

**DEVELOPMENT REVIEW COMMITTEE  
MEETING  
OCTOBER 12, 2018**

**MEMBERS PRESENT:** David Hilston, Chairman  
Randy Cole, Chief Building Official  
Jennifer Molnar, Fire Marshal  
Norman Nahra, Police Lieutenant  
Tim Smallwood, Utilities Department  
Linda Sposito, Senior Project Manager

**MEMBERS ABSENT:** Lisa Hannon, Zoning Official

**OTHERS PRESENT:** Jennifer Daumann, Executive Assistant  
Tyler Crane, Jennifer Hecker, Shane Hotchkin,  
Julie Mathis, Barry Schroyer, Dee Porter,  
Allison Blei

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- B. Next Scheduled Meeting
  - 1. October 26, 2018

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**APPROVAL OF MINUTES**

- A. September 28, 2018
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of the September 28, 2018 minutes. MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS**

- A. Event Permit #18-149758; Veteran's Day BBQ & Celebration; November 11, 2018; Laishley Park Pavilions
  - Ms. Jennifer Daumann, Executive Assistant, displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting documentation of the applicant's 501(c)3 status and a digital example of the proposed off-premise signage and list of locations for same.
  - Mr. Tyler Crane stated a single ten-foot by ten-foot tent would be used.
  - Ms. Molnar advised a tent permit would not be required, noting the roadway and roundabout must remain clear of parked vehicles.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #18-149758 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.

- B. Event Permit #18-149710; Charlotte Harbor Nature Festival; November 17, 2018; Laishley Park
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a digital example of the proposed off-premise signage and list of locations for same.
  - Ms. Molnar advised a tent permit would be required, requesting application for same be made two weeks prior to the event.
  - Mr. Nahra questioned if 1,500 to 2,000 attendees were anticipated.
  - Ms. Jennifer Hecker, event organizer, replied same was a maximum, advising attendance of 1,000 to 1,500 was more typical.
  - Mr. Nahra replied a one-officer police detail was required.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #18-149710 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- C. Event Permit #18-149787; 2TWELVE .5k; December 8, 2018; Laishley Park
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, requesting a digital example of the proposed off-premise signage and list of locations for same. She advised the Harborwalk Condominium entrance to the site must be fenced or staked off.
  - Ms. Molnar advised more than one ten-foot by ten-foot canopy would require a tent permit.
  - Mr. Nahra inquired if any road closures were being requested.
  - Mr. Shane Hotchkin, event organizer, replied in the negative.
  - Mr. Nahra questioned how many officers were needed.
  - Mr. Hotchkin stated he believed one officer would be required for the 200 anticipated attendees.
  - Mr. Nahra clarified an officer was not required; however, one could be arranged.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #18-149787 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- D. Event Permit #18-149763; 40<sup>th</sup> Annual Christmas Parade; December 8, 2018; Taylor Street
- Ms. Daumann displayed an overhead of the proposed site plan, as delineated in the agenda material, noting a road closure form and a Florida Department of Transportation permit were required. She requested a copy of the Certificate of Insurance naming the City as additional insured, confirming the parade route would commence at Charlotte High School. She advised vendors were not allowed along the route.
  - Ms. Julie Mathis, event organizer, questioned if mobile vendors were allowed.

