

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
MARCH 23, 2018**

**MEMBERS PRESENT:** Lisa Hannon, Acting Chairman  
Randy Cole, Chief Building Official  
Tom Jackson, Utilities Director  
Jennifer Molnar, Fire Marshal  
Linda Sposito, Senior Project Manager  
Norman Nahra, Police Lieutenant

**MEMBERS ABSENT:** David Hilston, Chief Planner

**OTHERS PRESENT:** Jennifer Daumann, Executive Assistant  
John Wright

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- B. Next Scheduled Meeting
- 1. April 13, 2018

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

**APPROVAL OF MINUTES**

- A. March 9, 2018
- Ms. Molnar. MOVED, Mr. Jackson SECONDED approval of the March 9, 2018 minutes. MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

- A. Event Permit: 18-146743 – PGCC Blues, Brews & BBQ Event, April 14, Sheraton Four-Points Great Lawn
- Ms. Jennifer Daumann, Executive Assistant, displayed an overhead of the proposed site plan, as delineated in the agenda material, noting this was an annual event. She requested a letter of authorization from the property owner, a copy of the alcoholic beverage license, and digital examples of the proposed signage.
- Mr. John Wright stated he submitted the letter of authorization from the property owner the previous week.
- Ms. Molnar confirmed a tent permit was required. She requested Mr. Wright share the fire safety requirements with all vendors. She concluded vendors employing electrical heat sources were required to have a State-certified fire extinguisher.
- Mr. Nahra confirmed a one-officer police detail, which would be paid for by Sheraton, was requested.
- Ms. Hannon confirmed the Harborwalk would remain open.

- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-146743 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- B. Event Permit: 18-146745 Spring Bash; May 26, 2018; Downtown Taylor St.
  - Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a copy of the alcoholic beverage license.
  - Ms. Molnar confirmed a tent permit was required, requesting the fire safety letter be shared with vendors.
  - Mr. Nahra stated a one-officer police detail would be present.
  - Ms. Molnar requested ten feet of clearance and visual clearance near the hydrant at the corner of Olympia Avenue and Taylor Street.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-146745 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. Event Permit: 18-146752; Fall Bash; September 1, 2018; Downtown Taylor St.
  - Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a copy of the alcoholic beverage license.
  - Ms. Molnar confirmed a tent permit was required, requesting the fire safety letter be shared with vendors.
  - Mr. Nahra stated a one-officer police detail would be present.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-146752 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- D. Event Permit: 18-146756; Oktoberfest; October 6, 2018; Downtown Taylor St.
  - Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a copy of the alcoholic beverage license.
  - Ms. Molnar confirmed a tent permit was required, requesting the fire safety letter be shared with vendors.
  - Mr. Nahra stated a one-officer police detail would be present.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-146756 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- E. Event Permit 18-146777 Punta Gorda Chamber of Commerce City Wide Garage Sales (various dates)
  - Ms. Daumann explained she did not have a proposed site plan as the event would be held at multiple locations, requesting a letter of authorization from the property owner.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-146777 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

- Mr. Wright stated the dates could be changed if a garage sale would conflict with a parade.
- F. Event Permit 18-146778 – Alive After 5 Annual Review
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material.
  - Ms. Molnar requested forty-eight inch clearance be maintained on all public sidewalks.
  - Ms. Hannon confirmed staff should continue to direct inquiries regarding event participation to Mr. Wright.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-146778 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- G. Event Permit 18-146780 Punta Gorda Hibiscus Festival, Gilchrist Park, May 4, 5, & 6, 2018
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting the fifty dollar application fee, a digital example of the proposed off-premises signage, copies of the alcoholic beverage license, a Certificate of Insurance which named the City as additional insured, and the 501(c)3 tax-exempt certificate.
  - Ms. Molnar confirmed less than 1,000 attendees were expected each day.
  - Mr. Nahra stated a one-officer police officer detail was required each day.
  - Ms. Sposito confirmed the event organizers would coordinate with Public Works to bring items into the green space.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-146780 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- H. Event Permit 18-146783 Mindi & Friends Concert Event, November 17, 2018 Charlotte Harbor Event Center Great Lawn
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a letter of authorization from the property owner.
  - Ms. Molnar confirmed a tent permit was required.
  - Mr. Nahra confirmed the applicant expected a maximum of 1,500 attendees. He then clarified fencing would ensure the Harborwalk would not be affected by attendees.
  - Ms. Hannon stated the fencing along the Taylor Street extension must be monitored.
  - Ms. Molnar responded all entry points would include movable gates and twenty feet of clearance would be maintained around the building.
  - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-146783 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

- Mr. Wright stated he submitted the letter of authorization from the property owner the previous week.

**ADJOURNMENT**

- Meeting Adjourned: 9:15 a.m.

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David Hilston, Chairman

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Sara Welch, Recording Secretary