

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
SEPTEMBER 14, 2018**

**MEMBERS PRESENT:** David Hilston, Chairman  
Steve Adams, Utilities Engineering Manager  
Randy Cole, Chief Building Official  
Lisa Hannon, Zoning Official  
Jennifer Molnar, Fire Marshal  
Norman Nahra, Police Captain  
Linda Sposito, Senior Project Manager

**OTHERS PRESENT:** David McCarty, Code Compliance Supervisor  
Kevin Rainey, Todd Rebol, George Sansone,  
Janet Thorne, Kathy Burnham, Jerry Cleffi,  
Jim Finch, John Wright

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- B. Next Scheduled Meeting
- 1. September 28, 2018

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**APPROVAL OF MINUTES**

- A. August 24, 2018
- Ms. Molnar MOVED, Ms. Hannon SECONDED approval of the August 24, 2018, minutes.  
MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

- A. DRC-10-18 – 77 Tamiami Trail – Parking Lot
- Ms. Hannon reviewed comments and requirements from the staff report, as delineated in the agenda material, noting staff recommended the address be changed to Harborside Avenue due to the location of the proposed configuration’s ingress/egress. She then explained staff would sign the approval letter upon receipt of the letter of approval from Florida Department of Transportation (FDOT) was received by the City.
- Mr. Adams noted a utility adjustment was required.

**NOTE: The following discussion was heard following Item K.**

- Ms. Sposito requested documentation of FDOT concurrence.
- Mr. Adams inquired as to a potential forcemain adjustment.
- Mr. Kevin Rainey replied Southwest Engineering would coordinate same with the Utilities Department.

- Mr. Adams requested a sketch addressing the storm drain which conflicted with the forcemain.
- B. DRC-11-18 – 900 West Marion Avenue – Building Remodel
- Ms. Hannon reviewed comments and requirements from the staff report, as delineated in the agenda material, stating the only proposed construction was an interior driveway connection/addition from West Retta Esplanade to the under-building parking.
  - Mr. Todd Rebol, Banks Engineering, noted the project fell under the prior Southwest Florida Water Management District permit.
- C. Event Permit: 18-149217; Charlotte High School Annual Homecoming Parade 2018; October 11, 2018 with a rain date of October 12, 2018; From Downtown Punta Gorda to Charlotte High School on Cooper Street
- Mr. David McCarty, Code Compliance Supervisor, displayed an overhead of the proposed site plan, as delineated in the agenda material, noting the staging sites would be closed intermittently and an FDOT permit was required. He requested a copy of the certificate of insurance naming the City as additional insured.
  - Mr. George Sansone, event organizer, replied the certificate of insurance had been submitted, and the FDOT permit was in progress.
  - Ms. Molnar stated the Fire Department would participate in the event as usual.
  - Mr. Nahra noted the Police Department would provide in-kind services, questioning the parade's end location.
  - Mr. Sansone replied the parade would end at the Charlotte Performing Arts Center.
  - Mr. Nahra confirmed the parade would begin at 6:30 p.m.; however, if the rain date of October 12, 2018 was necessary, the parade would begin at 4:30 p.m.
  - Ms. Hannon MOVED, Ms. Sposito SECONDED to approve Event Permit #18-149217 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- D. Event Permit: 18-149323; Diocese of Venice Youth Rally; November 3, 2018; Event Center 75 Taylor Street & Sullivan Street
- Mr. McCarty displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a signed road closure form, a copy of the certificate of insurance naming the City as additional insured and a letter of authorization from the property owner. He noted the event organizer was required to send the merchants on Sullivan Street a letter regarding the event.
  - Ms. Molnar stated more than a single ten foot by ten foot canopy would require a tent permit.
  - Mr. Nahra inquired as to the desired number of police officers.

- Ms. Janet Thorne, replied at least four; however, the Chancellor might request two or three additional officers.
  - Ms. Molnar MOVED, Ms. Hannon SECONDED to approve Event Permit #18-149323 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- E. Event Permit: 18-149289; Fall Festival 1st Baptist Church; October 31, 2018; 459 Gill Street
- Mr. McCarty, displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a digital example of the proposed off-premises signage and list of locations for same.
  - Ms. Molnar stated more than a single ten foot by ten foot canopy would require a tent permit, noting additional patrols would be conducted in the subject area due to the number of events held that day.
  - Mr. Nahra noted police officers would conduct patrols in the area as well.
  - Ms. Hannon explained a shuttle service was planned to alleviate parking in the downtown area.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED to approve Event Permit #18-149289 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- F. Event Permit: 18-149212; Fishermen's Village Lighting of the Village; November 17, 2018; Fishermen's Village
- Ms. Molnar stated a two-medic team would be assigned to this event. She noted more than a single ten foot by ten foot canopy would require a tent permit.
  - Mr. Nahra questioned if one officer scheduled to work from 5:00 p.m. to 10:30 p.m. and a second officer scheduled from 7:00 p.m. to 10:00 p.m. was still sufficient.
  - Ms. Kathy Burnham, event organizer, clarified the first officer was requested from 5:00 p.m. to 11:00 p.m.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED to approve Event Permit #18-149212 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- G. Event Permit: 18-149215; Fishermen's Village New Year's Eve Celebration & Fireworks Display; December 31, 2018; Fishermen's Village
- Ms. Molnar noted a permit would be required for the fireworks display, explaining the event fell under the jurisdiction of the Punta Gorda Fire Department and the United States Coast Guard.
  - Mr. Nahra confirmed one officer was requested from 9:00 p.m. to 1:00 a.m., and a second officer was requested from 10:00 p.m. to 1:00 a.m.
  - Ms. Burnham stated she was also coordinating with certain outside agencies.

