

**DEVELOPMENT REVIEW COMMITTEE
MEETING
JANUARY 26, 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

OTHERS PRESENT: Jennifer Daumann, Executive Assistant
Jerry Cleffi

CALL TO ORDER/ANNOUNCEMENTS

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

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

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

NEW BUSINESS

NOTE: Item A was heard following Item I.

- A. Event Manual & Park Rental Policy Revisions
- Ms. Hannon asked for comment on the reformatted fee schedule for Gilchrist Park.
- Mr. Nahra requested the website be updated with current parade routes. He further requested the parade route approval process require event planners to designate staging and disbanding locations prior to appearing before the Committee. He then commented on Police Department detail contracts, recalling payment difficulties from several event organizers.
- Ms. Molnar expressed the Fire Department faced the same issue.
- Ms. Hannon stated she would forward Mr. Nahra and Ms. Molnar a letter of demand approved by the Legal Department and request the latter include Fire and Police Department detail contracts within event applications.
- Ms. Jennifer Daumann, Executive Assistant, confirmed future events could be denied

until prior balances were cleared.

- Mr. Jackson noted the Legal Department could act against contract violations.
 - Ms. Hannon affirmed the contract specified the Committee could deny future events if timely payment for details was not received.
- B. Event Permit #18-145753; Hops and Horns; February 10, 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 and a copy of the alcoholic beverage license. She noted Wyvern Hospitality LLC was listed on the application as the alcoholic beverage permit holder.
 - Ms. Molnar specified a tent permit was required ten days in advance. She noted a tentative Fire Department standby detail was required but could be cancelled if anticipated attendance appeared low.
 - Mr. Nahra stated a one officer detail was required at this time, calling for more if anticipated attendance increased.
 - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-145753 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. Event Permit #18-145854; Downtown Hoedown for the Troops; February 17, 2018; City Marketplace
- 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 advised a tent permit was required as was a tentative Fire Department standby detail which would be cancelled if anticipated attendance appeared low.
 - Mr. Nahra confirmed a two officer detail was scheduled, questioning whether additional officers were required backstage.
 - Mr. Jerry Cleffi, event organizer, replied he would follow up with the Police Department once he heard back from the artist.
 - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-145854 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- D. Event Permit #18-145844; Peace River National Art Festival; March 17-18, 2018; Laishley Park
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a copy of the alcoholic beverage for this annual event. She noted an off-site parking plan was provided.
 - Ms. Molnar advised a tent permit and a Fire Department standby detail were required.
 - Mr. Nahra confirmed a two officer detail would be provided at the event site along with a third officer at the entrance of City Marketplace for traffic control.

- Ms. Hannon noted the City was working with the Premier Auto Auction applicant to ensure proper ingress and egress were maintained along Retta Esplanade and Harborside Avenue for both events.
- Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-145844 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- E. Event Permit #18-145747; Florida Frontier Days; February 23 & 24, 2018; History 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 which named the City as additional insured. She confirmed off-site parking was in the same location as the previous year.
 - Ms. Molnar announced a tent permit was required.
 - Mr. Nahra stated the requested Volunteer in Policing officer was not guaranteed.
 - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-145747 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- F. Event Permit #18-145751; iHeart Media Peace River Seafood Festival; Laishley Park; March 3 & 4, 2018
 - Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, noting this annual event required City Council's approval to close the Harborwalk. She requested a copy of the alcoholic beverage license and the Certificate of Insurance which named the City of Punta Gorda as additional insured.
 - Ms. Molnar advised a tent permit and a Fire Department standby detail were required.
 - Mr. Nahra noted a two officer detail was required.
 - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of Event Permit #18-145751 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- G. AX-01-18 Additional "Loop" properties
 - See Item I.
- H. Z-01-18 The Loop Properties
 - See Item I.
- I. CP-01-18 The Loop
 - Ms. Hannon displayed an overhead of the subject property, as delineated in the agenda material, entering the staff report into the record by reference. She stated this was a technical review, adding no development was proposed at this time.
 - Mr. Jackson MOVED, Ms. Hannon SECONDED to recommend approval of AX-01-18, CP-01-18 and Z-01-18. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

- Meeting Adjourned: 9:19 a.m.

Lisa Hannon, Acting Chairman

Sara Welch, Recording Secretary