- Ms. Daumann stated she would determine same and advise Ms. Mathis accordingly.
  - Ms. Molnar noted the Fire Department intended to participate.
  - Mr. Nahra stated in-kind services were being provided for this event, confirming the parade would commence at 12:00 p.m.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #18-149763 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- E. Event Permit #18-149764; Rotary Awareness Day for Tender Hearts; December 1, 2018; Laishley Park Pavilions
- Ms. Jennifer Daumann, Executive Assistant, requested Event Permit #18-149764 be continued.
  - Consensus was to do so.
- F. Event Permit #18-149801; 2018 Punta Gorda Pop Up Show; October 19-21, 2018; City Marketplace
- Ms. Jennifer Daumann, Executive Assistant, advised all required paperwork had been submitted.
  - Ms. Molnar advised more than one ten-foot by ten-foot canopy would require a tent permit.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of Event Permit #18-149801 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- G. OD-05-18 - 101 East Retta Esplanade - Wyvern Hospitality, LLC
- Mr. Hilston announced the property contained outdoor dining courtyards in front of the hotel, advising sufficient pedestrian access must be maintained at all times in accordance with the Americans with Disabilities Act (ADA) and Fire Department regulations.
  - Ms. Molnar MOVED, Ms. Sposito SECONDED approval of OD-04-18 contingent upon comments made this date. MOTION CARRIED UNANIMOUSLY.
- H. V-03-18 - 1732 Steadley Avenue
- Mr. Hilston displayed an overhead of the subject property, as delineated in the agenda material, explaining the applicants wished to construct a raised deck and ramp for outdoor dining in compliance with ADA accessibility standards, which would create a zero-foot street yard setback. He entered the staff report into the record by reference, reviewing same in detail. He noted the ancillary decorative boat must be adequately secured as a condition of approval and would be subject to the Building Division's requirements. He concluded staff recommended approval of V-03-18 as the Special Purpose zoning district was intended to accommodate unique development and the request was compatible with the surrounding neighborhood.

- Ms. Molnar inquired as to the use of the decorative boat.
- Mr. Barry Schrayer, event organizer representative, replied only employees would be allowed to enter the boat.
- Ms. Molnar confirmed the boat would be cordoned off.
- Mr. Cole advised the Building Division would require a more detailed drawing of the ramp with the building permit application, asking if the tables were picnic tables. He then stated at least one table must be handicap accessible, requesting same be clearly depicted on the drawing.
- Ms. Molnar advised the Fire Department wished to inspect the plans for construction of the vessel.
- Mr. Cole confirmed electrical service would be provided to the vessel, advising a permit application would be required for same.
- Ms. Sposito questioned if water service would be provided to the vessel.
- Mr. Schrayer voiced uncertainty regarding same, stating same was likely.
- Mr. Cole noted approval from the Florida Department of Business and Professional Regulation's Division of Hotels & Restaurants would be required as well.

I. V-04-18 - 115 Bayshore Court

- Mr. Hilston displayed an overhead of the subject property, as delineated in the agenda material, explaining the applicant wished to construct a single-family residence with an attached pool and screen enclosure on a non-conforming lot which was less than the 9,600 square feet required by Punta Gorda Code and which would encroach on the required setback. He reviewed the staff report, as denoted in the agenda material, in detail, concluding staff recommended approval of the requested variance.
- Ms. Dee Porter, applicant's representative, noted the published notice indicated a rear yard setback of 16.2 feet was being requested; however, the applicant had asked for a 15 foot setback.
- Mr. Hilston replied staff would investigate same, explaining the variance might have to be re-advertised.
- Ms. Daumann then requested the Committee consider the event "Mr. Swindle's Traveling Peculiarium," which would be held February 19 through 27, 2019, at the City Marketplace property.
- Ms. Allison Blei, event organizer, stated the show would take place inside a tent capable of seating 300 spectators.
- Ms. Sposito inquired as to the kind of acts which would be performed.
- Ms. Blei replied the theatrical show was a story focused on Mr. Swindle and his entourage.

- Ms. Daumann advised food and alcohol would be served, noting the event would be held on private property.
- Mr. Hilston questioned if the Committee desired to review the event this date or review the event via email.
- Ms. Molnar MOVED, Ms. Sposito SECONDED to conduct an administrative email review of the application for Mr. Swindle's Traveling Peculiarium. MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT**

- Meeting Adjourned: 9:27 a.m.

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David Hilston, Chairman

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Sara Welch, Recording Secretary