



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: January , 2020
Subject: End-of-the-month report for December 2019

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

A. PLANNING AND ZONING

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

Phone calls	33
Walk-ins	13
E-mails	49

In-Depth Customer Response

Letters (including detailed e-mails)	9
Conferences with customers	1

Permit Reviews (staff total)

Building permits	27
Site visits/inspections	2
Landscape plan reviews	4
FDEP Letters of Confirmation	0
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	0
Number of meetings and workshops	2
Number of staff reports written this month	5 total
12-12-19 Town Council	3 (Davies Lighthouse Park site plan; de-annexation for 2829 N. Dixie Freeway; RV parking and screening ordinance)
12-19-19 Planning Board	1 (Easement vacation for 149 Bounty Lane)
1-8-20 Special Planning Board	1 ("Condos on the Atlantic" site plan)

Hours in meetings and workshops (staff total) 3.5 hrs.

Projects and Cases (hours and explanation)

Comprehensive Plan Amendments	6 hrs. (Transmitted CHHA policy amendments to state and local planning agencies for review prior to 2 nd reading of the ordinance)
Site Development Plan – Davies Lighthouse Park improvements	3 hrs. (Updated Staff report, prepared public notice, and presented to Town Council)
Site Development Plan – “Condominiums on the Atlantic,” 4591 S. Atlantic Ave.	3 hrs. (Updated Staff report, and prepared public notice for Town Council and Special Planning Board meetings)
Variance appeal for 4958 S. Peninsula Dr.	1 hr. (Prepared Development Order granting variance appeal)
De-Annexation – 2829 N. Dixie Freeway	1 hr. (Finalized Staff report and presented to Town Council)
Easement vacation – 149 Bounty Lane	8 hrs. (Finalized Staff report, resolution, and public notice; presented to Planning Board)

Development review and assistance (hours and explanation)

Single-family	2.5 hrs. (Conducted landscape inspections to verify compliance for 2 new homes at 4736 Riverglen and 35 Ponce Inlet Key; Researched available options for subdivision fencing at Las Olas)
Multi-family	0 hrs.
Commercial/non-residential	0 hrs.

Other

Process Improvement/Coordination	22.5 hrs. (Updated Post Disaster Residential Buildback inventory, organized shared drive files, verified recorded status of previously issued certificates for certain multifamily properties, and optimized certificate template layout for recording in public records; Finalized 2020 public hearing and deadline calendar; Organized and cleaned up office and file room shelves)
Town Boat Ramp and Parking Lot	1 hr. (Designed new “No Commercial Activity” sign for the boat ramp and boat parking lot in coordination with Public Works)
Research	2 hrs. (Researched potential code exemptions for Chickee Huts under Florida Building Code and LUDC)

Professional Development

APA-FL Atlantic Coast Section	8 hrs. (Prepared 2020 budget and professional event calendar, 2019 annual report, and appreciation plaques for outgoing board members; presided at annual membership meeting)
FPZA Surfcoast Chapter	N/A
Training	0 hrs.

B. BUILDING

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

Phone calls	137
Walk-ins	77
E-mails	72

In-Depth Customer Response

Letters (including detailed e-mails)	20
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Permits

New Applications	73
Permits Issued	80
Plan Reviews	70
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	13
Total permits issued YTD	1,062
Business Tax Receipts/Home Occupations	10

Inspections

Permit Inspections - Approved	154
Permit Re-Inspections - Approved	9
Permit Inspections - Needing Corrections	2
Total inspections YTD	1,525
Total re-inspections YTD	18
Total inspections needing corrections YTD	38

Special Activity

Chief Building Official

Meetings	6 hrs. (Local Mitigation Strategy meeting; monthly BOIA meeting)
Training	0 hrs.
Process Improvement/Technology	N/A

Administrative Assistant

Meetings	FABTO meeting
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Training	2 hrs. (Making changes to the radon & certified recovery fees and calculations; Online webinar for quarterly reporting to the State for radon and certified recovery fees.)
Training provided	2 hrs. (Entering invoices for payment)
Process Improvement/Technology	3 hrs. (Numbering problem with invoices; making changes to code cases)
Scheduling and coordinating daily inspections	20 hrs.
Public records requests	0.5 hrs.
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	3
<u>Zoning Technicians</u>	
Meetings	0 hrs.
Permit review	60 hrs.
Scheduling and logging daily inspections	15 hrs.
Public records requests	2.5 hrs.
Scanning Project	35 hrs. (Scanning and File Tech storage)

Permit Correction Details

Permit #	Address	By	Reason for Correction
GAS-677-2019	150 Bounty Lane	HB	Connection at generator needs to be made as specified in Florida gas code 409.5.1. (no union between gas shut off and generator)
BLDR01092-2019	4 Daggett Circle	HB	Ventilation required per FBC 2017 1503.5

C. CODE ENFORCEMENT AND FIRE SAFETY

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

Phone calls	34
Walk-ins	4
E-mails	21

In-Depth Customer Response

Letters (including detailed e-mails)	2
Conferences with customers	2

Fire Safety

Inspections and Plan Review	35
Inspections and Plan Review YTD	723

Code Enforcement Investigations

New investigations	5
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Closed investigations	1
Active investigations	30
Total number of investigations YTD	323
Code Board cases this month	0
Total Number of cases YTD	35
Board and Council Meetings	
Code Board	0 hrs.
Town Council	0 hrs.
Liens	
Lien Requests	9
Lien Requests YTD	190
Professional Development	
Training	5.5 hrs. (East Central Florida Fire Prevention Association; NFPA 1021 – Incident Scene Management; Computer Training – Cyber security)
Process Improvement/Technology	N/A