

**DEVELOPMENT REVIEW COMMITTEE
MEETING
NOVEMBER 6, 2020**

MEMBERS PRESENT: Lisa Hannon, Acting Chair
Randy Cole, Chief Building Official
Jennifer Molnar, Fire Marshal
Norman Nahra, Police Lieutenant
Dave Meyers, Public Works

MEMBERS ABSENT: Robert Ruth, Utilities Project Manager

OTHERS PRESENT: Terry Nichols, Code Compliance

CALL TO ORDER/ANNOUNCEMENTS

- Ms. Hannon called the meeting to order at 9:00 a.m.
- A. Roll Call
- B. Next Scheduled Meeting
- 1. November 20, 2020

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

- A. October 23, 2020
- Ms. Molnar MOVED, Mr. Nahra SECONDED approval of the October 23, 2020, minutes.
MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. MV-02-2020 - Sazon Jibarito LLC; Mobile Food Vending, 127 Carmalita Street
- Ms. Hannon explained the request was to operate a mobile food vending vehicle, noting staff had received a site plan denoting restroom and waste facilities and alcoholic beverages were not permitted to be sold or dispensed at the vehicle. She requested a letter of authorization from the property owner.
- Mr. Nahra stated the Police Department had no objections.
- Mr. Cole stated the Building Department had no comments.
- Ms. Molnar stated all mobile food vendors must undergo a field inspection to meet all fire safety requirements to operate.
- Ms. Hannon opined that inspection would be triggered when the application for a Local Business Tax Receipt was submitted.
- Mr. Meyers stated Public Works had no objections.

- Ms. Molnar MOVED, Mr. Nahra SECONDED approval of MV-02-2020 contingent upon the applicant provided the permission letter from the owner and obtain a business tax receipt. MOTION CARRIED UNANIMOUSLY.
 - Mr. Jorge Garcia confirmed the letter of authorization must come from the property owner.
 - MOTION CARRIED UNANIMOUSLY.
- B. Event Permit: 20-160772; First Macedonia Church Weekly Food Distribution
- Ms. Hannon announced First Macedonia Church desired to expand their weekly food distribution event and adjust it to a drive-thru format due to COVID-19. She stated same would require closure of East Charlotte Avenue from Milus Street to Martin Luther King Boulevard at a cost of \$86.70 in Public Works Department fees. She noted the applicant would be required to install signage regarding the event, which would occur each Tuesday from 8:00 a.m. to 3:00 p.m. She stated the Police Department confirmed same would not interfere with Baker Academy's bus route or parent drop-off and pick-up. She stated Mr. Meyers had provided a MOT. She indicated the applicant had requested the fees be waived; however, since staff did not have authority to do so, City Council would consider the waiver at a future agenda.
 - Mr. Nahra stated the School Resource Officer at Baker Academy and school staff did not feel there would be any issues.
 - Mr. Cole stated the Building Department had no comments.
 - Ms. Molnar stated a tent permit was not required as they would use a single pop up canopy for shade.
 - Mr. Meyers commented additional directional signage for the route was needed, adding one way in could be from Milus Street and Charlotte Avenue with the only exit being from MLK and Charlotte Avenue.
 - Mr. Ellison Haddock pointed to an aerial street view of the area, confirming the traffic flow west after recipients received the food. He pointed to the Church parking lot and driveways indicated on the map, voicing concern regarding the direction of traffic.
 - Discussion ensued regarding traffic flow and directional signage with Mr. Meyers confirming the map would be revised according to his discussion and agreement with Mr. Haddock, with cones and possibly a detour sign being placed to assist with flow.
 - Ms. Molnar MOVED, Mr. Meyers SECONDED approval of Event Permit 20-160772 contingent upon the applicant obtaining an approved MOT and the revised site map and moving the request to waive fees to City Council for consideration.
 - Mr. Nahra requested a copy of the revised map to share with the school so they could notify the parents and bus drivers.

- Mr. Haddock voiced concern regarding the flashing school zone lights near the school.
- Mr. Nahra explained the flashing lights were installed in the general vicinity of the school to slow traffic rather than to direct parents to the school, adding there were other avenues for the parents to reach the school. He reiterated the event had been reviewed with the SRO and school, noting they would be provided with the updated map.
- MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

- No Items.

STAFF COMMENTS

- None.

COMMITTEE/BOARD COMMENTS

- None.

CITIZENS' COMMENTS

- None.

ADJOURNMENT

- Meeting Adjourned: 9:18 a.m.

Lisa Hannon, Acting Chair

Karen Smith, Recording Secretary