

**DEVELOPMENT REVIEW COMMITTEE
MEETING
FEBRUARY 14, 2020**

MEMBERS PRESENT: Lisa Hannon, Acting Chair
Steve Adams, Utilities Engineering Manager
Jennifer Molnar, Fire Marshal
Norman Nahra, Police Lieutenant
Linda Sposito, Senior Project Manager

MEMBERS ABSENT: David Hilston, Chairman
Randy Cole, Chief Building Official

OTHERS PRESENT: David McCarty, Code Compliance Supervisor
David Meyers, Traffic & Safety Coordinator
Joan LeBeau, Urban Design Manager
Brian Telina, Kevin Doyle, Teresa Desguin,
Dana Carr, Dan Smith, Christine McConnelee,
Jamie Prockop, Patti Allen, James Herston,
John DeMilly, Gary Bain, George Mueller

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. February 28, 2020

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

- A. January 24, 2020
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of the January 24, 2020 minutes.
MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. Event Permit: 20-156667; Celtic Ray St. Patrick's Day Event; March 17, 2020; 145 East Marion Avenue & Nesbit Street
 - Ms. Hannon requested a Certificate of Insurance naming the City as additional insured and clarification of who would hold same along with a copy of the alcoholic beverage license's extension of premises. She stated the applicant was working with the Public Works Department for maintenance of traffic.
 - Ms. Molnar noted a tent permit and a Fire Department stand-by were required.
 - Mr. Nahra stated a five-officer detail was required, reviewing the schedule for same. He noted the length of time for the event might require split shifts, adding the amount of officers required could decrease if attendance declined before 2:00 a.m.

- Mr. David Meyers, Traffic & Safety Coordinator, advised additional signage was required for the automated teller machines to inform citizens of their availability, noting there was a cost for the signage.
- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #20-156667 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

NOTE: Item C heard prior to Item B.

- B. Event Permit 20-156829; Wings Over Charlotte Harbor; October 23, 24 & 25, 2020
- Ms. Hannon announced the event required City Council's approval, which would be considered at the March 4, 2020 meeting. She then requested a Certificate of Insurance naming the City as additional insured and clarification of who would hold same, along with a copy of the alcoholic beverage license and a completed temporary street closure form. She stated Mr. Meyers would assist with the street closure and maintenance of traffic, noting staff recommended closure of West Retta Esplanade from Harvey Street to the Tidal Creek Bridge and limiting side streets to local or residential traffic only with no event parking along same.
 - Mr. Dana Carr, applicant, verified some parking arrangements had been made with the homeowner's association. He then provided an overview of activities planned for the event, anticipating attendance would be no more than 20% of the previous year's attendance.
 - Ms. Molnar confirmed approximately 2,000 or more would be in attendance between Gilchrist Park and the Fishermen's Village area.
 - Ms. Hannon verified staff would be on the organization's committee for coordination of the event.
 - Ms. Molnar confirmed the applicant was working with the Charlotte County Sheriff's Office, the United States Coast Guard and the Florida Fish and Wildlife Conservation Commission for emergency services. She advised a minimum of two Fire Department stand-bys were required, adding the Fire Department would work with the applicant to identify existing contracts with the Charlotte County Fire Department and Emergency Medical Services.
 - Mr. Carr noted a tentative meeting was scheduled with Charlotte County Emergency Services for the following week.
 - Ms. Molnar requested the City Fire Department be involved in the meeting as well. She then stated tent permits were required, confirming approximately 10 to 15 food trucks would be present throughout the City.
 - Mr. Carr added the Punta Gorda Isles' Marine Watch would assist with patrolling the harbor.

