

**DEVELOPMENT REVIEW COMMITTEE
MEETING
SEPTEMBER 10, 2021**

MEMBERS PRESENT: Lisa Hannon, Acting Chair
Linda Sposito, Public Works
Norman Nahra, Police Lieutenant
Randy Cole, Chief Building Official
Robert Ruth, Utilities Project Manager
Taylor Smith, Fire Inspector

OTHERS PRESENT: David McCarty, Code Compliance Supervisor
Deputy City Clerk Sara Welch
Jerry Cleffi, John Wright, Cathy Getz,
Emily Klossner, Carlos Gremy, Nick McMullen,
Linda Stewart, Anthony Farhat

CALL TO ORDER/ANNOUNCEMENTS

- Ms. Hannon called the meeting to order at 9:00 a.m.
- A. Roll Call
- B. Next Scheduled Meeting
- 1. September 24, 2021

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

NOTE: Approval of Minutes was heard following Item C – Permit Review.

- A. August 13, 2021
- Ms. Sposito MOVED, Mr. Cole SECONDED approval of the August 13, 2021, minutes.
MOTION CARRIED UNANIMOUSLY.

NOTE: Item D – Permit Review was heard following Approval of Minutes.

PERMIT REVIEW

NOTE: Item A was heard following Item D.

- A. 21-165996; Charlotte High School Homecoming Parade; October 28, 2021
- Ms. Hannon requested a Certificate of Insurance naming the City as additional insured, noting stationary vendors were not permitted along the parade route. She concluded a signature was needed for the Florida Department of Transportation (FDOT) permit application.
- Ms. Sposito confirmed the Public Works Department had no objections to the request.
- Mr. Cole verified the Building Division had no comments.
- Mr. Smith stated the Fire Department had no issues with the request.

- Mr. Nahra verified the Police Department would provide in-kind services for the event. He then requested clarification of the parade route.
- Ms. Emily Klossner, applicant, stated staging would occur at Charlotte High School, noting an approval letter was submitted to the City for the parade to disband at the Charlotte Harbor Event and Conference Center. She verified the parade would commence at 6:00 p.m.
- Ms. Hannon concluded the request would move forward to the September 22, 2021, City Council meeting for approval to submit the FDOT permit application.
- Ms. Sposito MOVED, Mr. Ruth SECONDED approval of Event Permit 21-165996. MOTION CARRIED UNANIMOUSLY.

NOTE: Item F was heard following Item A.

- B. 21-165755; Make Waves; April 16, 2022
- Ms. Hannon announced an email was received from the event organizer requesting to cancel the event.
- C. 21-165999; Smuggler's Events Haunting on the Harbor; October 22, 23, 24, 29, 30, 31, 2021
- Ms. Hannon stated a tent permit, police officer detail and a copy of the alcoholic beverage license were required. She verified closure of Retta Esplanade was not needed for the event.
 - Ms. Sposito confirmed the Public Works Department had no comments for the request.
 - Mr. Cole stated the Building Division had no comments.
 - Mr. Smith reiterated a tent permit was required, adding the Fire Department would be on standby for the event.
 - Mr. Jerry Cleffi, applicant, indicated the design of the haunted house would be provided to the Fire Department to ensure all fire exit requirements were met.
 - Mr. Nahra verified only the haunted house would be in operation on October 24, 2021, confirming a one-officer detail was required for that date. He then stated a two-officer detail was scheduled for October 22, 2021, October 23, 2021, and October 29, 2021, and a three-officer detail was scheduled for October 30, 2021, and October 31, 2021. He concluded officers from Charlotte County might be needed for the last two dates of the event.
 - Mr. Ruth stated the Utilities Department had no comments regarding the request.
 - Ms. Sposito MOVED, Mr. Cole SECONDED approval of Event Permit 21-165999. MOTION CARRIED UNANIMOUSLY.

NOTE: Approval of Minutes was heard following Item C – Permit Review.

