

**DEVELOPMENT REVIEW COMMITTEE
MEETING
JUNE 11, 2021**

MEMBERS PRESENT: Lisa Hannon, 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: Joan LeBeau, Urban Design Director
Joel Dlugosinski, Jerry Cleffi,
Richard Polk, 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. June 25, 2021

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

- A. May 14, 2021
- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of the May 14, 2021, minutes.
MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. PD-02-2021 An Ordinance of the City of Punta Gorda, Florida, amending the conceptual site plan previously adopted with Ordinance No. 1907-18, adding an amended site specific plan for the Westerly ½ of Lot 15, 4.52 +/- acres, generally described as 24420 Airport Road, Punta Gorda, Florida, and more particularly described in Exhibit "A" attached hereto; amending the previously limited total density; providing for certain modifications to the regulations applicable to the development; providing for conflict and severability; and providing an effective date.
- Ms. Hannon explained the request was to amend the approved site specific plan and previously limited total density for the property located at 24420 Airport Road, noting there were no construction plans at this time. She stated staff recommended approval of the request, confirming there were no comments from staff or the applicant at this time.

- Ms. Sposito MOVED, Mr. Smith SECONDED approval of PD-02-2021. MOTION CARRIED UNANIMOUSLY.
- B. 21-163992 - Twins TOT 5K Walk/Run, Gilchrist Park Harborwalk and US 41 Northbound, November 20, 2021.
- Ms. Hannon stated the applicant was working with Mr. David Meyers, Public Works Supervisor, noting a revised copy of the maintenance of traffic (MOT) route had not yet been received. She then requested a Certificate of Insurance naming the City as additional insured and as the Certificate holder, as well as a Florida Department of Transportation (DOT) permit for the closure of one lane on US 41. She indicated staff would assist with obtaining the DOT permit; however, the MOT route was needed from the Public Works Department first.
 - Ms. Sposito reiterated a follow-up was needed with Mr. Meyers.
 - Mr. Smith verified the Building Division had no comments regarding this request.
 - Ms. Molnar confirmed the Fire Department had no requirements for this request.
 - Mr. Nahra stated a one-officer detail was required, expressing uncertainty as to the exact number of officers needed at this time.
 - Mr. Joel Dlugosinski, applicant, noted Mr. Meyers had indicated the officer detail might not be needed.
 - Mr. Nahra stated he would contact Mr. Dlugosinski once he confirmed the details of the route with Mr. Meyers.
 - Mr. Ruth verified the Utilities Department had no comments regarding this request.
 - Mr. Nahra confirmed the race would commence at 7:30 a.m.
 - Ms. Molnar MOVED, Mr. Smith SECONDED approval of Event Permit 21-163992 contingent on the comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. 21-164382 Fourth Fest, July 3 & 4, 2021, Laishley Park
- Ms. Hannon requested a Certificate of Insurance naming the City as additional insured and a copy of the alcoholic beverage license. She indicated the Public Works Department would assist with MOT after the fireworks display, adding Mr. Meyers would contact the applicant if there were further concerns.
 - Ms. Sposito concurred with the recommendations for MOT.
 - Mr. Smith confirmed the Building Division had no comments regarding this request.
 - Ms. Molnar stated a tent permit was required from the Fire Department prior to the event; additionally, a Fire Department stand-by detail was required both dates of the event. She concluded the Fire Department would coordinate with the applicant on the Emergency Medical Services needed.

- Mr. Nahra inquired as to the estimated attendance for July 3, 2021.
 - Mr. Jerry Cleffi, applicant, replied with uncertainty, opining between 1,000 and 1,500.
 - Mr. Nahra stated the following officer detail was required: two officers from 5:00 p.m. to 10:00 p.m. for the concert; two officers inside the park on July 4, 2021, from 2:00 p.m. to 10:00 p.m. with a third officer from 5:00 p.m. to 10:00 p.m.; additional traffic control and outside perimeter security would be in-kind services.
 - Mr. Ruth confirmed the Utilities Department had no comments regarding this request.
 - Ms. Hannon verified the Harborwalk would be closed both dates of the event.
 - Mr. Cleffi clarified the Harborwalk could be opened following the event on July 3, 2021, as well as the morning of July 4, 2021.
 - Ms. Hannon requested there be a couple public service announcements relating to the closure of the Harborwalk prior to the event. She concluded the Public Works Department would assist with placement of the detour signs.
 - Mr. Cleffi questioned whether the contractor for the fireworks was in contact with the Fire Department.
 - Ms. Molnar replied affirmatively, confirming the contractor had submitted the required documents for the fireworks display.
 - Ms. Molnar MOVED, Mr. Smith SECONDED approval of Event Permit 21-164382 contingent upon the comments made this date. MOTION CARRIED UNANIMOUSLY.
- D. 21-164416 - Veterans Appreciation Day Parade, November 6, 2021
- Members agreed to consider this request in the applicant's absence.
 - Ms. Hannon stated staff received all required documents for this request, concluding staff would assist with the application for the DOT permit and the MOT was provided from Mr. Meyers.
 - Ms. Sposito verified the Public Works Department had no comments for this request.
 - Mr. Smith confirmed the Building Division had no comments regarding this request.
 - Ms. Molnar stated the Fire Department had no requirements for this request.
 - Mr. Nahra indicated he had one question relating to the commencement time. He verified traffic control would be provided as in-kind services, concluding the Police Department was working with the applicant.
 - Mr. Ruth verified the Utilities Department had no comments for this request.
 - Ms. Molnar MOVED, Mr. Smith SECONDED approval of Event Permit 21-164416 contingent on the comments made this date. MOTION CARRIED UNANIMOUSLY.

