

**DEVELOPMENT REVIEW COMMITTEE
MEETING
APRIL 23, 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
David Meyers, Public Works Supervisor

OTHERS PRESENT: Terry Nichols, Executive Assistant
William Levi, Alan Carsten, Cathy Getz

CALL TO ORDER/ANNOUNCEMENTS

- Ms. Hannon called the meeting to order at 9:00 a.m.
- A. Roll Call
- B. Next Scheduled Meeting
- 1. May 14, 2021

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

- A. April 9, 2021
- Ms. Molnar MOVED, Mr. Cole SECONDED approval of the April 9, 2021, minutes. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. DRC-13-19 – 324 Cooper Street – Villa Bella - Extension
- Ms. Hannon briefly reviewed the request from the agenda material, noting same was for a one-year extension of the DRC approval due to the impact of COVID-19. She stated the updated plans would be available for review once the building construction plan was submitted, concluding staff recommended approval of the extension.
- Members verified there were no issues regarding this request.
- Ms. Molnar MOVED, Mr. Cole SECONDED approval of the one-year extension for DRC-13-19. MOTION CARRIED UNANIMOUSLY.
- B. DRC-02-19 – 2720 Magdalena Drive – Extension
- Ms. Hannon briefly reviewed the request from the agenda material, noting same was for a six-month extension of the DRC approval due to the impact of COVID-19. She stated there were no changes to the approved plan, concluding staff recommended approval of the extension.
- Members verified there were no issues regarding this request.

- Ms. Molnar MOVED, Mr. Cole SECONDED approval of the six-month extension for DRC-02-19. MOTION CARRIED UNANIMOUSLY.
- C. OD-02-21 – Nino’s Bakery
 - Ms. Hannon reviewed the request for outdoor dining, as delineated in the agenda material, noting all Americans with Disability Act-accessibility requirements and a clear forty-eight-inch pedestrian pathway must be maintained. She concluded a copy of an approved alcoholic beverage license must be submitted if alcoholic beverages were to be served in the outdoor dining area.
 - Ms. Molnar stated the occupant load denoted in the application had not yet been verified by the Fire Department, explaining a full occupant load assessment of the subject area would need to be completed. She advised any portion of the stage or band stand would need to be structurally sound and fire rated.
 - Mr. Nahra verified the Police Department had no issues with this request.
 - Mr. Meyers confirmed the Public Works Department had no comments regarding this request.
 - Mr. Adams indicated the grease trap assembly was not completed, explaining the facility was operating in violation of the approval issued by the Utilities Department on September 1, 2020. He reviewed additional issues discovered with the utility connections, noting the Utilities Department recommended the Code Enforcement Division complete a full review of all plumbing activities at the subject location. He expressed desire to deny the request until the grease trap assembly was completed according to the approved plan.
 - Mr. Cole stated a plumbing permit had not been received for the location, noting the Building Division would require a third party assessment of the plumbing system as same pertained to the requirements from the Utilities Department and the Florida Building Code.
 - A brief discussion ensued regarding the appropriate entity to conduct inspection of the plumbing system.
 - Mr. William Levi, applicant, indicated there were delays receiving parts for the grease trap due to COVID-19, assuring the system was operational with the exception of two copper rings that had been difficult to obtain.
 - Ms. Hannon suggested the comments from the Utilities Department be resolved with the applicant, adding the applicant should obtain a building permit if same was required.
 - Mr. Cole indicated the Building Division requested the requirements from the Utilities Department be addressed prior to increasing the maximum load.

