



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: July 12, 2019
Subject: End-of-the-month report for June 2019

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

A. PLANNING AND ZONING

Incoming Customer Service Requests (between June 1 and June 30, 2019)

Phone calls	77
Walk-ins	20
E-mails	85

In-Depth Customer Response

Letters (including detailed e-mails)	29
Conferences with customers	6

Permit Reviews (staff total)

Building permits	28
Site visits	12
Landscape plan reviews	9
Business tax receipts/Change of use permits	1

Board and Council activity

New case applications	0
Number of meetings and workshops	3 (Town Council, Code Enforcement Board, Planning Board)
Number of staff reports	2 (Variance for 4958 S. Peninsula Dr., Historic site survey update for 46 Oceanview Ave.)
Hours in meetings and workshops (staff total)	9.5 hrs.

Projects and Cases (hours and explanation)

Variance – 4958 S. Peninsula Dr.	19 hrs. (staff report, public hearing notice, coordination meetings, presentation at Planning Board meeting)
Variance – 4971 S. Peninsula Ave.	2 hrs. (research, discussions with applicant and design consultant)
Pollard Park	6 hrs.(permit review, coordination meetings)
Ponce Inlet Key subdivision	2 hrs. (Coordination of final inspection procedures with Town staff and developer)

Development review and assistance (hours and explanation)

Single-family 29.5 hrs. (4453 S. Atlantic Ave.: coordination with FDEP for retaining wall permit – 3hrs.; 4803 S. Atlantic Ave.: sewer availability and connection requirements – 1.5 hrs.; 149 Bounty Ln.: assist with identification and removal procedures for invasive species on property – 1 hr.; 82 Buschman Dr.: permit research and customer response for patio constructed in retention area and allowance for future pool in patio footprint – 5 hrs.; 6 Mar Azul South: on-site meeting to discuss landscaping options and landscape plan review – 4 hrs.; 9 Mar Azul South: inspect native and invasive species on site and review of landscape plan – 2.5 hrs.; 91 Maura Terrace: grading and clearing requirements – 1 hr.; 99 Maura Terrace: assist with identification of invasive species on property – 1 hr.; 106 Ocean Way Dr.: review of updated landscape plan and site inspection – 1 hr.; 101 Old Carriage Rd.: preliminary investigation regarding silt deposit in canal – 1 hr.; 4728 Riverglen Blvd.: pool in setback questions – 3 hrs.; 4736 Riverglen Blvd.: review of revised landscape plans (3x) – 3 hrs.; 73 Southturn Cir.: research and response regarding proposed landscaping in the public ROW – 2.5 hrs.)

Multi-family N/A

Commercial/non-residential 2 hrs. (4928 Sailfish Dr. [Battelle Institute] – preliminary site plan review)

Other

ECFRPC Resilience Collaborative 3 hrs. (Attended goal-setting workshop of regional partners in Brevard and Volusia Counties regarding regional coastal resiliency)

Brazilian Pepper Tree removal 3 hrs. (Compiled data on Brazilian Pepper tree removal permits year-to-date)

Process Improvement 3.5 hrs. (silt fence requirements for pool permits, updates to paver permit checklist, and permit coordination improvements)

Front counter coverage	4 hrs.
Professional Development	
APA-FL Atlantic Coast Section	2 hrs. (Monthly section meeting, website training webinar)
FPZA	26 hrs. (Attended annual state conference and monthly meeting with Surfcoast Chapter)

B. BUILDING

Incoming Customer Service Requests (between June 1 and June 30, 2019)

Phone calls	192
Walk-ins	69
E-mails	89

In-Depth Customer Response

Letters (including detailed e-mails)	38
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Permits

New Applications	90
Hurricane Related Applications	0
Permits Issued	88
Plan Reviews	112
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	2
New Single-Family Residence Permits Issued YTD	4
Total permits issued YTD	574
Business Tax Receipts/Home Occupations	1

Inspections

Permit Inspections - Approved	190
Permit Re-Inspections - Approved	7
Permit Inspections - Needing Corrections	1
Total inspections YTD	1,256
Total re-inspections YTD	34
Total inspections needing corrections YTD	20

Special Activity

Chief Building Official

Meetings	Monthly BOIA meeting
Training	40 hrs. (Annual Building Official Conference)
Other	30 hrs. (Preparing for CRS visit; CRS visit with ISO representative)

Administrative Assistant

Meetings	2 hrs. (Local Mitigation Strategy meeting)
Training	N/A

Budget	3 hrs. (Department budget meeting with Town Manager and Director)
Process Improvement/Technology	2 hrs. (Parcel data in Energov)
Public Records Requests	2
Other	30 hrs. (Preparing for CRS visit; CRS visit with ISO representative)

Permit Correction Details

Permit #	Address	By	Reason for Correction
MECR-942-2018	4631 S Atlantic Ave #207	MP	Small hold-down clips on roof condenser and no fastener in one clip

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests (between June 1 and June 30, 2019)

Phone calls	55
Walk-ins	5
E-mails	13

In-Depth Customer Response

Letters (including detailed e-mails)	12
Conferences with customers	0

Fire Safety

Inspections and Plan Review	37
Inspections and Plan Review YTD	403

Code Enforcement Investigations

New investigations	11
Closed investigations	7
Active investigations	35
Total number of investigations YTD	187
Code Board cases this month	2
Total Number of cases YTD	21

Board and Council Meetings

Code Board	2 hrs.
Town Council	N/A

Liens

Lien Requests	24
Lien Requests YTD	103

Professional Development

Training	40 hrs. – Florida Association of Code Enforcement Annual Conference
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