

**CITY OF PUNTA GORDA, FLORIDA
DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES
JANUARY 28, 2022, 9:00 A.M.**

MEMBERS PRESENT: Lisa Hannon, Acting Chair
Jennifer Molnar, Fire Department; Norman Nahra, Police Department; Kathleen Croteau, Building Division; Robert Ruth, Utilities Department

MEMBERS ABSENT: Linda Sposito, Public Works Department

OTHERS PRESENT: John Smith, Plans Examiner/Inspector; David McCarty, Code Compliance Supervisor; Frank Desguin; Harry Taylor; Brock Daniels

CALL TO ORDER

Ms. Hannon called the meeting to order at 9:10 a.m.

PUBLIC COMMENTS

1) APPROVAL OF MINUTES

1.a December 17, 2021 Meeting Minutes

Exhibits:

Cover Page

12-17-2021 Meeting Minutes

Ms. Molnar **MOVED** approval of the December 17, 2021, minutes, **SECONDED** by Mr. Nahra. **MOTION UNANIMOUSLY CARRIED.**

2) PERMIT REVIEW

2.a **Event Permit: 22-168197 - Florida Frontier Days, History Park, 501 Shreve Street, Feb. 25-26, 2022**

Exhibits:

Cover Page

Florida Frontier Days application

Ms. Hannon briefly reviewed the request, noting the following was required: Certificate of Insurance naming the City as additional insured and as the Certificate holder; off-site parking plan along with a letter of authorization from the property owner of the off-site parking location; digital copy of the off-premises signage; tent permit for any tents proposed.

Mr. Frank Desguin, applicant, verified off-premises signage was not proposed for the event. He stated documentation permitting off-site parking at the Punta Gorda Library would be provided, adding Mr. Rick Keeney, Public Works Director, authorized event volunteers to park in the vacant lot near the community garden.

Mr. John Smith, Plans Examiner/Inspector, confirmed the Building Division had no comments.

Ms. Molnar reiterated a tent permit was required two weeks in advance of the event date, noting Fire Department stand-by detail was not required.

Mr. Nahra verified officers were not required for the event.

Mr. Ruth stated the Utilities Department had no comments.

Ms. Hannon concluded the Public Works Department would verify whether there were any comments regarding the event.

Ms. Molnar **MOVED** to approve Event Permit 22-168197 contingent the applicant provide the off-site parking plan to staff, **SECONDED** by Mr. Smith. **MOTION UNANIMOUSLY CARRIED.**

2.b [Event permit: 22-168201 - St Patrick's day celebration, 145 E Marion Ave, Mar 17-18, 2022.](#)

Exhibits:

[Cover Page](#)

[Patricks day celebration Application](#)

Ms. Hannon stated a representative for the event was not present, suggesting the event be continued to the February 11, 2022, meeting to review the request with the applicant in attendance.

Ms. Molnar **MOVED** to continue Event Permit 22-168201 to the February 11, 2022, meeting, **SECONDED** by Mr. Smith. **MOTION UNANIMOUSLY CARRIED.**

3) APPLICATION REVIEW

3.a [DRC-01-2022 - 1013 Taylor Road - Frankie's Family Food Truck](#)

Exhibits:

[Cover Page](#)

[DRC-01-2022 Application](#)

[DRC Staff Report](#)

Ms. Hannon briefly reviewed the request along with the comments from the Urban Design Division, which included a request for the location of the mechanical equipment and how same would be screened from view of the adjacent properties and public right-of-way (ROW), concluding the Public Works Department requested to address their comments with the applicant.

Mr. Harry Taylor, applicant's representative, verified he would respond to the comments received.

Mr. Smith indicated the Building Division would address any concerns at the time of permitting and plan review.

Ms. Molnar stated the applicant was informed at least ten feet of spacing was required between each food truck parked onsite.

Mr. Nahra verified the Police Department had no comments regarding the request.

Mr. Ruth indicated the applicant should have received an approval letter from the Utilities Department, requesting any changes be added to the plans. He confirmed a Department of Environmental Protection permit was required for construction of the lift station.

Mr. Frank Ibarra, applicant, spoke positively on the development and location of the Food Truck Park, anticipating same would be aesthetically pleasing and successful.

Mr. Taylor indicated there were a couple concerns listed in the engineering comments that would be resolved with the appropriate departments.

Ms. Hannon verified those issues would need to be resolved with the Public Works Department. She then concluded with an explanation of the approval process, noting the applicant had three months from this date to submit the sign-off sheet for building permit.

3.b [DRC-02-2022 - TECO Gas Line Installation](#)

Exhibits:

[Cover Page](#)

[DRC-02-2022 Application](#)

[DRC Staff Report](#)

Ms. Hannon briefly reviewed the request along with the comments from the Urban Design Division, which included the following requirements: ROW permit; maintenance of traffic plan submitted and approved by the Public Works ROW Supervisor; Florida Department of Transportation permit.

Mr. Smith confirmed the Building Division had no comments regarding the request.

Ms. Molnar verified the Fire Department had no issues.

Mr. Nahra stated the Police Department had no comments.

Mr. Ruth indicated Mr. Steve Adams, Utilities Engineering Manager, had not yet received a response to his request for vertical plans depicting how the existing utilities lines would be protected.

Mr. Brock Daniels, applicant's representative, stated the comments had been addressed and the plans would be forwarded to Mr. Adams following this meeting. He then expressed concern with the Engineering Division's comment regarding construction being completed on Aqui Esta Drive between April and October due to seasonal traffic, explaining TECO had a customer which likely needed gas sooner than the timeframe.

Ms. Hannon indicated the applicant would need to work closely with the Engineering Division, Fire Department and Police Department for maintenance of traffic, noting the construction work could not be prohibited; however, staff desired for the developer to be aware of the additional traffic during season.

Ms. Molnar added communication was needed on a regular basis, particularly when the intersection was reached since same would impact emergency responses.

Mr. Daniels confirmed a point of contact for the project would be provided, noting road closures were not anticipated.

Ms. Hannon stated the Public Works Department should be informed of same. She then concluded with an explanation of the approval process, noting the applicant had three months from this date to submit the sign-off sheet.

Mr. Smith suggested the Building Division be informed of the hours of operation so they could notify each department ahead of time.

Mr. Daniels agreed.

STAFF COMMENTS

Ms. Hannon welcomed Ms. Croteau to the Committee.

ADJOURNMENT

The meeting adjourned at 9:30 a.m.

Chair

Recording Secretary