



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: Jeaneen Witt, Town Manager
From: Aref Joulani, Director, Planning & Development
Date: April 8, 2019
Subject: End-of-the-month report for March 2019

Below is the summary of the department's activities during the month of March 2019.

A. PLANNING AND ZONING

Incoming Customer Service Requests (between March 1 and March 31, 2019)

Phone calls	56
Walk-ins	21
E-mails	95

In-Depth Customer Response

Letters (including detailed e-mails)	32
Conferences with customers	14

Permit Reviews (staff total)

Building permits	
Site visits	7
Landscape plan reviews	3
Business tax receipts/Change of use permits	2

Board and Council activity

New cases	0
Number of meetings and workshops	1 (Town Council)

Number of staff reports and memos	2
Hours in meetings and workshops (staff total)	7 hrs.

Projects and Cases (hours and explanation)

LUDC/Code of Ordinances amendments	2 hrs. (Survey requirements and construction work hours)
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Lighthouse Boatyard triangle property	12.5 hrs. (Researched historical documents for 10-acre lighthouse parcel; reviewed purchase proposal and opposing petitions; met with Council member and LHBV owner; attended Town Council meeting)
Inlet Harbor Estates subdivision	8 hrs. (Reviewed plat resubmittal, prepared response letter, wrote Town Council staff report, coordinated schedule for public hearing and noticing)
S. Peninsula Bikepath Project	2 hrs. (Researched information for TPO grant application)

Development review and assistance (hours and explanation)

Single-family	31.5 hrs. (<u>4317 S. Atlantic Ave.</u> : met with FDEP and contractor – 3 hrs.; <u>6 Mar Azul S.</u> : initial development review – 1.5 hrs.; <u>12 Mar Azul</u> : new circular driveway – 1 hr.; <u>38 Mar Azul N.</u> : coordinated tree removal/access to lot – 3hrs.; <u>46 Oceanview Ave.</u> : historic designation update – 3 hrs.; <u>80 Ocean Way Dr.</u> : landscape plan review and tree replacement mitigation for new home – 4.5 hrs.; <u>121 Old Carriage Rd.</u> : question from prospective purchaser – 1 hr.; <u>4716 S. Peninsula Dr.</u> : discussed development options – 2 hrs.; <u>117 Ponce de Leon Cir.</u> : landscape plan review for new home – 2.5 hrs.; <u>4913 Sailfish Dr.</u> : landscape plan review and tree replacement mitigation requirements and response letter – 10 hrs.;
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Multi-family	16.5 hrs. (<u>4591 S. Atlantic Ave.</u> : development consultation meeting – 2.5 hrs.; <u>4783-4885 S. Atlantic Ave. [Beach Club Cottages]</u> : questions regarding construction east of CCCL, development of single-family home, and expansion of rear pool deck and landscaping – 14 hrs.)
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Commercial/non-residential	1.5 hrs. (<u>4928 Sailfish Dr. [Battelle Institute]</u> : development scoping meeting)
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Other

Town Newsletter	2.5 hrs. (Articles on code updates to tree preservation and landscaping requirements, and Brazilian Pepper tree removal)
Proposed State legislation	2 hrs. (Reviewed bills for dock-less scooters, vacation rentals, and a Property Rights comprehensive plan element)

General research	18 hrs. (Technical specifications and state law for e-bikes and other electric motorized devices; requirements for street signs on private roads; Historical requests for Town Council lien reductions)
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Front counter coverage	4 hrs.
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Professional Development

APA-FL Atlantic Coast Section	6 hrs. (Monthly meeting; Spring 2019 summary for April Chapter EC meeting; conference calls for use of grant funds for hurricane relief, preparations for Atypical Development Financing event, and upcoming APA-FL EC meeting; grant application for Space Coast placemaking event.
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FPZA Surfcoast Chapter	2 hrs. (monthly meeting)
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National Alliance of Preservation Commission and CAMP (Commission Assistance and Mentoring Program)	8 hrs. (Historic significance of structures/demolition by neglect)
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Tyler Technologies	2.5 hrs. (InCode training – purchasing, reporting, and leave request approvals)
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B. BUILDING

Incoming Customer Service Requests (between March 1 and March 31, 2019)

Phone calls	143
Walk-ins	40
E-mails	92

In-Depth Customer Response

Letters (including detailed e-mails)	27
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Permits

New Applications	107
Hurricane Related Applications	0
Permits Issued	88
Plan Reviews	94
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	2
Total permits issued YTD	268
Business Tax Receipts/Home Occupations	3

Inspections

Permit Inspections - Approved	177
Permit Re-Inspections - Approved	3

Permit Inspections - Needing Corrections (see below)	7
Total inspections YTD	584
Total re-inspections YTD	12
Total inspections needing corrections YTD	13

Special Activity

Chief Building Official

Meetings	Monthly BOIA meeting
Training	Annual FFMA Educational Conference

Administrative Assistant

Meetings	N/A
Training	Energov – online training for Business Tax Receipts & Businesses
Process Improvement/Technology	Dept. IT technology budget planning and coordination
Public Records Requests	0
Other	Worked with FABTO State Board on responses regarding proposed legislation for Business Tax Receipts; Prepared 2019 LMS information for Building Official 2019 Re-Certification information for FEMA.

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-858-2018	108 Old Carriage Rd.	HB	Numerous windows and door opening sizes beyond acceptable tolerance per Florida product approval specifications.
BLDR-416-2018	4318 S Atlantic Ave.	MP	Sliders did not have specs for impact resistance and were missing several fasteners. Contractor to supply specs on all sliders.
BLDR-416-2018	4318 S Atlantic Ave	MP	No alarms on any doors or windows for pool protection. Electric issues need an electrician to pull permit and finish work.
BLDR-302-2018	4421 S Atlantic Ave #10	Mp	No permit or product approval available on site. No seal around door.
BLDR-120-2018	4626 Harbour Village Blvd #3208	MP	Work was done without a permit.
MECR-0048-2019	4699 S Atlantic Ave	MP	Front of Disconnect missing
MECR-0048-2019	4699 S Atlantic Ave	MP	Front of Disconnect still missing

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests (between March 1 and March 31, 2019)

Phone calls	77
Walk-ins	8

E-mails	11
In-Depth Customer Response	
Letters (including detailed e-mails)	8
Conferences with customers	3 (Florida League of Cities discussion on Short Term Rental legislation – 3hrs.; New business at Lighthouse Boatyard and landscaping of Town-owned triangle – 1.5 hrs.; code lien at 4865 S. Peninsula Dr. – 0.5 hrs.)
Fire Safety	
Inspections and Plan Review	70
Inspections and Plan Review YTD	221
Code Enforcement Investigations	
New investigations	38
Closed investigations	28
Active investigations	41
Total number of investigations YTD	93
Code Board cases this month	3
Total Number of cases YTD	12
Board and Council Meetings	
Code Board	1 hr.
Town Council	7.5 hrs. (Request to reduce lien at 4940 S. Peninsula Dr.: presentations at 3/21/19 Town Council meeting and at 3/27/19 Special Town Council meeting)
Liens	
Lien Requests	14
Lien Requests YTD	40
Professional Development	
Training	1 hr. (NFPA 1001 – Fire Detection, Alarms & Suppression Systems)
Meetings	4.5 hrs. (East Central Florida Fire Prevention Assc.; Town Safety Committee)