

**CITY OF PUNTA GORDA, FLORIDA
PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE MEETING MINUTES
MARCH 21, 2022, 1:30 P.M.**

MEMBERS PRESENT: Cort, Chair
D'Amico, Dye, Hannon, Knabe, Ludvig, Sullivan

OTHERS PRESENT: Cathy Miller, Canal Maintenance Supervisor; Gary Disher, Mapping, Permitting and Compliance Manger; Bryan Clemons, Public Works Engineering Manager

CALL TO ORDER

Mr. Cort called the meeting to order at 1:30 p.m., followed by the Pledge of Allegiance.

PUBLIC COMMENTS

None.

1) **APPROVAL OF MINUTES**

1.a Approval of Minutes: Punta Gorda Isles Canal Advisory Committee Meeting of February 22, 2022

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02-22-2022 Minutes

Mr. Hannon **MOVED** to approve the February 22, 2022, minutes, **SECONDED** by Mr. Knabe.

MOTION UNANIMOUSLY CARRIED.

NOTE: Item 4.a. was heard following Approval of Minutes.

2) **REPORTS**

2.a Finance Report February 2022

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PGI YTD Revenue Report 3-3-2022

PGI YTD Expenditure Report 3-3-2022

Ms. Cathy Miller, Canal Maintenance Supervisor, verified there were no questions regarding the finance reports.

2.b Budget Utilization Report February 2022.

Exhibits:

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PGI Utilization MAR

Ms. Miller announced mangrove trimming would commence in April 2022 and dredging would commence by summer 2022.

2.c [Seawall Replacement Status Report February 2022.](#)

Exhibits:

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[PGI Status Report MAR](#)

Ms. Miller indicated the project scheduled for Sancho Panza Court was transferred to the seawall replacement schedule for fiscal year (FY) 2022/2023, verifying the property owner approved of same.

Mr. Cort requested the report include the district or zone of the projects that were scheduled.

Ms. Miller agreed to do so.

2.d [Permits Authorized by City Staff February 2022.](#)

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[PGI Canal Maintenance Report Feb 2022](#)

Ms. Miller confirmed there were no questions regarding permits authorized by staff.

2.e [Punta Gorda Isles Capital Improvement Status Report February 2022.](#)

Exhibits:

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[PGI Capital Improvement Status 202203 \(2\)](#)

Mr. Gary Disher, Mapping, Permitting and Compliance Manager, verified there were no questions regarding the Capital Improvement Status report.

2.f [Master Permit Agreement Status Report February 2022.](#)

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[MasterPermitStatus202203](#)

Mr. Disher stated staff was still addressing the information requested from the required agencies, confirming there were no updates relating to the expected timeframe for the permit to be issued.

2.g [Punta Gorda Isles 2021-2022 Seawall Assessment Analysis Summary.](#)

Exhibits:

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[SA2021_22AnalysisKeyEventsPGICAC](#)

Ms. Miller announced staff adopted recommendations following the presentation of the Seawall Materials and Methods Feasibility Study (Feasibility Study) by Taylor Engineering, which included a change to how seawalls were inspected and assessed as well as several modifications to the data collection software for rating the seawalls.

Mr. Cort questioned whether the previous ratings of the seawalls significantly differed now that the rating criteria had changed.

Ms. Miller replied affirmatively, noting more detailed information was being retrieved from the assessments and the report indicated there were more

seawalls that were in serious condition. She indicated a public workshop would be held in April 2022 with various budgeting scenarios being presented for the Seawall Replacement Program (Program), adding the Committee would then review and approve the budget at their May 2022 meeting.

Mr. Cort provided an overview of the actions taken by staff, the Committee and City Council following the Feasibility Study, recalling City Council had requested further input from the public after the Committee's recommendation to increase the assessment rates to do more seawall replacements. He stated the workshop was another opportunity for the public to provide input. He suggested staff's presentation at the workshop include elements from the Feasibility Study to explain why assessment rates needed to increase moving forward.

Ms. Miller stated staff intended to present the Feasibility Study at the workshop, noting the public was invited to attend the April and May meetings and staff was working on an advertisement for same.

