

**CITY OF PUNTA GORDA, FLORIDA  
DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES  
APRIL 8, 2022, 9:00 A.M.**

**MEMBERS PRESENT:** Hannon, Chair  
Molnar, Fire Department; Nahra, Police Department; Ruth, Utilities Department; Sposito, Public Works Department

**MEMBERS ABSENT:** Croteau, Building Division

**OTHERS PRESENT:** David McCarty, Code Compliance Supervisor; James Ink

**CALL TO ORDER**

Ms. Hannon called the meeting to order at 9:00 a.m.

**PUBLIC COMMENTS**

None.

**1) APPROVAL OF MINUTES**

1.a March 25, 2022 Meeting Minutes

***Exhibits:***

[Cover Page](#)

[03-25-2022 Minutes](#)

Ms. Molnar **MOVED** approval of the March 25, 2022, minutes, **SECONDED** by Mr. Ruth.

**MOTION UNANIMOUSLY CARRIED.**

**2) PERMIT REVIEW**

No items.

**3) APPLICATION REVIEW**

3.a [DRC-03-2022 - 1625 West Marion Avenue](#)

***Exhibits:***

[Cover Page](#)

[Application](#)

[DRC Staff Report](#)

[Public Works Comments](#)

Ms. Hannon reviewed the request along with the comments from the Urban Design Division, which included additional concerns relating to fair share impact fees as well as comments relating to setback requirements, dumpster specifications and the landscaping plan.

Ms. Sposito read the comments from the Engineering Division, which included the following: all sidewalks must meet Americans with Disability Act (ADA)-compliance for slope, cross slope and ADA truncated dome placement as

applicable; the developer was responsible for notifying all utility companies of a vacation of easement or the need for new service and must provide copies of same to the City; general notes, stop bars and stop signs were missing from the site plans. She next read the comments from the Public Works Department, which included the following requirements: the edge of pavement across the property for Marion Avenue must be clearly indicated in the site plans; all proposed docks and lifts must be compliant with Chapter 6, Punta Gorda Code; proposed sidewalk work in the right-of-way must include inlet protection and silt fence. She lastly read the comments from the Sanitation Division, which requested specification relating to the dumpster if one was proposed, recommending the Public Works Department be contacted regarding sanitation needs, particularly relating to the ingress and egress for the sanitation trucks.

Ms. Molnar indicated the Urban Design Division and Fire Department would assign address numbers for each building and unit at the time the application for the building permit was submitted, adding permits from the Fire Department would need to be submitted separately as same was not included in this review process.

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

Mr. Ruth indicated the Utilities Department was waiting for the revised plans.

Mr. James Ink, Engineer, stated same should be provided to the Utilities Department the following week from this date. He then received clarification on building heights and landscape plan requirements.

Ms. Hannon concluded with an explanation of the approval process, noting the applicant had three months from this date to obtain the required signatures from each department and submit for a building permit.

### 3.b [DRC-13-19 Extension request - 324 Cooper Street](#)

#### ***Exhibits:***

[Cover Page](#)

[2022 Extension Application](#)

Ms. Hannon briefly reviewed the extension request, noting the COVID-19 pandemic impacted the ability of the project's architect, civil and structural engineers to produce the drawings according to the approved schedule. She concluded the Zoning Division had no issues with the request.

Ms. Sposito verified the Public Works Department had no issues with the request.

Ms. Molnar confirmed the Fire Department had no issues.

Mr. Nahra stated the Police Department had no comments.

Mr. Ruth expressed uncertainty regarding the date the plans were approved by the Utilities Department, explaining plans would need to be resubmitted for review following two years from the approval date.

Ms. Molnar **MOVED** to approve the extension request for DRC-13-19 contingent the comments from the Utilities Department and Public Works Department were addressed, **SECONDED** by Ms. Sposito.

**MOTION UNANIMOUSLY CARRIED.**

## STAFF COMMENTS

[2023 Tentative Board Meeting Dates](#)

***Exhibits:***

[Cover Page](#)

[2023 Tentative Board Meeting Dates](#)

Ms. Hannon stated the tentative meeting dates for 2023 were included in the agenda material due to the renovations scheduled for City Hall during that time, adding meetings would be held at the Military Heritage Museum after August 1, 2022.

## ADJOURNMENT

The meeting was adjourned at 9:17 a.m.

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Chair

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Recording Secretary