

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
SEPTEMBER 27, 2019**

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

**OTHERS PRESENT:** Jennifer Daumann, Executive Assistant  
Bill Akins, Paul Russo

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- B. Next Scheduled Meeting
- 1. October 11, 2019

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**APPROVAL OF MINUTES**

- A. September 13, 2019 minutes were not available at time of distribution

**NEW BUSINESS**

- A. Event Permit: 19-154853; Welcome Home Vietnam Vets 2020; March 28, 2020; Laishley Park
  - Ms. Jennifer Daumann, Executive Assistant, displayed an overhead of the proposed site plan from the agenda material, then requested a copy of the alcoholic beverage license, a Certificate of Insurance naming the City as additional insured as well as completed Off-duty Fire Department, Off-duty Police Officer, Facility Maintenance, and Laishley Park Rental contracts. She stated the City's Facilities and Maintenance Division required two weeks' notice to provide for electric and water needs, noting the Harborwalk entrance must be staked or fenced a minimum of twenty-four hours prior to the event. She noted a Florida Department of Transportation permit and road closure form were required, adding the applicant's request for closure of the Harborwalk would be scheduled for City Council's consideration. She concluded the event organizer needed permission from the Punta Gorda Airport for the scheduled helicopter landing.

- Mr. Nahra stated in-kind services would be provided. He clarified the motorcyclists participating in the parade were required to remain at a speed of three to five miles per hour behind the lead officers' vehicle. He then questioned the exact start time of the parade.
  - Mr. Bill Akins, applicant, replied the parade would begin at 10:00 a.m.
  - Mr. Nahra inquired as to when alcohol would be served within Laishley Park.
  - Mr. Akins replied alcohol would be served between 12:00 p.m. and 8:00 p.m.
  - Mr. Nahra commented the estimated attendance of 2,500 required a three-officer detail, noting he would meet with Ms. Jennifer Molnar, Fire Marshal, as the estimated attendance met the criteria for a Fire Department stand-by.
  - Mr. Akins stated he would remain in contact with the Police Department and Fire Department regarding same.
  - Mr. Jackson MOVED, Ms. Hannon SECONDED approval of Event Permit #19-15483 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- B. 520 King Street - Courtesy DRC review
- Ms. Hannon announced staff met with the developers regarding the existing structure at 520 King Street, proposed exterior additions, a dumpster enclosure and parking lot improvements. She stated staff had requested a courtesy review of the project since the cubicle content did not exceed 10% of the existing structure. She pointed out the site plan in the agenda material contained an error which stated parking space three was 5 feet 20 inches rather than 9 feet wide. She then read an email from Mr. Mark Gering, City Engineer, regarding the proposal, concluding the developers would need to work with the Engineering Division and Public Works Department to ensure proper drainage into the City's sewer system.
  - Mr. Paul Russo, applicants' representative, inquired as to who should be contacted.
  - Ms. Sposito responded the developers should make an appointment with the Public Works Department to discuss the plans.
  - Mr. Cole advised a seating chart was needed when the building permit application was submitted, along with a list of utensils which would be utilized to assist with calculations related to the grease trap.

**CITIZENS' COMMENTS**

- There were none.

**ADJOURNMENT**

- Meeting Adjourned: 9:11 a.m.

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David Hilston, Chairman

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Leah Pues, Recording Secretary