



## 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: December 9, 2019  
Subject: End-of-the-month report for November 2019

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

#### **A. PLANNING AND ZONING**

##### **Incoming Customer Service Requests (between November 1 and November 30, 2019)**

Phone calls	48
Walk-ins	13
E-mails	65

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

Letters (including detailed e-mails)	18
Conferences with customers	3

##### **Permit Reviews (staff total)**

Building permits	25
Site visits/inspections	10
Landscape plan reviews	8
FDEP Letters of Confirmation	0
Business tax receipts/Change of use permits	0

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

New case applications	1 (Easement vacation for 149 Bounty Lane)
Number of meetings and workshops	3
Number of staff reports written this month	7 total
11-19-19 Planning Board	3 (Davies Lighthouse Park site plan; "Condos on the Atlantic" site plan; RV parking and screening ordinance)
12-12-19 Town Council	4 (Davies Lighthouse Park site plan; "Condos on the Atlantic" site plan; de-annexation for 2829 N. Dixie Freeway; RV parking and screening ordinance)

Hours in meetings and workshops (staff total)	10.0
<b>Projects and Cases (hours and explanation)</b>	
LUDC Amendments	12 hrs. (RV parking and screening: drafted staff report and ordinance for Planning Board and Town Council; presented Staff report to Planning Board)
Site Development Plan – Davies Lighthouse Park improvements	20 hrs. (Prepared public notice and Staff report for Planning Board and Town Council; presented Staff report at Cultural Services Board and Planning Board; followed up on Board conditions with Town Engineer and staff.
Site Development Plan – “Condominiums on the Atlantic,” 4591 S. Atlantic Ave.	19 hrs. (Prepared public notice and Staff report for Planning Board and Town Council; presented Staff report at Cultural Services Board and Planning Board; met with affected residents and answered questions from the public)
Variance appeal for 4971 S. Peninsula Dr.	7 hrs. (Prepared Staff report and met with elected officials)
De-Annexation – 2829 N. Dixie Freeway	6 hrs. (Drafted staff report and worked together with Town Attorney on the ordinance)
<b>Development review and assistance (hours and explanation)</b>	
Single-family	18 hrs. (Reviewed landscape and tree preservation plans; conducted landscape inspections to verify compliance for 10 new single-family homes)
Multi-family	0 hrs.
Commercial/non-residential	0.5 hrs. (4928 Sailfish Dr. [Battelle] tree removal inspection)
<b>Other</b>	
Volusia County Beach Permit Ordinance	2 hrs. (Reviewed latest draft of ordinance to verify whether Town’s requests had been addressed, and followed up with Volusia County Growth Management Director)
Process Improvement/Coordination	2.5 hrs. (Created illustration for single-family residential permit checklist showing proper measurement of building height; added ROW use permit standard conditions to Energov from the Code of Ordinances.
<b>Professional Development</b>	
Training	N/A
APA-FL Atlantic Coast Section	7 hrs. (Attended quarterly Chapter EC meeting and monthly Section Board meeting)
FPZA Surfcoast Chapter	2 hrs. (monthly Board of Directors meeting)

## **B. BUILDING**

### **Incoming Customer Service Requests** (between November 1 and November 30, 2019)

Phone calls	123
Walk-ins	164
E-mails	101

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

Letters (including detailed e-mails)	15
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### **Permits**

New Applications	76
Permits Issued	81
Plan Reviews	117
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	3
New Single-Family Residence Permits Issued YTD	12
Total permits issued YTD	982
Business Tax Receipts/Home Occupations	10

### **Inspections**

Permit Inspections - Approved	239
Permit Re-Inspections - Approved	13
Permit Inspections - Needing Corrections	0
Total inspections YTD	1,371
Total re-inspections YTD	9
Total inspections needing corrections YTD	36

### **Special Activity**

#### **Chief Building Official**

Meetings	6 hrs. (Local Mitigation Strategy meeting; monthly BOIA meeting)
Training	0 hrs.
Community Rating System (CRS)	3 hrs. (Provided requested additional information to FEMA representative for CRS visit)
Process Improvement/Technology	10 hrs. (Troubleshooting iPad/Energov issues)

#### **Administrative Assistant**

Meetings	0 hrs.
Training	0 hrs.
Training provided	6 hrs. (Misc. training with staff members)
Community Rating System (CRS)	3 hrs. (Provided requested additional information to FEMA representative for CRS visit)

Process Improvement/Technology 11 hrs. (Troubleshooting iPad/Energov issues; corrected locked expiration dates on permits)

Scheduling and coordinating daily inspections 35 hrs.

Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals 20 hrs.

Permit Technicians

Meetings 0 hrs.

Permit review 60 hrs.

Scheduling and logging daily inspections 17 hrs.

Public records requests 2 hrs.

Scanning Project 12 hrs.

**Permit Correction Details**

<b>Permit #</b>	<b>Address</b>	<b>By</b>	<b>Reason for Correction</b>
N/A	N/A	N/A	N/A

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

Phone calls 70

Walk-ins 4

E-mails 58

**In-Depth Customer Response**

Letters (including detailed e-mails) 4

Conferences with customers 0

**Fire Safety**

Inspections and Plan Review 59

Inspections and Plan Review YTD 688

**Code Enforcement Investigations**

New investigations 12

Closed investigations 6

Active investigations 28

Total number of investigations YTD 315

Code Board cases this month 3

Total Number of cases YTD 35

**Board and Council Meetings**

Code Board N/A

Town Council N/A

**Liens**

Lien Requests 12

Lien Requests YTD 181

**Professional Development**

Training

6 hrs. (East Central Florida Fire Prevention Association; NFPA 1021 – FF Health Safety & Health; NFPA 1021 – Incident Response Safety; NFPA 1021 – Incident Scene Communication)

Process Improvement/Technology

4 hrs. (Troubleshooting iPad/Energov issues)