



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: May 6, 2020
Subject: End-of-the-month report for April 2020

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

A. PLANNING AND ZONING

Incoming Customer Service Requests (between April 1 and April 30, 2020)

Phone calls	53
Walk-ins	0
E-mails	133

In-Depth Customer Response

Letters (including detailed e-mails)	15
Conferences with customers	4

Permit Reviews (staff total)

Building permits	27
Site visits/inspections	10
Landscape plan reviews	2
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	0 (all meetings cancelled due to COVID-19)
Number of staff reports written this month	1 (Certificate of Appropriateness for 4856 Sailfish Dr. to be heard by the Cultural Services Board)
Hours in meetings and workshops (staff total)	0

Projects and Cases (hours and explanation)

Certificate of Appropriateness – 4856 Sailfish Dr.	13.5 hrs. (Sent out meeting cancellation letters due to COVID-19; prepared rescheduled meeting notice letters, property posting, and legal ad; prepared and reviewed draft staff report, and drafted presentation)
LUDC and Code of Ordinance Amendments	43.5 hrs. (Drafted response to citizen questions for Ord. 2020-02, CHHA development requirement in B-2 and PWD zoning districts – 18.5 hrs.; Drafted updates to CoO Ch. 18 - Building Regulations – 11.5 hrs., LUDC Sec. 4.10.4 regarding tree removal permits exemptions per HB 1159 – 4.5 hrs., LUDC Art. 4 “glitch” ordinance – 7 hrs., and fee resolution – 2 hrs.)
Coastal Resilience and Adaptation	9 hrs. (Prepared initial grant application to National Fish & Wildlife Foundation for vulnerability assessment – 3.5 hrs.; reviewed ECFRPC’s Regional Resilience Action Plan – 5 hrs.; reviewed FEMA’s Building Resilient Infrastructure and Communities (BRIC) grant application schedule – 0.5 hrs.)
Minor replats/lot combinations	5.5 hrs. (Prepared and reviewed staff reports, recording documents, and mailed unity of title to Volusia County Clerk for 4735 Riverglen and 4712 Montrose)

Development review and assistance (hours and explanation)

Single-family	10.5 hrs. (4687 S. Atlantic Ave., reviewed case history and permit fees for applicant – 2 hrs.; 100 Marie Dr., fence permit questions on corner lot – 1 hr.; 4529 S. Peninsula Dr., assisted applicant with development requirements following work without permit – 4 hrs.; 54 Loggerhead, assisted applicant with development requirements following work without permit – 3.5 hrs.; 115 Ponce Terrace, permitting requirements for sunroom – 2 hrs.)
Multi-family	2 hrs. (4591 S. Atlantic Ave. [formerly Condominiums on the Atlantic] drafted letter for real estate professional regarding development requirements and potential unit yield)
Commercial/non-residential	11.5 hrs. (133 Inlet Harbor Rd. [Off the Hook] researched development requirements for construction of new covered pavilion on top of existing deck – 1.5 hrs.; 4700 S. Peninsula Dr. [Ponce’s Happy Tails Dog Park] reviewed sign permit application and requirements – 1 hr.; 4965 S. Peninsula Dr. [Marine Science Center Bird Sanctuary] responded to questions about development requirements for proposed modular office building and ADA ramp – 6 hrs.; 4511 S. Atlantic [Racing’s North Turn] researched permit history and conditions for deck canopies – 2 hrs.)

Other

COVID-19 Response	9 hrs. (Researched and assisted with creation of procedures to conduct on-line virtual public meetings, and participated in test runs of equipment prior to May 4 th Cultural Services Board meeting)
Process improvement/coordination	2 hrs. (Drafted standard permit conditions for signs and coordination procedures for public hearing agenda items)
Recreational Vehicle Parking	3.5 hrs. (Researched existing RV/Boat parking and completed spreadsheet for tracking of legal non-conforming properties)

Professional Development

APA-FL Atlantic Coast Section	8.5 hrs. (Prepared 2 nd Quarter report for Chapter Executive Committee agenda – 1.5 hrs.; attended quarterly Chapter Executive Committee meeting – 4 hrs.; chaired monthly Section meeting – 2 hrs.; assisted PDO with registering event for CM credits – 1 hr.)
FPZA Surfcoast Chapter	1 hr. (Attended monthly Chapter meeting)
Training	3 hrs. (2020 Florida Legislative Wrap Up Webinar - 1.5 hrs.; Outside 2020; Sharing Perspectives Webinar – 1.5 hrs.)
Training Provided	5 hrs. (Provided training to Senior Planner on code requirements and department procedures)