- Mr. Nahra verified alcohol would be served at various locations throughout the City between 10:30 a.m. and 4:00 p.m. He then confirmed additional local organizations were being considered to assist with the provision of event parking. He noted the number of officers required would be determined closer to the event date once additional information was provided. He indicated two marine officers were required at this time.
- Mr. Meyers verified road closure would be scheduled from 9:00 a.m. and 5:00 p.m., noting he would meet with the applicant to discuss same.
- Discussion ensued regarding the details of the event.
- Ms. Molnar MOVED, Ms. Sposito SECONDED approval to move Event Permit #20-156829 forward to City Council contingent upon the comments made this date. MOTION CARRIED UNANIMOUSLY.

NOTE: Item B heard following Item C.

- C. Event Permit: 20-156897; Hibiscus Festival; Gilchrist Park, May 1, 2, & 3, 2020
- Ms. Hannon requested a Certificate of Insurance naming the City as additional insured and clarification of who would hold same along with a copy of the alcoholic beverage license. She stated ponies required the City Manager's approval and a cleanup crew each day, adding the Harbor Walk must remain open at all times.
 - Ms. Molnar verified approximately 3,000 would be in attendance for the entire event, noting tent permits were required.
 - Mr. Nahra stated a one-officer detail was required each day of the event and would be scheduled as follows: May 1, 2020, from 6:00 p.m. to 10:00 p.m.; May 2, 2020, from 9:00 a.m. to 4:00 p.m.; May 3, 2020, from 10:00 a.m. to 3:00 p.m.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #20-156897 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- D. Event Permit: 20-156600; Girls on the Run of SWFL - Charlotte County 5K; May 16, 2020; Laishley Park & Pavilions
- Ms. Hannon requested a Certificate of Insurance naming the City as additional insured and clarification of who would hold same along with an Off-duty Police Officer contract, noting the applicant was working with Mr. Meyers for maintenance of traffic.
 - Ms. Molnar advised more than a single canopy would require a tent permit.
 - Mr. Meyers confirmed arrangements were made with the applicant so that police officers would not be required, confirming the staging area would be coordinated for Gilchrist Park.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #20-156600 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

E. OD-01-2020 - The Pier FV

- Ms. Hannon announced the original site plan submitted with the application had been withdrawn due to the land acquisition agreement provision which required the Harbor Walk's width be maintained at ten feet. She noted the applicant had provided a new site plan this date, indicating the revisions to same were sufficient to move forward with approval.
- Mr. Jamie Prockop, attorney for Smuggler's Enterprises, Inc., reviewed two pending lawsuits between Smugglers Enterprises, Inc. and ATA Fishville FL, LLC.
- Ms. Hannon noted the request for outdoor dining only required staff's technical review, adding the civil lawsuit had no bearing on staff's review.
- Mr. Prockop expressed safety and contractual concerns regarding the request, opining same would significantly impact valet parking. He then distributed documentation, incorporated into the agenda material, containing details of the pending lawsuit and minutes from previous City meetings where a request concerning Fishermen's Village had been tabled. He requested members table this request, concluding a trial date was set for the end of March 2020.
- Ms. Hannon clarified the request which City Council tabled was related to a zoning amendment.
- Ms. Patti Allen explained the subject area had been closed for two months, noting Fishermen's Village was working with Ms. Molnar to ensure a proper turnaround was maintained for emergency vehicle access. She asserted valet parking would not be impeded.
- Discussion ensued regarding the outdoor dining location, with members confirming the request complied with Punta Gorda Code.
- Ms. Molnar stated limiting the subject area to pedestrian and bicycle traffic would improve safety in the area.
- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of OD-01-2020 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

F. DRC-13-19 - 324 Cooper Street - Villa Bella

- Ms. Hannon reviewed the request, as delineated in the agenda material, noting a unit count was required before the impact fees could be calculated.
- Mr. James Herston, applicant, stated there would be 12 units.
- Ms. Hannon noted unit numbers should not be assigned until the site plan was approved. She then requested architectural elevations for the dumpster enclosure as well as clarification of the gate materials and the proposed bicycle rack's specifications, adding the proposed fence and gates required a separate permit. She indicated the proposed

parking spaces did not comply with the City's parking specifications, Cooper Street was exempted from the street tree requirement, a Charlotte County right-of-way permit was required for the driveway cut and any additional improvements on Scott Street, and the six trees listed on the landscape plans were not included in the plant list.

