

**DEVELOPMENT REVIEW COMMITTEE
MEETING
MAY 10, 2019**

MEMBERS PRESENT: David Hilston, Chairman
Randy Cole, Chief Building Official
Lisa Hannon, Zoning Official
Tim Smallwood, Water Distribution Supervisor
Norman Nahra, Police Lieutenant

MEMBERS ABSENT: Jennifer Molnar, Fire Marshal
Linda Sposito, Senior Project Manager

OTHERS PRESENT: Jennifer Daumann, Executive Assistant
Gordon Muir, Ursula Powell, Ron Davis

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 26, 2019
- Ms. Hannon MOVED, Mr. Smallwood SECONDED approval of the April 26, 2019 minutes. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. OD-02-19 – Outdoor Dining request for Penny's – 1133 Bal Harbor Boulevard.
- Ms. Hannon announced this request would allow two tables, advising sufficient pedestrian access must be maintained at all times.
- Mr. Cole noted at least one table must be wheelchair accessible.
- Mr. Gordon Muir, applicant, stated six feet of clearance would be maintained for pedestrian access.
- Ms. Hannon MOVED, Mr. Smallwood SECONDED approval of OD-02-19 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- B. DD-02-19 – Doggie Dining for Penny's – 1133 Bal Harbor Boulevard.
- Ms. Hannon announced the request would allow doggie dining in the outdoor patio area, explaining adherence to City and State regulations was required.
- Ms. Hannon MOVED, Mr. Smallwood SECONDED approval of DD-02-19. MOTION CARRIED UNANIMOUSLY.

- Mr. Muir, applicant, questioned when the permit would be issued.
 - Ms. Hannon replied after the minutes were completed; however, doggie dining could begin at this time.
- C. SE-01-19 – A Special Exception request by Kim Devine, Authorized Agent for 751 West Retta Esplanade FL, LLC, property owner, pursuant to Chapter 26, Section 16.8, Punta Gorda Code, to allow a Bed and Breakfast Inn, which is not located within the historic district or listed as a contributing structure, and will not be owner-occupied as required by Chapter 26, Section 4.8, Punta Gorda Code, to be located in a Neighborhood Residential 10 units per acre (NR-10) zoning district as permitted by Special Exception pursuant to Chapter 26, Article 3, Section 3.7(f)(9), Punta Gorda Code; for the property addressed as 751 West Retta Esplanade, Punta Gorda, Florida.
- Ms. Hannon provided a brief review of the request, explaining the applicant had constructed the house and guest cottage within the original historic district with the intention of operating a bed and breakfast. She concluded the Urban Design Division recommended approval of SE-01-19.
 - Ms. Hannon MOVED, Mr. Smallwood SECONDED to recommend approval of SE-01-19. MOTION CARRIED UNANIMOUSLY.
- D. Event Permit: 19-152943; West Indian Carnival Festival; June 1, 2019; Laishley Park
- Ms. Jennifer Daumann, Executive Assistant, displayed an overhead of the site plan from the agenda material and requested the following be provided at least two weeks prior to the event: copy of alcoholic beverage license; certificate of insurance naming the City as additional insured; payment for Police and Fire Department services; payment for the park rental and damage deposit. She further requested an example of proposed off-premises signage in digital format, noting signage must be professionally made and placed in approved locations. She advised the Harborwalk Condominium entrance must be staked or fenced a minimum of twenty-four hours prior to the event and the City's Facilities and Maintenance Division required two weeks' notice to provide for electric and water needs. She stated a dumpster was required, explaining the applicant was responsible for clean-up of the event by 10:00 p.m. She noted the interactive fountain, public parking, restrooms, and the Harborwalk must remain open to public. She then inquired as to anticipated attendance.
 - Ms. Ursula Powell, applicant, replied between 500 and 1,000 attendees were expected.
 - Mr. Nahra stated a one-officer detail was required; however, an additional officer would be kept on standby in case attendance was higher than anticipated. He commented music must remain at a reasonable level.

- Ms. Daumann noted if cleanup was not completed by 10:00 p.m. on June 1, 2019, the applicant would be required to clean up the following day as long as the park was available.
- Ms. Hannon MOVED, Mr. Smallwood SECONDED approval of Event Permit #19-152943 contingent upon comments made this date and to require coordination for permits from the Fire Department. MOTION CARRIED UNANIMOUSLY.
- E. Event Permit; 19-153086; Run to the Wall of Southwest Florida; May 26, 2019; Laishley Park Gazebo
 - Ms. Daumann displayed an overhead of the site plan, as delineated in the agenda material, advising adherence to Chapter 16, Section 10, Punta Gorda Code was required. She requested a certificate of insurance naming the City as additional insured as well as a map of the motorcycle route.
 - Mr. Ron Davis, applicant, replied there was not an organized route.
 - Mr. Nahra questioned if each departure location would have one organized group leaving at a set time.
 - Mr. Davis replied representatives at each location were responsible for timing departure so that motorcyclists would arrive at the Veteran's Park at 12:30 p.m.
 - Mr. Nahra stated motorcyclists must abide by traffic rules and regulations.
 - Ms. Hannon MOVED, Mr. Smallwood SECONDED approval of Event Permit #19-153086 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

- Meeting Adjourned: 9:15 a.m.

David Hilston, Chairman

Leah Pues, Recording Secretary