

**DEVELOPMENT REVIEW COMMITTEE
MEETING
APRIL 26, 2019**

MEMBERS PRESENT: David Hilston, Chairman
Randy Cole, Chief Building Official
Lisa Hannon, Zoning Official
Tim Smallwood, Water Distribution Supervisor
Jennifer Molnar, Fire Marshal
Norman Nahra, Police Lieutenant
Linda Sposito, Senior Project Manager

OTHERS PRESENT: Jennifer Daumann, Executive Assistant

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
- 1. May 10, 2019

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. April 12, 2019
- Ms. Molnar MOVED, Ms. Hannon SECONDED approval of the April 12, 2019 minutes. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. Event Permit: 19-152683; Minda & Friends; November 16, 2019; Charlotte Harbor Event and Conference Center
- Ms. Jennifer Daumann, Executive Assistant, displayed an overhead of the site plan, as delineated in the agenda material, requesting a letter of authorization from the property owner.
- Ms. Molnar advised a tent permit was required.
- Mr. Nahra requested the applicant contact the Police Department if an off-duty police officer was desired.
- Ms. Molnar MOVED, Ms. Hannon SECONDED approval of Event Permit #19-152683 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

- B. Event Permit: 19-152686; Premier Auto Auction; December 6 & 7, 2019; Charlotte Harbor Event and Conference Center
- Ms. Daumann displayed an overhead of the site plan denoted in the agenda material, requesting a letter of authorization from the property owner as well as Off-duty Police Officer and Fire Department contracts if standbys were required. She reviewed notes from the prior year, advising one lane of the Taylor Street extension must remain open for pedestrian traffic.
 - Discussion ensued regarding the requirement for an accessible pedestrian pathway to connect the Harborwalk and downtown area, with staff offering to meet with Mr. Jim Finch, applicant, to clarify same.
 - Ms. Molnar advised tent permits were required, noting tents must be set up in the parking lot.
 - Mr. Nahra requested the applicant contact the Police Department if off-duty police officers were desired.
 - Ms. Molnar MOVED, Ms. Hannon SECONDED approval of Event Permit #19-152686 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. Event Permit: 19-152688; Big Boy Toyz Expo; February 14-16, 2020; Charlotte Harbor Event & Conference Center
- Ms. Daumann displayed an overhead of the site plan from the agenda material, requesting a letter of authorization from the property owner, Fire Safety Checklist and Off-duty Police Officer and Fire Department contracts if standbys were required. She advised one lane of the Taylor Street extension must remain open for pedestrian traffic.
 - Ms. Molnar advised a tent permit was required.
 - Mr. Nahra requested the applicant contact the Police Department if an off-duty police officer was desired, noting event staff would be required to direct attendees to other parking if onsite parking reached capacity.
 - Ms. Molnar MOVED, Ms. Hannon SECONDED approval of Event Permit #19-152688 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- D. Event Permit: 19-152702; Hibiscus Festival; May 3-5, 2019; City Marketplace
- Ms. Daumann displayed an overhead of the site plan, as delineated in the agenda material, requesting submission of a road closure form due to public safety concerns, the Fire-Safety Checklist, Off-duty Police Officer and Fire Department contracts if standbys were required, the Public Works contract, alcoholic beverage license and an example of proposed off-premises signage in digital format.
 - Ms. Molnar noted the tent permit application had been received.

- Mr. Nahra advised a one-officer detail was required each day during the event, explaining limited availability of City police officers might require the Charlotte County Sheriff's Office to provide the required details.
- Ms. Molnar MOVED, Ms. Hannon SECONDED approval of Event Permit #19-152702 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

- Meeting Adjourned: 9:12 a.m.

David Hilston, Chairman

Leah Pues, Recording Secretary