

**DEVELOPMENT REVIEW COMMITTEE
MEETING
FEBRUARY 28, 2020**

MEMBERS PRESENT: Mitchell Austin, Acting Chairman
Randy Cole, Chief Building Official
Tom Jackson, Utilities Director
Jennifer Molnar, Fire Marshal
Norman Nahra, Police Lieutenant
Linda Spósito, Senior Project Manager

MEMBERS EXCUSED: Lisa Hannon, Zoning Official/Vice Chair

OTHERS PRESENT: David McCarty, Code Compliance Supervisor
David Meyers, Traffic & Safety Coordinator
Mark Gering, Public Works Engineering Manager
Steve Adams, Utilities Engineering Manager
Melissa Reichert, Communications Manager
Cathy Getz

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. March 13, 2020

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None

APPROVAL OF MINUTES

- A. Minutes not available at time of agenda distribution.

NEW BUSINESS

- A. Process of Road Closures
 - Mr. Austin announced staff needed to discuss a process for road closures on urban collector streets. He stated closure of West Olympia Avenue for a construction project to install utility lines had negatively impacted traffic, explaining a road closure process would minimize similar issues.
 - Mr. Nahra stated the contractor requested an officer provide assistance with traffic control at the last minute, noting the location and manner in which traffic was re-routed had negatively impacted traffic. He explained additional officers were provided the following day. He requested advance notification of such closures in order to alert the public and allow the Police Department to make preparations for traffic control.
 - Mr. Cole clarified utilities construction was not included in the single-family permitting process.

- Mr. Mark Gering, City Engineer, stated the City lacked a process to inform contractors on how to proceed with a road closure.
- Discussion ensued regarding creation of a process for closure of roads related to construction in the right-of-way.
- Ms. Cathy Getz suggested road closures could be flagged while reviewing permits for utilities connections.
- Mr. Gering suggested members refrain from taking action this date in order to research how other communities handled road closures, further suggesting the Public Works Director or City Engineer be authorized to close roads in the City and report same to staff in other departments.
- Ms. Getz noted homeowners were responsible for calling Sunshine 811 for location of utilities related to residential construction; therefore, the City was not capturing such work.
- Mr. Gering stated Ms. Macalle Finkle, Paralegal, was working on revisions to the Punta Gorda Code related to right-of-way permitting, suggesting this issue be incorporated into same. He offered to contact Charlotte County regarding their procedure and return with a recommendation.
- Ms. Molnar MOVED, Ms. Sposito SECONDED to allow Mr. Gering to research Charlotte County's process in order to assist the Board in their discussions. MOTION CARRIED UNANIMOUSLY.
- Ms. Sposito confirmed there was not a timeframe for the revisions to Punta Gorda Code Chapter 20, questioning if a process should be implemented until such revisions were adopted.
- Mr. Gering replied he would notify Committee members if a similar road closure was anticipated.
- Mr. Steve Adams, Utilities Engineering Manager, stated an upcoming wastewater connection on McGregor Street would result in a single lane closure. He noted eventual development at 326 Cooper Street would impact traffic.
- Ms. Sposito questioned if the Public Works Department could be notified when construction of a project which was approved by the Committee commenced.
- Mr. Cole responded the Building Division would attempt to do so, then confirming Mr. Gering could serve as the City's contact for contractors to provide notification of road closures.

CITIZENS' COMMENTS

- Ms. Getz thanked staff for their assistance.

ADJOURNMENT

- Meeting Adjourned: 9:55 a.m.

Mitchell Austin, Acting Chairman

Leah Pues, Recording Secretary