B. BUILDING**Incoming Customer Service Requests** (between April 1 and April 30, 2020)

Phone calls	335
Walk-ins	0
E-mails	419

In-Depth Customer Response

Letters (including detailed e-mails)	31
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Permits

New Applications	91
Permits Issued	81
Plan Reviews	93
New Single-Family Residence Applications	2
New Single-Family Residence Permits Issued	2
New Single-Family Residence Permits Issued YTD	5
Total permits issued YTD	346
Business Tax Receipts/Home Occupations	1

Inspections

Permit Inspections - Approved	159
Permit Re-Inspections - Approved	4
Permit Inspections - Needing Corrections	2
Total inspections YTD	798
Total re-inspections YTD	39
Total inspections needing corrections YTD	10

Special Activity

Chief Building Official

Meetings	0
Training	0
Process Improvement/Technology	0

Administrative Supervisor

Training	0
Training provided	16 hrs.
Process Improvement/Technology	7 hrs.
Scheduling and coordinating daily inspections	15 hrs.
Permit Completeness Review	20 hrs.
Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals	1
Other Tasks	20.5 hrs. (Prepared Quarterly reports to State of FL and Volusia County – 2 hrs.; draft budget for department – 10 hrs.; address updates with Volusia County – 5 hrs.; created new labels for all rental permits files – 2 hrs.; worked on Resolution for adopting new LMS Plan and staff report – 1.5 hrs.)

Permit Technicians

Meetings	0
Permit Completeness Review	115 hrs.
Scheduling and logging daily inspections	22 hrs.
Public records requests	3 hrs. (115 Inlet Harbor Rd.; 4687 S. Atlantic Ave.; 4871 Sailfish Dr.)
Scanning Project	160 hrs. (files for S. Atlantic Ave. condominiums from 1992-current)

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-143-2020	4366 Candlewood Ln	RB	No backing or screws master shower in corner of right knee wall screws missing above knee wall guest bath. Water test for shower pans not done.
BLDR-272-2020	4971 S Peninsula Dr	RB	Two ground rods required.

C. CODE ENFORCEMENT AND FIRE SAFETY

Incoming Customer Service Requests (between April 1 and April 30, 2020)

Phone calls	68
Walk-ins	0
E-mails	19

In-Depth Customer Response

Letters (including detailed e-mails)	18
Conferences with customers	0

Fire Safety

Inspections and Plan Review	46
Inspections and Plan Review YTD	220

Code Enforcement Investigations

New investigations	41
Closed investigations	10
Active investigations	46
Total number of investigations YTD	177
Lien Requests	18
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	0

Special Activity

Meetings	Safety Committee Meeting – 1 hr.
Training	NFPA 1021 – Leadership as a group Influence – 1 hr. NFPA 1021 – Legal Responsibilities and Liabilities – 1 hr. NFPA 1021 – Pre-Incident Planning – 1 hr. NFPA 1021 – Professional Ethics – 1 hr. NFPA 1021 – Public Education Programs – 1 hr.
Training Provided	N/A

Outstanding Code Liens

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of May 1 st
2017-429	4349 S. Atlantic Ave.	\$250		\$250
2017-436	4349 S. Atlantic Ave.	\$250		\$250
2018-008	4865 S. Peninsula Dr.	\$250		\$250
2018-148	42 Jana Dr.	\$250	\$20 As of 4-22-19	(374 days – (4-30)) \$7,730
2019-515	33 Inlet Harbor Rd.	\$250	\$50	\$1,000

			As of 9-6-2019 to 9-26-2019 (\$1,000)	(\$250 admin fee paid)
2019-647	4575 S. Atlantic Ave. #6510	\$250		\$250
2019-653	4818 S Peninsula Dr.	\$250		\$250
2019-659	4693 S. Atlantic Ave.	\$250	\$25	177 days – (4-30)
			As of 11-5-2019	\$4,675
2019-773	4870 S. Peninsula Dr.	\$250	\$50	44 days
			As of 1-21-2020	\$2,450
				Compliance date 3-4-20
				Total Outstanding
				\$17,105