



## 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: March 9, 2020  
Subject: End-of-the-month report for February 2020

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

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

##### **Incoming Customer Service Requests (between February 1 and February 29, 2020)**

Phone calls	29
Walk-ins	12
E-mails	64

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

Letters (including detailed e-mails)	22
Conferences with customers	12

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

Building permits	20
Site visits/inspections	7
Landscape plan reviews	5
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	1
Number of staff reports written this month	3
1-23-20 Town Council	3 (Update memo for Ord. 2020-01 – CHHA Policies in Riverfront Commercial future land use category; Update memo for Ord. 2020-02 – CHHA regulations in B-2 and PWD zoning districts; Joint Project Agreement with Volusia County for S. Peninsula bikepath mobility project)

Hours in meetings and workshops (staff total)	2.5 hrs.
<b>Projects and Cases (hours and explanation)</b>	
Pollard Park redevelopment project	2 hrs. (Conducted final landscape re-inspection and sign-off)
S. Peninsula Drive Bikepath Mobility project	5 hrs. (Prepared Town Council staff report for city-county Joint Project Agreement; reviewed changes made by Town Attorney; coordinated with County staff for further review)
Site Development Plan – “Condominiums on the Atlantic,” 4591 S. Atlantic Ave.	4 hrs. (Prepared Final Site Plan Development Order document for recording in Volusia County public records)
De-Annexation – 2829 N. Dixie Freeway	3 hrs. (Filed ordinance and other documents with Volusia County public records and multiple state agencies as required by law)
Easement vacation and lot combination – 149 Bounty Lane	2.5 hrs. (Finalized easement vacation documents and lot combination form for recording)
Special event – 72 South Turn Circle	3.5 hrs. (Staff meeting to determine scope of request and appropriate conditions – 1.5 hrs.; follow-up meeting and review of applicable codes – 2 hrs.)
<b>Development review and assistance (hours and explanation)</b>	
Single-family	11 hrs. (Reviewed permits and researched plat requirements for 4 new single-family homes, including multiple landscape and tree preservation revisions)
Multi-family	N/A
Commercial/non-residential	N/A
<b>Other</b>	
Coastal Resiliency	2 hrs. (Began documenting public infrastructure vulnerable to sea level rise based on ECFRPC modeling software – 1 hr.; conference call with ECFRPC staff and review of slides for 3-10-20 Special Town Council meeting – 1 hr.)
Process Improvement/Coordination	2 hrs. (Created worksheet for use by Planning Board for review of quasi-judicial applications)
Emerald Isle canal sign removal and replacement request	4 hrs. (Investigated state agencies and recent permit history to determine responsibility of removal of SLOW sign, and requested replacement on behalf of certain residents)
Research	2 hrs. (Residential occupancy limits dwellings based on Florida Building Code requirements for emergency egress)

Staffing	5 hrs. (Interviewed 2 candidates for vacant Senior Planner position and ranked all 4 candidates interviewed for final job offer)
<b>Professional Development</b>	
APA-FL Atlantic Coast Section	6 hrs. (Presided over monthly section meeting and followed up on action items; edited event flyer for 21 <sup>st</sup> Century Schools tour)
FPZA Surfcoast Chapter	2 hrs. (Attended monthly chapter meeting; edited and reviewed chapter Bylaws on Bylaws committee)
Training	3 hrs. (Integrating Future Storm Surge into Emergency Management Planning workshop – 2 hrs.; Use of MailChimp and website software webinar – 1 hr.)

## **B. BUILDING**

### **Incoming Customer Service Requests** (between February 1 and February 29, 2020)

Phone calls	133
Walk-ins	139
E-mails	203

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

Letters (including detailed e-mails)	29
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### **Permits**

New Applications	99
Permits Issued	85
Plan Reviews	98
New Single-Family Residence Applications	2
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	0
Total permits issued YTD	151
Business Tax Receipts/Home Occupations	2

### **Inspections**

Permit Inspections - Approved	189
Permit Re-Inspections - Approved	11
Permit Inspections - Needing Corrections	0
Total inspections YTD	419
Total re-inspections YTD	23
Total inspections needing corrections YTD	4

### **Special Activity**

#### **Chief Building Official**

Meetings	3 hrs. (Monthly BOIA meeting)
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Training	0 hrs.
Process Improvement/Technology	0 hrs.

Administrative Assistant

Meetings	8 hrs. (Quarterly FABTO Central FL Chapter meeting; City of Deltona staff about Energov processes and trouble-shooting solutions)
Training	0 hrs.
Training provided	46 hrs. (training for new permitting staff)
Process Improvement/Technology	4 hrs.
Scheduling and coordinating daily inspections	6 hrs.
Public records requests	1 hrs. (2 requests)
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	2

Zoning Technicians

Meetings	0 hrs.
Scheduling and logging daily inspections	5.5 hrs.
Public records requests	3.5 hrs.
Scanning Project	0 hrs.

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
N/A	N/A	N/A	N/A

**C. CODE ENFORCEMENT AND FIRE SAFETY**

**Incoming Customer Service Requests** (between February 1 and February 29, 2020)

Phone calls	83
Walk-ins	5
E-mails	46

**In-Depth Customer Response**

Letters (including detailed e-mails)	1
Conferences with customers	3

**Fire Safety**

Inspections and Plan Review	0
Inspections and Plan Review YTD	48

**Code Enforcement Investigations**

New investigations	23
Closed investigations	10
Active investigations	39
Total number of investigations YTD	46
Code Board cases this month	4

Total number of cases YTD 12

**Board and Council Meetings**

Code Board 1  
 Town Council N/A

**Special Activity**

Meetings 3 hrs. (Towers 1-6 HOA and Towers 8-9 HOA regarding requirements for fire doors and fire inspections)  
 Training 9 hrs. (BOIA meeting at DB Airport regarding required radio signal repeaters for condo towers – 4 hrs.; East Central Florida Fire Prevention Assc. – 4 hrs.; Host Compliance Short Term Rental software webinar – 1 hr.)  
 Training Provided 2 hrs. (City of Deltona staff about Energov software)

**Outstanding Code Liens**

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of Mar. 1 <sup>st</sup>
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	313 days \$6,510
2018-243	92 Maura Terrace	\$250		\$250
2019-515	33 Inlet Harbor	\$250		\$250
2019-647	4575 S Atlantic #6510	\$250		\$250
2019-659	4693 S. Atlantic	\$250	\$25 As of 11-5-2019	115 days \$3,125
2019-722	4 Daggett Cove Cir	\$250		\$250
2019-773	4870 South Peninsula	\$250	\$50 As of 1-21-2020	40 days \$2,250
				<b>Total \$13,635</b>