



## 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: August 7, 2020  
Subject: End-of-the-month report for July 2020

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

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

##### **Incoming Customer Service Requests (between July 1 and July 31, 2020)**

Phone calls	59
Walk-ins	6
E-mails	104

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

Letters (including detailed e-mails)	17
Conferences with customers	10

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

Building permits	33
Site visits/inspections	4/6
Landscape/tree removal plan reviews	4
FDEP Letters of Confirmation	0
Business tax receipts/Change of use permits	3

##### **Board and Council activity**

New case applications	2 (Boat slip allocations for 4899 Front St. and 4912 Sailfish Dr.)
Number of meetings and workshops	4 (Cultural Services Board, Town Council budget meeting and regular meeting, Planning Board)
Number of staff reports written this month	4 (Dvorak reduced parking agreement; speed limit update for S. Peninsula Dr., micro-mobility devices and e-bikes; variance for 39 Caribbean Way)
Hours in meetings and workshops (staff total)	14

##### **Projects and Cases (hours and explanation)**

LUDC and Code of Ordinance Amendments	22.5 hrs. (Researched, reported, and presented information on state regulations for micro-mobility devices and e-bikes to the Town Council for future code amendment; researched State and Town regulations on golf carts and low-speed vehicles in response to resident inquiry and possible future code amendment; research and draft regulations for small wireless facilities in rights-of-way)
Variance for 39 Caribbean Way	27 hrs. (Prepared public notice, sign for posting, staff report, and agenda packet; presented case at the 7-28-20 Planning Board meeting; and answered questions from Board members)
Tree Removal for 4908 S. Peninsula Dr.	3.5 hrs. (Created PowerPoint, presented case at the 7-6-20 Cultural Services Board meeting, and responded to applicant inquiries)
Boat slip allocations for 4899 Front St. and 4912 Sailfish Dr.	22 hrs. (Coordinated pre-application meeting with staff and applicant; reviewed boat slip allocation procedures; reviewed applications for completeness and accuracy and drafted comment letters to applicant)
S. Peninsula Drive speed limit and mobility project	9.5 hrs. (Researched and presented information to Town Council regarding state laws to change speeds limits, along with a recommendation from the mobility project Feasibility Study to lower the speed limit; met with resident regarding 8-foot sidewalk design and safety standards)

**Development review and assistance (hours and explanation)**

Single-family

14.5 hrs. (4671 S. Atlantic Ave., responded to resident's concerns about possible encroachment of adjacent property improvements – 2 hr.; 4687 S. Atlantic Ave., answered zoning and permitting questions for proposed addition – 1hr.; 65 Beach St., assisted property owner with tree removal regulations – 1hr.; 4734 Dixie Dr., coordinated Staff response to dispute between homeowner and contractor for exterior stairs – 1 hr.; 119-121 Marie Dr., researched surrounding development in response to resident's drainage concerns – 1 hr.; 136 Old Carriage Rd., researched history of Town's dock regulations to verify application on TIIF-deeded properties – 4 hrs.; 4805 S. Peninsula Dr.; answered zoning questions for potential buyers – 1 hr.; 4818 S. Peninsula Dr., reviewed proposed dock and assisted owner with required modification for code compliance – 1.5 hrs.; 121 Ponce de Leon Cir., answered questions about dock permitting requirements – 1 hr.; 41 Ponce Inlet Key Ln., answered permitting questions for proposed pool house on combined two-parcel lot – 1 hr.)

Multi-family

N/A

Commercial/non-residential	5.5 hrs. (4700 S. Peninsula Dr. [Ponce's Happy Tails Dog Park], reviewed landscaping and setback requirements for proposed artificial turf installation – 1 hr.; 4965 S. Peninsula Dr. [Marine Science Center bird sanctuary] Reviewed site plan application submittal and review process with Volusia County staff; reviewed and confirmed proposed scope of work for County's design consultant – 3.5 hrs.; 4958 S Peninsula Dr. [Lighthouse Boatyard], reviewed boat slip site plan for added lifts )
<b>Other</b>	
Coastal Resiliency	2.5 hrs. (Reviewed FDEP instructional webinar for preparing this year's Florida Resilient Coastlines Grant application; reviewed St. Johns River WMD webinar on the district's resiliency program)
Permitting Assistant position	4.5 hrs. (Updated job description and advertisement in coordination with HR and senior management; interviewed candidates)
Planning Board coordination (filling in for Board Secretary)	1.5 hrs. (Notes for Summary of Action and Minutes for July regular meeting)
<b>Professional Development</b>	
APA-FL Atlantic Coast Section	2 hrs. (Attended bi-monthly virtual chapter meeting)
FPZA (Florida Planning & Zoning Assoc.)	2 hrs. (Attended monthly chapter meeting)
Surfcoast Chapter	
Training	3 hrs. (Viewed webinar on Florida Friendly palm tree identification – 1.5 hrs.; participated in APA webinar "Ethnics for Planners" – 1.5 hrs.)

