

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
June 22, 2018**

**MEMBERS PRESENT:** David Hilston, Chairman  
Randy Cole, Chief Building Official  
Lisa Hannon, Zoning Official  
Steve Adams, Utilities Engineering Manager  
Linda Sposito, Senior Project Manager  
Norman Nahra, Police Lieutenant

**MEMBERS ABSENT:** Jennifer Molnar, Fire Marshal

**OTHERS PRESENT:** Jennifer Daumann, Executive Assistant  
John Swen, Gary Bayne, Kevin Rooney, Alycia Page

**CALL TO ORDER/ANNOUNCEMENTS**

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

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**APPROVAL OF MINUTES**

- A. June 8, 2018
- Ms. Hannon MOVED, Mr. Adams SECONDED approval of the June 8, 2018, minutes.  
MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

- A. DRC-05-18 - 411 Cross St. - Harbor Home Builders Office
- Ms. Hannon provided an in depth review of comments and requirements from the staff report, as delineated in the agenda material, requesting additional information regarding the proposed handrails, bicycle rack and warranty deed. She inquired as to plans to screen the mechanical equipment in the rear of the property.
- Mr. John Swen, applicant's representative, responded shrubs were intended to screen same.
- Ms. Hannon requested specifications for any proposed exterior lighting, questioning the type of refuse collection proposed.
- Mr. Gary Bayne, applicant's representative, stated he believed wall pack lighting would be used, confirming specifications could be submitted during building permitting.
- Ms. Hannon confirmed pole lights would not be installed in the parking lot, announcing Urban Design was ready to approve the landscape plan.

- Mr. Hilston inquired as to Wilshire Walk's apparent encroachment of an alleyway on the property.
  - Mr. Kevin Rooney, applicant's representative, explained the alleyway would be rebuilt after the removal of a portion of the pavement which encroached on the property.
  - Mr. Adams requested the underground contractor contact the Utilities Department regarding extending service to the area.
  - Mr. Rooney agreed.
  - Mr. Adams advised the Utilities Department would furnish necessary materials to the underground contractor.
  - Mr. Rooney announced Mr. Ron Oskey was the new property owner, clarifying the bicycle rack would use the City-standard black powder coat and the handrail coating would be addressed by the architects. He explained garbage carts on a concrete slab at the back of the building would be used for refuse collection.
  - Ms. Hannon advised the slab must be screened, requesting plans which specified same.
  - Mr. Hilston announced the Fire Marshal would return June 25, 2018, if her assistance was required.
  - Mr. Rooney responded he was not altering sprinklers and a fire hydrant was located at the driveway's entrance.
- B. Event Permit: 18-148150; 2018 AAU Outdoor Pickleball Championship; Gilchrist Park Tennis & Pickleball courts
- Ms. Jennifer Daumann, Executive Assistant, questioned if the Committee wished to continue this item in the absence of a representative.
  - Consensus was to continue Event Permit 18-148150 to the next meeting.
- C. Event Permit; 18-148151; C.A.S.T for Kids Charlotte Harbor; September 8, 2018; Laishley Park
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a copy of the Certificate of Insurance naming the City as additional insured and proof of the applicant's 501(c)(3) status. She provided a map of Laishley Park, advising the site must be fenced or staked a minimum of twenty-four hours prior to the event and the Facilities and Maintenance Division required two weeks' notice to provide for electrical and water needs.
  - Mr. Nahra inquired as to a safety plan.
  - Ms. Alycia Page, applicant, recalled the 2017 event included Charlotte County Fire Marine Operatives, adding Sea Tow distributed life vests to children and each vessel's captain provided required safety equipment.

- Mr. Nahra confirmed same would be included at this year's event, advising Marine Volunteers in Policing were also available as an in-kind service.
- Ms. Hannon MOVED, Mr. Cole SECONDED approval of Event Permit #18-148151 contingent upon the applicant contacting the Fire Marshal for comments. MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT**

- Meeting Adjourned: 9:10 a.m.

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David Hilston, Chairman

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Sara Welch, Recording Secretary