- Mr. Herston stated revisions to the application based on staff comments would be submitted this date.
 - Mr. Adams noted a planned review letter was issued to the applicant on January 7, 2020, offering to discuss same with the applicant.
 - Mr. Herston questioned whether the City could flag the existing water main running parallel with Cooper Street or if he could be provided with a drawing indicating its exact location.
 - Mr. Adams responded both should be available, agreeing to mark the water main if needed. He then pointed out the applicant needed to meet with the Utilities Department or Legal Division to determine whether a live-work unit was considered residential or nonresidential, noting an ordinance might need to be drafted to include an additional class of building. He then stated the sewer extension's alignment needed to be identified as land did not appear to be available on the east side of Cooper Street.
 - Mr. Herston stated that side of Cooper Street was marked for a pathway.
 - Discussion ensued regarding the sewer extension, with Mr. Adams confirming the applicant could work with the Utilities Department to resolve remaining concerns.
 - Ms. Sposito stated any modifications regarding the storm drain or related to the Utilities Department's comments needed to be communicated to the Public Works Department, noting she could not provide a sign-off until additional information was provided. She then confirmed a copy of the Southwest Florida Water Management District permit was received.
 - Ms. Hannon stated the Building Division had no concerns, concluding with an explanation of the approval process.
- G. AX-03-19, CP-04-19, Z-05-19 - 11220 Burnt Store Road
- Ms. Hannon reviewed the request, noting the location had water service but not wastewater service; however, the Urban Design Division recommended moving forward with the request.
 - Mr. Adams stated the Utilities Department issued a notice which indicated there was no capacity available at the location, noting he was working with the engineer to understand the situation and was unable to make any further determinations as of this date.
 - Mr. John DeMilly, applicant, stated there were no development plans for the property at this time.

- Ms. Molnar MOVED, Ms. Sposito SECONDED to move AX-03-19, CP-04-19 and Z-05-19 forward to the February 24, 2020 Planning Commission meeting. MOTION CARRIED UNANIMOUSLY.
- H. AX-02-19, CP-02-19, PD-03-19 - 26150 Angelica Road, 26021 Cuneo Road & 26041 Cuneo Road
 - Ms. Hannon reviewed the request, verifying an assisted living facility was proposed for the location. She stated there were challenges related to water and wastewater service, noting the Utilities Department would need to address those concerns prior to development.
 - Mr. Adams questioned whether the annexation should proceed given the properties were not located within the City's utilities service area, opining adoption of an ordinance revising the utilities service area should precede annexation.
 - Ms. Hannon stated the annexation ordinance had been updated following publication of the agenda, explaining the applicant requested the City expand its utilities service area.
 - Discussion ensued regarding the process to expand the City's utilities service area, with clarification to be sought from the Legal Department on February 18, 2020.
 - Ms. Hannon stated the request would proceed to the February 24, 2020 Planning Commission meeting, noting development could not occur until the annexation, Comprehensive Plan amendment and planned development ordinances were adopted. She concluded staff would work with the applicant to resolve the issues related to the utilities service area.
 - Mr. George Mueller, applicant's representative, expressed desire to begin construction on the property prior to hurricane season.
 - Mr. Adams indicated the engineer needed to submit a design report, noting a draft of same had been received.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED to move AX-02-19, CP-02-19 and PD-03-19 forward to the February 24, 2020 Planning Commission meeting. MOTION CARRIED UNANIMOUSLY.

CITIZENS' COMMENTS

- None.

ADJOURNMENT

- Meeting Adjourned: 10:06 a.m.

Lisa Hannon, Acting Chair

Leah Pues, Recording Secretary