Planning Staff Hours



B. BUILDING (Includes Director's project hours)

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

Phone calls: **482**
 Walk-ins: **260**
 E-mails: **765**

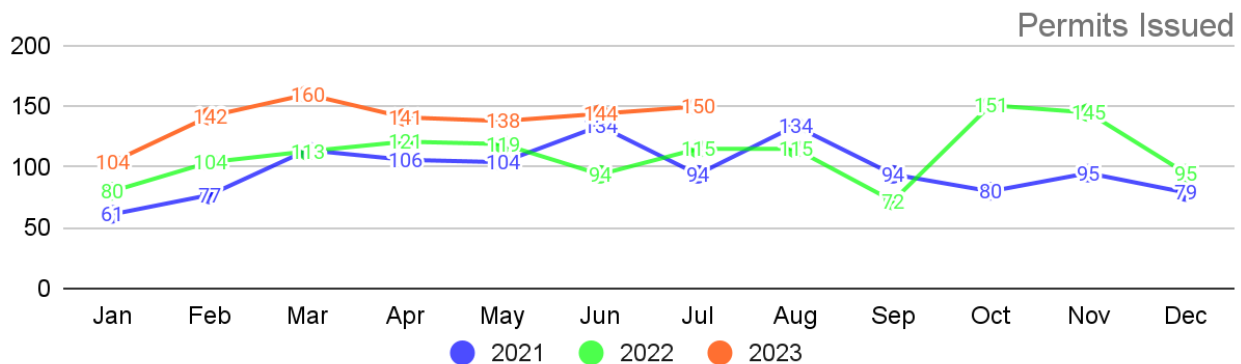


In-Depth Customer Response

Conferences with customers: **4**

Permits

New Applications: **124** Permits Issued: **150**
 Emergency Permits Issued: **1**



Plan Reviews: **167** New SF Residence Applications: **1**
 New SF Residence Permits Issued: **2** New SF Residence Permits Issued YTD: **11**
 Total permits issued YTD: **966**



Business Tax Receipts

Business Tax Receipts, Renewals: **10** Business Tax Receipts, New: **2**

Inspections

Permit Inspections: **232** Permit inspections needing corrections: **4**
 Permit Re-Inspections – Approved: **6** Total inspections YTD: **5,249**
 Total re-inspections YTD: **48** Total inspections needing corrections YTD: **20**
 Substantial Damage Inspections Completed: **0**

Permit Correction Details

Permit #	Address	By	Reason for Correction
401-2022	25 Mar Azul N	RB	Garage doors are not complete. Brackets do not match drawings; drawings required for final inspection.
625-2023	4695 S Atlantic Ave	RB	Not complete, all flashing and counter flashings must be installed and sealed. Flashing south side at point where roof comes in under overhang is not completely sealed.
1475-2022	4950 S Peninsula Dr	RB	No access to inspect windows; ice machine not anchored.
754-2022	4565 S Atlantic Ave #5107	Univ ersal	A/C has a 30 AMP MOP going to a 35 AMP breaker. Exposed wires at disconnect.

Special Projects

Condo milestone inspections **0 hrs.**
 Watershed Master Plan: **4 hrs.**

Professional Meetings and Activities

Training: **33 hrs.** (Energov Test site for testing (25 hrs.); Cybersecurity training course (8 hrs.)
 Meetings: **16 hrs.** (FABTO meeting; BOIA monthly meeting; budget meetings, window treatment)

Other Activities

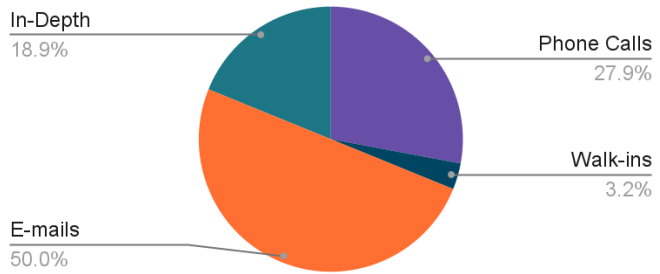
Hurricane Ian/Emergency Management **3 hrs.** (Provided assistance to property owners for repairs, and reviewed repair permits for Town facilities)
 Expired Permits: **5 hrs.**
 Periodic Permit Reporting: **6 hrs.** (Provided monthly reports to Volusia County and Builders Exchange; Quarterly Reports to the State)
 Internal Staff Meetings: **8 hrs.** (60th Anniversary party, electronic signatures)



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

Incoming Customer Service Requests (July 1 to July 31, 2023)