- Ms. Molnar agreed, reiterating a full occupant load assessment should be completed to determine the additional number for capacity and the additional load on the grease trap. She recommended the request be temporarily postponed.
 - Mr. Levi inquired as to how long the request would be postponed, noting the missing parts would arrive within a week.
 - Ms. Hannon responded same would be added to a future agenda once the requirements from each department were met, requesting Mr. Levi submit a letter from the departments confirming their requirements were satisfied.
 - Ms. Molnar MOVED, Mr. Cole SECONDED to temporarily deny OD-02-21 and continue the request with the applicant to provide each department's required information. MOTION CARRIED UNANIMOUSLY.
- D. 21-161984 – Memorial Day Veterans Race, May 31, 2021, Laishley Park
- Ms. Terry Nichols, Executive Assistant, briefly reviewed the request from the agenda material, noting the event, including setup and cleanup, was scheduled from 5:00 a.m. to 11:00 a.m. She requested the following: application for a tent permit be submitted 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. She concluded the event would be reviewed by City Council at their May 5, 2021, meeting and would proceed to the Florida Department of Transportation (FDOT) for approval.
 - Mr. Cole verified the Building Division had no comments regarding this request.
 - Ms. Molnar reiterated a tent permit was required two weeks prior to the event, adding coordination with the Fire Department for an Emergency Medical Service standby detail would need to be completed if the applicant desired same.
 - Mr. Nahra stated approximately eight volunteers would be needed along with a minimum of two officer details, noting additional officers would require payment if enough volunteers were not acquired.
 - Mr. Meyers indicated he would provide the applicant with a copy of the completed map of the route, explaining the Post Office would need to be notified of the event and the employees would need to enter the facility from Nesbit Street.
 - Mr. Adams verified the Utilities Department had no issues with this request.
 - Ms. Hannon requested the event organizer make public service announcements relating to the road closure prior to the event. She explained all requests for street closures now required City Council approval; additionally, FDOT required approval from City Council for staff to apply for an FDOT permit.
 - Mr. Nahra questioned the timeframe for the last runner at the start and finish of the run.

- Mr. Alan Carston, applicant's representative, replied between 7:20 a.m. and 7:30 a.m. for the last runner to start and between 9:15 a.m. to 9:30 a.m. to finish. He then verified a biker would monitor the front and end of the route.
- Mr. Nahra requested the biker inform the officers when the last runner was finished.
- Mr. Carston agreed. He then verified signs would be posted the weekend prior to the event.
- Ms. Hannon clarified signs could only be posted 24 hours prior to the event.
- Ms. Molnar MOVED, Mr. Cole SECONDED to move Event Permit #21-161984 forward to City Council. MOTION CARRIED UNANIMOUSLY.

E. Street Closure Policy Update

- Ms. Hannon drew attention to the Street Closure policy update from the agenda material, noting comments were received from the Public Works Division and the Police Department regarding changes to some of the contracts in the policy which included supervisor and holiday rates. She explained any organized march or protest would require a permit, noting she would verify with the Legal Division what the constitutional rights were to peacefully protest.
- Mr. Nahra clarified the policy was not to prevent organized gatherings, explaining one of the purposes included increased public safety during such events.
- Ms. Hannon stated additions to the policy included all street closures requiring City Council approval and a limit of one such request per licensed business per year, with the exception of the following events: Annual Punta Gorda Day's Block Party; Charlotte County Chamber Annual Christmas Parade; Charlotte High School Homecoming Parade; Downtown Merchants Farmers Market (weekly); Dr. Martin Luther King, Jr. Day Parade; Light up the Night Christmas Tree Lighting; Sullivan Street Arts & Crafts Fairs; Veterans Appreciation Day Parade. She questioned whether members knew of any other long-standing events.
- A brief discussion ensued regarding additional annual events which required street closures, with members suggesting Halloween, Independence Day and National Day of Prayer be added to the exceptions list.
- Ms. Hannon then reviewed some of the proposed fees, including a \$1,000 cleaning/damage deposit, actual costs for maintenance of traffic and separate costs for services of the Fire Department and Police Department. She concluded the policy review would move forward to the second City Council meeting in May 2021 for their review and adoption.
- Ms. Cathy Getz questioned whether rates would be published for each City Department.

- Ms. Hannon replied same would be included in the contract as part of the event manual along with the updated supervisor and holiday rates.

UNFINISHED BUSINESS

- No Items.

STAFF COMMENTS

- None.

COMMITTEE/BOARD COMMENTS

- None.

CITIZENS' COMMENTS

- None.

ADJOURNMENT

- Meeting Adjourned: 9:35 a.m.

Lisa Hannon, Acting Chair

Leah Pues, Recording Secretary