E. Punta Gorda in Bloom - Marion Avenue

- Ms. Joan LeBeau, Urban Design Director, stated the Punta Gorda in Bloom project (Project), which was previously approved by Council, was now in its fourth phase.
- Ms. Sposito inquired as to who would approach the DOT regarding the section of Marion Avenue which was owned by the State.
- Ms. LeBeau replied she was already in contact with the DOT and was awaiting a response, which should be received by June 14, 2021.
- Ms. Sposito indicated there were concerns relating to line of sight that should be addressed by the DOT, explaining staff desired there be no obstructions to vehicular traffic.
- Ms. LeBeau pointed out the proposed plans showed the plants would be low and not extend into the line of sight, verifying same had been communicated to the DOT.
- Ms. Sposito questioned if the location had been reviewed for Americans with Disability Act (ADA)-hazards.
- Ms. LeBeau responded the ADA coordinator would evaluate same, explaining the intent was to prevent any obstructions from impeding the walkway. She then verified there was an existing irrigation system at the location, confirming additional irrigation would not be installed. She concluded the planters would be placed away from the location of the Christmas tree.
- Ms. Sposito requested clarification of the proposal to remove a portion of the sidewalk.
- Ms. LeBeau clarified the sidewalk would not be removed; however, same would be cut.
- Mr. Richard Polk, Punta Gorda in Bloom, expressed uncertainty as to whether the sidewalk needed to be cut, noting same would not be necessary if they were able to jet under the sidewalk. He concluded the remaining irrigation lines would be in the grass.
- Ms. Sposito then verified the following: the licensed irrigation and paver contractors used for the Project on Taylor Street would be completing the work at Marion Avenue as well; confirmation was needed as to whether the DOT would allow private entities to perform work in the portion of the ROW on Marion Avenue owned by the State; electricity was available at the location and the irrigation timers were battery operated; the irrigation contractor would be responsible for the zone controllers; the contractors would provide barricades for any portion of the sidewalk that required closure; Punta Gorda in Bloom would fund the costs of work completed as well as maintain the systems and planters.
- Mr. Polk noted a community fund was created to assist with on-going maintenance costs.
- Mr. Smith reiterated the walkway needed to remain clear for ADA compliance.
- Ms. Molnar advised five feet of clearance was needed for all fire hydrants.
- Mr. Nahra verified the Police Department had no issues relating to the project.

- Mr. Ruth explained a backflow prevention device was needed on the irrigation system, adding the vacuum breaker installed on Taylor Street needed to be replaced with a backflow prevention device as well.
- Mr. Polk indicated same would be installed on June 15, 2021, noting a back flow preventer was installed at Marion Avenue.
- Ms. Cathy Getz, Christmas Tree Lighting Committee, questioned if a cable could be installed for internet service while this Project was under construction, noting the new Christmas tree was 100% electric and needed same.
- Ms. Hannon replied with uncertainty, noting the Information Technology Department had not provided information on the process and whether a cable was needed.
- Ms. Sposito questioned the depth of the trench proposed underneath the site on Marion Avenue.
- Mr. Polk responded five inches.
- Ms. Sposito requested Sunshine 811 be contacted prior to excavation.
- Ms. Molnar MOVED, Mr. Smith SECONDED to move forward with approval for the Punta Gorda in Bloom Project on Marion Avenue with staff comments as stated this date.
MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

- No Items.

STAFF COMMENTS

- None.

COMMITTEE/BOARD COMMENTS

- None.

CITIZENS' COMMENTS

- None.

ADJOURNMENT

- Meeting Adjourned: 9:27 a.m.

Lisa Hannon, Acting Chair

Sara Welch, Recording Secretary