



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: February 12, 2020
Subject: End-of-the-month report for January 2020

Below is the summary of the department's activities during the month of January 2020.

A. PLANNING AND ZONING

Incoming Customer Service Requests (between January 1 and January 31, 2020)

Phone calls	48
Walk-ins	7
E-mails	69

In-Depth Customer Response

Letters (including detailed e-mails)	19
Conferences with customers	8

Permit Reviews (staff total)

Building permits	14
Site visits/inspections	7
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	4 (Special Planning Board meeting, Town Council, Code Enforcement Board, Planning Board)
Number of staff reports written this month	3
1-23-20 Town Council	2 ("Condos on the Atlantic" site plan; Utility easement vacation – 149 Bounty Lane)
1-28-20 Planning Board	1 (Annual Training packet – Sunshine Law, Roberts Rules, Local Planning Agency duties, etc.)
Hours in meetings and workshops (staff total)	5.5

Projects and Cases (hours and explanation)

Pollard Park project	4 hrs. (Inspected and re-inspected landscape installation and prepared corrections list for contractor)
Site Development Plan – “Condominiums on the Atlantic,” 4591 S. Atlantic Ave.	4 hrs. (Prepared and presented Staff report at Special Planning Board meeting and Town Council)
De-Annexation – 2829 N. Dixie Freeway	9 hrs. (Prepared public hearing notice, along with 7-day follow up letters and map to state and county agencies as required by statute)
Easement vacation – 149 Bounty Lane	3 hrs. (Finalized Staff report and public notice; presented to Town Council)

Development review and assistance (hours and explanation)

Single-family	16.5 hrs. (Reviewed landscape and tree preservation plans and conducted landscape inspections to verify compliance for 9 new and existing single-family homes – 9 hrs.; <u>4717 S. Atlantic Ave.</u> , responded to complaints from resident about construction occurring next door – 1.5 hrs.; <u>4719 S. Atlantic Ave.</u> , communicated requirements for landscape upgrades to multiple contractors and property owner based on total scope of work– 6 hrs.)
Multi-family	2 hrs. (<u>4622 Links Village Blvd.</u> [Links Village South condo] post-disaster residential build-back certificate – 2 hrs.)
Commercial/non-residential	5 hrs. (<u>4933 S. Peninsula Dr.</u> [Veterans Memorial] assisted with proposed development permit application for in-ground speaker pole casings – 1 hr.; <u>4936 & 4958 S. Peninsula Dr.</u> [Daytona Parasail and Lighthouse Boatyard] researched requirements and procedures to allow shared parking and met with property owner to discuss – 2.5 hrs.; <u>4965 S. Peninsula Dr.</u> [Marine Science Center hospital] provided explanation of architectural regulations for proposed manufactured office building – 1.5 hrs.)

Other

Process Improvement/Coordination	7 hrs. (Created application form and standardized permit conditions for removal of Invasive Species)
Annual Planning Board training	6 hrs. (Edited and updated training materials, presented role of Local Planning Agency as required by state law and LUDC).

Research	3 hrs. (Parking and seating capacity for local restaurants; statutory restrictions for golf carts on public roads and sidewalks; Local Agency Program [LAP] procedures and requirements; state-mandated procedural requirements per HB 7103)
Staffing	4 hrs. (Evaluated applications for vacant Senior Planner position and created short list for interviews)

Professional Development

APA-FL Atlantic Coast Section	13 hrs. (Presided over monthly section meeting and attended quarterly state chapter meeting; prepared 1 st quarter section activity report; revised section banner design; assisted with Trails Trifecta sponsorship)
FPZA Surfcoast Chapter	3.5 hrs. (Attended monthly chapter meeting; edited and reviewed chapter Bylaws on Bylaws committee)
Training	1 hr. (“Resilient Coastal Sites” webinar)

B. BUILDING

Incoming Customer Service Requests (between January 1 and January 31, 2020)

Phone calls	106
Walk-ins	42
E-mails	63

In-Depth Customer Response

Letters (including detailed e-mails)	38
--------------------------------------	----

Permits

New Applications	76
Permits Issued	66
Plan Reviews	73
New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	0
Total permits issued YTD	66
Business Tax Receipts/Home Occupations	10

Inspections

Permit Inspections - Approved	230
Permit Re-Inspections - Approved	12
Permit Inspections - Needing Corrections	4
Total inspections YTD	230
Total re-inspections YTD	12
Total inspections needing corrections YTD	4

Special Activity

Chief Building Official

Meetings	Monthly BOIA meeting; call with Collective Water Resources, LLC about watershed management plans
Training	0
Process Improvement/Technology	0

Administrative Assistant

Meetings	Call with Collective Water Resources, LLC about watershed management plans
Training	0
Training provided	6.5 hrs. (misc. training to various staff members)
Process Improvement/Technology	3 hrs.
Scheduling and coordinating daily inspections	45 hrs.
Public records requests	0
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	15 hrs.

Zoning Technicians

Meetings	0
Permit review	0
Scheduling and logging daily inspections	7.5 hrs.
Public records requests	2.5 hrs.
Scanning Project	0

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-1581-2017	4818 S Peninsula Dr.	HB	Dock does not match approved plan. Contractor to revise permit for additional size and features or remove additional work completed that was not permitted.
BLDR-1128-2019	50 Jana Dr.	MP	Walkway size not on survey
BLDR-805-2019	4495 S Atlantic Ave., #3050	MP	No rough inspections were called in; no permit on site
BLDR-96-2019	105 Rains Dr.	MP	Tie downs not what is required on product approval

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests (between January 1 and January 31, 2020)

Phone calls	106
Walk-ins	6
E-mails	51

In-Depth Customer Response

Letters (including detailed e-mails)	3
--------------------------------------	---

Conferences with customers 0

Fire Safety

Inspections and Plan Review 73
 Inspections and Plan Review YTD 73

Code Enforcement Investigations

New investigations 23
 Closed investigations 10
 Active investigations 37
 Total number of investigations YTD 23
 Code Board cases this month 8
 Total number of cases YTD 8

Board and Council Meetings

Code Board 1
 Town Council 0

Professional Development

Training 9 hrs. (Volusia /Flagler Association of Code Enforcement; Fire Inspection Training [City of DBS]; NFPA 1021 – Incident Scene Management; NFPA 1021 – Information Management)

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of 1 st of month
2017-429	4349 S. Atlantic	\$250		\$250
2017-436	4349 S. Atlantic	\$250		\$250
2018-008	4865 S. Peninsula	\$250		\$250
2018-148	42 Jana Drive	\$250	\$20 As of 4-22-19	\$5,740 (287 days as of Feb. 1)
2018-243	92 Maura Terrace	\$250		\$250
2019-515	33 Inlet Harbor 4575 S Atlantic	\$250		\$250
2019-647	#6510	\$250		\$250
2019-649	4687 S Atlantic	\$250		\$250
2019-659	4693 S. Atlantic 4 Daggett Cove	\$250	\$25 As of 11-5-2019	\$2,175 (87 days as of Feb 1)
2019-722	Cir	\$250		\$250
				Total \$9,915