



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: Mike Disher, Assistant Director, Planning & Development
Date: July 15, 2020
Subject: End-of-the-month report for June 2020

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

A. PLANNING AND ZONING

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

Phone calls	86
Walk-ins	13
E-mails	119

In-Depth Customer Response

Letters (including detailed e-mails)	31
Conferences with customers	10

Permit Reviews (staff total)

Building permits	26
Site visits/inspections	11
Landscape plan reviews	2
FDEP Letters of Confirmation	0
Business tax receipts/Change of use permits	0

Board and Council activity

New case applications	2 (CSB Specimen Tree Removal - 4908 S. Peninsula Dr.; PB Driveway Variance – 39 Caribbean Way)
Number of meetings and workshops	3 (Cultural Services Board; Town Council; Planning Board)
Number of staff reports written this month	5 (Use of public boat ramp for commercial purposes; Code amendment for exterior lighting; Quasi-judicial criteria worksheets; 4908 S. Peninsula Dr. specimen tree removal; Small wireless facilities in the right-of-way)
Hours in meetings and workshops (staff total)	12.5 hrs.

Projects and Cases (hours and explanation)

LUDC and Code of Ordinance Amendments

23.5 hrs. (Researched small wireless communication facility regulations located in the right-of-way, wrote and reviewed staff report for Town Council, and created presentation – 17 hrs.; continued work on tree removal permit exemptions per HB 1159 – 2 hrs.; analyzed effect of recent state legislation on micromobility devices and E-bikes – 3.5 hrs.)

S. Peninsula Mobility Project

13 hrs. (Presented project update to Cultural Services Board and answered questions from Board members and the public; prepared response to e-mailed questions from and then met with concerned resident; researched FDOT and Volusia County sidewalk standards)

Inlet Harbor Estates Subdivision

6.5 hrs. (Coordinated plat signatures and review by independent surveyor, responded to surveyor questions, and reviewed final easement documents for recording)

Specimen Tree Removal – 4908 S. Peninsula

9 hrs. (Met with applicants, wrote and edited staff report for Cultural Services Board, created and reviewed staff presentation)

Development review and assistance (hours and explanation)

Single-family

19 hrs. (4719 S. Atlantic Ave., responded to neighbor’s complaint regarding unpermitted landscape installation and coordinated resolution with property owner and contractors – 1.5 hrs.; 4746 Dixie Dr., inspected unpermitted tree removal caused by excessive trimming, corresponded with resident and neighbor regarding code violations, penalty, and remedy – 7 hrs.; 136 Old Carriage Rd., met with owner about proposed dock expansion and Town requirements, plus researched permit history and prepared follow-up correspondence – 5 hrs.; 4516-4520 S. Peninsula Dr., inspected Brazilian Pepper clearing and maintained communication with neighbors throughout – 4 hrs.; 4908 S. Peninsula Dr., assisted future property owners with specimen tree removal and development questions – 1.5 hrs.)

Multi-family

3.5 hrs. (Las Olas subdivision – answered question whether speed bumps are allowed on private roads, including Code review and response from Fire and Police Depts. – 2 hrs.; South Turn subdivision – analyzed subdivision covenants for proposed elimination of minimum square footage requirement in excess of zoning standards – 1.5 hrs.)

Commercial/non-residential

1 hr. (55 Inlet Harbor Rd. [Oceanwear Surf Shop] – provided information regarding allowable signage and Special Exception procedures for a proposed farmer’s market)

Other

FDEO Technical Assistance Grant application	7.5 hrs. (Prepared grant application to fund consultant services to assess vulnerabilities, conduct public workshops, surveys, and charrettes, and update comprehensive plan policies related to coastal resiliency.
Elbers Sunset Park	2 hrs. (Presented requested information to the Cultural Services Board and answered questions from Board members and the public; assisted Cultural Services Mgr. with follow-up information for the Town Council)
Planning Board coordination (filling in for Board Secretary)	5.5 hrs. (Coordinated with Board members to establish quorum, prepared meeting agenda, prepared Summary of Action, and edited meeting minutes)

Professional Development

APA-FL Atlantic Coast Section	8 hrs. (Prepared agenda topics for and then chaired monthly Section meeting; attended quarterly Chapter meeting)
Training	5.5 hrs. FEMA Independent Study (IS-700.B: An Introduction to the National Incident Management System and IS-100.C: Introduction to the Incident Command System, ICS 100)

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

Phone calls	200
Walk-ins	140
E-mails	350

In-Depth Customer Response

Letters (including detailed e-mails)	40
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Permits

New Applications	120
Permits Issued	87
Plan Reviews	80
New Single-Family Residence Applications	1 (120 Old Carriage Rd.)
New Single-Family Residence Permits Issued	1 (65 Loggerhead Ct.)
New Single-Family Residence Permits Issued YTD	7
Total permits issued YTD	535
Business Tax Receipts/Home Occupations	1

Inspections

Permit Inspections - Approved	232
Permit Re-Inspections - Approved	8

Permit Inspections - Needing Corrections 5
 Total inspections YTD 1,159
 Total re-inspections YTD 51
 Total inspections needing corrections YTD 16

Special Activity

Chief Building Official

Meetings 1 (Phone conference with Elizabeth Perez regarding Watershed Management Plan)
 Training NA

Administrative Assistant

Meetings 1 (Phone conference with Elizabeth Perez regarding Watershed Management Plan)
 Training NA
 Training provided 10 hrs.
 Process Improvement/Technology 3 hrs. (Parcel corrections with Volusia County for GIS)
 Scheduling and coordinating daily inspections 0 hrs.
 Public records requests 0
 Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals 2

Permit Technicians

Meetings 0
 Permit Review 160 hrs.
 Scheduling and logging daily inspections 3 hrs.
 Public records requests 1 hr. (4590 S. Atlantic Ave.)
 Scanning Project 110 hrs.

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR 961-2019	46 Loggerhead Ct.	RB	Revision required for additional concrete
POOL 1020-2019	4719 S. Atlantic Ave.	RB	Not complete - light not installed; wires not connected

C. CODE ENFORCEMENT AND FIRE SAFETY

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

Phone calls 106
 Walk-ins 7
 E-mails 24

In-Depth Customer Response

Letters (including detailed e-mails) 30

Conferences with customers 0

Fire Safety

Inspections and Plan Review 61
 Inspections and Plan Review YTD 333

Code Enforcement Investigations

New investigations 84
 Closed investigations 70
 Active investigations 40
 Total number of investigations YTD 292
 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 Integrated Damage Assessment Model (IDAM) –
 Hurricane training for FEMA – 3 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	(435 days – (6-30) \$8,950
2019-515	33 Inlet Harbor	\$250	\$50 As of 9-6-2019 to 9-26-2020 (\$1,000)	\$1,000 ((\$250 admin fee paid)
2019-653	4818 South Peninsula	\$250		\$250
2019-659	4693 S. Atlantic	\$250	\$25 As of 11-5-2019	238 days – (6-30) \$6,200
2019-773	4870 South Peninsula	\$250	\$50 As of 1-21-2020	44 days \$2,450 Comp date 3-4-20
				Total Outstanding
				\$19,600