- D. 21-166018; PGDMA Fall Downtown Bash; October 23, 2021
- Ms. Hannon stated the following was required: tent permit for any tents proposed; police officer detail; copy of the alcoholic beverage license; Certificate of Insurance naming the City as additional insured.
 - Ms. Sposito verified the Public Works Department had no comments for the request.
 - Mr. Cole confirmed the Building Division had no comments.
 - Mr. Smith stated the Fire Department had no comments regarding the request.
 - Mr. Nahra verified a one-officer detail was required during the event.
 - Mr. Ruth confirmed the Utilities Department had no comments.
 - Mr. John Wright, applicant, stated the typical location for the dumpster was unavailable for the event, noting alternative locations were being explored so that same did not impede the Farmers Market on that date. He indicated a vehicle would be used to transport refuse to a dumpster if one was not available on site.
 - Ms. Sposito MOVED, Mr. Cole SECONDED approval of Event Permit 21-166018. MOTION CARRIED UNANIMOUSLY.
- E. 21-166025; Light Up the Night Tree Lighting Event; December 3, 2021
- Ms. Hannon stated staff was working with the applicant on the FDOT permit, noting the request would move forward to City Council for approval to submit the FDOT permit application. She inquired whether the applicant was aware of how insurance was handled in the past, noting she would meet with risk management if the applicant was not sure.
 - Ms. Cathy Getz, applicant, responded in the negative.
 - Ms. Hannon then stated a tent permit and police officer detail were required, adding staff was working with Mr. David Meyers, Public Works Supervisor, for maintenance of traffic.
 - Ms. Sposito verified the Public Works Department had no further comments regarding the request.
 - Mr. Cole confirmed the Building Division had no comments.
 - Mr. Smith stated the Fire Department had no comments for the request.
 - Mr. Nahra verified all officers scheduled for the event would be provided as in-kind services except for the officer at the alcohol booth.
 - Mr. Ruth confirmed the Utilities Department had no comments regarding the request.
 - Ms. Sposito MOVED, Mr. Nahra SECONDED approval of Event Permit 21-166025. MOTION CARRIED UNANIMOUSLY.

NOTE: Item A was heard following Item E.

F. OD-05-2021; Toula's Restaurant

- Ms. Hannon stated all Americans with Disabilities Act (ADA)-accessibility requirements must be maintained, including the required distance and height for the tables and chairs.
- Ms. Sposito concurred with the comments regarding ADA requirements.
- Ms. Hannon noted the outdoor dining was behind the restaurant on private property and would not be within any public right-of-way.
- Mr. Cole verified the Building Division had no comments regarding the request.
- Mr. Smith confirmed the Fire Department had no comments.
- Mr. Nahra stated the Police Department had no issues.
- Mr. Ruth indicated the Utilities Department had no comments.
- Ms. Sposito MOVED, Mr. Nahra SECONDED approval of OD-05-2021 contingent all public safety concerns were met. MOTION CARRIED UNANIMOUSLY.

G. DRC-05-2021; Tommy's Car Wash

- Ms. Hannon reviewed the request to construct a car wash at 10021 Burnt Store Road, noting City and Charlotte County impact fees were not required due to the previous structure at the location. She read the additional comments from the Urban Design Department, as delineated in the agenda material, which included inquiries concerning the operational workaround if a bail out could not be provided and what would happen if an over-height vehicle entered the drive thru as there was no indication of a maximum height warning bar. She stated all exterior bollards must be decorative or have a decorative sleeve, then reviewing the architectural requirements along with the landscape comments.
- Ms. Sposito reviewed the comments from the Engineering Division, which included the following requirements: the engineer of record must supply the City's Engineering Division with one set of signed and sealed as-builts along with a letter of substantial compliance for stormwater prior to the issuance of the Certificate of Occupancy; the developer was responsible for sending a letter to all utility companies notifying them of a vacation of easement or the need for new service and provide copies of the letters from the utility companies to the City; the required sidewalks and street trees would be constructed at the developer's expense and must not impede drainage. She concluded with the Engineering Division's comments in response to their review of the documents for the request.
- Ms. Hannon pointed out the Sanitation Division's comments indicated services were not proposed; however, a dumpster was specified in the plans, noting same would need to be addressed with the Sanitation Division.

- Mr. Cole stated the elevation level in one of the engineer drawings was insufficient, requesting certain changes be made.
- Mr. Smith verified the Fire Department had no issues regarding the request.
- Mr. Nahra confirmed the Police Department had no comments.
- Mr. Ruth indicated the Utilities Department reviewed the plans in July 2021 and an email was sent to the engineer at the beginning of August 2021, noting staff was waiting on a response in order to continue review of the plans.
- Mr. Nick McMullen, applicant, stated he would follow up with same. He then provided a brief overview of the operations and additional locations of Tommy's Express Carwashes, adding a majority of staff's comments were achievable. He explained the site plans, including the process for entering and exiting the carwash, noting clearance bars would not be used as there would be an attendant monitoring the height of vehicles. He indicated a bail out lane would be needed if it was determined a vehicle would not fit in the carwash, explaining two potential options were an emergency exit or a one-lane drive through the dedicated right-of-way. He inquired whether members had feedback on the feasibility of those two options.
- Ms. Hannon responded same could be discussed with staff, requesting Mr. McMullen email concepts for staff to review and then discuss with him.
- Mr. McMullen noted there were additional photographs he could provide to staff to provide a visual of other carwash sites, including the aesthetics of the facilities.
- Ms. Hannon indicated the development could not deviate from the Land Development Regulations' strict architectural provisions, noting a meeting could take place with the City's Chief Planner to discuss options.
- Ms. Linda Stewart, Morris Engineering, received clarification on information relating to the parcel and parking agreement for the subject property. She then stated the dumpster was designed for a front load dumpster truck; however, as the City had rear load dumpster trucks, same would be reexamined. She explained the rationale for the proposed setbacks of the right-of-way dedication line, noting a bail out lane could be added if permitted. She stated photographs of the bollards would be submitted, adding there were decorative sleeves for the bollards. She indicated the location of the trees would be examined, concluding they would confirm whether the trees could be preserved after revisions were made.
- Ms. Hannon concluded with an explanation of the approval process, noting the applicant could submit for a building permit once all requirements were met.
- Ms. Sposito added there was a possible opportunity for the applicant to explore the feasibility of the bail out lane along with the trash pickup.

