

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
OCTOBER 11, 2019**

**MEMBERS PRESENT:** David Hilston, Chairman  
Randy Cole, Chief Building Official  
David McCarty, Code Compliance Supervisor  
Tom Jackson, Utilities Director  
Jennifer Molnar, Fire Marshal  
Norman Nahra, Police Lieutenant  
Linda Spósito, Senior Project Manager

**OTHERS PRESENT:** Jennifer Daumann, Executive Assistant  
Jerry Cleffi, Joshua Mazrin

**CALL TO ORDER/ANNOUNCEMENTS**

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

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- None.

**APPROVAL OF MINUTES**

- A. September 13, 2019
- B. September 27, 2019
- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of the September 11, 2019, and September 27, 2019, minutes. MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

- A. Event Permit: 19-155190; Smugglers Haunting on the Harbor; City Marketplace; October 25, 26, 27, & 31, 2019.
- Ms. Jennifer Daumann, Executive Assistant, stated a copy of the alcoholic beverage license was still needed, noting all other required paperwork was received.
- Ms. Molnar noted one Fire Department stand-by was required, adding tent permits had been applied for.
- Mr. Nahra stated a two-officer detail was required, with one officer scheduled from 5:00 p.m. to 11:00 p.m. and a second scheduled from 7:00 p.m. to 11:00 p.m. He explained the applicant was required to contact the Charlotte County Sheriff's Office for a substitute if a second officer was not available between 7:00 p.m. to 11:00 p.m. on October 31, 2019.
- Mr. Jerry Cleffi, applicant, agreed to do so.
- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #19-155190 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

- B. Event Permit: 19-155188; Cars & Candy Food Truck Rally; First United Methodist Church of Punta Gorda, 507 West Marion Ave; October 31, 2019.
- Ms. Daumann stated the applicant was not present, requesting approval of the event as same was time sensitive.
  - Ms. Molnar confirmed she had communicated with the applicant regarding the requirements from the Fire Department.
  - Mr. Nahra stated he had verified with the applicant that a one-officer detail would be assigned as requested, adding all food trucks would be located in the parking lot of First United Methodist Church of Punta Gorda.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #19-155188 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. Event Permit: 19-155212; Punta Gorda Block Party; Downtown Punta Gorda; April 25, 2020
- Ms. Daumann requested an example of the proposed off-premise signage in digital format, clarifying the signage should be posted two weeks prior to the event. She further requested a copy of the alcoholic beverage license, Certificate of Insurance naming the City as additional insured, a letter of authorization from the property owner, a letter of understanding from the Charlotte Harbor Event & Conference Center, a letter informing business owners of the event and a Florida Department of Transportation (FDOT) permit. She then confirmed the site plan would be the same as the previous year, noting the event would be presented for City Council's approval on a date which would be determined.
  - Ms. Molnar noted Fire Department stand-by had been coordinated for the event, adding a tent permit was required as well as additional paperwork for approval.
  - Mr. Nahra stated eight police officers would be scheduled for the event, with four officers serving from 12:00 p.m. to 10:00 p.m. and another four serving from 3:00 p.m. to close. He explained eight officers also required a supervisor be present.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #19-155212 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- D. Event Permit: 19-155214; Halloween Road Closure; Downtown Punta Gorda; October 31, 2019.
- Ms. Daumann announced she was working with Mr. David Meyers, Traffic and Safety Coordinator, regarding maintenance of traffic, noting she would contact FDOT regarding whether a permit was required. She stated the event was approved by City Council at their September 4, 2019 meeting.
  - Mr. Nahra stated police officers would conduct patrol throughout the event.

- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #19-155214 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- E. Event Permit: 19-154640; Diocese of Venice Youth Rally; Taylor St; November 2, 2019
- Ms. Daumann requested a road closure form along with an FDOT permit, noting the FDOT application was complete and needed to be signed by the applicant. She further requested a letter of authorization from the Charlotte Harbor Event & Conference Center as well as a copy of the letter sent to the merchants on Sullivan Street regarding the event.
- Mr. Joshua Mazrin, applicant, agreed.
- Mr. Nahra noted four police officers were required, adding the Police Department would assist with traffic control.
- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #19-154640 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT**

- Meeting Adjourned: 9:09 a.m.

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David Hilston, Chairman

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Leah Pues, Recording Secretary