

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
OCTOBER 8, 2021**

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

**OTHERS PRESENT:** David McCarty, Code Compliance Supervisor  
Kathy Burnam, Patti Allen, Sandy Cook,  
Roland Dove

**CALL TO ORDER/ANNOUNCEMENTS**

- Ms. Hannon called the meeting to order at 9:00 a.m.
- A. Roll Call
- B. Next Scheduled Meeting
- 1. October 22, 2021

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- None.

**APPROVAL OF MINUTES**

- A. September 10, 2021
- Ms. Molnar MOVED, Ms. Sposito SECONDED approval of the September 10, 2021, minutes. MOTION CARRIED UNANIMOUSLY.

**PERMIT REVIEW**

- A. 21-166408; Lighting of the Village; Fishermen's Village; November 13, 2021
- Ms. Hannon briefly reviewed the request from the agenda material, noting there were additional plans for parking at 900 West Marion Avenue, the vacant lot at 1000 West Marion Avenue, the Visual Arts Center and the Five Star Realty parking lot. She requested the applicant work with Mr. David Meyers, Public Works Supervisor, and Mr. Nahra to determine if maintenance of traffic (MOT) or additional traffic control would be needed.
- Ms. Sposito verified the Public Works Department had no objections to the request.
- Mr. Cole stated the Building Division had no comments.
- Ms. Molnar confirmed a Fire Department stand-by detail was required.
- Mr. Nahra verified officers were stationed between Marion Avenue and Maud Street as well as Olympia Avenue and Maud Street at a previous event, inquiring whether an officer was desired for inside the event.

- Ms. Kathy Burnam, applicant, replied a total of three officers were requested, varying between 5:00 p.m. and 11:00 p.m.
  - Mr. Nahra recalled a portion of Marion Avenue had been blocked off, noting he would verify same with Mr. Meyers and follow up with the applicant.
  - Ms. Patti Allen, General Manager, Fishermen’s Village, indicated same had been blocked off for a Fourth of July event and not this event.
  - Mr. Nahra explained an officer might not be required at the intersection of Marion Avenue and Maud Street if same were closed, reiterating he would confirm with Mr. Meyers.
  - Mr. Ruth stated the Utilities Department had no comments regarding the request.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit 21-166408 contingent the applicant work with the Police Department and Public Works Department for traffic control. MOTION CARRIED UNANIMOUSLY.
- B. 21-166560; Fishermen's Village New Year's Eve Fireworks Event; December 31, 2021
- Ms. Hannon stated the Zoning Division had no issues with the request, noting the applicant would work with the Police Department and Fire Department on their requirements.
  - Ms. Sposito inquired whether coordination with the Public Works Department for MOT was needed for this event.
  - Ms. Burnam replied affirmatively.
  - Ms. Hannon verified additional parking would be available at 900 West Marion Avenue, the vacant lot at 1000 West Marion Avenue, the Visual Arts Center and the Five Star Realty parking lot.
  - Mr. Cole confirmed the Building Division had no comments.
  - Ms. Molnar verified a separate permit would be required for the fireworks and a special Fire Department stand-by detail was required for same.
  - Mr. Nahra indicated he would meet with Mr. Meyers regarding MOT and would follow up with the applicant, noting one officer might be stationed between Olympia Avenue and Maud Street due to the mass exit following the fireworks.
  - Mr. Ruth stated the Utilities Department had no comments regarding the request.
  - Ms. Burnam verified Garden State had not been in contact with the Fire Department as of yet, concluding she would follow up with them.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit 21-166560 contingent the applicant work with the Police Department and Public Works Department for traffic control and the fireworks contractor submit the application for a fireworks permit. MOTION CARRIED UNANIMOUSLY.

- C. 21-166585 Deep Creek Community Church Christmas Eve Services; Laishley Park; December 24, 2021
- Ms. Hannon announced the Zoning Division had all the required documents for the event.
  - Ms. Sposito inquired as to how many attendees were anticipated.
  - Mr. Sandy Cook, applicant, replied approximately 1,200 to 1,500.
  - Mr. Cole confirmed the Building Division had no comments.
  - Ms. Molnar stated an Emergency Medical Service stand-by was required, adding a letter would need to be provided with the name of the individuals assisting with the first aid stations along with their certifications.
  - Mr. Nahra stated a two-officer detail was scheduled for the event.
  - Mr. Ruth stated the Utilities Department had no comments regarding the request.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit 21-166585. MOTION CARRIED UNANIMOUSLY.

#### APPLICATION REVIEW

- A. DRC-06-2021 – Gettel Hyundai
- Ms. Hannon reviewed the Zoning Division comments, denoted in the agenda material, noting City Fair Share Impact Fees for 5,369 square feet (sf) of additional commercial/retail space would be \$5,315 and Charlotte County (County) Fair Share Impact fees for 5,369 new/used auto sales was \$16,979.68. She stated the following comments needed to be addressed with the Urban Design Department: no survey of the property was submitted; no architectural elevations were provided for full review; provide the location of mechanical equipment and how would same be screened from view; a photometric plan along with specifications and images were required for any new light fixtures proposed for the exterior building or parking lot; provide the finish of the proposed handrails. She concluded the landscape plan met the Code requirements.
  - Mr. Roland Dove, applicant, verified a copy of the staff report had been received prior to this meeting.
  - 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 Florida Department of Environmental Protection generic construction permit must be provided as applicable; 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; the parking stall size should be 9'x18' and 9'x10' was recommended for trucks. She concluded with the Engineering Division's comments in response to their review of the documents for the request as delineated in the agenda material.

- Mr. Dove indicated the request was not proposing any new service connections for power, gas or telecommunications, inquiring whether a letter was still needed for same.
- Ms. Sposito responded Sunshine1 would need to be contacted any time excavations were proposed.
- Mr. Cole stated the Building Division had no comments.
- Ms. Molnar verified a permit was required for interior modifications to the sprinkler and fire alarm.
- Mr. Nahra confirmed the Police Department had no comments.
- Mr. Ruth indicated the Utilities Department had issued an approval letter for the request and was ready to sign the approval sheet.
- Ms. Hannon concluded with an explanation of the approval process, noting the applicant had three months from this date to submit for building permit once all City department signatures were acquired.
- Mr. Dove verified contact with the County was not required for combining the lots as the lots would remain separated, concluding the architectural plans would be provided soon.

**STAFF COMMENTS**

- None.

**COMMITTEE/BOARD COMMENTS**

- None.

**CITIZENS' COMMENTS**

- None.

**ADJOURNMENT**

- Meeting Adjourned: 9:21 a.m.

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Lisa Hannon, Acting Chair

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Karen Smith, Recording Secretary