**B. BUILDING**

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

Phone calls	156
Walk-ins	170
E-mails	313

**In-Depth Customer Response**

Letters (including detailed e-mails)	10
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**Permits**

New Applications	105
Permits Issued	99
Plan Reviews	95
New Single-Family Residence Applications	0
New Single-Family Residence Permits Issued	1
New Single-Family Residence Permits Issued YTD	8
Total permits issued YTD	634

Business Tax Receipts/Home Occupations 3

**Inspections**

Permit Inspections - Approved 196  
 Permit Re-Inspections - Approved 12  
 Permit Inspections - Needing Corrections 3  
 Total inspections YTD 1355  
 Total re-inspections YTD 63  
 Total inspections needing corrections YTD 19

**Special Activity**

Chief Building Official

Meetings 0

Office Manager

Meetings 0  
 Training 40 hrs. (Florida Association of Business Tax Officials (FABTO) Conference)  
 Training provided 5 hrs.  
 Process Improvement/Technology 2 hrs. (Parcel corrections with Volusia County for GIS)  
 Scanning Project 4 hrs.  
 Public records requests 1  
 Annual Business Tax Receipt (BTR) and Home Occupational Permit renewals 3

Permit Technicians

Meetings 0  
 Public records requests 4 (122 Ponce De Leon Ave., 41 Jana Ct., 4799 S. Atlantic Ave., 81 Rains Dr.)  
 Scanning Project 40 hrs.

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
MECR 585-2020	80 Jennifer Cir.	RB	Drain line leaking in garage
MECR 230-2020	30 Inlet Harbor Rd. #605	RB	Drain (FBC.M 1411.3.1.;1411.3.1.1)
MECR 726-2020	54 Rains Ct.	RB	Ducts at plenum ceiling to be sealed

**C. CODE ENFORCEMENT AND FIRE SAFETY**

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

Phone calls 105  
 Walk-ins 3  
 E-mails 44

**In-Depth Customer Response**

Letters (including detailed e-mails) 6

Conferences with customers 0

**Fire Safety**

Inspections and Plan Review 51  
 Inspections and Plan Review YTD 384

**Code Enforcement Investigations**

New investigations 43  
 Closed investigations 26  
 Active investigations 44  
 Total number of investigations YTD 292  
 Code Board cases this month 7  
 Total number of cases YTD 19

**Board and Council Meetings**

Code Board 1 hr.  
 Town Council 0

**Special Activity**

Training 17 hrs. (Florida Business Tax Officials – 1 hr.; Florida Association of Code Enforcement [FACE] Annual Conference – 16 hrs.)

**Outstanding Code Liens**

Case #	Address	Administrative Fee	Daily fine (start date)	Amount due as of August 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	466 days - \$9,320
2019-515	33 Inlet Harbor	\$250	\$50 As of 9-6-2019 to 9-26-2020	20 days - \$1,000 (\$250 admin fee paid)
2019-659	4693 S. Atlantic	\$250	\$25 As of 11-5-2019	269 days - \$6,725
2019-773	4870 South Peninsula	\$250	\$50 As of 1-21-2020	44 days - \$2,450 Comp date 3-4-20
2020-080	132 Anchor Drive	\$250		\$250
2020-127	4545 S Atlantic #3301	\$250		\$250
2020-134	4738 Dixie	\$250		\$250
2020-214	107 Rains	\$250		\$250
2020-243	107 Rains	\$250		\$250
				<b>Total Outstanding</b>
				<b>\$21,495</b>