NOTE: Ms. Sposito left the meeting at 9:36 a.m., confirming she had no comments regarding SRC-01-2021.

H. SRC-01-2021 - A Resolution of the City Council of the City Of Punta Gorda, Florida approving the Final Plat to subdivide a parcel of land containing 39,245.58 +/- square feet (0.90 +/- Acres) into five (5) single-family residential lots and one (1) commercial lot, in order to create a subdivision to be called "Jamaica Way Subdivision" for the property at 1700 Jamaica Way, Punta Gorda, Florida, more particularly described on Exhibit "A" attached to this Resolution; authorizing the Mayor and City Clerk to execute the Plat; authorizing the City Clerk to forward this Resolution and the original Final Plat to the Circuit Court Clerk for recording at the Applicant's expense; and providing an effective date.

- Ms. Hannon briefly reviewed the request, noting comments from the Utilities Department had been forwarded to the applicant.
- Mr. Cole verified the Building Division had no comments for the request.
- Mr. Smith confirmed the Fire Department had no issues.
- Mr. Nahra indicated the Police Department had no comments.
- Mr. Ruth stated the Utilities Department recommended the City require the necessary water and sewer improvements for providing service to each of the proposed lots at the subject location, adding same should be developed and installed by the owner or developer prior to the final plat approval by City Council and before recording with the Charlotte County Clerk of Court.
- Mr. Anthony Farhat, applicant, verified the comments were being addressed.
- Ms. Hannon concluded the request would move forward to the September 27, 2021, Planning Commission meeting as well as the October 20, 2021, City Council meeting. She requested the Zoning Division be included in the correspondence between the applicant and the Utilities Department.
- Mr. Cole MOVED, Mr. Nahra SECONDED to move SRC-01-2021 forward to the Planning Commission and City Council. MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

- No Items.

STAFF COMMENTS

- A. Development Review Committee Bylaws
- Ms. Sara Welch, Deputy City Clerk, drew attention to the existing and proposed Development Review Committee (DRC) Bylaws, denoted in the agenda material, offering to answer questions regarding same.

- Ms. Hannon noted her comments were submitted regarding some minor changes to the number of plans submitted for DRC.
- Ms. Welch indicated the Bylaws designated certain positions within the City to sit on the Committee. She stated there should be a total of seven members; however, the Committee currently had six members, questioning whether members had preferences on how to address same or whether they desired City Council to decide.
- Ms. Hannon responded in favor of City Council making the decision, explaining she was the designee at this time since the Urban Design Director had a scheduling conflict with the DRC meeting dates.
- Ms. Welch stated the circumstances would continue to be investigated and discussed with City Council. She then reviewed some of the proposed changes which included specification of the Committee's duties attained from Chapter 26, inquiring whether members noticed any additional duties that needed to be added.
- Ms. Hannon expressed uncertainty whether drafting and review of the City's 5-year capital improvements program (Duty J) was needed, noting same was vetted through each department and approved by City Council.
- A brief discussion ensued regarding the individuals responsible for drafting and reviewing the 5-year capital improvement program, with members agreeing Duty J should be removed.
- Ms. Welch indicated an ordinance change might be needed for Chapter 26.
- Ms. Hannon agreed, noting she could speak to the Urban Design Director about a potential amendment.
- Ms. Welch continued reviewing the proposed bylaws, questioning whether any additional changes were desired prior to presenting same to City Council.
- Ms. Hannon verified the Committee consented to moving the revisions forward to City Council.

COMMITTEE/BOARD COMMENTS

- None.

CITIZENS' COMMENTS

- None.

ADJOURNMENT

- Meeting Adjourned: 9:46 a.m.

Lisa Hannon, Acting Chair

Leah Pues, Recording Secretary