

**DEVELOPMENT REVIEW COMMITTEE
MEETING
OCTOBER 26, 2018**

MEMBERS PRESENT: David Hilston, Chairman
Lisa Hannon, Zoning Official
Tom Jackson, Utilities Director
Jennifer Molnar, Fire Marshal
Norman Nahra, Police Lieutenant
John Smith, Plans Examiner
Linda Spósito, Senior Project Manager

OTHERS PRESENT: Jennifer Daumann, Executive Assistant
Gussie Baker, Nick Nemec, Suzanne Van Drus

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
- 1. November 9, 2018

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. October 12, 2018
- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of the October 12, 2018 minutes.
MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. Event Permit: 18-149866; Punta Gorda Block Party; April 27, 2019; Downtown Punta Gorda
- Ms. Jennifer Daumann, Executive Assistant, requested a site plan and digital example of the proposed off-premise signage and a list of locations for same, clarifying signage could be installed a maximum of 24 hours prior to the event. She further requested a letter of authorization from the property owner, a letter of understanding from the Charlotte Harbor Event & Conference Center, a letter informing business owners of the event and copies of the alcoholic beverage license and Certificate of Insurance naming the City as additional insured. She advised a Florida Department of Transportation (FDOT) permit was required, noting the event would be presented for City Council's approval on November 17, 2018.
- Ms. Gussie Baker, event organizer, replied the State would not issue the alcoholic beverage license until 30 days prior to the event.

- Ms. Molnar stated the applicant was working with the Fire Department to coordinate the standby detail as well as emergency vehicle accessibility. She advised a tent permit would be required.
 - Mr. Nahra stated eight police officers would be scheduled for the events, four officers serving from 12:00 p.m. to 10:00 p.m. and another four serving from 5:00 p.m. to close.
 - Ms. Sposito requested the applicant work with Mr. Dave Meyers, Traffic Control Technician, regarding the Maintenance of Traffic Plan.
 - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-149866 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY
- B. Event Permit: 18-149960; Punta Gorda's Great Tailgate; November 24, 2018; City Marketplace
- Ms. Daumann announced the applicant had requested the event be held at Laishley Park, advising same might require clean-up the following day. She noted the Harborwalk Condominium entrance must be staked or fenced. She requested a site plan, the Special Event Safety Checklist, the Laishley Park Rental contract, the Facilities Maintenance contract and a copy of the alcoholic beverage license, asking who would hold same.
 - Mr. Nick Nemec, event organizer, replied he was unsure.
 - Ms. Molnar advised a tent permit would be required, requesting application for same be made two weeks in advance. She noted drive access must be maintained.
 - Mr. Nahra stated a one-officer police detail was required.
 - Ms. Molnar MOVED, Mr. Smith SECONDED approval of Event Permit #18-149960 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY
- C. Event Permit: 18-149963; Downtown Tree Lighting; November 30, 2018; City Marketplace
- 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. She noted an FDOT permit would be required.
 - Ms. Hannon stated she believed Mayor Rachel Keesling, event organizer, had a letter of authorization from the property owner.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #18-149963 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY
- D. Event Permit: 18-149970; Christmas Eve Service; December 24, 2018; Laishley Park
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a current Certificate of Exemption, the Laishley Park Rental contract and a copy of the Certificate of Insurance naming the City as additional insured.

- Ms. Molnar advised anything more than a single ten-foot by ten-foot tent/canopy would require a tent permit. She stated a medical standby would be required, requesting proof of the standby's medical certification.
 - Mr. Nahra stated a two-officer police detail was required.
 - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #18-149970 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY
- E. Event Permit: 18-150003; Big Boy Toyz Expo, February 15-17, 2019; Charlotte Harbor Event & Conference Center
- Ms. Daumann announced the event organizer had requested this item be continued to the November 9, 2018, meeting.
 - Consensus was to do so.

UNFINISHED BUSINESS

- A. Event Permit: 18-149764; Rotary Awareness Day for Tender Hearts; December 1, 2018; Laishley Park Pavilions
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting the Facilities Maintenance contract, Laishley Park Rental contract and Fire Safety Checklist in addition to a copy of the 501(c)3 tax exempt certificate. She advised the Harborwalk Condominium entrance must be staked or fenced.
 - Ms. Molnar advised anything more than a single ten-foot by ten-foot tent/canopy would require a tent permit.
 - Mr. Nahra inquired regarding the anticipated attendance.
 - Ms. Suzanne Van Drus, event organizer, estimated 1,000.
 - Mr. Nahra stated anticipated attendance of 1,000 required a one-officer police detail, requesting Ms. Van Drus contact him regarding same closer to the event.
 - Ms. Molnar MOVED, Ms. Hannon SECONDED approval of Event Permit #18-149764 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

- Meeting Adjourned: 9:12 a.m.

David Hilston, Chairman

Sara Welch, Recording Secretary