



## MEMORANDUM

### 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:** Jeaneen Witt, Town Manager  
**FROM:** Aref Joulani, Director of Planning and Development Dept.  
**DATE:** April 10, 2014  
**RE:** End of the month report for March 2014

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Below is the summary of the department's activities during the month of March for the divisions of Planning and Zoning, Building and Code Enforcement, and the Ponce Inlet Historical Museum.

#### A. PLANNING AND ZONING DIVISION

##### **Incoming Customer Service Requests (since March 1)**

Phone calls	130
Walk-ins	16
E-mails	27
Permit Pick-up	28
Permit Intake	33

##### **In-Depth Customer Response**

Letters (including detailed e-mails)	8
Conferences with customers	7

##### **Permit Reviews**

Building permits	27
Special events	3
Business tax receipts	6
Site visits	8

##### **Board and Council activity**

No. of meetings and workshops	5 (Park Board, Historic Board, Accession Committee, Town Council, Planning Board)
No. of staff reports and memos	14 (Park Board – 2; Historic Board – 2; Accession Committee – 6, Town Council – 2; Planning Board – 2)
Hours in meetings and workshops (Division staff total)	17 hours
Mtg. minutes preparation (Division	10 hours

staff total)

**Museum Activity (staff total)**

Visitor Attendance	215
Tours	25 hours
Exhibits	12 hours (Worked on new exhibit: “Ponce Inlet Incorporation)
Programming	7 hours (Archaeological series presentations)
Collections	15 hours (On-going revision of collections management policy, development of accession and de-accession working group, worked with adlib museum management software)
Projects	9 hours (Moved artifacts for floor washing/waxing; Museum Sign – researched sign companies, prepared & sent RFQ’s, received and calculated quotes, ordered sign & scheduled delivery, requested 811 locate; Hasty Cottage Table – searched for table similar to original to purchase, and researched costs of materials to replicate it as an alternative)
Outreach	4 hours (Represented the Museum at the Florida Heritage Days Festival at the Lighthouse)
Administration	4 (Prepared administrative reports and press material)
Historical Research	8 hours (Ponce Inlet History)

**Projects (hours and explanation)**

LUDC Update Phase 3	29 hours (LUDC Section 4.10 – proposed revisions and policy questions regarding tree protection, removal, mitigation; and procedures; staff reports and presentations to Park Board, Planning Board, and Town Council; initial research on Section 4.7 – Parking)
Timucuan Oaks Ph.2	hours (Researched and reviewed information for gopher tortoise relocation; invoice payment for environmental specialist)
Ponce Preserve May Event	5 hours (Researched, attended meetings, contacted program providers and potential vendors)
Residential permitting violations	5 hours (Researched permitting history, Town and State code violations, met with property owners’ agents)
ECHO Rangers	6 hours (Preparation for and attendance at program)
Public Records Request	7 hours (Pulled plans & permit documents, supervised clients, made copies; Gathered and sent information as requested by Town Attorney and Consultant)
Office Improvement	8.5 hours (Continued network drive streamlining and reorganization; streamlined phase steps for inspections in InCode permitting system; website information updates and maintenance; proofed zoning map updates for

accuracy)

**Training**

InCode

6 hours (attended training on InCode permitting software and demonstration of new Energov software)

**B. BUILDING AND CODE ENFORCEMENT DIVISION**

**For:** Ken Loihle, Ami Pierce. Robert Bailey and Steve Linkfield

**Building Permits:**

New Applications:	72
Permits Issued	76
Permit Inspections – Approved	84
Permit Inspections – Needing corrections	4
Plan Reviews	76
Total Permits issued Year to Date	212
Total Inspections Year to Date	316

**Code Enforcement Investigations:**

New Investigations:	19
Closed Investigations:	11
Active Investigations:	8
Total Number of Investigations Year to Date	89

**Code Board Cases:**

Code Board Cases for month	2
Total Number of Cases Year to Date	8

**Special Notes:**

- Ken:** Meeting on 4469 S Atlantic Avenue  
Meeting on 2 Marsh Court  
Attended LMS Meeting  
Attended Incode Training  
Meeting on FEMA-Overland Wave Analysis  
Attended Town Council Meeting  
Attended Code Enforcement Board Meeting  
Attended Florida Floodplain Managers Training  
Attended Energov Code Enforcement Module demonstration
- Robert:** Attended Incode Training  
Attended Code Enforcement Board Meeting  
Meeting on 2 Marsh Court  
Meeting on 4469 S Atlantic Avenue

**Steve:** Attended Code Enforcement Board meeting  
Attended Incode Training  
Attended Energov Code Enforcement Module demonstration  
Attended Level 1 Code Enforcement Training Course

**Ami:** Renewals of Business Tax Receipts  
Addressed vacant lots for Utility Billing and forward to Volusia County to update 911  
Map and Property Appraiser's database  
Incode Training for staff  
Worked with Contractors on expired permits  
Attended Code Enforcement Board meeting  
Coordinated and attended Energov Code Enforcement Module demonstration  
Budget preparation for FY14-15 division budget

## Inspections Pass and Failure

### WEEK 1: March 3 to March 7, 2014

Approved Inspections 24

Failed Inspections 2

Permit Number	Address	By	Reason for Failure
2013-0326	35 Tina Maria Circle	RB	Missing required screws
2013-0669	136 Anchor Drive	RB	Not built according to approved plans; revised plans need to be submitted and approved

### WEEK 2: March 10 to March 14, 2014

Approved Inspections 29

Failed Inspections 2

Permit Number	Address	By	Reason for Failure
2013-0396	4650 Links Village Dr D605	RB	Missing required supports
2014-0120	4759 S Peninsula Drive	RB	Not according to approved plans; revised plans need to be submitted

### WEEK 3: March 17 to March 21, 2014

Approved Inspections 27

Failed Inspections 0

### WEEK 4: March 24 to March 28, 2014

Approved Inspections 4

Failed Inspections 0

	Pass	Needs Corrections	Total
Week 1	24	2	26
Week 2	29	2	31
Week 3	27	0	27
Week 4	4	0	4
Total	84	4	88
Pass rate %			100.00%