

**DEVELOPMENT REVIEW COMMITTEE
MEETING
APRIL 9, 2021**

MEMBERS PRESENT: David McCarty, Acting Chair
John Smith, Building Division
Robert Ruth, Utilities Project Manager
Jennifer Molnar, Fire Marshal
Norman Nahra, Police Lieutenant
Linda Sposito, Public Works

OTHERS PRESENT: Kylee McGloin, Executive Assistant
Jerry Cleffi, Lee Richardson, Brian Turner

CALL TO ORDER/ANNOUNCEMENTS

- Mr. McCarty called the meeting to order at 9:00 a.m.
- A. Roll Call
- B. Next Scheduled Meeting
- 1. April 23, 2021

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

- A. March 26, 2021
- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of the March 26, 2021, minutes.
MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. AX-01-2021, CP-01-2021, & Z-01-2021 - Public Works and Utilities Campus
- Ms. Kylee McGloin, Executive Assistant, stated staff was in receipt of the annexation, Comprehensive Plan amendment and rezoning applications for the Public Works and Utilities Campus, concluding the application would be moving forward to the Planning Commission and City Council for approval and adoption.
- Mr. McCarty verified this item did not require a motion at this time.
- B. 21-162989, Loveland Center 2nd Annual 5K Run, April 9, 2022, Laishley Park
- Ms. McGloin briefly reviewed the request from the agenda material, noting the event, including cleanup, was scheduled from 5:00 a.m. to 12:00 p.m. She requested the following: application for a tent permit be submitted to the Fire Department two weeks prior to the event; copy of the alcoholic beverage license; Certificate of Insurance naming the City as additional insured and as the Certificate holder; collaboration with the Police Department for information for the officer detail.

- Ms. Molnar reiterated a tent permit application was required two weeks in advance of the event date, noting the applicant would need to correspond with the Fire Department and Police Department regarding the specifications of the event. She verified a Fire Department standby was not required at this time; however, the proposed food trucks and tent permits required inspection and coordination with the Fire Department.
 - Mr. Nahra verified a one officer detail was required for the event, adding additional information on the event's timeframe was needed to schedule same.
 - Ms. McGloin verified the applicant would be notified to contact each department.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #21-162989 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. 21-163153, Downtown Hoedown for the Troops, April 24, 2021, City Marketplace
- Ms. McGloin briefly reviewed the request, noting this event was scheduled from 12:00 p.m. to 11:00 p.m., with setup the week prior to the event and cleanup the week following the event. She stated the following was required: application for tent permit be submitted to the Fire Department two weeks prior to the event; copy of alcoholic beverage license; collaboration with the Police Department for an officer detail.
 - Ms. Molnar reiterated a tent permit was required in advance of the event date. She verified a Fire Department standby was not required; however, same would be required if attendance was determined to increase closer to the event date.
 - Mr. Nahra verified an additional officer had been requested, advising one officer would be scheduled from 12:00 p.m. to 11:00 p.m., the second officer from 5:00 p.m. to 11:00 p.m., the third officer from 6:00 p.m. to 11:00 p.m. and the additional officer from 7:00 p.m. to 11:00 p.m.
 - Ms. Molnar MOVED, Mr. Smith SECONDED approval of Event Permit #21-163153. MOTION CARRIED UNANIMOUSLY.
- D. 21-163155, Charlotte County Rising Star, May 8, 2021, City Marketplace
- Mr. Nahra stated a one officer detail was required for this event.
 - Ms. Molnar verified a tent permit was required and a Fire Department standby was not required at this time.
 - Ms. McGloin confirmed a copy of the alcoholic beverage license was required.
 - Ms. Molnar MOVED, Mr. Smith SECONDED approval of Event Permit #21-163155. MOTION CARRIED UNANIMOUSLY.
- E. 21-163152, Wing Fest, May 15, 2021, City Marketplace
- Ms. Molnar verified a tent permit was required from the Fire Department, noting a Fire Department standby would be required if attendance was determined to increase closer to the event date.

- Mr. Nahra stated a one officer detail was required for this event.
 - Mr. Jerry Cleffi, applicant, indicated a second officer might be needed.
 - Mr. Nahra verified one officer would be scheduled from 12:00 p.m. to 8:00 p.m. and the second officer from 4:00 p.m. to 8:00 p.m.
 - Ms. McGloin confirmed a copy of the alcoholic beverage license was required.
 - Ms. Molnar MOVED, Mr. Smith SECONDED approval of Event Permit #21-163152. MOTION CARRIED UNANIMOUSLY.
- F. 21-163238, Leroy's Kickoff to Summer Fundraiser, May 28, 2021, 201 West Marion Avenue
- Ms. McGloin stated the applicant was requesting to close a portion of Sullivan Street from West Marion Avenue to the second entrance of the nearby carwash, adding the second entrance on Sullivan Street along with the ingress and egress to the Sunloft Center parking garage would remain open. She then requested the following: digital copy of the off-premises signage be provided along with the list of locations; maximum of eight directional signs were permitted which must be professionally made or computer generated; alcoholic beverage license extension of premises permit; officer detail from the Police Department; Maintenance of Traffic (MOT) plan be submitted and approved by the Public Works Department. She stated the partial street closure would be reviewed by City Council at their April 21, 2021, meeting, concluding all residents and businesses along Sullivan Street from West Marion Avenue to West Olympia Avenue must be notified of the request for street closure.
 - Mr. Lee Richardson, applicant, indicated he was working on completion of all required documents to move forward with this event.
 - Ms. Sposito verified a Certificate of Insurance naming the City as additional insured had been submitted.
 - Ms. Molnar confirmed any tents larger than 10'x10' required a tent permit; additionally, she requested the fire equipment, the back flow preventer and the Fire Department connection on the side of the building be accessible.
 - Mr. Nahra stated a one officer detail was required for this event.
 - Mr. David Meyers, Public Works Supervisor, requested to meet with Mr. Richardson to verify he was satisfied with the MOT plan and to provide him information.
 - Mr. Richardson agreed to do so.
 - Ms. Molnar MOVED, Mr. Smith SECONDED to move Event Permit #21-163238 forward to City Council for review. MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

- No Items.

STAFF COMMENTS

- None.

COMMITTEE/BOARD COMMENTS

- None.

CITIZENS' COMMENTS

- None.

ADJOURNMENT

- Meeting Adjourned: 9:16 a.m.

David McCarty, Acting Chair

Leah Pues, Recording Secretary