

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
JANUARY 25, 2019**

**MEMBERS PRESENT:** David Hilston, Chairman  
Randy Cole, Chief Building Official  
Lisa Hannon, Zoning Official  
Tom Jackson, Utilities Director  
Jennifer Molnar, Fire Marshal  
Norman Nahra, Police Lieutenant  
Linda Sposito, Senior Project Manager

**OTHERS PRESENT:** Justin Brand, Frank Desguin

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- B. Next Scheduled Meeting
- 1. January 25, 2019

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**APPROVAL OF MINUTES**

- A. January 11, 2019
- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of the January 11, 2019 minutes.  
MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

**Note: Item A was heard following Item G.**

- A. Event Permit: 18-151025; Relay for Life of Charlotte County; April 6, 2019; Laishley Park
  - Ms. Hannon requested cleanup of the event by 10:00 p.m. and clarification of off-site parking.
  - Ms. Molnar advised a tent permit was required.
  - Mr. Nahra requested clarification of peak attendance, noting attendance of more than 1,000 would require a one-officer detail.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-151025 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- B. Event Permit: 18-151037; Springfest 5k; April 7, 2019; Laishley Park Pavilions
  - Ms. Hannon requested submission of the Fire Safety Checklist, Facilities Maintenance contract and Laishley Park rental contract. She clarified the route to be used, noting another event would take place the same day in the Park's open space.
  - Ms. Molnar advised more than a single canopy would require a permit.

- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-51037 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. Event Permit: 18-151041; Beyond the Looking Glass: A Night of Philanthropy; April 20, 2019; Laishley Park
  - Ms. Hannon confirmed anticipated attendance was between 400 and 450, noting the application required a signature. She then advised cleanup must be completed by 10:00 p.m. on April 20, 2019.
  - Mr. Justin Brand, representative, replied the tent company was contracted for same.
  - Ms. Molnar advised a tent permit was required, requesting notification if anticipated attendance reached 2,000 so a Fire Department standby could be scheduled.
  - Mr. Nahra stated a one-officer detail was required, confirming the invoice should be sent to Ms. Ashley Maher or Mr. Brand.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-151041 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

**Note: Item D was heard following Item A.**

- D. Event Permit: 18-151031; Drug Free Punta Gorda 5k; February 17, 2019; Charlotte High School
  - Ms. Hannon requested a Certificate of Insurance naming the City as additional insured.
  - Mr. Nahra stated he would clarify whether the Charlotte County Sheriff's Department or the Punta Gorda Police Department would provide the required officer and volunteer.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-151031 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

**Note: Item E was heard following Item C.**

- E. Event Permit: 19-151195; Premier Auto Auction; March 12-19, 2019; Charlotte Harbor Event and Conference Center
  - Ms. Hannon confirmed the event would be limited to the Charlotte Harbor Event & Conference Center property, City Marketplace would be used for parking and the applicant was coordinating with the Police Department for assistance with traffic.
  - Ms. Molnar advised a tent permit was required.
  - Mr. Nahra stated nighttime security was scheduled from March 13, 2019, through March 18, 2019, and a one-officer detail was scheduled during the event.
  - Mr. Cole advised any temporary structures installed to provide access to City Marketplace from Harborside Avenue must be removed following the event.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #19-151195 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

**Note: Item F was heard following Item D.**

- F. Event Permit: 19-151196; St. Patrick's Day; March 17-18, 2019; Celtic Ray Public House
  - Ms. Hannon requested payment of the application fee and a copy of the alcoholic beverage license's extension of premises, expressing uncertainty as to whether the applicant had coordinated with staff for maintenance of traffic. She spoke in favor of continuing this item.
  - Consensus of the Committee was to continue this item to February 8, 2019.

**Note: Item G was heard following Item E.**

- G. Event Permit: 19-151285; Florida Frontier Days; February 21 - 23, 2019; History Park
  - Ms. Hannon clarified the proposed parking locations as delineated on the site map. She requested a Certificate of Insurance naming the City as additional insured.
  - Mr. Frank Desguin, representative, replied same had been submitted to Ms. Jennifer Daumann, Executive Assistant.
  - Ms. Molnar advised a tent permit was required.
  - Mr. Desguin stated a second individual had requested permission to park an RV onsite to provide overnight security.
  - Ms. Hannon replied consideration of same would be presented to City Council on February 6, 2019.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #19-151285 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT**

- Meeting Adjourned: 9:15 a.m.

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David Hilston, Chairman

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Sara Welch, Recording Secretary