Discussion ensued regarding the details of the public workshop as well as the City's previous and current inspection process for assessing and rating seawalls.

Mr. Disher indicated the seawall assessment program calculated the total rating on the condition of the seawalls and allowed the data to be more objective.

Ms. Miller pointed out the FY 2022/2023 Program contained data for only the southern portion of the Punta Gorda Isles (PGI) Canal Maintenance District (District).

Mr. Knabe opined the information presented should include estimates for the entire PGI District for budgeting purposes.

Mr. Disher confirmed same would be included. He then provided a detailed explanation of the rating system and monitoring process for seawalls.

Discussion continued regarding the seawall assessment process as well as the potential causes for seawall failures and the increased costs associated with the Program.

Ms. Miller indicated the public was invited to review all of the data staff had available relating to the Program and Feasibility Study.

Mr. Hannon recommended the presentation include costs for replacing seawalls not maintained by the City, noting there was a significant price difference between same.

Mr. Cort suggested distributing a newsletter to engage the public.

Ms. Miller concurred.

3) QUASI-JUDICIAL PUBLIC HEARINGS

No items.

4) GENERAL BUSINESS

4.a Punta Gorda Isles Canal Advisory Committee Bylaws

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Bylaws Presentation

Punta Gorda Isles Canal Advisory Committee Bylaws - Proposed

Punta Gorda Isles Canal Advisory Committee Bylaws - Change Tracking

Punta Gorda Isles Canal Advisory Committee Bylaws - Existing

Ms. Sara Welch, Deputy City Clerk, announced the City Clerk's Office was in the process of reviewing the Committee's bylaws, providing a detailed overview of the proposed changes, which included reorganization of the language as well as revised language relating to members' terms and duties. She indicated the next step was for members to provide a recommendation to City Council.

Mr. Knabe pointed out the proposed bylaws appeared to remove some of the process for public comment during a public hearing.

Ms. Welch explained the change tracking document gave the appearance that items were eliminated when they were actually repositioned within the bylaws. She then stated the bylaws would be presented to City Council at their April 6, 2022, meeting if members approved the proposed changes.

Mr. Cort inquired whether it would be appropriate to reference the procedure of quasi-judicial public hearings since same governed how the Committee operated, noting the procedure was lengthier than what was contained in the bylaws and the reference could prevent any oversights.

Ms. Welch indicated same could be considered.

A brief discussion ensued regarding the process for adopting the amended bylaws, with Mr. Ludvig speaking in favor of the proposed changes along with Mr. Cort's recommendation.

Mr. Cort clarified the addendum would include language regarding the Committee's procedures being governed by the quasi-judicial hearing document.

Mr. Dye **MOVED** to present the proposed bylaws to City Council with the Committees' recommendations, **SECONDED** by Mr. Hannon.

MOTION UNANIMOUSLY CARRIED.

STAFF COMMENTS

None.

MEMBER COMMENTS

Mr. Dye indicated the City was unable to monitor the installation of floating lifts or determine whether existing ones were permitted, inquiring whether the Committee should address same. He expressed safety concerns regarding the security of floating lifts during storms, noting a permit could be established at no cost to create a standard for the installation of such lifts. He stated homeowners might not be aware of what was permitted and could be educated regarding same.

Mr. Cort suggested a potential education or forgiveness process could be established if an installation was already completed, adding the City could then inspect the installation to ensure same avoided impeding navigation.

Discussion ensued regarding navigational issues with and potential damages to existing and future floating lifts within the PGI District.

Mr. Cort concluded floating lifts could be discussed again at a future meeting.

Mr. Ludvig recalled previous discussions regarding permits for boat lifts that were installed without requiring a special exception but caused access issues for neighboring property owners, inquiring whether there were any updates relating to same.

Mr. Bryan Clemons, Public Works Engineer, confirmed the issue had been brought to the attention of the Building Division and Legal Division.

ADJOURNMENT

The meeting was adjourned at 2:40 p.m.

Chair

Recording Secretary