

**DEVELOPMENT REVIEW COMMITTEE
MEETING
AUGUST 13, 2021**

MEMBERS PRESENT: Lisa Hannon, Acting Chair
Randy Cole, Chief Building Official
Robert Ruth, Utilities Project Manager
Jennifer Molnar, Fire Marshal
Justin Davoult, Police Lieutenant
Linda Sposito, Public Works

OTHERS PRESENT: David McCarty, Code Compliance Supervisor
Ashley Omelanski-Carney, Executive Assistant
Dinesh Gandhi, Bruce Klemish, Chris Martin,
Tim Buck, 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. August 27, 2021

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

- A. July 23, 2021
- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of the July 23, 2021, minutes.
MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. 21-165119; Boys & Girls Club of Charlotte County, Farm to Table Fundraiser, Lashley Park; February 26, 2022
- Ms. Hannon verified members would move forward with discussing this event without the applicant present. She then requested a Certificate of Insurance naming the City as additional insured, a copy of the alcoholic beverage license, a tent permit from the Fire Department and an officer detail from the Police Department, adding the Americans with Disabilities Act and Special Event checklist was missing from the submitted application.
- Ms. Sposito stated the Public Works Department had no objections to the request provided the required documents were obtained.
- Mr. Cole verified the Building Division had no issues with the request.
- Ms. Molnar reiterated a tent permit was required, adding a Fire Department standby was not required.
- Mr. Davoult stated a one officer detail would be scheduled for the event.

- Mr. Ruth verified the Utilities Department had no comments.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit 21-165119 contingent on comments made this date. MOTION CARRIED UNANIMOUSLY.
- B. 21-165114; Gandhi Wedding Event, Laishley Park & Pavilions; December 30, 31, 2021 & January 2, 2022
- Ms. Hannon requested a Certificate of Insurance naming the City as additional insured as well as tent permits, noting the event permit required City Council approval due to the proposed timeframes. She stated the schedule, including setup and cleanup, was as follows: December 30, 2021 – 7:00 a.m. to 2:00 a.m.; December 31, 2021 – 4:00 a.m. to 9:00 p.m.; January 2, 2022 – 4:00 a.m. to 10:00 p.m. She stated the event permit would be considered at the August 25, 2021, City Council meeting, adding a copy of the Facilities Maintenance Division Vender Contract was needed.
 - Ms. Sposito stated the Public Works Department had no issues with the request provided City Council had no objections.
 - Mr. Cole verified the Building Division had no comments.
 - Ms. Molnar reiterated a tent permit was required and needed to be secured by the Fire Department at least two weeks in advance prior to the event, adding a Fire Department standby was not required for the event.
 - Mr. Davoult confirmed no officers were required for the event.
 - Mr. Ruth verified the Utilities Department had no comments.
 - Mr. Dinesh Gandhi, applicant, briefly reviewed the plans for the event.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED to recommend moving Event Permit 21-165114 forward to the August 25, 2021, City Council meeting for approval contingent on the comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. Event Permit: 21-165101; Christmas Sing-along in the Park; Laishley Park; December 17, 2021
- Ms. Hannon stated a tent permit was required if tents were proposed, noting the Certificate of Insurance naming the City as additional insured would need to be updated as same would expire prior to the event.
 - Ms. Sposito verified the Public Works Department had no issues with the request.
 - Mr. Cole confirmed the Building Division had no comments.
 - Ms. Molnar stated the Fire Department had no issues.
 - Mr. Davoult verified alcoholic beverages would not be served at the event, confirming a one officer detail was required.
 - Mr. Ruth indicated the Utilities Department had no comments.
 - Ms. Hannon questioned whether any tents were proposed for the event.

- Mr. Bruce Klemish, applicant, replied there would likely not be more than one 10'x10' tent.
 - Ms. Molnar explained a tent permit was required from the Fire Department if additional tents were proposed.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit 21-165101. MOTION CARRIED UNANIMOUSLY.
- D. 21-165093; Rescue 22 Foundation Fundraiser; September 18, 2021; Celtic Ray 145 East Marion Avenue
- Ms. Hannon stated all applications were received, requesting an alcoholic beverage license extension of premises permit for sales and services in the parking lot adjacent to the property. She added a tent permit was required if tents were proposed.
 - Ms. Sposito questioned the estimated attendance for the event.
 - Mr. Chris Martin, applicant's representative, replied 1,000 attendees were estimated throughout the entire date of the event.
 - Mr. Cole verified the Building Division had no comments.
 - Ms. Molnar stated any tents larger than 10'x10' required a tent permit from the Fire Department, adding Fire Department standby was not required.
 - Mr. Davoult indicated an officer detail was not required, requesting attendees do not cross the street from property to property with alcohol.
 - Mr. Ruth confirmed the Utilities Department had no comments.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit 21-165093. MOTION CARRIED UNANIMOUSLY.
- E. 21-165095; First UMC Trunk or Treat Event, 507 West Marion Avenue; October 31, 2021
- Ms. Hannon briefly reviewed the request, noting West Marion Avenue and side streets would be closed. She indicated staff was working with Mr. David Meyers, Public Works Supervisor, on maintenance of traffic, explaining one lane of McGregor Street closest to the church would be closed since the event was on private property.
 - Ms. Sposito verified the Public Works Department had no issues.
 - Mr. Cole confirmed the Building Division had no comments.
 - Ms. Molnar stated a Fire Department standby would be scheduled as more than 2,000 pedestrians were anticipated to be in the area, adding any tents larger than 10'x10' required a tent permit.
 - Mr. Davoult verified dedicated officers would not be scheduled; however, the Police Department would be involved with the event and officers would be present in the area.
 - Mr. Ruth confirmed the Utilities Department had no comments.

- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit 21-165095. MOTION CARRIED UNANIMOUSLY.
- F. 21-165220; Halloween Event in the City, West Marion Avenue to Shreve Street
- Ms. Hannon drew attention to the Halloween 2021 presentation, noting staff had been working with Mr. David Meyers, Public Works Supervisor, on same.
- Mr. Davoult reviewed the presentation, denoted in the agenda material, explaining this year the Police Department proposed closure of West Marion Avenue up to Shreve Street as well as all of the side streets between West Marion Avenue and West Retta Esplanade, explaining westbound West Retta Esplanade would remain open to allow traffic into Punta Gorda Isles and West Olympia Avenue would be used to leave Punta Gorda Isles. He reviewed the list of side streets to be closed as follows: Harvey Street; Durrance Street; Gillchrist Street; McGregor Street; Chasteen Street; Dolly Street; Berry Street; Sarah Street.
- Ms. Hannon added one lane of McGregor Street between West Marion Avenue and West Olympia Avenue would remain open for the church and Trabue Avenue would be accessible.
- Mr. Davoult indicated he had been working with Mr. Meyers for road closure signs and staffing, noting the plan was to keep eastbound and westbound West Retta Esplanade open from Harvey Street to Cross Street to provide access to the City parking lot so as not to interfere with businesses.
- Ms. Hannon confirmed the Police Department and Fire Department were going to have displays and tents set up on Harvey Street.
- Mr. Davoult then recalled safety hazards which occurred during the Halloween 2019 road closures, reiterating the proposal was to bring the road closures all the way down to Shreve Street this year.
- Ms. Hannon explained this event would move forward to the August 25, 2021, City Council meeting.
- Ms. Sposito indicated the Police Department was already working with Mr. Meyers, noting the Public Works Department had no objections to the event once all was resolved.
- Mr. Cole verified the Building Division had no comments.
- Ms. Molnar stated the Fire Department would assist the Police Department and mobile teams throughout the event on the church property and in the downtown streets.
- Mr. Ruth confirmed the Utilities Department had no comments regarding this event.
- Ms. Cathy Getz stated the Historic Punta Gorda Civic Association would make announcements regarding the event on their website as well, offering to assist as needed. She commented positively on the street closures proposed for this year.
- Mr. Cole questioned whether the presentation would be included on the City's website.

- Ms. Hannon responded some of the information could be included, reiterating the presentation would go to City Council on August 25, 2021.
- Mr. Davoult added the information would be heavily advertised on social media, recalling media outlets were contacted and a news story was done in 2019 to educate the public, adding there would be a message board on Cross Street southbound into the City coming over the bridge.
- Mr. Tim Buck requested to modify the First UMC Trunk or Treat Event to 6:00 p.m. to 9:00 p.m., instead of the original timeframe of 5:00 p.m. to 8:00 p.m.
- Ms. Hannon replied affirmatively.
- Mr. Davoult added the plan was to start road closures at 5:00 p.m. with the event kickoff scheduled for 6:00 p.m., noting same allowed time for set up to clear vehicles and then end at 9:00 p.m. with roads opened by 10:00 p.m.
- Ms. Molnar MOVED, Ms. Sposito SECONDED to move Event Permit 21-165220 forward to the August 25, 2021, City Council meeting for approval. MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

- No Items.

STAFF COMMENTS

- Mr. David McCarty, Code Compliance Supervisor, introduced Ms. Ashley Omelanski-Carney as the new Executive Assistant for the Code Compliance Division.

COMMITTEE/BOARD COMMENTS

- None.

CITIZENS' COMMENTS

- None.

ADJOURNMENT

- Meeting Adjourned: 9:24 a.m.

Lisa Hannon, Acting Chair

Leah Pues, Recording Secretary