



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: September 6, 2019
Subject: End-of-the-month report for August 2019

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

A. PLANNING AND ZONING

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

Phone calls	54
Walk-ins	13
E-mails	114

In-Depth Customer Response

Letters (including detailed e-mails)	24
Conferences with customers	13
Courtesy site visits	9

Permit Activity (staff total)

Building permits	30
Landscape plan reviews	17
Zoning inspections	16
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	2 (Final Development Plan – 4591 S. Atlantic Ave. Townhomes; De-Annexation – 2829 N. Dixie Fwy.)
Number of meetings and workshops	3 (Town Council, Code Enforcement Board, Planning Board)
Number of staff reports	4 (Phillips variance - revised; Dvorak variance appeal; LUDC amendment for RV parking and screening; research on setback measurement and requirements)

Hours in meetings and workshops (staff total) 16

Projects and Cases (hours and explanation)

Variance – 4971 S. Peninsula Ave. 19 hrs. (Re-write and review variance staff report based on revised design)

Variance Appeal – 4958 S. Peninsula Dr. 2.5 hrs. (Public notice, staff report, and presentation to Town Council)

Final Development Plan – 4591 S. Atlantic Townhomes 10.5 hrs. (Development Review Team (DRT) meeting preparation; plan review; preliminary comment letter compilation; DRT meeting; historical road preservation research; final comment letter)

LUDC/Code of Ordinance Amendments 24.5 hrs. (Setback measurement, and RV parking and screening; researched codes of adjacent cities, prepared and presented staff reports to Planning Board)

Development review and assistance (hours and explanation)

Single-family 21 hrs. (4530 S. Atlantic Ave., reviewed landscape plan for new single-family home – 1 hr.; 4821 S. Atlantic Ave., reviewed landscape plan for new single-family home – 2 hrs.; 4823 S. Atlantic Ave., reviewed landscape plan for new single-family home – 3.5 hrs.; 57 Daggett Cove Dr., tree removal – 1 hr.; 74 Jennifer Cir., reviewed gopher tortoise removal survey, building permit, and revised landscape plan for home addition – 4.5 hrs.; 66 Loggerhead Ct., reviewed landscape plan for new single-family home – 1 hr.; 6 Mar Azul, reviewed revised landscape plan for new single-family home – 1 hr.; 65 Oceanview Ave., tree barrier/silt fencing issues – 1 hr.; 35 Ocean Way, reviewed landscape plan for existing home – 1 hr.; 4927 S. Peninsula Dr., tree/driveway issue – 2 hrs.; 4715 Riverglen Blvd., tree barrier/silt fencing issues and review of revised landscape plan (2x) for new single-family home – 3 hrs.;

Multi-family 2 hrs. (4899 Front St. [Pacetta LLC], pre-application meeting follow-up research for proposed mixed-use PWD rezoning)

Commercial/non-residential 8.5 hrs. (33 Inlet Harbor Rd. [Jerry’s Pizza], permit status updates and attendance at Code Enforcement Board meeting for compliance issues and process to approve expansion of customer service area – 1 hr.; 4933 S. Peninsula Dr. [Davies Lighthouse Park], permitting for historic marker – 2 hrs.; 4958 S. Peninsula Dr. [Lighthouse Boatyard], researched applicable state laws and LUDC requirements for

proposed cruise ship – 3.5 hrs.; 4928 Sailfish Dr.
[Battelle Institute], site plan and landscape plan
review and meeting with applicant – 2 hrs.)

Other

2020 Census Kickoff	2.5 hrs. (Collaborative meeting with County and City officials to raise awareness of 2020 Census)
Process Improvement	14 hrs. (Project coordination; staff report deadlines; new annexation application form; permitting procedures and staff responsibilities; public hearing deadline calendars)
Volusia County Smart Growth Initiative	3 hrs. (Provided future population and housing growth projection data and attended coordination meeting with city and county staff to prepare for upcoming Volusia Round Table of Elected Officials presentation)
Hurricane Dorian	4 hrs. (Preparation and coordination meetings)
Volusia County Beach Permitting Ordinance	2.5 hrs. (Reviewed proposed ordinance, provided comments, and assisted Town Manager with response letter)
Town Newsletter	3 hrs. (Wrote two articles for Fall issue)
Front counter coverage	2 hrs.

Professional Development

Training	6 hrs. (Pre-disaster planning, provided by National Disaster Preparedness Training Center)
FPZA Surfcoast Chapter	3 hrs. (Monthly chapter meeting; preparation for National PARK(ing) Day)

B. BUILDING

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

Phone calls	139
Walk-ins	68
E-mails	117

In-Depth Customer Response

Letters (including detailed e-mails)	20
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Permits

New Applications	77
Hurricane Related Applications	0
Permits Issued	106
Plan Reviews	113
New Single-Family Residence Applications	2

New Single-Family Residence Permits Issued	3
New Single-Family Residence Permits Issued YTD	8
Total permits issued YTD	755
Business Tax Receipts/Home Occupations	20

Inspections

Permit Inspections - Approved	116
Permit Re-Inspections - Approved	8
Permit Inspections - Needing Corrections	4
Total inspections YTD	1,571
Total re-inspections YTD	48
Total inspections needing corrections YTD	27

Special Activity

Chief Building Official

Meetings	8 hrs. (Monthly BOIA meeting; DRT meeting; hurricane prep meeting)
Training	N/A

Administrative Assistant

Meetings	2 hrs. (Hurricane prep meeting)
Training	N/A
Process Improvement/Technology	6 hrs. (Worked with Energov on plan review set-up; fee set-up)
Public Records Requests	1
Other	37 hrs. (Permit scanning project; worked with Code Enforcement on Rental Permit renewals; Business Tax Receipt & Home Occupation renewals; created Emergency permits, created damage assessment maps, prepared FY18-19 Budget adjustments to Town Manager)

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-725-2019	4435 S Atlantic Ave #112	HB	contractor covered up wood bucking prior to inspection
BLDR-671-2019	4621 S Atlantic Ave	HB	roofs were completed without required inspections, do not meet min. slope requirements
BLDR-670-2019	4631 S Atlantic Ave	HB	roofs were completed without required inspections, do not meet min. slope requirements
BLDR-1071-2018	3 Kelly Bea Ct	HB	roof covering was not installed per manufactures product approval

C. CODE ENFORCEMENT AND FIRE SAFETY**Incoming Customer Service Requests (between August 1 and August 31, 2019)**

Phone calls	124
Walk-ins	1
E-mails	14

In-Depth Customer Response

Letters (including detailed e-mails)	28
Conferences with customers	0

Fire Safety

Inspections and Plan Review	38
Inspections and Plan Review YTD	480

Code Enforcement Investigations

New investigations	36
Closed investigations	10
Active investigations	36
Total number of investigations YTD	236
Code Board cases this month	5
Total Number of cases YTD	26

Board and Council Meetings

Code Board	3 hrs.
Town Council	N/A

Liens

Lien Requests	16
Lien Requests YTD	138

Professional Development

Training	12 hrs. (Fire Investigations (NFPA 1021) – 1 hr.; Community Awareness (NFPA 1021) – 1 hr.; Fire & Life Safety Inspections (NFPA 1021) – 1 hr.; Fire Department Structure (NFPA 1021) – 1 hr. Community Disaster Assessment (FEMA) – 8 hrs.)
Meetings	5.5 hrs. (East Central Florida Fire Prevention – 3 hrs.; Development Review Team – 0.5 hrs.; Hurricane Dorian Preparation (2x) – 2 hrs.)