



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: April 7, 2020
Subject: End-of-the-month report for March 2020

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

A. PLANNING AND ZONING

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

Phone calls	48
Walk-ins	9
E-mails	64

In-Depth Customer Response

Letters (including detailed e-mails)	24
Conferences with customers	5

Permit Reviews (staff total)

Building permits	47
Site visits/inspections	7
Landscape plan reviews	3
FDEP Letters of Confirmation	0
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	1 (4856 Sailfish Dr. – Certificate of Appropriateness)
Number of meetings and workshops	1 (Town Council)
Number of staff reports written this month	0
Hours in meetings and workshops (staff total)	1 hr.

Projects and Cases (hours and explanation)

Certificate of Appropriateness – 4856 Sailfish Drive	4 hrs. (Reviewed application; prepared public hearing notice letters and subsequent meeting cancellation letters)
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S. Peninsula Drive Bikepath mobility project	2 hrs. (Coordinated with Volusia County engineering staff and Town Attorney to prepare Local Agency Program (LAP) agreement and/or letter of support as part of the R2CTPO grant application for design and construction)
	48 hrs. completing the required FDOT application packet and preparing the supporting documents for the Annual Call for Projects and submitting them to the R2CTPO to request funding for the design and construction of the Town's Mobility Project
Minor replats/lot combinations	3 hrs. (Reviewed applications for 39-41 Ponce Inlet Key Dr.; 4712-4714 Montrose Ave.; 4735-4737 Riverglen Blvd.)
Post-Disaster Residential Buildback Certificate – Oceanquest condominium	3 hrs. (Researched all possible non-conformities with LUDC requirements; drafted certificate for recording in Volusia County public records)

Development review and assistance (hours and explanation)

Single-family	8 hrs. (Reviewed permits and conducted inspections for new and existing single-family homes, including landscape and tree preservation revisions)
Multi-family	N/A
Commercial/non-residential	2 hrs. (4965 S. Peninsula Drive [Marine Science Center Bird Sanctuary] – responded to questions about Ponce Inlet development requirements from prospective bidders on proposed modular office building)

Other

Process improvement/coordination	5 hrs. (Drafted Certificate of Appropriateness application form and checklist; created worksheet to determine required landscaping upgrades; edited monthly department deadline calendar; updated Planning projects and proposed public hearing schedule; revised development application procedure checklist)
Residential occupancy limits	3 hrs. (Researched occupancy limits and requirements from the LUDC, Florida Building Code, and International Property Maintenance Code in response to complaint at Beacon Point condos)
COVID-19 Response	6 hrs. (Assisted with coordination and implementation of new department work policies to continue business operations consistent with CDC guidelines and Executive Orders.)

Professional Development

APA-FL Atlantic Coast Section	3 hrs. (Prepared for hosting 21 st Century Schools tour; monthly Section conference call and follow-up)
FPZA Surfcoast Chapter	1 hr. (Monthly Chapter meeting with preparation and follow-up)
Training	8.0 hrs. (Economics of Development in Florida – 1.5 hrs.; 21 st Century Schools – 1.5 hrs.; Host Compliance software – 1 hr.; 2020 Legislative session wrap-up – 2.0 hrs.; Energov and IG-Inspect software – 2 hrs.)
Training Provided	4.5 hrs. (Provided training to department staff on public hearing deadline calendars, monthly reports, permit review procedures, Energov software, and Planning Division projects)

B. BUILDING

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

Phone calls	326
Walk-ins	137
E-mails	233

In-Depth Customer Response

Letters (including detailed e-mails)	43
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Permits

New Applications	112
Permits Issued	114
Plan Reviews	116
New Single-Family Residence Applications	2
New Single-Family Residence Permits Issued	3
New Single-Family Residence Permits Issued YTD	3
Total permits issued YTD	265
Business Tax Receipts/Home Occupations	3

Inspections

Permit Inspections - Approved	220
Permit Re-Inspections - Approved	12
Permit Inspections - Needing Corrections	4
Total inspections YTD	639
Total re-inspections YTD	35
Total inspections needing corrections YTD	8

Special Activity

Chief Building Official

Meetings	5 hrs. (Resiliency Town Council Meeting – 2 hr.; Resiliency Town Staff Meeting - 1 hr.; Annual Local Mitigation Strategies (LMS) Meeting via Skype – 2 hrs.)
Training	0 hrs.
Process Improvement/Technology	0 hrs.

Administrative Assistant

Meetings	4 hrs. (FABTO Executive Board Meeting – 1 hr.; Resiliency Town Council meeting - 1 hr.; Resiliency Town Staff meeting - 1 hr.; FABTO Conference prep/cancellation meeting – 1 hr.)
Training	1 hr. (Host Compliance Software Demo)
Training provided	5.5 hrs. (Planning staff)
Process Improvement/Technology	7.5 hrs.
Scheduling and coordinating daily inspections	20 hrs.
Public records requests	2 hrs.
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	3

Permit Technicians

Meetings	0 hrs.
Permit Review	80 hrs.
Scheduling and logging daily inspections	20 hrs.
Public records requests	4 hrs.
Scanning Project	75 hrs.

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-231-2020	108 Anchor Dr	RB	No pictures provided as per agreement, railing to be reinstalled for final inspection.
MECR-411-2019	4453 S Atlantic Ave #110	RB	Condenser only failed. Only 3 anchors, 4 required.
BLDR-270-2019	6 Mar Azul S	RB	Sewer needs to be plugged at point of connection @ public sewer and pressure tested with a 5 ft. pressure head @ building.
PLMC-92-2020	4940 S Peninsula Dr	RB	No air gap on drain pipes.

C. CODE ENFORCEMENT AND FIRE SAFETY

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

Phone calls	82
Walk-ins	2
E-mails	27

In-Depth Customer Response

Letters (including detailed e-mails)	48
Conferences with customers	2

Fire Safety

Inspections and Plan Review	63
Inspections and Plan Review YTD	181

Code Enforcement Investigations

New investigations	90
Closed investigations	69
Active investigations	58
Total number of investigations YTD	136
Code Board cases this month	0 (Meeting cancelled due to COVID-19)
Total number of cases YTD	12

Board and Council Meetings

Code Board	0
Town Council	N/A

Special Activity

Meetings	2 hrs. (Safety Committee Meeting and Staff Meeting)
Training	6.5 hrs. (East Central Florida Fire Prevention Association – 4 hrs.; Host Compliance Short Term Rental Launch Webinar – 1 hr.; Know Be4 Mobile Device Trainings - .5 hr.; NFPA 1021 - Leadership as a Group Influence – 1 hr.)
Training Provided	0 hrs.

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of April 1 st
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	344 days \$7,130
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	147 days \$3,925
2019-722	4 Daggett Cove Cir	\$250		\$250
2019-773	4870 South Peninsula	\$250	\$50 As of 1-21-2020	44 days \$2,450

Comp date 3-4-20
Total Outstanding
\$15,255