

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
JANUARY 22, 2021**

**MEMBERS PRESENT:** Lisa Hannon, Acting Chair  
Randy Cole, Chief Building Official  
Steve Adams, Utilities Engineering Manager  
Jennifer Molnar, Fire Marshal  
Norman Nahra, Police Lieutenant  
Linda Sposito, Public Works

**OTHERS PRESENT:** Terry Nichols, Executive Assistant  
Kristine McConnelly, Patti Allen

**CALL TO ORDER/ANNOUNCEMENTS**

- Ms. Hannon called the meeting to order at 9:00 a.m.
- A. Roll Call
- B. Next Scheduled Meeting
- 1. February 12, 2021

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- None.

**APPROVAL OF MINUTES**

- A. January 8, 2021
- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of the January 8, 2021, minutes.  
MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

- A. 20-161541 Girls on the Run 5K, May 22, 2021 at Laishley Park
- Ms. Hannon reviewed the request from the agenda material, noting an additional event date for December 11, 2021, was added to the request. She stated revisions were made to the original route map and the applicant was working with Mr. David Meyers, Public Works Supervisor, regarding maintenance of traffic. She indicated the December 11, 2021, event date might need to be adjusted as the playground at Laishley Park could be under construction at that time.
- Mr. Cole verified the Building Division had no issues with this request.
- Ms. Molnar confirmed the Fire Department had no issues with this request.
- Mr. Nahra stated a one-officer detail was required for the boat ramp, noting there was a two hour minimum for same. He stated the officer would be scheduled from 6:45 a.m. to 9:30 a.m., requesting the officer be notified once the last runner finished.
- Mr. Adams verified the Utility Department had no issues with this request.
- Ms. Sposito confirmed the Public Works Department had no issues with this request.

- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #20-161541. MOTION CARRIED UNANIMOUSLY.
- B. TU-01-2021 – 1000 West Marion Avenue – Temporary Use Permit
  - Ms. Hannon announced this request was for Fishermen’s Village and the Military Heritage Museum (Museum) to utilize the subject property as informal, overflow parking for approximately eighteen months. She reviewed details of the request from the agenda material, noting the site could potentially provide an additional 146 parking spaces. She stated the request would be presented to City Council at their February 3, 2021, meeting, advising staff recommended approval of the request with the following safety conditions: wheel stops and retroreflective markers be installed along the fence which abuts the storm water pond; additional fencing with retroreflective markers be installed along the open area of the storm water pond which faces West Retta Esplanade; shell, gravel or rock was prohibited as a parking surface. She concluded all comment would be submitted to the applicant in writing.
  - Ms. Patti Allen, applicant, indicated the additional parking spaces would primarily be used for employee parking.
  - Ms. Hannon noted there were safety concerns regarding the visibility of the fence along the storm water pond during evening events, verifying reflective tape could be attached along certain sections of the fence.
  - Ms. Molnar questioned whether there were transformers on the property.
  - Ms. Allen replied there were power poles, expressing uncertainty whether same were active. She indicated wheel stops would be installed in front of the power poles to prevent vehicles from hitting same.
  - Ms. Hannon suggested reflective tape could be installed on the power poles.
  - Ms. Molnar requested all above-ground electrical equipment be protected with traffic bollards in addition to the wheel stops.
  - Mr. Cole inquired whether the parking spaces would be accessible to the public.
  - Ms. Allen replied affirmatively. She explained the intent was for the current employee parking location to be opened to the public, anticipating the informal parking would only be necessary until April 2021.
  - Mr. Cole pointed out the request was for eighteen months, questioning whether the subject location would be utilized by the Museum.
  - Ms. Allen replied there was currently enough parking space at the Museum; however, she anticipated the Museum would utilize the subject location once places began to open following the COVID-19 pandemic.

- Mr. Cole advised six additional handicap-accessible parking spaces were required, explaining one was required for every twenty-five spaces.
- Discussion ensued regarding potential parking locations which would align with Americans with Disability Act (ADA) requirements.
- Ms. Hannon pointed out the existing, impervious paved area at the southern end of the property, inquiring whether same could be utilized for ADA parking.
- Ms. Allen reviewed the current process and service offered for parking at Fishermen's Village and the Museum.
- Mr. Cole stated the request did not meet parking requirements; however, same was reasonable for temporary use as long as six ADA parking spaces were added with signage indicating a contact number for assistance. He concluded a permanent parking solution would need to be sought if the dates of the request were to be extended.
- Ms. Allen anticipated development within the subject area would commence in the next eighteen months, adding the intent was to combine the properties.
- Mr. Cole verified the Building Division would approve the signage with the application for the permit, confirming there were no further issues with the request.
- Ms. Hannon clarified the permit would be for striping the existing impervious paved area, expressing uncertainty as to how many spaces were available at same.
- Mr. Cole advised access aisles would need to be created along with a proposed drawing of same, requesting Ms. Allen meet with Mr. John Smith, Plans Examiner/Inspector, once the design was complete.
- Ms. Molnar verified there were no further issues from the Fire Department, reiterating protection of the electrical equipment was required.
- Mr. Nahra confirmed the Police Department had no issues with this request.
- Mr. Adams verified the Utility Department had no issues with this request.
- Ms. Sposito stated the Public Works Department concurred with Mr. Cole's comments regarding ADA parking requirements.
- Ms. Allen inquired as to alternatives if six additional parking spaces were not available.
- Mr. Cole indicated additional parking might be available underneath the Museum, noting he would work with her regarding same.
- Ms. Molnar MOVED, Mr. Cole SECONDED approval to move TU-01-2021 forward to City Council. MOTION CARRIED UNANIMOUSLY.

### **UNFINISHED BUSINESS**

- No Items.

### **STAFF COMMENTS**

- Ms. Molnar stated the Fire Department had received multiple phone calls in recent months regarding pedestrians tripping over the support legs of road closure barricades. She explained the injuries occurred during weekend events and resulted in significant injuries, requesting the organizer of the barricades no longer place them in a location which encroached on the walkway.
- Mr. Nahra suggested traffic cones be placed over the support legs, inquiring whether barricades were supplied to the event organizer.
- Mr. Meyers replied in the negative and agreed with Mr. Nahra's suggestion, emphasizing barricades were prohibited from encroaching on the walkway. He advised the traffic cones should be approved by the Department of Transportation (DOT) so as to ensure visibility.
- Ms. Hannon requested Ms. Molnar forward the concerns to her, noting she would then provide same to event organizers.
- Mr. Nahra requested the details of DOT-approved traffic cones be included in the email.

### **COMMITTEE/BOARD COMMENTS**

- None.

### **CITIZENS' COMMENTS**

- None.

### **ADJOURNMENT**

- Meeting Adjourned: 9:25 a.m.

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Lisa Hannon, Acting Chair

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Leah Pues, Recording Secretary