

**DEVELOPMENT REVIEW COMMITTEE
MEETING
June 8, 2018**

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

OTHERS PRESENT: Jennifer Daumann, Executive Assistant
Gary Butler, Carrie Mallia James

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
- 1. June 22, 2018

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. May 25, 2018
- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of the May 25, 2018, minutes.
MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- Event Permit: 18-147254; 4th of July Celebration! Party on the Roof; Herald Court Parking Garage Roof
- Ms. Jennifer Daumann, Executive Assistant, displayed an overhead of the proposed site plan, as delineated in the agenda material, announcing a tent permit was required and the applicant needed to coordinate with the Fire Marshall regarding the placement of generators. She requested a copy of the alcoholic beverage license and Certificate of Insurance naming the City as additional insured, reminding the applicant this was a non-smoking facility and live cooking was not permitted on the top deck. She advised the applicant the Facilities and Maintenance Division required two weeks' notice to provide for bathroom supplies, noting the event coordinator was responsible for Public Service Announcements and signage in the parking garage indicating the top deck was closed.
- Ms. Molnar clarified tent permits were required two weeks in advance and generators must be placed to prevent accumulation of exhaust in the stairwells.
- Mr. Nahra stated a one-officer police detail was required, explaining limited City Police Department staffing might require the Charlotte County Sheriff's Office to provide same.

- Mr. Gary Butler stated he would communicate with departments individually.
- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-147254 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

- A. Event Permit: 18-147714; Charlotte County Pride Fest 2019 & Parade; Laishley Park (Continued from 05/25/2018)
- Ms. Jennifer Daumann, Executive Assistant, displayed an overhead of the proposed site plan, as delineated in the agenda material, announcing a tent permit was required. She requested a copy of the alcoholic beverage license, Certificate of Insurance naming the City as additional insured, digital examples of the proposed off-premises signage and proof of the applicant's 501(c)(3) status. She advised the Facilities and Maintenance Division required two weeks' notice to provide for electrical and water needs and the site must be fenced or staked a minimum of twenty-four hours prior to the event. She noted the event organizer would not stage an evening parade this year.
 - Ms. Molnar requested food vendors be situated at least three feet from electrical panels.
 - Mr. Nahra inquired as to the time the police detail was requested.
 - Ms. Carrie Mallia James replied the event was from 12:00 p.m. to 6:00 p.m.; however, the police detail was needed at 8:00 a.m. to assist with parking.
 - Mr. Nahra stated expected attendance required a one-officer police detail.
 - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-147714 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

COMMITTEE/BOARD COMMENTS

- Ms. Hannon announced comments were needed by June 14, 2018, for the Cross Street Development Review, noting AutoZone would be reviewed in July 2018.

ADJOURNMENT

- Meeting Adjourned: 9:07 a.m.

David Hilston, Chairman

Sara Welch, Recording Secretary