Phone calls: **157**
 Walk-ins: **18**
 E-mails: **281**



In-Depth Customer Response

Letters (of substance): **106**

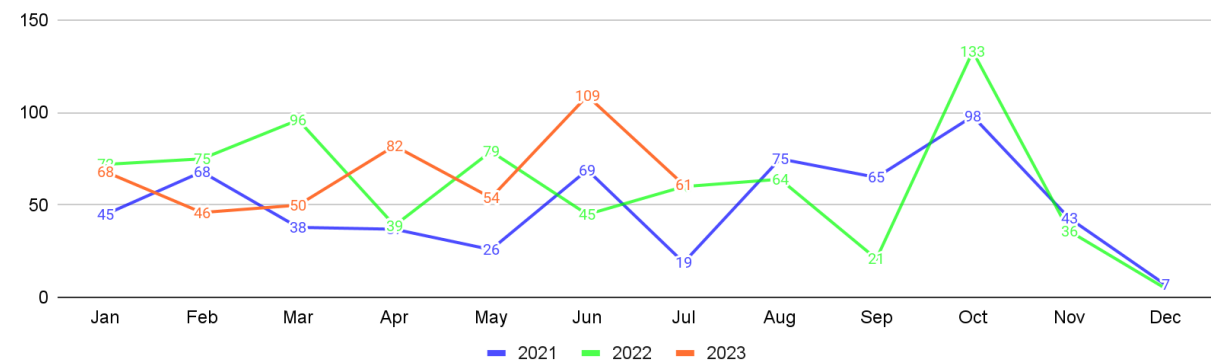
Construction Site NPDES Inspections

Inspections: **96** Inspections YTD: **525**

Code Enforcement Investigations

New investigations: **61** Closed investigations: **36**

New Investigations



Active investigations:	69	Total number of new investigations YTD:	550
Code Board cases this month:	4	Total number of cases YTD:	24
Permit checks:	18	Total permit checks YTD:	144
Work without permits:	5	Total work without permit YTD:	34

Special Activity

Process Improvement: **0 hrs.** (N/A)

Professional Meetings and Activities

Training: **0 hrs.**

Meetings and Workshops: **4 hrs.** FACE/BOD Meeting

Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
07/13/2023	92 Maura Terrace	N/A	No Permit
07/19/2023	116 Beach St	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
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)	629 days (as of 7/31/23)	\$31,450	<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)	329 days (as of 7/31/23)	\$16,700	<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.	\$25 per day as of 6-5-23	56 days as of 7-31-23	\$1,650	In violation
2022-758	4505 S. Atlantic Ave. #703	\$250 (3/13/23)	141 days (as of 7/31/23)	\$35,300	<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)	115 days as of 7/25/23	\$115,250	<i>In violation</i>
2023-144	26 Seahaven	N/A	N/A	\$250	In Compliance
2023-218	97 Maura Terrace	N/A	N/A	\$0 (paid \$250 admin fee on 7/25/23)	Awaiting further adjudication
				Total Outstanding	
				\$226,310	

* Includes \$250 Administrative fee

Lien Requests:

14

Total lien requests YTD:

92



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

Budget:	53 hrs. (Prepared and presented staff memo and PowerPoint for the 7-18-23 budget workshop for budget priorities and levels of service; drafted and presented proposed millage resolution at the regular Town Council meeting; met with the Budget Team to discuss potential reductions to operating budget expenses in FY 23/24; coordinated and finalized response to budget questions from Council members and the public; sent out annual carry-forward budget memo to department heads and office managers.)
Grants:	3 hrs. (Reviewed deadlines and applicability for upcoming grant opportunities)
Personnel:	7.5 hrs. (Partook in continued disciplinary procedures with two employees; sent out reminder about official flex time policy; reviewed applications for the Principal Planner position; reviewed staff performance evaluations; met with outgoing staff member; reviewed the PERC's Final Order on the Fire Union unfair labor practice matter, and forwarded to the Town Council.)
Process improvement /technology:	20 hrs. (Energov Implementation and resolving issues with our test environment)
Conflict resolution:	14.5 hrs. (Responded to questions from Volusia County about status of 4591 S. Atlantic and possibility of it being acquired through an ECHO grant; reviewed resident e-mails about alleged ethics violations of a staff member, along with the resident's own history with code enforcement and court cases; investigated complaints about invasive species at Ponce Preserve and the status of the Town's maintenance activity).
CRS (Community Rating System)	4 hrs. (Watershed masterplan discussion)
Grants:	2 hrs. (Reviewed potential future resilience grant opportunities; researched the "My Safe Florida Home" program.)
Ponce Inlet 60th Anniversary Party	2 hrs. (Edited staff reports to the CSB about options for a time capsule and a mascot contest)
Water utility rate adjustments	2 hrs. (Researched water rate studies and resolutions from 2012-2018; finalized notice for upcoming public workshop)
Town Seal	2 hrs. (Responded to C4PI about the use of Town seal on the newsletter; reviewed past Council meeting agendas and minutes from 2020 and 2008 to verify if permission had been previously granted)
Cell tower issues and lease:	0 hrs.
Scanning:	6 hrs.
Public records requests:	2 hrs.



Administration Staff Hours