- Ms. Molnar MOVED, Ms. Sposito SECONDED to approve Event Permit #18-149215 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- H. Event Permit: 18-149187; Smuggler's Event Management Haunting on the Harbor; October 26, 27, 28, 31, 2018; 115 Tamiami Trail (Marketplace Property)
- Mr. McCarty requested a copy of the alcoholic beverage license when it became available.
  - Ms. Molnar noted a Fire Department stand-by, a tent permit and specific inspections were required.
  - Mr. Nahra confirmed Mr. Jerry Cleffi, event organizer, desired an officer's presence at the haunted house. He further confirmed one officer was requested from 5:00 p.m. to 11:00 p.m., and a second officer was requested from 7:00 p.m. to 11:00 p.m. on October 26, 2018, October 27, 2018, and October 31, 2018.
  - Mr. Cleffi noted police officers were requested for October 28, 2018, from 7:00 p.m. to 10 p.m.
  - Mr. Nahra confirmed there would be no events other than the haunted house.
  - Ms. Molnar MOVED, Ms. Hannon SECONDED to approve Event Permit #18-149187 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- I. Event Permit: 18-149190; Premier Auto Auction; November 27 - December 4, 2018; Charlotte Harbor Event and Conference Center
- Mr. McCarty noted Mr. Cleffi would separate this event from the tree lighting event with fencing.
  - Ms. Molnar requested all display vehicles remain clear of the building's fire equipment and parking lot hydrants as well as maintenance of 20 feet of roadway access through the parking lot.
  - Mr. Nahra inquired as to the scheduling of requested police officers.
  - Mr. Jim Finch, event organizer, replied he would provide a schedule to Mr. Nahra.
  - Ms. Hannon questioned if plans had been made for the semi-trailer trucks which would bring in the vehicles for auction. She advised recreational vehicles could not be parked on vacant lots.
  - Mr. Finch replied some of the semi-trailer trucks would be parked at the former U-Save site, questioning if same was acceptable.
  - Ms. Hannon advised arrangements should be made with the property owner, requesting a letter of authorization.
  - Ms. Molnar MOVED, Ms. Hannon SECONDED to approve Event Permit #18-149190 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- J. Event Permit: 18-149180; Third Thursday Wine Walk Annual Review; Third Thursday of Every Month; Downtown Punta Gorda

- Ms. Molnar stated more than a single ten foot by ten foot canopy would require a permit.
  - Mr. Nahra announced extra patrols would be conducted in the area.
  - Ms. Hannon clarified this event had previously been known as Gallery Walk.
  - Mr. John Wright, event organizer, explained non-profit organizations would be required to set up between Angela's Café and Ace Hardware, requesting the permit application be revised to allow attendance of 15 non-profit organizations.
  - Ms. Hannon replied same could be done provided the sidewalks were not blocked. She then noted an alcoholic beverage permit might be required through the Division of Alcoholic Beverages and Tobacco (ABT).
  - Mr. Wright replied ABT advised a permit would not be required as of September 2018; however, a permit for the purchase of wine might be required starting in October 2018.
  - Ms. Hannon requested a copy of a letter regarding ABT's final decision.
  - Mr. Nahra confirmed wine samples would be consumed within each facility.
  - Ms. Molnar MOVED, Ms. Hannon SECONDED to approve Event Permit #18-149180 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- K. Event Permit: 18-149290; Twin Tot Walk & 5k; November 11, 2018; Laishley Park Community Room & Courtyard
- Mr. McCarty displayed the site plan, as delineated in the agenda material, requesting a copy of the certificate of insurance naming the City as additional insured and a digital example of the proposed off-premise signage and list of locations for same.
  - Ms. Molnar stated more than a single ten foot by ten foot tent would require a permit.
  - Mr. Nahra confirmed the organizers had requested a one-officer detail at the Laishley Park boat ramp from 4:00 to 6:00 p.m. and a volunteer for Pittman Street and West Retta Esplanade.
  - Ms. Molnar MOVED, Ms. Hannon SECONDED to approve Event Permit #18-149290 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

#### **ADJOURNMENT**

- Meeting Adjourned: 9:31 a.m.

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David Hilston, Chairman

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Sara Welch, Recording Secretary