

**CITY OF PUNTA GORDA, FLORIDA  
DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES  
APRIL 22, 2022, 9:00 A.M.**

**MEMBERS PRESENT:** McCarty, Acting Chair  
Davoult, Police Department; Sposito, Public Works Department;  
Smith, Fire Department; Watts, Utilities Department

**MEMBERS ABSENT:** Croteau, Building Division

**OTHERS PRESENT:** Sammy Sorrentino, Executive Assistant; Julie Ryan, Senior Project Manager; Bill Kinney; Kathy Burnam; James Abraham

**CALL TO ORDER**

Mr. McCarty called the meeting to order at 9:00 a.m.

**PUBLIC COMMENTS**

None.

**1) APPROVAL OF MINUTES**

1.a [April 8, 2022 Meeting Minutes.](#)

***Exhibits:***

[Cover Page](#)

[04-08-2022 Minutes](#)

Ms. Sposito **MOVED** approval of the April 8, 2022, minutes, **SECONDED** by Mr. Smith.

**MOTION UNANIMOUSLY CARRIED.**

**2) PERMIT REVIEW**

2.a [Event Permit: 22-169839 - Punta Gorda Seafood and Music Festival, Laisley Park, May 13 - 15, 2022.](#)

***Exhibits:***

[Cover Page](#)

[Punta Gorda Seafood and Music Festival Application](#)

Ms. Sammy Sorrentino, Executive Assistant, requested the following: Certificate of Insurance naming the City as additional insured and as the Certificate holder; copy of the alcoholic beverage license; schedule from the Police Department for officer detail; tent permit from the Fire Department. She indicated the Fire Department would confirm the necessity for a standby detail, concluding all trash removal was the responsibility of the event organizer.

Mr. Bill Kinney, applicant, requested Emergency Medical Services from the Fire Department, particularly due to the warmer temperature at the time of the event.

Mr. Smith replied affirmatively, noting two medics would be on standby.

Ms. Sposito confirmed the Public Works Department had no comments.

Mr. Davoult stated officer details would be scheduled as follows: two officers on May 13, 2022, from 4:00 p.m. to 10:00 p.m.; one officer on May 14, 2022, and May 15, 2022, at 11:00 a.m. with an additional officer from 2:00 p.m. to 11:00 p.m.

Mr. Watts confirmed the Utilities Department had no comments.

Mr. McCarty called for a vote to approve the event permit, confirming the vote carried unanimously.

2.b [Event Permit: 22-170001 - Independence Day Celebration, Fishermen's Village, July 3 - 4, 2022](#)

**[Exhibits:](#)**

[Cover Page](#)

[Independence Day Celebration Application](#)

Ms. Sorrentino requested the following: tent permit from the Fire Department for any proposed tents; standby detail from the Fire Department and Police Department; coordination with the Public Works Department for maintenance of traffic (MOT). She concluded off-site parking would be available at the Visual Art Center and Military Heritage Museum.

Ms. Sposito reiterated coordination with the Public Works Department for MOT was required.

Ms. Kathy Burnam, applicant, verified the requested information was included in the application.

Mr. Davoult questioned the start time for the event and whether activities would be held in the parking lot of the subject location.

Ms. Burnam responded family activities might commence at the dry beach adjacent to the parking lot, noting same was also included in the application. She then verified the event would start at 12:00 p.m. and the fireworks were scheduled for 9:00 p.m. on July 4, 2022.

Mr. Davoult stated two officers would be scheduled for inside the event and a third officer for traffic control, confirming same would be from 7:00 p.m. to 10:00 p.m.

Mr. Watts indicated the Utilities Department had no comments.

Mr. McCarty called for a vote to approve the event permit, confirming the vote carried unanimously.

2.c [Event Permit: 22-169991 - Lighting of the Village, Fishermen's Village, November 12, 2022](#)

**[Exhibits:](#)**

[Cover Page](#)

[Lighting of the Village Application](#)

Ms. Sorrentino stated standby details from the Fire Department and Police Department as well as coordination with the Public Works Department for MOT were required, concluding off-site parking would be available at the Visual Arts Center and Military Heritage Museum.

Ms. Sposito reiterated coordination was needed with the Public Works Department for MOT.

Recording Secretary Pues indicated motions to approve Event Permits 22-169839 and 22-170001 were needed.

Ms. Sposito **MOVED** to approve Event Permit 22-169839, **SECONDED** by Mr. Smith.

**MOTION UNANIMOUSLY CARRIED.**

Ms. Sposito **MOVED** to approve Event Permit 22-170001, **SECONDED** by Mr. Smith.

**MOTION UNANIMOUSLY CARRIED.**

Mr. Smith then confirmed two standby details were required from the Fire Department throughout the entire event for Event Permit 22-169991.

Mr. Davoult verified a two-officer detail was required from 5:00 p.m. to 11:00 p.m. for traffic control and a one-officer detail for inside the event from 7:00 p.m. to 11:00 p.m.

Mr. Watts indicated the Utilities Department had no comments.

Ms. Sposito **MOVED** to approve Event Permit 22-169991, **SECONDED** by Mr. Smith.

**MOTION UNANIMOUSLY CARRIED.**

2.d [Event Permit: 22-169995 - New Year's Eve Celebration, Fishermen's Village, December 31, 2022](#)

***Exhibits:***

[Cover Page](#)

[New Year's Eve Celebration Application](#)

Ms. Sorrentino confirmed standby detail from the Fire Department and Police Department as well as coordination with the Public Works Department for MOT were required, concluding off-site parking would be available at the Visual Arts Center and Military Heritage Museum.

Ms. Sposito reiterated coordination was needed with the Public Works Department for MOT.

Mr. Smith confirmed two standby details were required from the Fire Department throughout the entire event.

Mr. Davoult verified a one-officer detail was required for traffic control from 10:00 p.m. to 1:00 a.m. and a one-officer detail for inside the event from 9:00 p.m. to 1:00 a.m.

Mr. Watts indicated the Utilities Department had no comments.

Ms. Sposito **MOVED** to approve Event Permit 22-169995, **SECONDED** by Mr. Smith.

**MOTION UNANIMOUSLY CARRIED.**

3) [APPLICATION REVIEW](#)

3.a [TU-08-2022 - 361 Dr Martin Luther King Boulevard - Flea Market](#)

***Exhibits:***

[Cover Page](#)

[Application](#)

Ms. Julie Ryan, Senior Project Manager, briefly reviewed the request, noting the following were required prior to approval: Certificate of Insurance naming the City as additional insured and as the Certificate holder; permits for any tents proposed; Local Business Tax Receipt from the City Clerk's Office for the Farmers/Flea Market. She indicated there were no rental policies or agreements

in place for the Bailey Brothers Park, concluding the request was tentatively scheduled to be presented at the May 4, 2022, City Council meeting.  
Mr. James Abraham, applicant, introduced himself to the Committee.  
Ms. Sposito verified the Public Works Department had no comments.  
Mr. Smith reiterated a tent permit was required from the Fire Department.  
Mr. Davoult confirmed the Police Department had no comments.  
Mr. Watts verified the Utilities Department had no comments.  
Ms. Sposito **MOVED** recommended approval of TU-08-2022 pending City Council's decision, **SECONDED** by Mr. Smith.  
**MOTION UNANIMOUSLY CARRIED.**

#### **STAFF COMMENTS**

None.

#### **ADJOURNMENT**

The meeting was adjourned at 9:12 a.m.

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Chair

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Recording Secretary